





# COVID RISK ASSESSMENT:

## The Collett School

Updated September 2021

### **Monitoring and reviewing**

As the school continues to operate during the pandemic and subsequent waves of infection, we will continue to review how staff and pupils adapt to our controls, and will need review to reflect additional controls or risks which only became apparent as our operational activities and curriculum are delivered.

<b>RISK ASSESSMENT FOR:</b> The Collett School activities during COVID 19 outbreak.		<b>The Collett School 631</b>		 
<b>Establishment:</b> The Collett School	Updated with vaccination information for children aged 12-15		<b>Date:</b> 1/9/21	
<b>Risk assessment number/ref:</b> <b>RA 14/9/21</b>	<b>Manager Approval:</b> Stephen Hoult-Allen		<b>Date:</b> 14/9/.21	

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
<b>Individual risk factors meaning staff / pupils more vulnerable to COVID-19</b>  <b>Clinically extremely vulnerable (CEV) pupils and staff</b>  <b>Shielding for CEV individuals paused on 1<sup>st</sup> April 2021.</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	<p><b>Pupils</b>            Those CEV pupils unable to attend school because they are under specialist care and following specific clinical advice (e.g. a letter from their consultant/GP stating they should refrain from attending school) will be provided with remote education.</p> <p>Existing individual health care plans in place for pupils/students to be reviewed.</p> <p>Clear message sent to parents that students should not be sent into school if unwell for both Covid-19 and any other illnesses/symptoms.</p> <p><b>Staff</b>            Individuals classed as clinically extremely vulnerable to have an Individual Risk Assessment undertaken on their role. This is also open to all staff with concerns about their personal situation, whether or not clinically vulnerable.</p> <p>School to discuss arrangements / concerns with individuals and provide assurance of controls in place (i.e. hand washing, enhanced cleaning, ventilation, managing confirmed / suspected cases, LFD testing) and through the risk assessment process determine if any additional measures are required. This should consider if these staff are able to work from home or in areas / roles where limiting close contact is easier.</p> <p>See <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a></p> <p><a href="#">Protect vulnerable workers - Working safely during the coronavirus (COVID-19) pandemic (hse.gov.uk)</a></p>	<p>From 1<sup>st</sup> April CEV staff were able to return to the workplace. Individual risk assessments for CEV staff to be reviewed if they <b>cannot</b> work from home.</p> <p>In the event of an individual following specific clinical advice (e.g. a letter from their consultant/GP stating they should refrain from attending the workplace) it is strongly recommended that Schools contact their HR Advisor.</p>	SHA	Beginning of Term	

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		<p>Nationally every adult has been offered a first vaccine and the opportunity for two doses by mid-September.</p> <p><b>Asymptomatic testing (LFD testing)</b> Testing remains voluntary but strongly encouraged.</p> <p>Information about testing pupils for the beginning of term – follow guidance that 3 tests – 2 undertaken in school, one at home.</p>	<p>COVID-19 booster vaccines to the most vulnerable, starting from September 2021</p> <p>Encourage vaccine take up (both doses)</p> <p>Some staff will not have had the vaccinations for personal reasons. Covid safety measures will need to support those people, though not identify them</p>	SHA, individual staff members		
<b>School occupants coming into contact with those with Coronavirus symptoms</b>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>School community clear on symptoms of coronavirus: a high temperature, a new continuous cough or a loss of, or change, in their normal sense of taste or smell. <a href="#">Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a> followed. These expectations have been communicated to all.</p> <p>Arrangements in place to ensure symptomatic staff / pupils do not return until isolation period has passed or negative test result confirmed.</p> <p>No symptomatic individuals to present on site.</p> <p><b>In the event of a suspected case whilst working on site</b> Ensure Head of School is notified.</p> <p>Individual goes home immediately (if awaiting collection by their parent, isolate child in a room behind a closed door, or an area away from others (2M), open a window for ventilation) and self-isolate.</p>				

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<b>School occupants coming into contact with those with Coronavirus symptoms</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	<p>School staff supervising the child while they await collection should wear PPE (a fluid resistant surgical mask, type IIR) if close contact is necessary. If direct care (such as for a very young child or a child with complex needs) is required then staff giving care to wear a fluid resistant surgical mask (type IIR), disposable apron and gloves.</p> <p>Clear message to parents that if a student is unwell at school they are to be sent home or collected immediately.</p> <p>Anyone who has had contact with those with symptoms to wash hands thoroughly. All areas occupied and equipment used by the affected person are to be thoroughly cleaned and disinfected (see PHE cleaning advice <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a> )</p> <p>Pupils, staff and other adults should follow public health advice on <a href="#">When to self-isolate and what to do - Coronavirus (COVID-19) - NHS (www.nhs.uk)</a></p> <p><b>Testing</b> Staff / pupils who develop symptoms should be PCR tested. Testing is most sensitive within 3 days of symptoms developing. Guidelines on who can get tested and how to arrange for a test can be found in the <a href="#">COVID-19: getting tested guidance</a>.</p> <p>Tests can be booked online through the NHS website <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</a> Direct link is <a href="https://self-referral.test-for-coronavirus.service.gov.uk/antigen/name">https://self-referral.test-for-coronavirus.service.gov.uk/antigen/name</a> or call 119 if they have no internet access.</p> <p>Schools were initially provided with 10 PCR home testing kits which can be provided in the <b>exceptional circumstance</b> that you believe an individual may have barriers to accessing testing elsewhere. See <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-">https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-</a></p>	<p>Staff and pupils who are tested for Covid-19 to inform the school of result and date of test.</p> <p>A positive PCR test will still require self-isolation regardless of vaccination status or age.</p> <p>Additional PCR kits able to be ordered via <a href="https://request-testing.test-for-coronavirus.service.gov.uk/">https://request-testing.test-for-coronavirus.service.gov.uk/</a></p>			

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		<p><a href="#">kits-for-schools-and-fe-providers</a>. Kits are not be given directly to children, only to adults over the age of 18 or a child's parent or carer.</p> <p><b>Positive case in school setting</b>  Those affected self-isolate and do not return to school until the end of self-isolation period.  See when to contact the LA Covid response team'  <a href="https://thegrid.org.uk/covid-19/key-documents-for-schools">https://thegrid.org.uk/covid-19/key-documents-for-schools</a>  <a href="mailto:COVID.EYSEducation@hertfordshire.gov.uk">COVID.EYSEducation@hertfordshire.gov.uk</a>  From 19<sup>th</sup> July NHS T&amp;T will undertake contact tracing</p> <p><b>Asymptomatic testing (LFD testing)</b> Testing remains voluntary but strongly encouraged.  Secondary age students continue to test regularly (x2 weekly) if attending school.  Primary age pupils are not tested with LFDs</p> <p><b>Secondary School testing</b>  asymptomatic test centre (Kitchen) can be reinstated should Government require us to do so.  Able to commence testing from 3 working days before the start of term.  Students continue 2x weekly LFD testing until End of September when this will be reviewed.  School staff should be asked to continue testing twice a week even if fully vaccinated.</p> <p><b>Vaccinations at School</b>  The schools are asked to host NHS vaccinations for pupils in school.</p> <p>ONLY children with parental permission can be vaccinated. Letters and information sent to staff and families and put on the website.</p>	<p><b>From 16<sup>th</sup> August 2021</b> all those under the age of 18 years and 6 months and those adults who have been fully vaccinated will be exempt from self-isolation if a contact of a positive case.  Close contacts should take a PCR test and only need to isolate if they test positive or develop symptoms themselves.</p>			

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<b>General Transmission of COVID-19</b>  <b>Ineffective hygiene protocols</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	<b>Hand Hygiene</b> Welfare facilities are provided which contain suitable levels of soap and paper towels. All persons to wash hands with soap and water regularly and thoroughly, for at least 20 seconds. Hand washing technique to be adopted as directed by NHS guidance posters in place to reinforce this.  Alcohol hand sanitiser used in addition where required. Review existing levels / location of hand sanitiser stations. Provided at reception / entrance/exit points; student entrance /reception. Additional hand sanitiser in circulation spaces / classrooms where required.  Build use into routines staff and pupil routines e.g. on arrival, when returning from breaks, when changing rooms, before / after eating.  Site staff to regularly clean the hand washing facilities and check consumables. Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.  Ensure adequate supplies of soap, hand sanitiser and paper towels and these should be securely stored.  Catch it, kill it, bin it message reinforced.  Staff / students to use tissues when coughing or sneezing and then place the used tissue in the bin before washing hands. (lidded bins in classrooms / other locations for disposal of tissues and other waste)  All persons are reminded to not touch their eyes, nose or mouth if their hands are not clean.	Pupils and staff encouraged through pupil poster designs, regular reminders, assembly reminders	Head of School, Exec Head, Teachers, TAs		
<b>General Transmission of COVID-19</b>  <b>Ineffective cleaning</b>  <b>High Contact points</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	Documented cleaning schedule in place, regular cleaning implemented.  Ensure that frequent contact points, e.g. door handles, taps, flush handles, toilet door handles, table / desktops, bannisters, telephones, keyboards etc. are cleaned and disinfected regularly.  Cleaning materials (e.g. disinfectant spray / wipes) available to staff. Manufacturer's instructions for dilution, application, PPE and contact times for all detergents and disinfectants to be followed.  Only cleaning products supplied by the school / contract cleaners are to be used.				

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		<p>School to obtain the risk assessment from contract cleaning staff for assurance on social distancing measures and their schedule / methods for cleaning the school site.</p> <p><b>In the event of a suspected case / confirmed positive case on site</b>  For disinfection (e.g. following a suspected case) use a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) <b>or</b> a neutral purpose detergent followed by disinfection (1000 ppm av.cl.).  See PHE advice <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a> if an alternative non-chlorine based disinfectant is used ensure that it is <b>effective against enveloped viruses</b> i.e. a product to BS EN14476.</p> <p><b>When cleaning a contaminated area:</b>  Cleaning staff to:</p> <ul style="list-style-type: none"> <li>• Wear disposable gloves and apron</li> <li>• Wear a fluid resistant surgical mask (Type IIR) if splashing likely</li> <li>• Hands should be washed with soap and water for 20 seconds after all PPE has been removed.</li> </ul> <p>PPE to be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.</p> <p>Any cloths and mop heads used must be disposed of as single use items.</p>				
<b>Poorly ventilated spaces</b>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Occupied rooms to be kept as well ventilated as possible (by opening external windows / doors) or via mechanical ventilation systems.</p> <p>Where mechanical ventilation is present that removes and circulates air to <b>multiple</b> rooms, increase ventilation rate and recirculation should be turned off adjust these to full fresh air where possible.</p> <p>There is no need to adjust systems that serve only individual rooms or portable units as these operate on 100% recirculation.  See <a href="#">HSE guidance</a> and <a href="#">CIBSE COVID-19 ventilation guidance</a> (v5 July 21)</p> <p>In cooler weather open windows just enough to provide constant background ventilation, open windows more fully between classes, during breaks etc. to purge the air in the space.  Use heating / additional layers of clothing to maintain comfortable temperatures.</p> <p><b>Ensure key fire doors are not being compromised / wedged open (those protected stairwells, cross corridor, on single directional routes etc.)</b></p>	<p>Identify any poorly ventilated areas and take steps to improve. A CO<sub>2</sub> monitor can help identify if the space is poorly ventilated (CO<sub>2</sub> levels of between 800-1000ppm are indicative of a well-ventilated room.)</p> <p>We are expecting DfE CO<sub>2</sub> monitoring machines in the Autumn Term.</p> <p>Use high level windows where available to minimise drafts.</p>	Head of School		

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			<p>Where lower level windows are being opened out onto play areas then ensure these don't create a risk of pupils running into the edge of an open window.</p> <p>Collett's purchased Biozone machines = further research identifies the strength of the use of these. When possible, to fund these in St Luke's School.</p>			
<b>General Transmission of COVID-19</b>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p><b><u>Meetings</u></b> Hybrid approach to meetings / parents evenings etc. with use of virtual platforms where appropriate</p> <p><b><u>Face coverings</u></b> Any individuals who continue to choose to wear face coverings should be supported to do so.</p> <p>Those wearing face coverings should clean hands before and after touching – including to remove or put them on – and store them in individual, sealable plastic bags between use. See <a href="#">face coverings when to wear one</a></p> <p>Face coverings should still be worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport and dedicated transport to school.</p>	<p>School outbreak management plan to include possibility that it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups</p> <p>In the event of an outbreak the wearing of face coverings may be <b>required</b> to be re-introduced in classrooms / communal areas.</p>			
<b>General Transmission of COVID-19 wider use of school by 3<sup>rd</sup> parties / beyond school day</b>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p><b><u>Hiring and lettings</u></b> risk assessments on use required from provider No set restrictions on indoor / outdoor capacity limits beyond what the school chooses to impose.</p> <p>With Covid measures in place, the school has begun hirings and lettings from September 2021.</p> <p>Supplementary conditions of hire in place for COVID see <a href="https://thegrid.org.uk/health-and-safety-offsite-visits-premises/health-and-safety/premises-and-site-related">https://thegrid.org.uk/health-and-safety-offsite-visits-premises/health-and-safety/premises-and-site-related</a></p>	<p>Hirings / lettings to be reviewed in line with national advice and relaxation of restrictions.</p> <p>See also <a href="#">Sport England FAQs on return of sport</a></p>			



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		<p>Room layouts and areas able to be accessed agreed with hirer.  Time of hire avoids any unnecessary mixing with members of the school community.  Welfare facilities and adequate supplies of soap/water, paper towels, hand sanitiser etc. are provided.  Consider how well ventilated the hired space is and if this can be improved, for example by opening windows / doors where appropriate.  Provide additional signage, if required, for hired spaces to remind users on hand washing etc.  All areas used, particularly touch surfaces are cleaned before / after use / before occupation by school.</p> <p>Record should be kept of all visitors / lead booker (maintained for 21 days) to aid track and trace. Or <a href="#">NHS QR code poster</a> and check in function could be used for members of the public when premises are let to external providers. (this is not a legal requirement)  Schools are not expected to create NHS QR code posters for their normal day to day operations.  In the event of a subsequent positive case returned by a hirer / member of a 3<sup>rd</sup> party group ensure there is a process in place to notify the school.</p> <p><b><u>Afterschool clubs</u></b> – risk assessments on delivery required from providers  See <a href="#">protective measures for holiday and after school clubs, and other out of school settings</a></p> <p><b><u>Performances</u></b></p> <p>Audiences indoor / outdoor have been permitted since May 17<sup>th</sup> (see also <a href="#">performing Arts guidance</a>). For all indoor spaces, maximise natural ventilation (through opening windows and doors or using air conditioning systems wherever possible-see ventilation and music).</p> <p><b><u>Assemblies</u></b></p> <p>We will retain assemblies on Zoom presently as we continue to review the risk of bringing all pupils and staff together in the same space.</p>				
<b>Access to &amp; egress from site</b>	Staff, Students / pupils / wider contacts	<p><b><u>Visitors</u></b></p> <p>Ensure all visitors / building users are aware of school's expectations. They must follow social distancing, hand washing / use of sanitiser on entry and adhere to any restrictions on accessing parts of the building stipulated by the school.</p>				

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	Spread of COVID 19	<p>Volunteers, temporary / supply staff, sports coaches and other providers are briefed on school's arrangements for managing and minimising risk.</p> <p>Where visits can happen outside of school hours, they should. No longer a requirement to collect contact details. Check in by providing an <a href="#">NHS QR code poster</a>, or alternate method for recording and securely storing names and contact details.</p> <p>Signage in reception regarding good hygiene. Use of Perspex screens for open receptions.</p>				
Curriculum activities		<p><b><u>PE / school sport</u></b> No restrictions on how many people can take part in sport indoors / outdoors. No set restrictions on activities – continue to follow relevant National Governing Bodies guidance.</p> <p>Since 29<sup>th</sup> March outdoor fixtures against other schools have been permissible (in line with restrictions on grassroots sport).</p> <p>Since 12<sup>th</sup> April indoor competition between different schools has been permissible.</p> <p>See guidance on <a href="#">grassroot sports for public and sport providers</a>, <a href="#">safe provision and facilities</a>, and guidance from <a href="#">Sport England</a></p> <p>See advice and FAQ's from Association for Physical Education, AfPE have also published a model risk assessment for PE. <a href="https://www.afpe.org.uk/physical-education/coronavirus-guidance-support/">https://www.afpe.org.uk/physical-education/coronavirus-guidance-support/</a></p> <p><b><u>Science / DT</u></b> For secondary science and DT see also CLEAPPS advice (GL343 &amp; GL 344) for suggested considerations in undertaking practical work. <a href="#">CLEAPSS Home page</a></p> <p><b><u>Music Singing and wind / brass instruments</u></b> No limits on the number of people who can sing indoors or outdoors. However there is Increased risk of aerosol transmission with volume and larger numbers of individuals within a confined space.</p> <p>Where using indoor spaces ensure good ventilation through the use of mechanical systems and/or opening windows and doors. Use larger rooms with high ceilings (school Hall) for larger groups. <b>Encouraging the use of outside space where practical</b></p>				

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		<p>Additional guidance and supplementary risk assessment on music lessons in school has been produced by Herts Music service.  <a href="https://www.hertsmusicservice.org.uk/schools-area/covid-guidance-for-schools-herts-music-service.aspx">https://www.hertsmusicservice.org.uk/schools-area/covid-guidance-for-schools-herts-music-service.aspx</a></p> <p><b>Offsite visits</b>  Offsite visits (day visits) able to be run since 12<sup>th</sup> April in line with the Government's roadmap.  Domestic residential visits able to take place since 17<sup>th</sup> May  International visits able to commence from start of Autumn term.  Off site visits risk assessment to be undertaken and include IPC measures.</p>	Travel list (and broader international travel policy) is subject to change, contingency plans required			
<b>lunchtimes</b>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Reinforce handwashing prior to eating food.</p> <p>Hand sanitiser should be available at the entrance of any room where people eat and should be used by all persons when entering and leaving the area.</p> <p><b>Canteen use</b>  Food operators continue to follow Food Standard Agency's (FSA) <a href="#">guidance on good hygiene practices</a> in food preparation and their Hazard Analysis and Critical Control Point (HACCP) processes.</p> <p>Payments are taken by contactless methods.</p>				
<b>Minibus use</b>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Vehicle contact points (handles, keys, display and controls etc.) to be cleaned regularly (sanitiser / disinfectant wipes to be available on the vehicle).</p> <p>Use hand sanitizer on entering / leaving vehicle.</p> <p>Switch ventilation systems on and set to draw fresh air in, not recirculate air to improve ventilation.</p> <p>Windows to be open for ventilation (open partially if cold).</p>				
<b>Contractors</b>	<p>Contractors, Staff, Students / pupils / wider contacts,</p>	<p>School and any on site contractors (Catering, cleaning, FM provider etc.) to co-operate and share risk assessments.</p> <p>All contractors will read and comply with signs in reception regarding good hygiene.</p> <p>Staff and contractors are to maintain respectful distance between themselves and others (1M+ where practical).</p>				

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	Spread of COVID 19	<p>All contractors are to wash their hands or use alcohol-based hand sanitiser upon entering the site.  Agree approach to scheduled / ongoing building works.  Where works can be conducted outside of the school day they should be.</p> <p>School to seek confirmation of the contractors method statement / risk assessment.</p>				
<b>Provision of first aid</b>	<p>Staff,  Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Where reasonable physical contact should be kept to a minimum e.g. pupils apply cold pack, wipe, plaster where able to do so.  Wash hands before / after treatment.</p> <p>Those administering first aid should wear PPE appropriate to the circumstances.  Where the injury was significant and thus required close care for an extended period then it would be reasonable to provide PPE.</p> <p>All PPE should be worn properly, and removed with care. Wash hands immediately and thoroughly before and after removing PPE.  <b>See also 'provision of personal care' and 'Suspected case whilst working on site'.</b></p> <p>First aiders to be aware of advice on CPR from The Resuscitation Council  <a href="#">Resuscitation Council UK Statement on COVID-19 in relation to CPR and resuscitation in first aid and community settings   Resuscitation Council UK</a></p>				
<b>Provision of personal care</b>	<p>Staff,  Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Additional PPE in place if required in Office area.</p> <p>Intimate care continues to be risk assessed and to be based on nature of task and level of contact (e.g. disposable apron, gloves, fluid resistant surgical mask (type IIR) and if there is a risk of splashing to the eyes e.g. coughing, spitting, vomiting then eye protection (e.g. face shield / visor) should be worn.) Face visors or shields should not be worn as an alternative to face coverings. Ensure any reusable PPE such as face visors are cleaned after use.</p> <p>Where a child falls ill with Coronavirus symptoms whilst on site (new continuous cough, high temperature cough or a loss of, or change, in your normal sense of taste or smell.) then school staff supervising the child while they await collection should wear PPE (a fluid resistant surgical mask) <b>if</b> close contact is required.</p> <p>This will continue to be in the Community Room</p> <p>If direct care (such as for a very young child or a child with complex needs) is required then staff giving care to wear a fluid resistant surgical mask, disposable apron and gloves.</p>				

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		All PPE should be worn properly, and removed with care. Wash hands immediately and thoroughly before and after removing PPE.				
<b>Premises safety</b>	Staff, Students / pupils  Wider safeguarding / safety risks	Ensure all 'normal' tasks / compliance checks are being carried out/planned such as fire alarm testing, legionella controls, servicing of equipment, PAT testing etc. Ensure all key services are operational  <b>Legionella</b> Any new 'seldomly' used water outlets to be flushed weekly. Post any lockdown / in the event of closure of any part of the building i.e. where weekly flushing of outlets has not taken place then chlorination / flushing of whole system should take place.  Ensure key fire doors are not being compromised / wedged open (those protected stairwells, cross corridor, on single directional routes etc.)				
<b>Lack of awareness of PHE / school controls</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	All staff consulted on plans and risk assessment and this is shared.  Induction of new staff includes Covid-19 risk reduction measures.  Parents/ carers and pupils informed of measures in place to protect them Information will be displayed in the reception, welfare areas and in suitable places around site.  Clear briefing for all personnel on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance.  Volunteers, peripatetic, temporary / supply staff, sports coaches and other providers are briefed on school's arrangements for managing and minimising risk.				
<b>Staffing levels</b>	Staff, Students / pupils  Spread of COVID 19  Wider safeguarding / safety risks	Dynamic decisions on staffing levels made dependent on numbers / needs of pupils present in school.  Reviewed to ensure adequate number of staff in attendance to maintain an appropriate ratio with pupils and ensure key competencies (first aid etc maintained)  Options such as supply staff, splitting classes, SLT cover, partial closure may be required in event of staff shortages.	Local operational decisions on partial closure / closure to be made in event of insufficient available staff to supervise pupils. With a move to remote learning in such circumstances for those pupils affected. We will continue to buy in supply when available/ appropriate in times of staff shortages.	Head of School		

The measures listed are based on government guidance:

- [Guidance for full opening: schools](#)
- [Guidance for full opening: special schools](#) (this includes guidance on pupils with EHC plans that should be useful for mainstream schools as well)
- [Actions for early years and childcare providers during the coronavirus outbreak](#)
- [Actions for education settings to prepare for wider opening](#)
- [Implementing preventative measures in education settings](#)
- [Planning guide for early years and childcare settings](#)
- [Planning guide for primary schools](#)
- [Guidance for secondary school provision](#)
- [Safe working in education settings](#)

#### **Relevant links**

Guidance for educational settings

<https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19>

Actions for schools COVID operational guidance

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Contingency Framework <https://www.gov.uk/government/publications/coronavirus-covid-19-contingency-framework-for-education-and-childcare-settings>

Protective measures for holiday and after-school clubs

<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak#consider-group>

Face coverings in Education <https://www.gov.uk/government/publications/face-coverings-in-education>

Cleaning of non-healthcare settings <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

Managing premises <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak#other-points-to-consider>

Guidance on infection prevention and control for COVID-19 <https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>

First aid guidance <https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov>

<https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/>

CPR on adults <https://www.sja.org.uk/get-advice/first-aid-advice/unresponsive-casualty/how-to-do-cpr-on-an-adult/>

Therapeutic use of Hydrotherapy pools ATACP <https://atacp.csp.org.uk/documents/atacp-recommendations-safe-aquatic-physiotherapy-practice-relation-covid-19-pandemic-0>

Stay at home guidance  
<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

Cleaning after a positive / symptomatic case on site <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

Test and trace <https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace>

Face coverings <https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>

Return to Recreational team sport framework <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/return-to-recreational-team-sport-framework>

Guidance on shielding and protecting people who are extremely vulnerable from COVID-19 <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#Clinically>