



# London Nautical School - Full Reopening - September 2020

<b>Person:</b>	<b>Assessment Team Members:</b> SLT	<b>Assessment Review Dates</b>
<b>Area Assessed:</b> London Nautical School	<b>Name:</b> Rob Melia <b>Sign:</b>	<b>Date of 1<sup>st</sup> Review:</b> 04/09/2020
<b>Date of Assessment:</b> August 2020	<b>Name:</b> <b>Sign:</b>	<b>Date of 2<sup>nd</sup> Review:</b> 11/09/2020
<b>Headteacher:</b> Mr M Schofield	<b>Name:</b> <b>Sign:</b>	<b>Date of 3<sup>rd</sup> Review:</b> 18/09/2020

Document Version	Reviewed By	Notes on Revisions
Two	Headteacher & SLT	I. Revisions made to information on shielding and testing arrangements II. Additional information for Pregnant staff members III. Additional link added to PHE report on Disparities (review) IV. Revised information added on pupil attendance V. Additional information added about the use of masks for staff and pupils VI. Additional information added concerns the school catering arrangements VII. Additional information added about pupil learning zones VIII. Additional information added about the provision for SEND pupils & distance learning IX. Additional information added about the suspension of school trips X. Sanitizers places at various school entrances XI. Site access arrangements and day time cleaning XII. Additional cleaning in PE and IT department XIII. Additional information on provision for second wave added XIV. Guidelines from: <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a> are embedded in this docuemnt

At the time of writing there have been nationally 41,486 deaths from Covid 19 in the UK from a total number of infections of 332,000 - a 12% death rate following infection. London has suffered 6885 deaths from a total number of cases of 35,792 which is a death rate of 19.2 %.

The population of London is 9.3 million. The infection rate in London is 0.003 % of the population.

The population of Lambeth is 347,573. Lambeth have had 1,537 cases (or 0.4% ) and 52 deaths from Covid (or 0.0149%) of the population.

Task / Activity	List Persons /Group And Numbers Who Are At Risk	Risks Could Include Accidental Injury, Ill Health Or Damage				Risk Rating (Where Risks Are Not At A Tolerable Level Enter Action To Be Taken And Timescales To Complete Them Along With A Revised Risk Rating)
		Hazards	Existing Precautions	Existing Level Of Harm	Existing Level Of Occurrence	
General precautions in place since March 2020	Public / Staff / Pupils	Coming into contact with the virus	<ul style="list-style-type: none"> <li>Headteacher to regularly check the latest government advice for schools and to ensure the advice is shared and followed. See latest advice attached.</li> <li>Teachers share key information about hygiene daily. HOD/Hoy to remind children in e-assemblies and tutor time over e links</li> <li>W/c 1st September 2020 - Initial 'orientation' sessions to enforce key measures.</li> <li>All classroom have sanitizer dispensers in place for September</li> <li>Additional supplies of cleaning items and tissues are in place</li> <li>Resources are 'Catch it, Bin it, Kill iT' poster and handwashing video</li> </ul>	1	1	2

			<p><a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></p> <ul style="list-style-type: none"> <li>• <a href="https://www.who.int/gpsc/5may/How_To_Hand_Wash_Poster.pdf?ua=1">https://www.who.int/gpsc/5may/How_To_Hand_Wash_Poster.pdf?ua=1</a></li> <li>• <a href="https://www.who.int/gpsc/5may/How_To_Hand_Rub_Poster.pdf?ua=1">https://www.who.int/gpsc/5may/How_To_Hand_Rub_Poster.pdf?ua=1</a></li> </ul>			
<b>General system of control</b>						
Routine Precautions to eliminate or delay the spread of the virus	Public / Staff / Pupils	Coming into contact with the virus	<ul style="list-style-type: none"> <li>• Minimise contact with those unwell or have someone in their household who is unwell</li> <li>• Clean hands more often than usual</li> <li>• Catch it, bin it, kill it' message in place</li> <li>• Enhanced cleaning in place (updated guidance)</li> <li>• Minimise contact between individuals and maintain social distancing wherever possible</li> <li>• Wear PPE in line with guidance</li> </ul>	1	1	1
<b>Travel to and from school</b>						
Use of public transport	Public / Staff / Pupils	Coming into contact with the virus	<ul style="list-style-type: none"> <li>• PPE is to be worn following the prevailing guidelines for the use of public transport.</li> <li>• Using govt guidance. Recommend walking, cycling, car share if possible.</li> <li>• Insufficient staff as a result of lack of public transport would require continued distance learning - Plan B - the distance learning arrangements in place prior to summer would be re introduced.</li> <li>• Insufficient pupils as a result of lack of public transport would require continued distance learning - Plan B - the distance learning arrangements in place prior to summer would be re introduced.</li> </ul>	1	2	2
<b>Medical</b>						
Shielding	Public / Staff / Pupils	Coming into contact with the virus	<ul style="list-style-type: none"> <li>• <a href="https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june">https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june</a></li> <li>• Staff will be expected to be in work and the normal procedures for absence management will be followed</li> <li>• <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></li> <li>• From 1 August 2020, the government will pause shielding unless the transmission of COVID-19 in the community starts to rise significantly.</li> <li>• This means: <ul style="list-style-type: none"> <li>• the government will no longer be advising you to shield</li> <li>• the support from the National Shielding Service of free food parcels, medicine deliveries and care will stop</li> <li>• NHS Volunteer Responders will carry on delivering the food you buy, prescriptions and essential items to you if you need it</li> </ul> </li> <li>• You will still be eligible for priority supermarket slots (if you have registered by 17 July)</li> <li>• You may still be at risk of severe illness if you catch coronavirus, so stay at home as much as you can and continue to take precautions when you do go out. You can do this by washing your hands regularly, avoiding touching your face and keeping 2 metres away from people outside of your household or bubble wherever possible.</li> </ul>	1	1	1

			<ul style="list-style-type: none"> <li>From 1 August, you'll be advised you could go out to more places and see more people, for example, the advice is:</li> <li>you can go to work, as long as the workplace is COVID-secure – but carry on working from home if you can</li> <li>children who are clinically extremely vulnerable can go back to school (when the rest of their class goes back)</li> <li>you can go outside to buy food, to places of worship and for exercise – keeping 2 metres away wherever possible</li> <li></li> <li>This guidance will be updated with these changes on 1 August.</li> <li>All staff have been offered individual Risk Assessments which are on file - none indicated they would not return to work</li> </ul>			
<p><u>Displaying Symptoms</u></p> <p>If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home</p>			<ul style="list-style-type: none"> <li>Advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they should self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19).</li> <li>Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.</li> <li>If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10 day isolation period from the day they develop symptoms.</li> </ul>	1	1	1
<p><u>Potential Exposure</u></p> <p>Child/Adult is unwell and it is believed that they have been exposed to COVID-19.</p>	Public / Staff / Pupils	Coming into contact with the virus	<ul style="list-style-type: none"> <li>Call NHS 111 and parent (if child) or relative (if adult) and explain reasons for suspicions of exposure and ask for the parent to come to school. Call 999 if they are seriously ill or injured or their life is at risk.</li> <li>Child/ Adult is sent to the main school office and will be seated in the conference room</li> <li>Member of staff treating or within direct contact with student/staff displaying COVID-19 symptoms will be provided with PPE.</li> <li>They should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in the bin. If no bin is available they should put the tissue into their pocket or up their sleeve for disposing of later. If you don't have any tissues available, they should cough and sneeze into the crook of their elbow.</li> <li>If they need to go to the bathroom whilst waiting for medical assistance, they should use the public toilet by the main school office.</li> <li>The interview room and the public toilet will need to be cleaned once they have left.</li> </ul>	1	1	1
<p><u>Suspected Case</u></p> <p>of COVID-19 (pupil or school adult) is suspected at our settings.</p>	Public / Pupils / Staff	Coming into contact with the virus	<ul style="list-style-type: none"> <li>Person to be isolated in the school conference room</li> <li>List of exposed staff / pupils to be prepared</li> <li>No restrictions or special control measures are required while laboratory test results for COVID-19 are awaited.</li> <li>No need to close the setting or send other learners or staff home.</li> </ul>	1	1	1

			<ul style="list-style-type: none"> <li>Refer to the school contingency plan</li> </ul>			
<p><u>Confirmed Case</u> of COVID-19 (pupil or school adult) is confirmed at our settings.</p>	Public / Pupils / Staff	Coming into contact with the virus	<ul style="list-style-type: none"> <li>Contact with the local Public Health England Protection Team (Lambeth) and the London Coronavirus Response Cell (LCRC) (03003030450) will be made to discuss the case, identify people who have been in contact with them and to advise on any actions or precautions that should be taken. An assessment of each childcare or education setting will be undertaken by the Health Protection Team with relevant staff. Advice on the management of pupils or students and staff will be based on this assessment.</li> <li>The Health Protection Team will also be in contact with the patient directly to advise on isolation and identifying other contacts, and will be in touch with any contacts of the patient to provide them with appropriate advice. Advice on cleaning of communal areas such as classrooms, changing rooms and toilets will be given by the Health Protection Team.</li> <li>If there is a confirmed case, a risk assessment will be undertaken by the educational establishment with advice from the local Health Protection Team. In most cases, closure of the education setting will be unnecessary but this will be a local decision based on various factors such as establishment size and pupil mixing.</li> <li>Record the illness on the virus log</li> <li>Engage with track and trace.</li> </ul>	1	2	2
Coughs and sneezes	Public / Pupils / Staff	Coming into contact with the virus	<ul style="list-style-type: none"> <li>Children and adults are advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in the bin. If no bin is available they should put the tissue into their pocket or up their sleeve for disposing of later. If you don't have any tissues available, they should cough and sneeze into the crook of their elbow.</li> </ul>	1	2	2
Testing Arrangements	Public / Pupils / Staff	Coming into contact with the virus	<ul style="list-style-type: none"> <li>Testing arrangements are only available for those displaying symptoms.</li> <li>Information on tests is here:- <a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a></li> <li>Appointments at test sites can be booked via: <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></li> </ul>	N/a	N/a	N/a
Testing Arrangements	Public / Pupils / Staff	Coming into contact with the virus	<ul style="list-style-type: none"> <li>If home testing kits have been made available to the school - in exceptional circumstances testing MAY be carried out at school for those who are unable to access normal testing arrangements</li> </ul>	N/a	N/a	N/a
Shared Equipment	Public / Pupils / Staff	Coming into contact with the virus	<ul style="list-style-type: none"> <li>Staff will be moving between year group 'bubbles' and 'learning zones' and should not be sharing equipment.</li> <li>All staff allocated their own board pens and book boxes.</li> <li>No PPE equipment if worn is to be shared.</li> <li>Students should bring their own stationary and keep it with them only for their use</li> </ul>	1	2	2

Other medical emergencies	Public / Pupils / Staff	Coming into contact with the virus	<ul style="list-style-type: none"> <li>The usual emergency medical procedures will be followed including using the current sick bay in the admin office.</li> <li>Member of First Aid on-site at all times.</li> <li>Additional members of staff have received first aid training.</li> </ul>	1	2	2
Disposal of PPE	Public / Pupils / Staff	Coming into contact with the virus	<ul style="list-style-type: none"> <li>Yellow medical bins are to be used as required.</li> <li>Normal waste bins to be used as usual.</li> <li>Waste disposal once in bin bags /sacs to remain on site stored by skips or 72 hours before finally going to the waste</li> </ul>	1	2	2
<b>First Aid</b>						
Administering first aid	Public / Pupils / Staff	Coming into contact with the virus	<ul style="list-style-type: none"> <li>First aiders to wear (as normal) PPE - mask , gloves and follow usual recording procedure.</li> <li>Hands are to be washed before and after procedure.</li> <li>Patient to wear mask</li> <li>First aider to consider if the patient can treat themselves in the most basic of incidents for example applying a plaster</li> <li>First aiders to take the temperature of ALL patients as an additional precaution.</li> <li>Patients showing symptoms should be isolated and signposted for testing along with the first aider</li> <li>Open wounds are NOT to be touched</li> <li>Swabs / plasters to be disposed of in the swab bin</li> <li>The first aider MUST look after themselves first and keep themselves safe BEFORE treating another person</li> </ul>	1	2	2
<b>Safeguarding</b>						
Vulnerable / SEN pupils not engaged or at additional risk	Public / Pupils / Staff	Coming into contact with the virus	<ul style="list-style-type: none"> <li>The normal safeguarding procedures are still in place with DSL onsite at all times to coincide with the extension of the current provision.</li> <li>Vulnerable pupils are contacted by phone or are in school.</li> <li>Those with underlying medical conditions remain at home - see shielding section above</li> <li>DSL present on-site at all times.</li> </ul>	2	2	4
<b>Mental Health</b>						
Many adults and children will be anxious and will have suffered bereavements or trauma. What training and support will need to be provided	Public / Pupils / Staff	Effects of coming into contact with the virus	<ul style="list-style-type: none"> <li>A transition week has been organized w/c 1Sept2020 and issued to all staff and parents</li> <li>Staff INSET - to include virtual walk through the building and linked procedures.</li> <li>Guidance has been shared with all families prior to school return.</li> <li>Signposting to our reopening in September is on our website and has been circulated to parents</li> <li>Pastoral lead to arrange staff awareness of resources / links has been completed</li> <li>Implementation of 'trauma informed practice' training through Lambeth</li> <li>Individual risk assessments have been undertaken for staff members who have requested them. This remains an option open to all staff.</li> </ul>	1	2	2

Effects of distance learning / home working	Public / Pupils / Staff	Effects of coming into contact with the virus	<ul style="list-style-type: none"> <li>Staff wellbeing forum is available</li> <li>Whole staff meetings have been conducted to keep everyone in touch</li> <li>Whole staff research review group set up to share best practice</li> <li>Wider staff/parental survey to inform improved practice has been completed along with a survey on the lockdown period for parents</li> </ul>	1	1	1
<b>Staffing</b>						
Staffing - how will the school be managed if sufficient staff are not available?	Staff	Coming into contact with the virus	<ul style="list-style-type: none"> <li>Headteacher to assess if the Minimum Staffing Requirements have been met.</li> <li>If Minimum Staffing Requirements are met then: <ul style="list-style-type: none"> <li>School remains open</li> <li>Staff are expected to teach on a rota basis and may be teaching out of subject and not in their usual places of work / classrooms</li> </ul> </li> <li>If Minimum Staffing Requirements are NOT met then: <ul style="list-style-type: none"> <li>Headteacher makes decision to close the school or part-school closure</li> <li>Parents are informed via usual communication strategy</li> <li>Admin team to inform parents that only childcare is being offered</li> <li>Notice on school website/Twitter</li> <li>Headteacher informs Lambeth LA using the Unplanned School Closure Proforma</li> <li>If children have already arrived for school they will remain in school till dismissal or permission gained from parent/carer</li> <li>Teachers to prepare remote working via google classrooms for the pupils</li> <li>If all of SLT are not in school then the Headteacher will consider the safe levels of staffing to continue to run the school</li> </ul> </li> </ul>	1	1	1
Staffing	Staff	Coming into contact with the virus	<ul style="list-style-type: none"> <li>There is a risk that where staff travel abroad, their return travel arrangements could be disrupted due to factors arising beyond their control in relation to coronavirus (COVID-19), such as the potential for reinstatement of lockdown measures in the place they are visiting.</li> <li>Where it is not possible to avoid a member of staff having to quarantine during term time, school leaders should consider if it is possible to temporarily amend working arrangements to enable them to work from home.</li> </ul>	2	1	2

Staffing	Staff	Coming into contact with the virus	<ul style="list-style-type: none"> <li>Schools are not considered high risk settings if controls are put in place. The DFE expects that staff will attend school.</li> <li>Most school-based roles are not ideally suited to home working with the expectation most staff will return to work. Some roles, such as some administrative roles, may be conducive to home working.</li> <li>The DFE advises that those who are clinically extremely vulnerable can return to school in September 2020 provided their school has implemented the system of controls outlined in this document unless there is a local lockdown.</li> <li>Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report, which looked at different factors including age and sex, where people live, deprivation, ethnicity, people's occupation and care home residence. These staff can return to school in September as long as the system of controls set out in this guidance are in place</li> </ul>	2	1	2
Pregnancy	Staff	Coming into contact with the virus	<ul style="list-style-type: none"> <li>A pregnancy Risk Assessment and welfare meeting will be held in the usual way to support the staff member.</li> <li>The guidelines here will be followed <a href="https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/">https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/</a></li> <li>Staff can attend as normal in a covid secure workplace</li> </ul>	1	2	2
Many staff are living with vulnerable relatives	Public / Pupils / Staff	Coming into contact with the virus	<ul style="list-style-type: none"> <li>Staff are required to demonstrate the status of their relative as clinically vulnerable or extremely clinical vulnerable</li> <li>Social Distancing measures in place</li> <li>Sanitize and hand wash in place</li> </ul>	1	2	2
Acutely Clinical Vulnerable	STAFF	Coming into contact with the virus	<ul style="list-style-type: none"> <li>From 1 August, individuals will no longer be eligible for SSP on the basis of being clinically extremely vulnerable. Every effort will be made to support the transition back to work safely and support staff in keeping social distancing in the workplace (if you can't work from home).</li> </ul>	N/a	N/a	N.a
BAME Staff	STAFF	Coming into contact with the virus	<ul style="list-style-type: none"> <li>BAME staff members, had if requested, completed an individual risk assessment in June 20 - <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/892376/COVID_stakeholder_engagement_synthesis_beyond_the_data.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/892376/COVID_stakeholder_engagement_synthesis_beyond_the_data.pdf</a></li> <li>Further information is here <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/908434/Disparities_in_the_risk_and_outcomes_of_COVID_August_2020_update.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/908434/Disparities_in_the_risk_and_outcomes_of_COVID_August_2020_update.pdf</a></li> </ul>	2	2	4
Groupings of staff feeling anxious/apprehensive due to personal factors	STAFF	Coming into contact with the virus	<ul style="list-style-type: none"> <li>Staff that are concerned or anxious as they fall within a specific grouping that have increased risk of contracting COVID 19 see the <a href="#">PHE Disparities Review</a>; Age, Gender, Mental and Physical Health will have the option of their own personalised risk assessment following a discussion with a member of the senior team and/or the Headteacher.</li> </ul>	1	2	2
School Day						

Attendance	Pupils	Coming into contact with the virus	<ul style="list-style-type: none"> <li>• Expectation that all students will attend school.</li> <li>• Shielding exceptions - shielding was paused on 1st August. Where children are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised.</li> <li>• Online schooling will be available if students have to shield</li> <li>• Expectations made clear to parents through letters, website and online meetings.</li> <li>• Use catch up funding, where appropriate and current pastoral measures to support</li> <li>• School to communicate clearly and regularly about risk mitigation and the expectation that children must attend unless a statutory reason applies.</li> <li>• With the above exception the usual rules of school attendance will be applied</li> </ul>	N/a	N/a	N/a
Arrangements for the school day – start and end times	Public / Pupils / Staff	Coming into contact with the virus	<ul style="list-style-type: none"> <li>• Each year group has been assigned a learning zone in school.</li> <li>• Each year group has been assigned a dedicated entrance to the premises.</li> <li>• Start times staggered across the school</li> <li>• Break times / lunch time are staggered</li> <li>• No go areas have barrier tape in place</li> <li>• Additional safety signage in place including 2 metre social distancing notices/zones on the floor.</li> <li>• ASC students will also use Stamford Street - met in reception by support staff. Earlier or later timings to be decided.</li> <li>• Reopening timetables and routes of access have been distributed to staff and parents and are posted on our website (Ins.org.uk)</li> </ul>	1	2	2
Room Capacity/ Class sizes	Public / Pupils / Staff	Coming into contact with the virus	<ul style="list-style-type: none"> <li>• Rooms chosen to accommodate the number of pupils attending organised into 'learning zones' for each year group 'bubble'.</li> <li>• Each year group will be treated as a bubble and not come into contact with others.</li> </ul>	1	2	2
Sharing of equipment, use of exercise books	Public / Pupils / Staff	Coming into contact with the virus	<ul style="list-style-type: none"> <li>• Exercise books will be given out and collected back in for each lesson/class. Exercise books do not go home</li> <li>• Homework is set using Google Classrooms</li> <li>• Staff advised to use hand sanitising gel after marking each exercise book. Use of gloves risks cross contamination.</li> <li>• Any resources shared between bubbles must be left unused for 48 hours (72 hours for plastics).</li> <li>• Book boxes available for each class.</li> <li>• Every member of staff provided with their own equipment.</li> </ul>			
Changing Rooms	Public / Pupils / Staff	Coming into contact with the virus	<ul style="list-style-type: none"> <li>• Pupils in changing rooms will be distanced and limited to 10 at a time</li> <li>• Cleaning has been increased in these areas.</li> </ul>	1	2	2

Classroom safety - what are the social distancing arrangements in each classroom?	Public / Pupils / Staff	Coming into contact with the virus	<ul style="list-style-type: none"> <li>Behavioural policy has been modified and communicated to those pupils who are attending</li> <li>LSA support will be available with careful consideration given to each of the 'bubbles'. Social distancing still in place.</li> <li>One way system throughout the school with designated areas of the school closed off.</li> <li>Transition between classes limited through specific year group learning zones.</li> <li>Sanctions will be in place for transgressions</li> <li>For children old enough, they should also be supported to maintain distance and not touch staff and their peers where possible.</li> </ul>	1	2	2
Work areas for staff	Staff		<ul style="list-style-type: none"> <li>There will be areas in the school designated as staff zones, where staff can work during the school day. The staff room will be laid out to adhere to social distance guidelines. As this will mean not all staff can be in the staff room at the same time, there will be other staff areas around the building. The kitchen will remain open for staff.</li> <li>Water fountain available to staff in the staffroom with signage highlighting the necessity to wipe down the fountain after use.</li> </ul>	1	2	2
How will transitions between classes be managed?	Public / Pupils / Staff	Coming into contact with the virus	<ul style="list-style-type: none"> <li>Limited transitions within learning zones and year group bubbles. Year group bubbles should not come into contact with one another during lesson changeovers.</li> <li>SLT present to support throughout sessions.</li> </ul>	1	2	2
Staffing	Staff	Coming into contact with the virus	<ul style="list-style-type: none"> <li>Supply teachers can move between schools adhering to all COVID related safety measures in place.</li> <li>Specialist's staff for SEND should provide interventions as usual.</li> <li>For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles</li> </ul>	1	2	2
Catering	Public / Pupils / Staff	Coming into contact with the virus	<ul style="list-style-type: none"> <li>There will be no breakfast club or communal catering.</li> <li>Grab and go food service will be available throughout the school day.</li> <li>The school lunch service has been extended to reduced queuing, the menu simplified, pupils will be able to eat outside to reduce crowding.</li> </ul>	1	2	2

What are playtime arrangements?	Public / Pupils / Staff	Coming into contact with the virus	<ul style="list-style-type: none"> <li>Distancing can be observed on the yard / sports hall</li> <li>Barriers introduced on the main playground to separate year group bubbles.</li> <li>Additional cleaning in the sports hall has been organised</li> <li>Split lunches with scheduled timeslots for the service of lunch.</li> </ul>	1	2	2
Masks	Public / Pupils / Staff	Coming into contact with the virus	<ul style="list-style-type: none"> <li>Should pupils / staff / visitors wish to wear a mask they can</li> <li>Appropriate disposal will be available</li> <li>Pupils should be instructed not to touch the front of their face coverings when removing them and placed in a covered bin or placed in a plastic bag if reusable</li> <li>Masks will be available for staff.</li> <li>Weekly reviews to consider; local infection rate, localised lockdown, student behaviours, staff perceptions.</li> </ul>	1	2	2
Pupils are missing education and falling behind in their learning	Public / Pupils / Staff	Coming into contact with the virus	<ul style="list-style-type: none"> <li>Additional catch up funding will be directed at those pupils most in need as the funding becomes available.</li> <li>Intervention schedule specifically targeting Year 11 and 13 students.</li> </ul>	1	2	2
Behaviour and sanctions of pupils	Public / Pupils / Staff	Coming into contact with the virus	<ul style="list-style-type: none"> <li>Student / parent packs have been distributed which outline the expectations and precautions for all students to adhere to</li> <li>The behaviour policy has been revised to reflect the new standards</li> <li>Late pupils will be kept back in the school yard till other pupils are in the learning zones</li> </ul>	1	2	2
School trips	Public / Pupils / Staff	Coming into contact with the virus	<ul style="list-style-type: none"> <li><a href="https://www.gov.uk/government/publications/protective-measures-for-holiday-or-afterschool-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid19-outbreak">https://www.gov.uk/government/publications/protective-measures-for-holiday-or-afterschool-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid19-outbreak</a></li> <li>Following the latest DfE guidance there will be no domestic or overseas residential visits until further notice Non-residential visits will be permitted, but must be planned at least 6 weeks in advance to allow time Evolve to be completed and vetted by SLT</li> </ul>	1	1	
SEND Pupils	Public / Pupils / Staff	Coming into contact with the virus	<ul style="list-style-type: none"> <li>The SEND team are modifying individual plans and risk assessments for those with an EHCP providing the necessary support for a smooth reintegration back into school.</li> <li>Each plan will be shared with all staff before students return to school. Each student will handle this process differently and will be treated individually according to their needs. These plans are dynamic and will inevitably change as we progress through term 1.</li> <li>The SEND Support in September will be offered within year group bubbles and in the locations outlined below. The SEND team will work in bubbles with targeted students.</li> <li>School will provide a distance learning coordinator for SEND pupils who are unable to attend school</li> </ul>	2	1	1
Site Management						

Site staff not able to attend	Staff	Coming into contact with the virus	<ul style="list-style-type: none"> <li>RM to inform the Headteacher asap</li> <li>Additional contractors and staff are key holders ensuring cleaning can continue.</li> <li>Potential cover through Ridgecrest Contractors.</li> <li>Headteacher to make decision about possible school closure and follows relevant procedure</li> </ul>	1	1	1
Safe entry to the site	Public / Pupils / Staff	Coming into contact with the virus	<ul style="list-style-type: none"> <li>All pupils will sanitize on arrival at their respective entrance gates</li> <li>Pupils to be directed via a one way system via the toilets and sanitizer-station</li> <li>The school gates will remain locked when not in use as normal</li> <li>Staff &amp; pupils can access school through Duchy Street, Stamford Street or Hatfields All have sanitising facilities.</li> </ul>	1	1	1
Ventilation	Public / Pupils / Staff	Coming into contact with the virus	<ul style="list-style-type: none"> <li>all rooms will have natural ventilation where possible</li> </ul>	1	2	2
Water fountains	Public / Pupils / Staff	Coming into contact with the virus	<ul style="list-style-type: none"> <li>Communal facilities are NOT available and pupils must bring their own drinks.</li> <li>All pupils bring their own drink into school.</li> <li>If water is required SLT to be called, disposable cups provide water, binned immediately.</li> <li>Sanitizer wipes are provided by staff drinks machines</li> </ul>	1	1	1
Heating	Public / Pupils / Staff	Coming into contact with the virus	<ul style="list-style-type: none"> <li>Heating runs in the normal way</li> <li>Additional ventilation will be used in class as required.</li> <li>Where possible, windows should remain open to support ventilation and air flow within classrooms</li> </ul>	1	1	1
Water Hygiene	Public / Pupils / Staff	Coming into contact with the virus	<ul style="list-style-type: none"> <li>Full water flush will be carried out in low usage areas of the school</li> <li>Water hygiene checks have continued throughout lockdown</li> </ul>	• 1	1	1
CCTV	Public / Pupils / Staff	Coming into contact with the virus	<ul style="list-style-type: none"> <li>Operating as normal</li> </ul>	• 1	1	1
Security	Public / Pupils / Staff	Coming into contact with the virus	<ul style="list-style-type: none"> <li>All staff / contractors are aware of modified arrangements for opening and closing the school</li> <li>Opening and closing / locking of gates - the school gates will remain locked when not in use</li> <li>an additional contractor is on site to ensure site security at the end of the day</li> </ul>	• 1	1	1
School caterers are not able to provide food	Public / Staff / Pupils	<ul style="list-style-type: none"> <li>Coming into contact with the virus</li> </ul>	<ul style="list-style-type: none"> <li>The school will revert to packed lunches only</li> <li>Closing or part closure of school MAY be considered</li> <li>Headteacher informs Lambeth LA using the Unplanned School Closure Pro Forma (in this folder with clear instructions)</li> </ul>	1	1	1

On site visitors						
<b>Visitors</b>	Public / Staff / Pupils		<ul style="list-style-type: none"> <li>• Visitors are to be discouraged and technology to be utilized where possible.</li> <li>• Visitors to follow the usual procedure of signing in.</li> <li>• Visitors will only be accepted if they have an appointment.</li> <li>• Distancing markers are on the floor in reception</li> <li>• Sanitiser is available in reception.</li> <li>• One way around school system to be observed</li> <li>• 'No go' areas have barrier tape in place.</li> <li>• Additional safety signage in place.</li> <li>• PPE available if requested.</li> <li>• Parents will not be permitted beyond reception.</li> </ul>	1	1	1
Deliveries to the site	Public / Staff / Pupils	Coming into contact with the virus	<ul style="list-style-type: none"> <li>• Deliveries are made by arrangement.</li> <li>• Drivers will remain in their vehicles where possible.</li> </ul>	1	1	1
Cleaning						
School Cleaners are not able to clean school	Public / Staff / Pupils	Coming into contact with the virus	<ul style="list-style-type: none"> <li>• Ridgecrest has a Business Continuity Plan in place and will contact RM if they are unable to clean. RM will inform the Headteacher asap.</li> <li>• Headteacher to make decision about possible school or part-school closure and follows relevant procedure</li> </ul>	1	1	1
Do key areas need to be cleaned more regularly	Public / Pupils / Staff	Coming into contact with the virus	<ul style="list-style-type: none"> <li>• Our cleaning company has been advised of the areas that school will use and these will be cleaned daily / as required</li> <li>• Friday's have also been set aside for intensive cleaning.</li> <li>• A day time peripatetic cleaner will be on site from 1<sup>st</sup> September 2020</li> </ul>	1	2	2
Does the school have sufficient soap and hand sanitiser?	Public / Pupils / Staff	Coming into contact with the virus	<ul style="list-style-type: none"> <li>• Supplies are on hand</li> <li>• Additional dispensers have been fitted</li> <li>• Additional supplies are on order / on site</li> </ul>	1	1	1
IT / DT & Science Equipment	Public / Pupils / Staff	Coming into contact with the virus	<ul style="list-style-type: none"> <li>• Each IT / DT &amp; Science room will have a supply of antibacterial wipes.</li> <li>• Teacher will give each student an antibacterial wipe at the end of the lesson and students will wipe down the monitor, keyboard and mouse.</li> </ul>	1	2	2
PE equipment	Public / Pupils / Staff	Coming into contact with the virus	<ul style="list-style-type: none"> <li>• If outdoor PE is not possible arrangements will be made by the head of PE to have the PE equipment cleaned between uses.</li> <li>• Additional PE equipment purchased to support PE curriculum and the changing of equipment between year group bubbles.</li> </ul>	1	2	2
Door handles / surfaces	Public / Pupils / Staff	Coming into contact with the virus	<ul style="list-style-type: none"> <li>• Sanitizer wipes available for wiping down during the day</li> <li>• Non fire doors to remain open</li> </ul>	1	2	2
Disposal	Public / Pupils / Staff	Coming into contact with the virus	<ul style="list-style-type: none"> <li>• Additional bins have been placed around the site inside and out.</li> </ul>	1	2	2
Fire & emergency						

Evacuation	Public / Pupils / Staff	Coming into contact with the virus	<ul style="list-style-type: none"> <li>The usual procedure will apply.</li> <li>One way round school procedure will be ignored in the case of fire.</li> <li>The main yard to be used as an assembly point – observing distancing where possible.</li> </ul>	1	1	1
Evacuation	Public / Pupils / Staff	Coming into contact with the virus	<ul style="list-style-type: none"> <li>Hold a practice evacuation using modified entrance and exit arrangements and social distancing</li> <li>Additional staff trained in the use /of the fire alarm in case of activation</li> </ul>	1	1	1
<b>Broad Contingencies in case of second wave</b>						
Increasing Infections rate	Public / Pupils / Staff	Coming into contact with the virus	<ul style="list-style-type: none"> <li>The school Governors will use the guidelines from Central Government to provide provision in the case of a significant second wave of infections</li> </ul>	2	2	4
Potential of a second wave and reversing our reopen plans will be implemented in tier as below	Public / Pupils / Staff	Coming into contact with the virus	<ul style="list-style-type: none"> <li>Set up remote home learning activities as per the contingency plan and refer to the “distance learning for all” and “remote learning” plan</li> <li>COVID safeguarding and Behaviour policies re-introduced.</li> <li>New timetable introduced incorporating ‘live’ lessons.</li> <li>Teaching staff will upload all work to ‘Google Classroom’. Updates will be provided on the school website, social media platforms and parent email.</li> <li>The school is able to revert to “full closure” or “partial” closure plans depending on the situation</li> <li>Additional IT resources can be distributed</li> </ul>	2	2	4
Increasing Infections rate – Tier 2	Public / Pupils / Staff	Coming into contact with the virus	<ul style="list-style-type: none"> <li>Tier 2 response, in which secondary pupils would go on to a part-time rota. They would be in school for two weeks and then study online at home for two weeks.</li> </ul>	2	2	4
Increasing Infections rate – Tier 3	Public / Pupils / Staff	Coming into contact with the virus	<ul style="list-style-type: none"> <li>Most pupils would study from home - the school will operate a blended curriculum of home and school learning similar to the provision provided in June 2020</li> </ul>	2	2	4
Increasing Infections rate – Tier 4	Public / Pupils / Staff	Coming into contact with the virus	<ul style="list-style-type: none"> <li>All pupils studying from home, except for the children of key workers and vulnerable children – the school will operate as a the beginning of lockdown providing home schooling for all pupils and opening the building for only vulnerable and ley worker pupils – as was the case in the 2<sup>nd</sup> part of March 2020</li> </ul>	2	2	4

**RISK ASSESSMENT FORM C**

<b>RISK LEVEL ESTIMATOR</b>			
<b>SEVERITY OF HARM</b>	<b>SLIGHTLY HARMFUL</b>	<b>HARMFUL</b>	<b>EXTREMELY HARMFUL</b>
<b>LIKELIHOOD OF HARM</b>	<b>1</b>	<b>2</b>	<b>3</b>
<b>HIGHLY UNLIKELY OCCURRENCE</b>	<b>TRIVIAL RISK</b>	<b>TOLERABLE RISK</b>	<b>MODERATE RISK</b>
<b>1</b>	<b>1</b>	<b>(Low) 2</b>	<b>(Medium) 3</b>
<b>UNLIKELY OCCURRENCE</b>	<b>TOLERABLE RISK (Low) 2</b>	<b>MODERATE RISK (Medium) 4</b>	<b>SUBSTANTIAL RISK (High) 6</b>
<b>2</b>			
<b>LIKELY OCCURRENCE</b>	<b>MODERATE RISK (Medium) 3</b>	<b>SUBSTANTIAL RISK (High) 6</b>	<b>INTOLERABLE RISK 9</b>
<b>3</b>			
<b>RISK BASED CONTROL PLAN</b>			
<b>RISK LEVEL</b>	<b>ACTION AND TIME SCALE</b>		
<b>TRIVIAL</b>	<b>1</b>	No action is required and no documentary records need to be kept (excepting form A).	
<b>TOLERABLE</b>	<b>2</b>	No additional precautions are required. Consideration may be given to a more cost effective solution or improvement that imposes no additional cost burden. Monitoring is required to ensure that the controls are maintained.	
<b>MODERATE</b>	<b>3 &amp; 4</b>	Effort should be made to reduce the risk further, within a defined time period, but the costs of precautions should be carefully measured. Where the moderate risk is associated with extremely harmful consequences further assessment may be necessary to establish precisely the likelihood of harm as a basis for deciding the need for improved precautions.	
<b>SUBSTANTIAL</b>	<b>6</b>	Work should not be started until risks have been reduced. Considerable resources may have to be allocated to reduce the risk. In the event that no action can be taken to reduce the risk the matter must be referred to a senior officer. The OHS Team should also be contacted for advice.	
<b>INTOLERABLE</b>	<b>9</b>	Work should not be started or continued until the risk has been reduced. If it is not possible to reduce the risk, even with unlimited resources, work has to remain prohibited and the matter referred to a senior officer. The OHS Team should also be contacted for advice.	
<b>NOTE: Tolerable means that risk has been reduced to the lowest level that is reasonably practicable</b>			

## **Appendices**

# What to do if you have **symptoms**

**Help with isolating or getting a test**  
Anyone needing support (e.g. for food or medicines), or who is unable to arrange a test can contact their local authority for help. Lambeth residents can call 0333 360 3700 or email [mycommunity@ageuklambeth.org](mailto:mycommunity@ageuklambeth.org)

**Symptoms start**

**Immediately start isolating for 10 days**

**Household starts isolating for 14 days**

Household contacts also isolate immediately as they are very likely to be infected too, if it is coronavirus

**Book a test**  
(within the first 3 - 5 days after symptoms start)

**Negative for COVID-19**

**Positive for COVID-19**

**Household stops isolating immediately**

**Stop isolating if you feel well**

**Share contacts via NHS Test and Trace**

**Complete 10 days self-isolation**

# What to do if you are a close contact of a confirmed case

A close contact of yours tests positive for COVID-19 and informs NHS Test and Trace that you are one of their close contacts

Your household contacts and work colleagues do NOT need to self-isolate

NHS Test and Trace alerts you that you need to isolate for 14 days from the last contact

If you then go on to develop symptoms, book a test

Household isolates for 14 days

Household contacts also isolate immediately as they are very likely to be infected too, if it is coronavirus

Negative for COVID-19

Positive for COVID-19

Household stops isolation immediately

Complete 14-day isolation

Your symptoms were not coronavirus but you may still develop coronavirus later in the 14 days

Self-isolate for a further 10 days from the onset of your symptoms regardless of what stage you were at on your initial 14 days isolation

Household should complete 14-day isolation

## Help with isolating or getting a test

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[mycommunity@ageuklambeth.org](mailto:mycommunity@ageuklambeth.org)

# What to do as a school or EY setting if someone has symptoms of coronavirus

Setting is informed that an individual has symptoms

NOTE: If anyone develops symptoms on site, see next slide

Close contacts from the setting do **NOT** need to take action until test result is available  
– if you have any questions email [PublicHealth@lambeth.gov.uk](mailto:PublicHealth@lambeth.gov.uk)

Setting advises affected individual to isolate for 10 days and get tested immediately

Negative for COVID-19

No further action required, individual stops

Positive for COVID-19

1. Notify PHE London Coronavirus Response Cell (LCRC) on 0300 303 0450, making note of any reference number
2. Inform local Public Health Team via [PublicHealth@lambeth.gov.uk](mailto:PublicHealth@lambeth.gov.uk)

**Help with isolating or getting a test**  
Anyone needing support (e.g. for food or medicines), or who is unable to arrange a test can contact their local authority for help. Lambeth residents can call 0333 360 3700 or email [mycommunity@ageuklambeth.org](mailto:mycommunity@ageuklambeth.org)

“Bubble” of children/staff to self-isolate for 14 days

LCRC & Public Health Team gives ongoing support to setting with:

- risk assessment,
- infection prevention and control, and
- communications

## People at high risk (clinically extremely vulnerable)

People at high risk from coronavirus include people who:

- have had an organ transplant
- are having chemotherapy or antibody treatment for cancer, including immunotherapy
- are having an intense course of radiotherapy (radical radiotherapy) for lung cancer
- are having targeted cancer treatments that can affect the immune system (such as protein kinase inhibitors or PARP inhibitors)
- have blood or bone marrow cancer (such as leukaemia, lymphoma or myeloma)
- have had a bone marrow or stem cell transplant in the past 6 months, or are still taking immunosuppressant medicine
- have been told by a doctor they you have a severe lung condition (such as cystic fibrosis, severe asthma or severe COPD)
- have a condition that means they have a very high risk of getting infections (such as SCID or sickle cell)
- are taking medicine that makes them much more likely to get infections (such as high doses of steroids)
- have a serious heart condition and are pregnant

Information:

If you're at high risk from coronavirus, you should have received a letter from the NHS.

Speak to your GP or hospital care team if you have not been contacted and think you should have been.

## What to do if you're at high risk

If you're at high risk from coronavirus, you're advised to take extra steps to protect yourself.

This includes not leaving your home for any reason (called shielding).

See [what to do if you're at high risk from coronavirus](#).

## People at moderate risk (clinically vulnerable)

People at moderate risk from coronavirus include people who:

- are 70 or older
- are pregnant
- have a lung condition that's not severe (such as asthma, COPD, emphysema or bronchitis)
- have heart disease (such as heart failure)
- have diabetes
- have chronic kidney disease
- have liver disease (such as hepatitis)
- have a condition affecting the brain or nerves (such as Parkinson's disease, motor neurone disease, multiple sclerosis or cerebral palsy)
- have a condition that means they have a high risk of getting infections
- are taking medicine that can affect the immune system (such as low doses of steroids)
- are very obese (a BMI of 40 or above)

## What to do if you're at moderate risk

If you're at moderate risk from coronavirus, it's very important you follow the advice on [social distancing](#).

This means you should stay at home as much as possible. But you can go out to work (if you cannot work from home) and for things like getting food or exercising.

Unlike people at high risk, you will not get a letter from the NHS advising you to stay at home at all times.

<https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools>

Lambeth's **seven principles** for wider reopening are below:

- Our overriding concern is that the return must be considered and **take due regard for the safety and wellbeing of staff and pupils**. All decisions should be taken with this in mind.
- We are **supportive of more children having access to education when the government has met their five targets and schools have safe arrangements in place** and then as soon as possible thereafter.
- **Communication and confidence is key**. Staff should be **actively engaged in risk assessments** that relate to them and parents should be informed of the actions that the school will take to keep their children safe. Risk assessments for all aspects of the opening should be carried out, considering the needs of staff and families.
- **We will support schools who feel it is not yet safe to reopen** to ensure they are able to do so as soon as possible.
- **We appreciate that schools may need some time to brief staff** and ensure that they are familiar with arrangements to keep your child safe and so it may be appropriate to consider staff training at the start of the opening period. Parents should be advised with as much notice as possible.
- We would expect schools and settings to minimise the number of unnecessary contacts between children and adults. Working in **'home groups' or 'bubbles' is recommended**.
- In line with government guidance **we seek for an increasing number of children to have face to face education this term as soon as it is safe to do so**. This may mean pupils attending on a rota basis. This will be established locally but will usually be in blocks of days to support parents who need to work.