



New Oak – Covid-19 risk assessment

Issue	Who might be harmed and how?	Actions	Do you need to do anything else to control this risk?	Action by who & when ?	Do you consider this risk as High, Medium, or Low? <small>Note, serious consideration should be given to all activities marked red as to whether they should continue.</small>
<p>General hygiene – preventative</p>  	<p>Children, staff, volunteers, parents</p>	<ul style="list-style-type: none"> All staff – teachers, support and supply staff must wear visors when teaching or mixing with other staff i.e. when in close proximity to others. All visors to be cleaned at least twice a day with antibacterial spray and wipes In addition to wearing the visor, all staff – teachers, support and supply staff – must wear a face covering as well when social distancing is not possible i.e. in 1:1s, and in communal and gathering areas If inside the demarcated box at the front of the class and at least 2m away from a child you may teach without mask or visor. Otherwise all above controls remain in place. Staff to maintain good hygiene of visors: keep own visor (twice a day), clean with soap and water. Weekly reminder of protocols for children and staff <i>(See appendix 1 for oasis procedures)</i> Rigorous and thorough cleaning of all used spaces to be ensured each day and toilets at intervals (cleaned first thing, after break and at 1pm during the day) Email information about hand hygiene and preventing the spread of infection sent to staff and cover in briefings Handwashing posters displayed above or next to all sinks- Marcus to check – Signage check Frequent reminders to wash hands and teachers organising this to happen everytime classroom is entered Children, staff, parents are not to touch or shake hands 	<p>All other OCL policies should be followed</p> <p>Additional cleaning hours in the afternoon</p> <p>clear face masks for DLB ordered</p>	<p>P&E</p> <p>P&E</p>	<p>Low</p>

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		<ul style="list-style-type: none"> • Teach children hygiene routines, link sent to suggested gov.uk suggested resources; hand washing, catch it/bin it/kill it. Bin lids will also be wiped down regularly. • Avoid touching eyes, nose, mouth with unwashed hands- remind children about this • Alcohol based hand gels available, to be used with supervision with children. For example, they will hand sanitise before going to the toilet to limit infection when touching doors. They will then wash their hands for 20 seconds before returning to class. • Tissues available to cover coughs and sneezes – remind children to do this – make these available in all bubbles. • Cleaning spray and paper rolls/towels available to clean surfaces as required – this will be done by staff – MN to check daily • Floor tape to show 2m distance at front of classroom • Children will use their own bottles and drinks • Site staff to ensure paper towels, soap, antibac gel and wipes are available and fully stocked - daily • Teacher/Ta to clean high contact areas at least 3 times throughout the day (while children are washing hands) – door handles, taps using gloves, • Cleaner to clean corridor areas/ phones, an apron and a disinfectant spray & disposable cloth throughout the day. <p>Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and water or hand sanitiser. You must ensure that pupils clean their hands regularly, including: • when they arrive at the school • when they return from breaks • when they change rooms • before and after eating</p> <ul style="list-style-type: none"> • Equipment: • PE arrangements: maintain social distancing as much as is practical; consistent washing of hands and equipment prior to and after playing 			
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		<ul style="list-style-type: none"> • Warm up and cool down distanced (both lead and pupils); wash/sanitise hands before and after session; equipment - wash/sanitise or leave for 2-3 days between bubbles reusing. • <i>(Please see appendix 2 for detail.)</i> • Malleable materials such as sand, water, dough, must only be handled by a consistent bubble. • Settings should follow the 'system of controls' and ensure that: <ul style="list-style-type: none"> • children wash their hands thoroughly before and after messy play • frequently touched surfaces, equipment, tools and resources for messy play are thoroughly cleaned and dried before they are used by a different group • Soft furnishings like sofas and bean bags which cannot easily be cleaned should be put away in storage until the pandemic is over • Label computers for individual children to use OR wipe clean after use • All children will have their own equipment in labelled wallets for their sole use – this will remain on their drawers. Drawers to remain under the child's desk – give option to teacher • Shared equipment is permitted from September provided that it is cleaned regularly using soap or Milton solution • Outdoor equipment and PE apparatus in the main hall will be sealed and out of bounds to all • Use antibacterial hand gel before and after using any shared screens e.g. photocopier, sign in point • Bubbles may share resources from September provided that regular cleaning is secure <p>Clothing:</p> <ul style="list-style-type: none"> • Staff to change as soon as they get home or change before they leave and bag up their clothes to take home. • Children need to be in clean uniform, daily. On PE days, children will wear PE kit all day. Concerns about non-uniform to be logged 			
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		<p>on Cpoms or have a conversation with parents (not child)</p> <ul style="list-style-type: none"> • Children to wear masks either consistently throughout the day or not at all <p>Classrooms</p> <ul style="list-style-type: none"> • Cleaning materials available, paper towels and bins in each classroom. • Wipe down desks and door handles every couple of hours • Try to keep children from swapping toys or wipe them down after use. • Space the desks and ensure that all children are facing forward. • All staff should remain 2 m apart from each other and from the children • All equipment to be on table for child and labelled or in drawers on floor • Keep outside doors and windows open for plenty of fresh air <p>Staffroom:</p> <ul style="list-style-type: none"> • All staff to wash hands before using kettle and taking milk etc. from fridge • Hand Sanitizer to be place outside the entrance of the staffroom, staff to use before they enter • If staff are bringing their own lunch, this is to be kept with their own belongings until they eat it • Only 3 people in staff room at any one time (Hall can be used for staff at lunchtime) • Staff to wash food area / where they have eaten • Clean sink area, everything to be cleaned and put away • Enter staffroom from corridor and exit via the entrance lobby • Lunch will be staggered 30 min in staffroom or hall for those who wish to use it • Staff to remember the 2 metres for 15mins or 1 metre for 1 minute (still with PPE) and to use where possible . e.g with other adults 			
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		<ul style="list-style-type: none"> • Other rooms and offices can also be used for lunch provided that maximum numbers are also respected in those rooms • Academy to provide equipment for break out areas so staff can access kettles etc.. <p>Movement around the academy:</p> <ul style="list-style-type: none"> • Due to the layout of the academy, a one-way system is not possible so all to walk on the left and wait to let people pass at doors. • When accessing dining hall/PE Hall you must access this through the playground doors • Reception to use dining hall entrance through playground • Children in KS1 enter playground from their classroom and vice versa so will not use corridor. Children in KS2 will go back to class in order – furthest to go first to avoid bottlenecks in corridors. • Classes will eat in their classroom. To minimise traffic, breaks and lunches will be staggered (full details on a specific document) • 2 metres for 15mins or 1 metre for 1 minute (even with PPE) 			
Ventilation	Staff, children	<ul style="list-style-type: none"> • Windows should be opened more than normal (as much as practicably possible); • If possible windows should be open for at least 15 minutes prior to room occupation; • All windows/doors should be open during breaks and transitions between classes to purge the air; • If it is windy, cold or raining then it may not be practical to fully open the windows/vents, however they should be open as far as reasonably possible without causing discomfort. • During cooler weather, it may be necessary to have the room heating on more than normal. This will incur energy penalties; however, these are deemed acceptable as the increased ventilation will help remove any airborne virus particles from the building. 	<p>Monitor with staff-practicalities</p> <p>Monitor with MN</p>	P+E staff	low

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		<ul style="list-style-type: none"> • Teachers to use outside for PE as much as practical and possible • School to inform parents that children may wear extra clothing 			
Children wearing dirty clothes and potentially spreading the virus	Children staff	<ul style="list-style-type: none"> • Communication sent to parents in advance of re-opening of school • All – staff and children to wear clothes that are easily washed (uniform is easy to clean and dry) • CPOMS as normal any concerns we have and speak to families if needed 			Low
Inadequate supplies of cleaning and disinfecting equipment	Children, staff	<ul style="list-style-type: none"> • P&E to ensure that adequate supplies are maintained • Each room to have a soap (with pump), hand sanitiser, cleaning spray and paper towel, gloves, masks • Site assistant to check supplies each day and ensure that these are kept topped up as needed – channel 7 to call if needed 			Low
Lunch time – preventative	Children, staff, volunteers, parents	<ul style="list-style-type: none"> • Staff vigilance that children are not sharing bottles – they should all have their own • Children will be eating in the classroom • SMSA or Tas will also be present to supervise • Staff member to clean the tables using gloves, an apron and a disinfectant spray & disposable cloth • Hand gel is available – staff to supervise children using it • When in the playground, supervise the children and ensure that they remain in their bubble and within their zone 			Low
Social distancing	Children, staff, volunteers, parents	<ul style="list-style-type: none"> • Re-emphasise the social distancing and being in bubble everywhere – as you talk to each other and for the children • Children will need to be taught about the new environment and the expectations for respecting it. • Children will be taught the importance of remaining in their given bubbles and will be reminded of this often • During breaks and lunchtimes, children will only be able to play with a small group of children and in designated parts of the playground. 			Medium – unlikely that the younger children will maintain social distancing but all precautions have been taken

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<p>Break time, lunch and going to the toilet routines are different from the norm</p>		<p>Playgrounds, breaks and lunches and going to the toilet</p> <ul style="list-style-type: none"> • Children in KS1 enter playground from their classroom and vice versa so will not use corridor. Children in KS2 will go back to class in order – furthest to go first to avoid bottlenecks in corridors. • Staggered times for exit mean that DLB and Y6 children will not meet in corridor • Children will ask to use the toilet and we directed one at a time. Classes to have their own designated toilet • As much outdoor time as possible is advised but in small groups, avoid children just standing and watch for huddles – each group will have a designated area. The playground will be zoned. • KS1 will eat lunch while KS2 play outside and then at 12.30, the reverse will happen. This means that the playground will never be overcrowded. • Lunches will be eaten in the classroom – hot meals will be brought to each class by staff on duty. Everything is disposable so all utensils (cutlery and box) to be placed in black binbags provided specifically for food. • When lining up to go back to class, children will stand in queue with their bubble 2 m away from other bubbles. Markers and signage will make this clear 			
<p>Social distancing not possible when children are distressed</p>		<ul style="list-style-type: none"> • Staff to wear face masks and visors when in close proximity to children • Teachers to wear face covering if a child is crying and offer reassuring words and if comfortable, guide them holding their hands down to the classroom (or wear gloves and remove them when in classroom) • Teachers to wash their hands afterwards 			<p>Low</p>

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		<ul style="list-style-type: none"> • Parents to be warned that if the children are very unsettled and continue to be unsettled, they will have to pick them up 			
Not enough staff to teach the number of children in and to cover home learning effectively	Children	<ul style="list-style-type: none"> • Ensure that staff communicate their health status quickly if unable to attend – to ring Hayley and inform line manager(KS1 – Carla, KS2 – Hannah, TAs - Toni) • Ensure that SLT know health status of all staff so that staff can be deployed and planned for • From September, supply staff will be allowed into school provided that they maintain the 2 m rule • Use those who are shielding or isolating to support online learning whenever possible – and anything else that would support the work of the academy • SLT to ensure that all staff are aware of tasks to be undertaken in event of isolation and still well • SLT to ensure that staff isolating, who are poorly, understand that they are not expected to complete normal working activities e.g. staff briefings • If staff are ill – ensure they access testing so that results inform deployment • If ill staff to call from 6.30am to allow HW to communicate with staff and secure supply cover • If absolutely necessary, such as in the case of a bubble having to close due to illness, teachers to email their ‘emergency online learning packs’ to HW (SLT to be cc’d in) so that they can be placed on the website 			Low
There are not enough first aiders present – particularly paediatric first aid	Children, staff	<ul style="list-style-type: none"> • Risk assessment for lack of paediatric first aid is separate to this • A range of first aiders have done the paediatric first aid online • Ensure that there is always a first aider present on site and the right ratio for the number of children on site (Karen, Michelle, Kelly L, Rose F, Lee, Hayley, Sarah P, David, Marcus, Lisa, Tom A, Steve R) • If one falls in, replace with another 			Low

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		<ul style="list-style-type: none"> • First Aiders to wear PPE when given first aid (only give first aid to child if needed)... 			
Children needing physical intervention or intimate care	Children, staff, parents	<p>Physical intervention</p> <ul style="list-style-type: none"> • Children who require regular or occasional physical intervention to be risk assessed individually for likelihood. If the risk of physical intervention is high, parents will be contacted and the child will not be offered a place in school. If the risk is deemed to be manageable, PPE will be readily available for staff to use. • If children’s behaviour deteriorates and it is clear that this will not improve (e.g. student in ARB) parents will be called and asked to pick up their child • Poor behaviour of any kind which is likely to necessitate an intervention will lead to a phone call home and a pick up if necessary. • Review behaviour plans as necessary and inform parents and all staff working with the child <p>Toileting and intimate care</p> <ul style="list-style-type: none"> • PPE to be worn (gloves, apron, mask or shield) • Staff to change sideways to avoid splashing in face • Cleaning wiping to be done away from the staff’s body, not towards • Area to be fully decontaminated after each toileting incident • In Tigers and Bear class, cleaning equipment to be located in toilets as well as the classroom so that it is readily available to staff. • Children who are likely to soil regularly should be individually risk assessed (see LA EHCP risk assessment) – EM to check • Additional adult to support with changing 			Low
Complacency with social distancing and government guidance	All staff, children, visitors and the wider community	<ul style="list-style-type: none"> • SLT to ensure that measures are adhered to • SLT to ensure that they keep up to date with government guidance and inform staff immediately of any changes • SLT to ensure that risk assessments are updated and communicated with staff regularly 	Briefing and debriefing daily if deemed necessary		Low

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		<ul style="list-style-type: none"> Main RA to be stored on shared drive for reference and staff to be emailed changes only- for clarity of communication 			
Readiness for partial or full closure	Staff and children	<ul style="list-style-type: none"> Covid folder in the Principal office to be updated with all relevant paperwork (Staff list & contact details, class lists, TA timetable, lunch rota, seating plan, PPA rota, class timetables, PE timetable, Inventory report backdated 2 days', FSM list, list of tasks/ roles when staff are isolating so staff aware) 		HB	Low
Fire and evacuation of the building	Staff and children	<ul style="list-style-type: none"> Fire doors must be kept closed per guidance : follow strict cleaning and hand hygiene when opening and closing. Part of routine cleaning in academy. All relevant policies have been revised to ensure the safety of staff and children. Practise evacuation at regular intervals and communicate learning points to all staff and children Children still assemble in the same area and get there by the same routes as they are the safest. Teachers will need to maintain a safe distance between bubbles as they make their way to the assembly point. 			Low
Staff who are over 55	Staff	<ul style="list-style-type: none"> Ensure stringent hygiene and social distancing when they are in school Individual risk assessment for all staff at risk has been completed and submitted to OCL Make PPE available and encourage to use when in class with small children who cannot social distance easily Discuss with staff if they have concerns and organise work routines to ensure protection: work in learning garden more, less days in student facing roles 	Regular checks on wellbeing and health		Low
Clinically Extremely Vulnerable staff and children		<ul style="list-style-type: none"> Work from home / stay at home If member of staff wants to continue to work they need to inform HR in writing 			

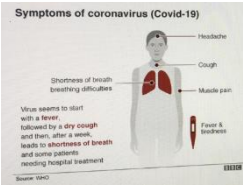
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<p>Staff have underlying health conditions or have conditions which have not been identified – measures to protect them are not sufficient</p>	<p>Staff</p>	<ul style="list-style-type: none"> • All staff with health conditions to be more vigilant and adhere to social distancing and any new guidance from the government carefully • Pregnant members in third trimester of staff must work from home • All staff have been encouraged to seek advice from their GP if they are unsure about their conditions • All staff have been encouraged to share their medical conditions with SLT / HR and to express concerns about their safety if they have any • Respond to staff concerns to limit any increased risk to them wherever possible 			<p>Low</p>
<p>Staff mental health and wellbeing has been badly affected by Covid-19 and lockdown</p>	<p>Staff and children</p>	<ul style="list-style-type: none"> • Regular reminders to staff to prioritise their mental health and wellbeing • SLT to be mindful of workload and ensure that this is not onerous • Regular contact by line managers – 1 to 1 to facilitate open and honest conversations • Signposting to useful and relevant resources – phone numbers in staff room • Regular briefings and meetings to keep all staff well-informed • Whats'App group activities to promote a sense of 'we are in it together' and fun • Use of counselling service if desired • Clear communication and framework for calendar including reopening and expectations around curriculum e.g. use of shared calendar, briefing to take place on Friday- diary for following week, monitoring and staff meeting timetables shared with all staff... • 			<p>Low</p>
<p>Staff finding working from home difficult (and the shift from home to school difficult to manage)</p>	<p>Only relevant in the event of a partial or full lockdown or</p>	<ul style="list-style-type: none"> • Encourage regular contact with colleagues to prevent isolation • When relevant pair staff to work together • Support from SLT and subject leaders as and when relevant • Staff reminded of guidance to have regular breaks etc. 			<p>Low</p>

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	closure from September	<ul style="list-style-type: none"> • SLT to ensure staff are clear on roles and responsibilities when at home so staff clear about expectations and what is not expected e.g. working when not well at home • Regular point of contact with a member of SLT- wellbeing check in 			
Children not able to access learning – fallen behind, lack of intervention group or lack of 1 to 1 support	Children and staff	<ul style="list-style-type: none"> • Once numbers are known, we will endeavour to group children by ability so that we can target their learning more precisely • Teachers will assess any gaps and plan accordingly • Teachers and TAs to support children from a safe distance – either from behind or sideways (staff must not be lower than children when talking to them) • Teachers to be mindful of cognitive load and plan lessons accordingly with regular breaks and opportunities for children to ask questions • If teachers know that children are not accessing learning then please log on to CPOMs and Sinead will have conversation with parents/home visit 			Low
Children’s mental health and wellbeing has been badly affected by Covid-19	Children and staff, parents	<ul style="list-style-type: none"> • Build opportunities in the curriculum for children to vocalise their fears and thoughts – PSHE, Circle time and through reading appropriate books • Lead first aider and DSL completed mental health first aid course • Signpost parents to useful resources via Facebook • There are trained staff able to offer support – for example KM (nurture) 			Low
Staff and parents are not fully informed about changes due to Covid-19	Staff and parents	<ul style="list-style-type: none"> • Clear communication strategy for all groups – parents – regular updates through letters and text messages. Office fully manned to answer queries that come in. Info box monitored daily. • Staff informed of all key decisions through briefings and when necessary through letters. • Regular meetings with union reps – looking at systems, reviewing practice and impact • Health and safety committee provides another avenue for staff to feedback concerns and queries 			Low

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<p>Breakfast Club</p>	<p>Children, staff</p>	<ul style="list-style-type: none"> • Year groups to sit on different tables • Separate year group pots of resources • When children are due to go into class, children to go out to playground via Acorn and go straight to class • Thorough clean of tables and chairs after children have left • Temperature check children on arrival 			<p>Low</p>
<p>Covid symptoms – child</p> 	<p>Children, staff, volunteers, parents</p>	<ul style="list-style-type: none"> • Call SLT 19 who will escort to isolation room maintaining social distancing en route • SLT/Kelly (ARB) to make decision, based on observation of the child • Isolate in designated space – outside Sinead’s room and follow guidance for isolation (access room from corridor and sit child at table, wipe and disinfect after child has left) • Member of staff supervising to maintain social distance and to wear mask, glove and apron if touching the child • Inform parents and ask them to collect the student • Parents to take child home, <u>they should not visit the GP and be encouraged to get tested</u> • Follow oasis procedures for testing (<i>see appendix 3</i>) • If concern for the students immediate wellbeing call 111 or 999 as appropriate to the severity of your concerns • 			<p>Low</p>
<p>Covid symptoms – staff</p>	<p>Children, staff, volunteers, parents</p>	<ul style="list-style-type: none"> • Feeling unwell in any way (not just three key covid symptoms)...please inform line manager and SLT- SLT to make decision whether staff member remains on site • Staff member should collect belongings and leave by the nearest exit • If unable to drive or waiting for a pick-up, Isolate in designated room – by the main office • Staff member should go home, <u>they should not visit the GP and they should get tested</u> 			<p>Low</p>

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		<ul style="list-style-type: none"> • Staff member to isolate themselves for 7 days • Seek isolation note from 111 • If concern for the staff members immediate wellbeing call 111 or 999 as appropriate to the severity of your concerns 			
A member of staff or child has covid-19	Staff, children, parents	<ul style="list-style-type: none"> • Follow procedures listed above for isolation and leaving site • Isolate at home for the required number of days • Make use of the testing facilities now available – make sure that all staff and parents know that this is available and how to get tested so that appropriate measure may be taken in school • Provide support to staff if anxious about test results • Communicate results of test (if positive) to all relevant people so that appropriate measure can be taken to ensure the safety of all people • SLT to call Health protection team for advice on who to send home and how to manage the outbreak • Additional addresses for email contact for support: education.covid19reporting@bristol.gov.uk (5 days a week) • ph.healthprotection@bristol.gov.uk (7 days a week) 			
Member of staff or child suffers affected by Covid-19 related death	Staff, children, parents, community	<ul style="list-style-type: none"> • A number of staff have accessed grief and loss training and are in a position to support both staff and children • Bristol EP service also has staff that can be deployed to support as needed and to prepare the school community in the event of a death • Compassionate leave can be given to staff • Signpost staff to counselling service when ready to engage 			
Cleaning – someone shows symptoms Public areas where a symptomatic individual has passed	Children, staff, volunteers, parents	<ul style="list-style-type: none"> • Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings with disinfectant checked as effective against enveloped viruses • Avoid creating splashes and spray when cleaning. 	https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-		

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<p>through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal.</p> <p>All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including:</p> <ul style="list-style-type: none"> • objects which are visibly contaminated with body fluids • all potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells 		<ul style="list-style-type: none"> • Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined on the poster. • When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used. • Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of – double bag and leave in a safe place for 72 hours before putting in the outside bin • If possible keep an area closed off and secure for 72 hours. After this time the amount of virus contamination will have decreased substantially and you can clean as normal with your usual products. • The minimum PPE to be worn for cleaning an area where a person with possible or confirmed coronavirus (COVID-19) is disposable mask, gloves and an apron. Hands should be washed with soap and water for 20 seconds after all PPE is removed. • If there is visible contamination with body fluids, then the need for additional PPE to protect the cleaner’s eyes, mouth and nose might be necessary. Shield to be worn in this instance. • Laundry: Wash items in accordance with the manufacturer’s instructions. Use the warmest water setting and dry items completely. Dirty laundry that has been in contact with an unwell person can be washed with other people’s items. Do not shake dirty laundry, this minimises the possibility of dispersing virus through the air. Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance above. • Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues): <ul style="list-style-type: none"> ○ Should be put in a plastic rubbish bag and tied when full ○ The plastic bag should then be placed in a second bin bag and tied. 	<p>decontamination-in-non-healthcare-settings</p> <p>Refer to COSHH information and procedures</p> <p>Training for putting on and removing PPE safely</p>		
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		<ul style="list-style-type: none"> ○ It should be put in a suitable and secure place and marked for storage until the individual’s test results are known. ○ Waste should be stored safely and kept away from children. You should not put your waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours. ○ if the individual tests negative, this can be put in with the normal waste ○ if the individual tests positive, then store it for at least 72 hours and put in with the normal waste ○ If storage for at least 72 hours is not appropriate, arrange for collection as a Category B infectious waste either by your local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for you to place your bags into so the waste can be sent for appropriate treatment. 			
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		<h3>Cleaning and disinfection guidance</h3> <p>If you have a or new and continuous cough or high temperature</p> <p>stay at home for 7 days, if you live alone stay at home for 14 days, if you live with others, including all household members</p> <p>Only use NHS 111 if your symptoms get worse or are no better after home isolation</p> <hr/> <h4>Stop the spread of coronavirus</h4> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Wash your hands more often and for 20 seconds</p> <p>Use soap and water or a hand sanitiser when you:</p> <ul style="list-style-type: none"> • Get home or into work • Blow your nose, sneeze or cough • Eat or handle food </div> <div style="width: 45%;"> <p>Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze and throw the tissue away straight away</p> </div> </div> <hr/> <div style="display: flex;"> <div style="width: 45%;"> <p>Cleaning an area with regular household disinfectant after someone with suspected coronavirus has left will reduce the risk of passing the infection on to other people</p> <p>Wherever possible, wear disposable or washing up gloves and aprons for cleaning. These should be double bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished</p> <p>Using a disposable cloth, first clean hard surfaces with warm soapy water</p> <p>Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles</p> </div> <div style="width: 45%;"> <p>The amount of virus living on surfaces will reduce significantly after 72 hours</p> <p>If an area can be kept closed and secure, wait until this time has passed before cleaning</p> <p>If an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus, consider using protection for the eyes, mouth and nose as well as gloves and apron</p> <p>Wash hands regularly with soap and water, and after removing gloves, aprons and other protection used whilst cleaning</p> </div> </div>				
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Public Health
England

Guide to donning and doffing PPE: Droplet Precautions

for health and social care settings




Donning or putting on PPE

Before putting on the PPE, perform hand hygiene. Use alcohol handrub or gel or soap and water. Make sure you are hydrated and are not wearing any jewellery, bracelets, watches or stoned rings.




- 1 Put on your plastic apron, making sure it is tied securely at the back. 
- 2 Put on your surgical face mask, if tied, make sure securely tied at crown and nape of neck. Once it covers the nose, make sure it is extended to cover your mouth and chin. 
- 3 Put on your eye protection if there is a risk of splashing. 
- 4 Put on non-sterile nitrile gloves. 
- 5 You are now ready to enter the patient area. 

Doffing or taking off PPE

Surgical masks are single session use, gloves and apron should be changed between patients.

- 1 Remove gloves, grasp the outside of the cuff of the glove and peel off, holding the glove in the gloved hand, insert the finger underneath and peel off second glove. 
- 2 Perform hand hygiene using alcohol hand gel or rub, or soap and water. 
- 3 Snap or unfasten apron ties the neck and allow to fall forward. 

Snap waste ties and fold apron in on itself, not handling the outside as it is contaminated, and put into clinical waste.

- 4 Once outside the patient room. Remove eye protection. 
- 5 Perform hand hygiene using alcohol hand gel or rub, or soap and water. 
- 6 Remove surgical mask. 
- 7 Now wash your hands with soap and water. 

Please refer to the PHE standard PPE video in the COVID-19 guidance collection:
www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures

New Oak – Covid-19 risk assessment

Appendix 1: Face masks and visors: Sept 2020. Oasis procedures:

Set out below is the decision about face coverings and visors, the principles governing the decisions and then the procedures.

1.1 It has been agreed that

- All staff – teachers, support and supply staff in both secondary and primary academies – must wear visors when teaching or mixing with other staff i.e. when in close proximity to others.
- In addition to wearing the visor, all staff – teachers, support and supply staff in both secondary and primary academies – must wear a face covering as well when social distancing is not possible i.e. in 1:1s, and in communal and gathering areas

1.2 The principles governing the decision are as follows:

- Any face covering outside of the academy should not be worn inside the academy in order to limit transmission of the virus (see also bullet 4 in section 1.3)
- A visor is designed to ensure that droplets from coughs and sneezes of the wearer are not projected to others. Therefore, visors should be worn at all times by all staff when mixing with others.
- A face covering is designed to ensure that the wearer is protected from the germs of another. Therefore, where social distancing is not possible, face coverings are necessary as well as visors.
- A face covering, as described at the end of last term in our guidance, is a piece of cloth. It could therefore be part of traditional, particularly, Islamic dress but please note the points about colour coding for year groups.

1.4 The procedures for all staff

- On entering the academy they must wear their academy face covering and visor, both of which they must continue to wear as they move around the academy
- When in class, staff can remove their face covering but they must be wearing a visor.
- However, when in class and when supporting an individual student, staff should apply their face covering and stand to the side of the student
- All Admin staff should also wear a visor when working in close proximity to others and apply a face covering as well when social distancing is not possible

1.5 Other situations

- When teaching outdoors or when on playground duty or supervising outdoor play, it is recommended that staff continue to wear their visors but to be prepared with a face covering to wear one in case they are required to come into close proximity with students and others.
- All visitors/parents who wish to come into the academy should be required to wear a disposable face mask provided the academy
- It may be appropriate to ask parents who are in close proximity at drop off and collection times to wear face coverings. This option will be included in the template parent letter.

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Appendix 2: PE: From Govt guidance for full opening of schools (28th Aug 2020)

Schools must only provide team sports on the list available at [return to recreational team sport framework](#).

Including: baseball/softball; basketball; dodgeball; cricket, hockey, netball, football, goalball, rugby, rounders, floorball, volleyball, ultimate (frisbee – do have plans for this!)and others including dragonboat racing, equestrian, rowing and lacrosse.

Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups.

Outdoor sports should be prioritised where possible, and *large indoor spaces* used where it is not, maximising natural ventilation flows (through *opening windows and doors* or using air conditioning systems wherever possible) *distancing between pupils* and *paying scrupulous attention to cleaning and hygiene*. This is particularly important in a sports setting because of the way in which people breathe during exercise.

From Association for Physical Education - (afPESept 2020)

afPE advocates a broad and balanced PE curriculum is taught. This includes the following activity areas: **dance, gymnastics, games, athletics, outdoor and adventurous activities** and swimming. Physical activities from recognised sports can be taught through the physical domain and creative approaches will be needed to ensure they remain on the curriculum. **Pupils should be kept in consistent groups and PE equipment should be thoroughly cleaned between each use by different groups/bubbles.**

The DfE guidance sets out that “Both the approaches of **separating groups and maintaining distance** are not ‘all-or-nothing’ options and will still bring **benefits even if implemented partially.**

Some schools may keep children in their class groups for the majority of the classroom time, but also allow mixing into wider groups for specialist teaching, wraparound care and transport.”

We understand that this means schools can choose to make an exception to their arrangements in order to hold fixtures in sports where NGBs have approved guidance which permits such fixtures, and where fixtures are operated in line with that guidance i.e. in sports where it would be possible to hold a non-school fixture. However, there is no obligation to engage in fixtures and schools should carry out a thorough risk assessment considering the implications should there be a positive Covid case and whether a fixture can be practically and safely carried out in the context of other considerations, such as restrictions on transport. **afPE’s position at the current time is that school fixtures should be avoided, as this will involve contact across schools**, and increase the opportunities for virus transmission. However, it is important to stress that it is the responsibility of every school to minimise risks and therefore avoid any activities/sports that increase the risk. Parents have every right to expect their children to be as safe as possible whilst in school. Community activities are different because parents/carers choose to let their children take part.

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<h1>3</h1>	<h1>4a</h1>
LARGER GROUP ACTIVITY	MODIFIED TRAINING
<ul style="list-style-type: none"> • SOCIALLY DISTANCED • MINIMAL EQUIPMENT SHARING • NETBALL FITNESS WITH AN INCREASED GROUP SIZE (MAXIMUM OF 30 PEOPLE) • OUTDOOR STRONGLY RECOMMENDED (WHERE POSSIBLE) 	<ul style="list-style-type: none"> • USES COVID-19 RULE MODIFICATIONS • EQUIPMENT SHARING PERMITTED - LIMIT WHERE POSSIBLE • REGULAR BREAKS FOR HAND AND EQUIPMENT SANITISATION • MAX OF 30 PER COURT • OUTDOOR STRONGLY RECOMMENDED (WHERE POSSIBLE) • RISK MITIGATIONS IN PLACE • FRIENDLY MATCHES PERMITTED
<p>FROM 15 AUGUST FOLLOWING GOVERNMENT APPROVAL</p>	<p>FROM 18 AUGUST FOLLOWING GOVERNMENT APPROVAL ONCE REQUIRED RISK MITIGATION MEASURES IN PLACE</p>

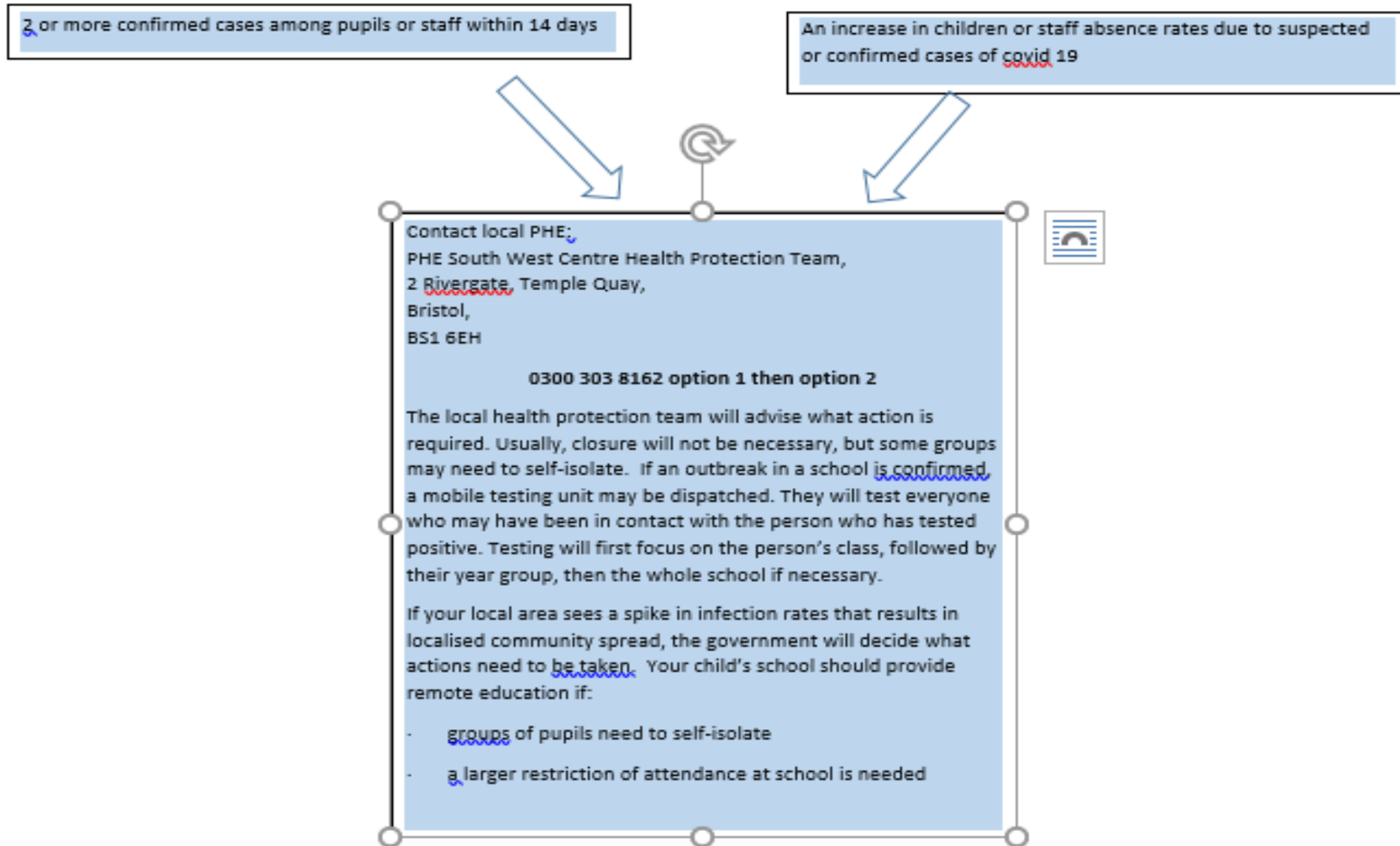
Netball Association guidance (example – other sports similar roadmap)

Appendix 3 (see below- procedural chart)

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Suspected cases: procedures and guidance flowchart: Sept 2020.

Local outbreak



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Suspected symptoms of coronavirus amongst the school community procedures: flowchart Sept 2020

Anyone who displays symptoms of coronavirus should get a test. Tests can be booked online through the NHS testing and tracing website. Parents must inform us immediately of the results.

The Academy will fully engage with the NHS Test and Trace process and contact our local Public Health England health protection team.

PHE South West Centre Health Protection Team,
2 Rivergate, Temple Quay,
Bristol,
BS1 6EH

0300 303 8162 option 1 then option 2

Parents/carers need to be ready to:

- book a test if you or your child are displaying symptoms. Pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop.
- provide details of anyone you have been in close contact with if you or your child test positive for coronavirus or if asked by NHS Test and Trace
- self-isolate if you have been in close contact with someone who develops coronavirus symptoms or someone who tests positive for coronavirus



if you or your child tests negative, and if you or your child feel well and no longer have symptoms similar to coronavirus (COVID-19), you can stop self-isolating.



if you or your child tests positive, you should follow the 'stay at home: guidance for households with possible or confirmed coronavirus infection' and must continue to self-isolate for at least 7 days from the onset of their symptoms and your child may only return to school if they do not have symptoms other than a cough.

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Confirmed case of coronavirus in school community: procedures 2020

The Academy will take swift action if we become aware that someone who has attended has tested positive for coronavirus. We will contact the local health protection team that will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate. Based on the advice from the health protection team, we would then send home those pupils who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:

- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)
- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual

The health protection team will provide definitive advice on who must be sent home, and we will keep a record of pupils and staff in each bubble to help in this instance.

HPT: 0300 303 8162 option 1 then option 2

If child is sent home:

Household members of those contacts who are sent home do not need to self-isolate themselves unless your child who is self-isolating subsequently develops symptoms. If someone in a bubble that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow 'stay at home: guidance for households with possible or confirmed coronavirus infection'. They should get a test.

if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period

if the test result is positive, they should inform us immediately, and must isolate for at least 7 days from the onset of their symptoms. Their household should self-isolate for at least 14 days from when the symptomatic person first symptoms had, following 'stay at home: guidance for households with possible or confirmed coronavirus infection'

If we have more than one confirmed case

If the Academy was to experience an outbreak (2 or more confirmed cases of coronavirus among pupils or staff within 14 days, or if there is an increase in absence due to suspected cases of coronavirus), we will contact our local health protection team. This team will advise any additional action, though the closure of the whole school will generally not be necessary.

Where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will focus on the person's class, their year group, the whole school, if necessary. If our local area sees a spike in infection rates, we may be advised to implement further measures.