

# London Nautical School - Covid 19

<b>Scope:</b> Whole Site & Occupants	<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> 10 December 2021
<b>Date of Assessment:</b> 29 November 2021	<b>Name:</b> <b>Sign:</b>	<b>Date of 2<sup>nd</sup> Review:</b> 4 January 2022
<b>Headteacher:</b> Mr M Schofield	<b>Name:</b> <b>Sign:</b>	<b>Date of 3<sup>rd</sup> Review:</b>

Document Version	Reviewed By	Notes on Revisions	Date of revisions
5.0	Headteacher & SLT	<ul style="list-style-type: none"> <li>I.Revisions made to information on shielding and testing arrangements</li> <li>I.Additional information for Pregnant staff members</li> <li>I.Additional link added to PHE report on Disparities (review)</li> <li>/Revised information added on pupil attendance</li> <li>/Additional information added about the use of masks for staff and pupils</li> <li>I.Additional information added concerns the school catering arrangements</li> <li>I.Additional information added about pupil learning zones</li> <li>I.Additional information added about the provision for SEND pupils &amp; distance learning</li> <li>∟Additional information added about the suspension of school trips</li> <li>∟Sanitizers places at various school entrances</li> <li>I.Site access arrangements and day time cleaning</li> <li>I.Additional cleaning in PE and IT department</li> <li>I.Additional information on provision for second wave added</li> <li>/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 document</li> <li>/Addition of the DfE helpline to report cases</li> <li>I.Face mask in communal areas made mandatory</li> <li>I.Classroom - furniture thinned</li> <li>I.Classroom - teacher areas taped onto floor</li> <li>∟Classroom - windows opened</li> <li>∟Pupils - introduction of testing</li> <li>I.Pupils - introduction of mandatory mask wearing (for those not exempt)</li> <li>I.Staff - Shielding - variation to the Government guidelines for those encompassed by shielding</li> <li>I.Staff - testing kits now available to staff for home testing</li> <li>/Communal areas - room occupancy restricted and sign posted</li> <li>/Staff - class seating plans to be maintained for <b>ALL</b> sessions to support contact tracing if required</li> <li>I.Staff &amp; Pupils - actions as a result of positive testing in the workplace or home settings</li> <li>I.General System of controls - mandatory masks removed (September 2021)</li> <li>I. Shielding - GP letters no longer applicable (September 2021)</li> <li>∟Confirmed Case (in School) Guidance note updated (September 2021)</li> <li>∟Suspected Cae (in school) Guidance note updated (September 2021)</li> <li>I.Potential Exposure - No Symptoms - Guidance note updated (September 2021)</li> <li>I.Testing Arrangements - dates and frequency changed (September 2021)</li> <li>I.Shared Equipment - ref to Learning Zones removed (September 2021)</li> <li>/Mental Health - ref to home working &amp; learning removed (September 2021)</li> <li>/Staffing - ref to clinically vulnerable and vulnerable characteristics removed (September 2021)</li> <li>I. Arrangements for the school day - wording revised to reflect current arrangements (September 2021)</li> <li>I.Attendance - reference to learning from home, Learning zones &amp; bubbles removed (September 2021)</li> <li>I.Mask guidance for staff revised (September 2021)</li> </ul>	<p>March 2021)</p> <p>(March 2021)</p> <p>(March 2021)</p> <p>(March 2021)</p> <p>(March 2021)</p> <p>(March 2021)</p> <p>(March 2021)</p> <p>(March 2021)</p> <p>(March 2021)</p> <p>(September 2021)</p> <p>(September 2021)</p> <p>(September 2021)</p> <p>(September 2021)</p> <p>(September 2021)</p> <p>(September 2021)</p> <p>(September 2021)</p> <p>(September 2021)</p> <p>(September 2021)</p> <p>(September 2021)</p> <p>(September 2021)</p> <p>(September 2021)</p> <p>(September 2021)</p> <p>(September 2021)</p>
6.0			

	<p>↳ Trips - now reinstated (September 2021)</p> <p>..Water Fountains are back in use on the site (September 2021)</p> <p>! One way system - all notes removed ref pupil circulation (September 2021)</p> <p>!</p>	
7.0	<p><b>Following announcements from Government W/e 26<sup>th</sup> November 2021 the following measure has been re-instated and communicated to parents</b></p> <p>All students and staff will be required to wear face masks in all inside communal areas including corridors and the dining hall.</p> <p>Students and staff may continue to wear their masks in classrooms.</p> <p>School Journey - masks have become mandatory in public places and on public transport. Message to parents – <i>“Please ensure your son / daughter has a mask to wear during their journey to and from school. Pupils who are exempt for medical reasons, to contact Mrs Cronin at <a href="mailto:scronin@ins.org.uk">scronin@ins.org.uk</a> so we can provide them with a pass”.</i></p> <p>All assemblies / staff meetings will be virtual for the remainder of this term.</p> <p>We will continue with enhanced daily cleaning of all touch points in the school; in addition students are encouraged to use hand sanitiser on arriving and leaving classrooms.</p> <p>Students should be completing at least two lateral flow tests every week; all students will be given a pack of tests which will cover twice weekly testing until the end of term</p> <p>Parents again reminded to register the test kits we have supplied and record the results via the Governments portal.</p> <p><u>Any suspected or confirmed close contacts of the Omicron variant will be asked to isolate for 10 days regardless of vaccination status or age. Staff and students will be contacted directly via track and trace and told to isolate.</u></p> <p>Any student or member of staff who has a household member test positive for a more commonly known variant of COVID 19 will be advised to take a daily LFD test for 7 days, in addition to taking a one-off PCR test. Anyone who is exempt from self- isolation (those under 18 or adults who are fully vaccinated) and who test negative can continue to attend school during the period of LFD testing.</p> <p>↳ Updated our Covid Risk Assessment in the light of this changing situation;</p>	

Risks Could Include Accidental Injury, Ill Health Or Damage						
Task / Activity	List Persons /Group And Numbers Who Are At Risk	Hazards	Existing Precautions	Existing Level Of Harm	Existing Level Of Occurrence	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)
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 hand washing video <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></li> <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>	1	1	2
<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

			<ul style="list-style-type: none"> <li>Classrooms have been thinned of furniture to facilitate distancing and class area have been taped to provide demarcation / distancing for teachers</li> <li>Communal areas - room occupancy restricted</li> </ul>			
Routine Precautions to eliminate or delay the spread of the virus (School Arrangements)	Public / Staff / Pupils	Coming into contact with the virus	<ul style="list-style-type: none"> <li>All assemblies / staff meetings will be virtual for the remainder of this term.</li> <li>All students and staff will be required to wear face masks in all inside communal areas including corridors and the dining hall.</li> <li>Students and staff may continue to wear their masks in classrooms</li> </ul>			
<b>Travel to and from school</b>						
Use of public transport	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>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 as below - the distance learning arrangements in place prior to summer 2021 would be re-introduced.</li> <li>Insufficient pupils as a result of lack of public transport would require continued distance learning - Plan B as below - the distance learning arrangements in place prior to summer 2021 would be re-introduced.</li> </ul>	1	2	2
<b>Medical</b>						
Removal of Shielding	Public / Staff / Pupils	Coming into contact with the virus	<ul style="list-style-type: none"> <li>Staff will be expected to be in work and the normal procedures for absence management will be followed</li> <li>All staff have been offered individual Risk Assessments which are on file - none indicated they would not return to work</li> </ul>	1	1	1
<u>Displaying Symptoms</u> If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has			<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</li> </ul>	1	1	1

<p>a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home</p>			<p>days and should arrange to have a test to see if they have coronavirus (COVID-19).</p> <ul style="list-style-type: none"> <li>Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms <b>if they are showing symptoms</b></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> <li>All effected parties should seek a PCR test via the NHS and provide details to the school</li> </ul>			
<p><u>Potential Exposure</u> Child/Adult is unwell and it is believed that they have been exposed to COVID-19. (No Symptoms)</p>	<p>Public / Staff / Pupils</p>	<p>Coming into contact with the virus</p>	<ul style="list-style-type: none"> <li>Individuals will not be required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19 if any of the following apply: <ul style="list-style-type: none"> <li>I. They are fully vaccinated</li> <li>II. They are below the age of 18 years and 6 months</li> <li>III. They are not able to get vaccinated for medical reasons</li> </ul> </li> <li>Instead, they will be contacted by the NHS Track and Trace, informed that they have been in close contact and advised to take a PCR Test</li> </ul>	<p>1</p>	<p>1</p>	
<p><u>Suspected Case</u> of COVID-19 (pupil or school adult) is suspected at our settings.</p>	<p>Public / Pupils / Staff</p>	<p>Coming into contact with the virus</p>	<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 PCR test results for COVID-19 are awaited.</li> <li>No need to close the setting or send other learners or staff home.</li> <li>Refer to the school contingency plan</li> <li>Pupil / Family to seek a PCR test and advise school of the result</li> </ul>	<p>1</p>	<p>1</p>	

<p><u>Confirmed Case</u> of COVID-19 (pupil or school adult) is <b>confirmed at our settings.</b></p>	Public / Pupils / Staff	Coming into contact with the virus	<ul style="list-style-type: none"> <li>• Call DfE helpline 0800 046 8687 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
<b>Omicron variant</b>	Public / Pupils / Staff	Coming into contact with the virus	<ul style="list-style-type: none"> <li>• Any suspected or confirmed close contacts of the Omicron variant will be asked to isolate for 10 days regardless of vaccination status or age. Staff and students will be contacted directly via track and trace and told to isolate</li> </ul>			

<p><u>Confirmed Case</u> of COVID-19 (pupil ) is confirmed at our settings - <b>following on site testing</b></p>	<p>Public / Pupils / Staff</p>	<ul style="list-style-type: none"> <li>Coming into contact with the virus</li> </ul>	<ul style="list-style-type: none"> <li>Pupils will be sent home to seek a further PCR test to confirm the test result obtained at school.</li> <li>Teachers are to maintain a class seating plan at all sessions to support the contact tracing should this be required following a positive diagnosis</li> </ul>			
<p><u>Confirmed Case</u> of COVID-19 ( school adult) is confirmed at our settings - <b>following home testing</b></p>	<p>Public / Pupils / Staff</p>	<ul style="list-style-type: none"> <li>Coming into contact with the virus</li> </ul>	<ul style="list-style-type: none"> <li>Staff / Pupils are to isolate in the usual way following a positive test result</li> <li>Staff and students with a positive LFD test result should self-isolate in line with the Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection - GOV.UK (www.gov.uk). They will also need to take a PCR test. Whilst awaiting the result of the PCR test, you should continue to self-isolate. If the PCR test is taken within two days of the LFD test and is negative, this overrides the LFD test and as long as the student is not symptomatic they can return to school.</li> <li>Staff are then to provide a list of possible contacts within the school setting for potential notification should this be required</li> </ul>			
<p><u>Confirmed Case</u></p>	<p>Pupils</p>	<ul style="list-style-type: none"> <li>Coming into contact with the virus</li> </ul>	<ul style="list-style-type: none"> <li>Any student or member of staff who has a household member test positive for a more commonly known variant of COVID 19 will be advised to take a daily LFD test for 7 days, in addition to taking a one-off PCR test. Anyone who is exempt from self- isolation (those under 18 or adults who are fully vaccinated) and who test negative can continue to attend school during the period of LFD testing.</li> </ul>			
<p>Coughs and sneezes</p>	<p>Public / Pupils / Staff</p>	<p>Coming into contact with the virus</p>	<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>	<p>1</p>	<p>2</p>	<p>2</p>

Testing Arrangements	Public / Pupils / Staff	Coming into contact with the virus	<ul style="list-style-type: none"> <li>• Testing arrangements for pupils have been published and all pupils who have provided consent have had test.</li> <li>• Staff Testing - staff will be provided for home testing kits with effect from 1st September 2021</li> <li>• Students should be completing at least two lateral flow tests every week; all students will be given a pack of tests which will cover twice weekly testing until the end of term</li> <li>• All pupil shave been provided with home test kits</li> <li>• Further testing will take place in January 2022</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>• All staff involved in testing have completed training</li> <li>• All staff have available PPE</li> <li>• All staff are volunteers</li> </ul>	1	1	
Vaccination	Public / Pupils / Staff	Coming into contact with the virus	<ul style="list-style-type: none"> <li>• vaccinations are in place for the majority of staff - however precautions are still to be maintained for these staff and they are expected to follow guidelines at all times</li> </ul>			
Shared Equipment	Public / Pupils / Staff	Coming into contact with the virus	<ul style="list-style-type: none"> <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> </ul>	1	2	2



			<ul style="list-style-type: none"> <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>			
<b>First Aid</b>						
<b>Administering first aid</b>	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>						

<p>Many adults and children will be anxious and will have suffered bereavements or trauma. What training and support will need to be provided</p>	<p>Public / Pupils / Staff</p>	<p>Effects of coming into contact with the virus</p>	<ul style="list-style-type: none"> <li>Families have been provided with written details of returning procedures for September</li> <li>Staff briefing to take place on 1st September 2021 to reintroduce staff to the building and linked procedures.</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>	<p>1</p>	<p>2</p>	<p>2</p>
<p><b>Staffing</b></p>			<ul style="list-style-type: none"> <li></li> </ul>			
<p>Staffing - how will the school be managed if sufficient staff are not available?</p>	<p>Staff</p>	<p>Coming into contact with the virus</p>	<p>Headteacher to assess if the Minimum Staffing Requirements have been met. it is NOT expected that staffing numbers will be restricted as a result of the pandemic however -</p> <p>If Minimum Staffing Requirements are met then:</p> <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> <p>If Minimum Staffing Requirements are NOT met then:</p> <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> </ul>	<p>1</p>	<p>1</p>	<p>1</p>

			<ul style="list-style-type: none"> <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> <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>			
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 - the expectation is most staff will remain in work. Some roles, such as some administrative roles, may be conducive to home working.</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

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>	1	1	1
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 PHE Disparities Review; 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
<b>School Day</b>						
On Site Meetings	Staff / Public	Coming into contact with the virus	<ul style="list-style-type: none"> <li>All assemblies / staff meetings will be virtual for the remainder of this term.</li> </ul>	1	2	2
Attendance	Pupils	Coming into contact with the virus	<ul style="list-style-type: none"> <li>Expectation that all students will attend school.</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> </ul>	N/a	N/a	N/a

			<ul style="list-style-type: none"> <li>With the above exception the usual rules of school attendance will be applied</li> </ul>			
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>Lunch time are staggered</li> <li>No go areas have barrier tape in place</li> <li>ASC students will also use Stamford Street - met in reception by support staff.</li> <li>Reopening timetables have been distributed to staff and parents and are posted on our website (Ins.org.uk)</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>Book boxes available for each class.</li> <li>Every member of staff provided their own equipment.</li> <li></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>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> <li>Introduction of a two metre 'teacher zones at the front of each classroom. Students not permitted to enter</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
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 these should be cleaned regularly, along with all frequently touched surfaces.</li> <li>• Resources that are shared between classes, such as sports, art and science equipment should be cleaned frequently and meticulously, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics)</li> </ul>	1	2	2
Catering	Public / Pupils / Staff	Coming into contact with the virus	<ul style="list-style-type: none"> <li>• Grab and go food service will be available at break times</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 as required</li> <li>• Additional cleaning in the sports hall has been organised</li> <li>• Split lunches with scheduled time slots 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>• Masks can be worn by staff members should they wish</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 sanctioned in the usual way</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/School%20trips%20can%20recommence">https://www.gov.uk/government/publications/School trips can recommence</a></li> </ul>	1	1	1
Off Site Education	Public / Pupils / Staff	Coming into contact with the virus	<ul style="list-style-type: none"> <li>• Safety Video Produced</li> <li>• Site RA in Place Via Cold Harbour</li> <li>• One way system in place</li> <li>• Usual hand sanitizer arrangements in place</li> </ul>	1	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.</li> </ul>	2	1	1

			<p>These plans are dynamic and will inevitably change as we progress through term 1.</p> <ul style="list-style-type: none"> <li>School will provide a distance learning coordinator for SEND pupils who are unable to attend school</li> </ul>			
<b>Site Management</b>			<ul style="list-style-type: none"> <li></li> </ul>			
Cleaning Site staff not able to attend	Staff	Coming into contact with the virus	<ul style="list-style-type: none"> <li>It is not expected staff will NOT attend other than through a positive case or displaying symptoms:</li> <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>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>Drinking fountains have been switched back on for students although All pupils are advised to 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> <li>•</li> <li>•</li> </ul>	1	1	1
<b>On site visitors</b>						
Visitors	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> </ul>	1	1	1

			<ul style="list-style-type: none"> <li>• Distancing markers are on the floor in reception</li> <li>• Sanitiser is available in reception.</li> <li>• Additional safety signage in place.</li> <li>• PPE available if requested.</li> <li>• Parents will not be permitted beyond reception.</li> <li>•</li> </ul>			
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
<b>Cleaning</b>						
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 is on site daily</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> </ul>	1	2	2

			<ul style="list-style-type: none"> <li>Additional PE equipment purchased to support PE curriculum</li> </ul>			
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
<b>Fire &amp; emergency</b>			<ul style="list-style-type: none"> <li></li> </ul>			
Evacuation	Public / Pupils / Staff	Coming into contact with the virus	<ul style="list-style-type: none"> <li>The usual procedure will apply.</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>Practice evacuations will be held in the usual way</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>			<ul style="list-style-type: none"> <li></li> </ul>			
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 wave of infections in the future</li> </ul>	2	2	4
Potential of a re occurring 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> </ul>	2	2	4

			<ul style="list-style-type: none"> <li>Additional IT resources can be distributed</li> </ul>			
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 key worker pupils – as was the case in the 2nd part of March 2020</li> </ul>	2	2	4

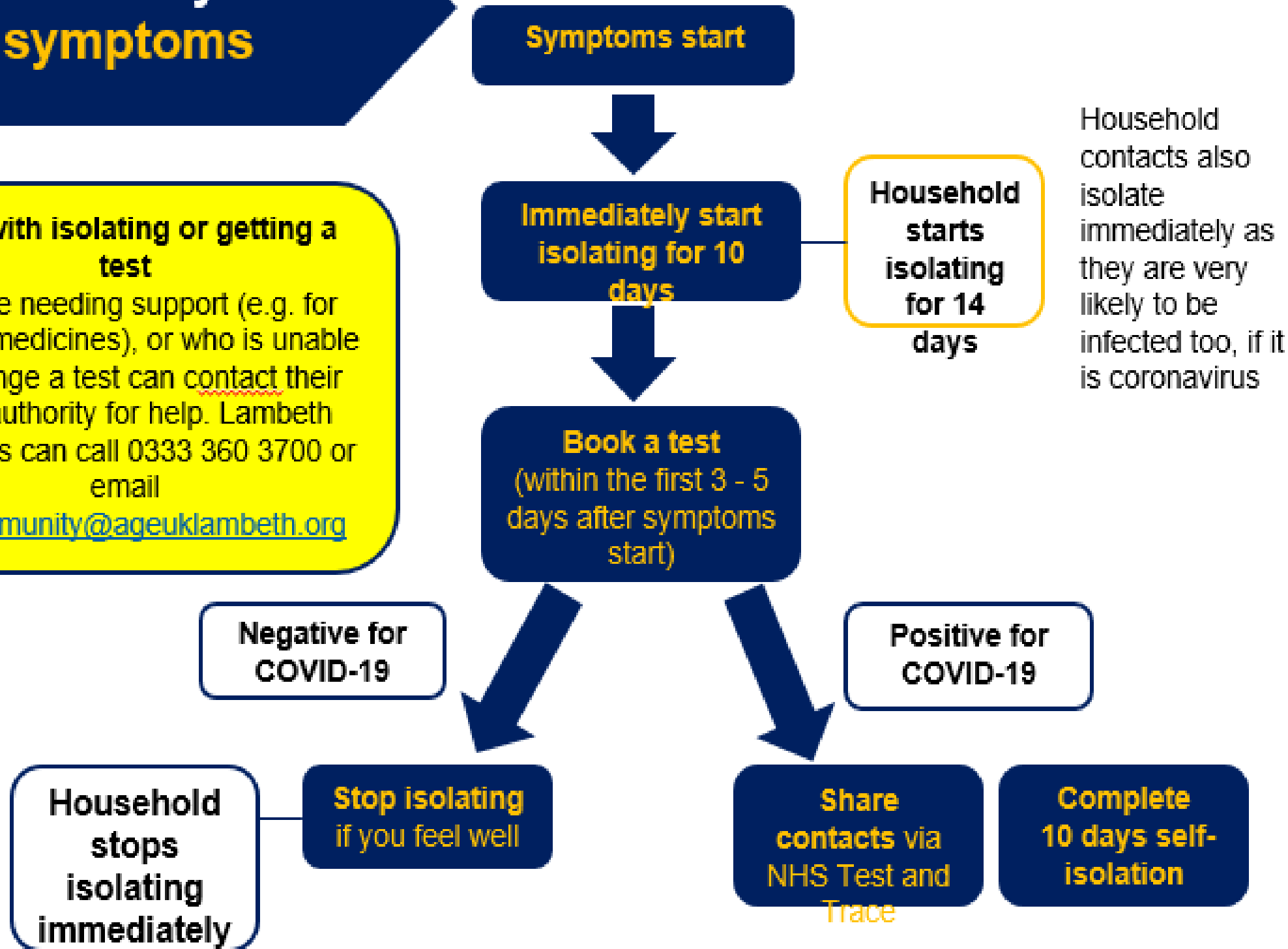
**RISK ASSESSMENT FORM C**

<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>1</b>	TRIVIAL RISK 1	TOLERABLE RISK (Low) 2	MODERATE RISK (Medium) 3
<b>UNLIKELY OCCURRENCE</b>	<b>2</b>	TOLERABLE RISK (Low) 2	MODERATE RISK (Medium) 4	SUBSTANTIAL RISK (High) 6
<b>LIKELY OCCURRENCE</b>	<b>3</b>	MODERATE RISK (Medium) 3	SUBSTANTIAL RISK (High) 6	INTOLERABLE RISK 9
<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)



# 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

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)

# 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.