



***COVID RISK
ASSESSMENT FOR
SEPTEMBER 2020***

COVID RISK ASSESSMENT FOR SEPTEMBER 2020

- This risk assessment template is intended to support schools in their decision-making process and enable them to assess their site and activities as required by the current government guidance.
- This assessment is based on the expectations set out in the Government guidance for schools Guidance for full opening from Sept 2020 <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools> but must be adapted in order to give a clear narrative on the specific controls being put in place within your school to manage the risk from coronavirus.

As with other areas of risk school employers and leaders are required to reduce risk as far as is reasonably practicable, recognising that it is not possible to completely eliminate the risk of coronavirus.

- During this evolving situation please monitor and follow government guidance, further reviews and updates to the template will be made following any significant updates.
- In addition you should continue to review your controls and activities and update the risk assessment to reflect any changes in practice.

Notes on completion:

- This risk assessment should be completed by the Head and SLT in consultation with staff.

Consultation with employees is a legal duty and involving staff in the planning and assessment process will aid in your controls being adopted and in easing any anxiety amongst staff.

- Where you have a Union H&S representative then make sure you consult with them as part of the risk assessment process.
- You will need to review and tailor the contents of this generic risk assessment to meet your own individual circumstances, actions determined as required but not yet in place should be moved from the 'What are you already doing?' column to the "What further action is necessary?" column. Or alternative and equivalent control measures which you have put in place added.
- Ensure this document is made **specific** to your site. Record any other **significant** findings and actions required to reduce risk further where existing controls are insufficient, assigning these actions to an appropriate manager or member of staff.
- There may also be a requirement to review other existing work activity risk assessments for your school and amend these (if you have not already done so) to include the management of the risks associated with COVID-19.


Share the risk assessment

Once the assessment is completed **share** this with all staff, make sure that you brief all temporary staff, peripatetic and supply teachers, visiting coaches etc. on your expectations on managing risk.

- You may choose to publish the risk assessment on your website to provide a clear transparent approach to the wider school community.

Monitor and review

As the school returns continue to review how staff and students adopt to your controls, there will almost certainly be areas where the risk assessment will need review to reflect additional controls or risks which only became apparent as your operational activities and curriculum are delivered.

RISK ASSESSMENT FOR: School activities during COVID 19 outbreak - opening from September 2020		 Hertfordshire
Establishment: WOOLGROVE SCHOOL	Assessment by: Senior Leadership Team	Date: 17/07/20
Risk assessment number/ref: (add your own if so desired): RA-001	Manager Approval:	Date:

Rev 1: updated template following issue of Government advice on July 2nd [Actions for schools during coronavirus outbreak'](#)

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
Individual risk factors meaning staff / pupils more vulnerable to COVID-19	Staff, Students / pupils / wider contacts Spread of COVID 19	Shielding for those who are extremely clinically vulnerable pauses on 1 st August (subject to continued decline in transmission) and the Government will no longer be advising these individuals shield. Staff / students who previously were shielding able to return to school. School to discuss arrangements / concerns with individuals and provide assurance of controls in place. Individual risk assessments will be conducted where required to determine if additional measures are required. Some individuals under the care of specialist health professionals may need to discuss care at their next planned clinical appointment before returning. Those pupils unable to attend school because they are following clinical and/or Public Health advice (e.g. a letter from their consultant) will be provided with remote education. Existing individual health care plans in place for pupils/students to be reviewed. Clear message sent to parents that students should not be sent into school if unwell for both Covid-19 and any other illnesses/symptoms.	Communication and updates on guidance sent out on a regular basis to families and staff Ongoing communication/Welfare calls to families and staff Please refer to: Woolgrove School, Special Needs Academy: September 2020 Returning to School Protocol and Procedures	SLT	ONGOING	✓

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
		<p>Staff Wider government advice remains to work from home where possible. Limited school roles where this will be the case, roles which are able to do so effectively will be considered.</p> <p>Individuals classed as clinically vulnerable or extremely clinically vulnerable to have a risk assessment undertaken on their role and ability to maintain social distancing. Consider if these staff are able to work remotely or in areas / roles where maintaining social distancing is easier.</p> <p>Any existing individual risk assessments to be reviewed. See COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</p>	<p>GUIDE FOR STAFF</p> <p>GUIDE FOR PARENTS</p>			
<p>School occupants coming into contact with those with Coronavirus symptoms</p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>School community clear on symptoms of coronavirus: high temperature (37.8 deg C or more), a new continuous cough or a loss of, or change, in their normal sense of taste or smell. Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection followed. These have been communicated to all.</p> <p>No symptomatic individuals to present on site.</p> <p>In the event of a suspected case whilst working on site Ensure SLT / Head are notified.</p> <p>Individual goes home immediately (if awaiting collection by their parent, isolate child in a room behind a closed door, or an area at least 2m away from others, open a window for ventilation) and self-isolate.</p> <p>School staff supervising the child while they await collection should wear PPE (a fluid resistant surgical mask, type IIR) if a distance of 2m cannot be maintained. If direct care (such as for a very young child or a child with complex needs) is required then staff giving care to wear a fluid resistant surgical mask (type IIR), disposable apron and gloves.</p> <p>Clear message to parents that if a student is unwell at school they are to be sent home or collected immediately.</p> <p>Anyone who has had contact with those with symptoms to wash hands thoroughly. All areas occupied and equipment used by the affected person are to be thoroughly cleaned and disinfected (see PHE cleaning advice</p>	<p>Please refer to:</p> <p>Woolgrove School, Special Needs Academy: September 2020 Returning to School Protocol and Procedures</p> <p>GUIDE FOR STAFF</p> <p>GUIDE FOR PARENTS</p> <p>Protocol to be updated as and when national/local guidance is updated</p>	<p>SLT</p> <p>All staff</p> <p>Parents</p> <p>Pupils</p>	ONGOING	✓

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
		<p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings)</p> <p>Testing Staff / pupils who develop symptoms should be tested. Testing is most sensitive within 3 days of symptoms developing. Guidelines on who can get tested and how to arrange for a test can be found in the COVID-19: getting tested guidance.</p> <p>Tests can be booked online through the NHS https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</p> <p>By the autumn term, all schools will be provided with a small number of home testing kits which can be provided to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where providing one will significantly increase the likelihood of them getting tested.</p> <p>Positive case in school In the event of a positive case the local health protection team will be contacted and their advice followed. Public Health England East of England 0300 303 8537 opt 1 https://www.gov.uk/guidance/contacts-phe-health-protection-teams#east-of-england-hpt</p> <p>Records kept of pupils and staff in each group.</p> <p>A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed.</p>	<p>Staff and pupils who are tested for Covid-19 to inform the school of result and date of test.</p> <p>National advice and roll out of kits expected by Autumn term</p>			
General Transmission of	Staff,	Welfare facilities are provided which contain suitable levels of soap and paper towels.	Woolgrove School, Special	SLT	ONGOING	✓

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
COVID-19 Ineffective hygiene protocols	Students / pupils / wider contacts Spread of COVID 19	<p>All persons to wash hands with soap regularly and thoroughly, for at least 20 seconds. Hand washing technique to be adopted as directed by NHS guidance posters in place to reinforce this.</p> <p>Alcohol hand sanitiser used to reduce congestion at toilets / where soap and water is not available. Review existing levels / location of hand sanitiser stations.</p> <p>Alcohol hand sanitiser provided at reception / entrance/exit points; student entrance /reception and should be used by all persons when entering/leaving.</p> <p>Additional hand sanitiser within classrooms where required e.g. for Early years children returning from the toilet where hand washing will not be as robust. Build use into routines staff and pupil routines e.g. on arrival, when returning from breaks, when changing rooms, before / after eating.</p> <p>Site staff to regularly clean the hand washing facilities and check consumables. Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</p> <p>Ensure adequate supplies of soap, hand sanitiser and paper towels and these should be securely stored.</p> <p>Catch it, kill it, bin it message reinforced. Tissues will be provided for classrooms. Staff to replenish as needed. Staff / students to use tissues when coughing or sneezing and then place the used tissue in the bin before washing hands. (lidded bins in classrooms / other locations for disposal of tissues and other waste)</p> <p>All persons are reminded to not touch their eyes, nose or mouth if their hands are not clean.</p>	<p>Needs Academy: September 2020 Returning to School Protocol and Procedures</p> <p>GUIDE FOR STAFF</p> <p>GUIDE FOR PARENTS</p> <p>SLT/ANNE to monitor availability/stocks of cleaning/hygiene/Sanitary products and liaise with Cleaning contractors/County supplies as necessary</p> <p>Staff to ensure that cleaning sets/dispensers etc are replenished and SLT/Anne are notified</p> <p>Child friendly posters to be created and displayed throughout school. Staff posters to be displayed throughout school</p>	All staff		
General Transmission of COVID-19 Ineffective cleaning	Staff, Students / pupils / wider contacts Spread of COVID 19	<p>Documented cleaning schedule in place.</p> <p>Enhanced cleaning schedule implemented throughout the site during school day, ensuring that frequent contact points, e.g. door handles, taps, flush handles, toilet door handles, bannisters, telephones, keyboards etc. are all cleaned and disinfected regularly.</p> <p>Shared areas and rooms that are used by different groups will require more frequent cleaning / cleaning between groups.</p> <p>Where toilets are shared between different groups these must be cleaned</p>	<p>Note further guidance on general cleaning is expected by Public Health England before Autumn term</p> <p>Woolgrove School, Special Needs Academy: September 2020 Returning</p>	Cleaning Contractor s/ SiteManager SLT All staff	ONGOING	✓

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
		<p>regularly (focus on high contact surfaces) and the importance of thorough hand washing reinforced.</p> <p>Cleaning materials (e.g. disinfectant spray / wipes) available to staff. Manufacturer's instructions for dilution, application, PPE and contact times for all detergents and disinfectants to be followed.</p> <p>Only cleaning products supplied by the school / contract cleaners are to be used. School to obtain the risk assessment from contract cleaning staff for assurance on social distancing measures and their schedule / methods for cleaning the school site.</p> <p>Thorough cleaning of rooms at the end of the day.</p> <p>In the event of a suspected case / confirmed positive case on site For disinfection (e.g. following a suspected case) use a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) or a neutral purpose detergent followed by disinfection (1000 ppm av.cl.). See PHE advice COVID-19: cleaning of non-healthcare settings guidance</p> <p>When cleaning a contaminated area: Cleaning staff to:</p> <ul style="list-style-type: none"> • Wear disposable gloves and apron • Wash their hands with soap and water once they remove their gloves and apron • Wear a fluid resistant surgical mask (Type IIR) if splashing likely • Hands should be washed with soap and water for 20 seconds after all PPE has been removed. <p>PPE to be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.</p> <p>Any cloths and mop heads used must be disposed of as single use items.</p>	<p>to School Protocol and Procedures</p> <p>GUIDE FOR STAFF</p> <p>GUIDE FOR PARENTS</p>			
General Transmission of COVID-19	Staff, Students / pupils / wider contacts	Determine the nature and size of your distinct groups (bubbles) and document the approach being taken i.e. class bubbles, year group bubbles etc. (these should be as small as practicable to reduce transmission risk whilst delivering the full curriculum).	Please refer to : Woolgrove School, Special	SLT All staff	ONGOING	✓

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
Minimising contact and Maintenance of social distancing	Spread of COVID 19	<p>Groups to remain clear and consistent. Document how these groups will be kept apart from others.</p> <p>Limiting interaction between groups by: Staggering breaks and lunch; Minimise rooms / spaces being shared across groups; Cleaning shared spaces between use by different groups; No groups are coming together for assemblies, events / school fairs, school trips etc. Wider assemblies / collective worship conducted via video link. Continue to use social distancing wherever possible (more emphasis on this is likely with older children).</p> <p>Where staff move across groups hands to be washed / sanitised before and after and social distancing should be maintained, aim for 2m from other staff and adults as far as is reasonable. Ideally the teaching space should be 2m from pupils, where this is within 1m then change layout / increase space at the front of the class to attain 1m+.</p> <p>Keep space at front of class for SLT to enter and be present whilst maintaining social distancing.</p> <p>Staff to avoid close face to face contact and minimise time spent within 1 metre of anyone.</p> <p>Primary to remain in class groups for the majority of the time. Pupils sitting side by side rather than face to face</p> <p>Extra-curricular clubs determine if these are essential and ensure delivery replicates school groups / bubbles.</p> <p>As with physical activity during the school day, contact sports should not take place.</p> <p>Offsite visits No overnight or overseas visits to be run.</p> <p>Any visits run will keep children within their consistent group. Re-assurance of COVID-secure measures in place at the destination to be undertaken as part of usual planning and offsite visit risk assessment</p>	<p>Needs Academy: September 2020 Returning to School Protocol and Procedures</p> <p>GUIDE FOR STAFF</p> <p>GUIDE FOR PARENTS</p> <p>Ongoing monitoring of movement around school and ability of groups to remain apart.</p> <p>Determine any pinch points, congested corridors etc and review controls to keep groups apart.</p>	Pupils Therapists Specialist teachers etc		

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
		<p>Music Existing advice is to limit singing, playing wind or brass instruments etc. Even if at a distance. No playing / singing in groups of >15 (no larger school choirs / ensembles etc.). Consider if small groups in music lessons can take place outside / or with improved ventilation. Ensure 2m physical distancing for staff and pupils. No face to face contact (pupils back-to-back or side-to-side) No sharing of wind / brass instruments.</p> <p>PE / school sport PE subject lead / head of PE to review existing risk assessments and schemes of work to include management of COVID-19 risks.</p> <p>Pupils to be kept in consistent groups, sports equipment to be thoroughly cleaned between each use by different groups, and contact sports avoided.</p> <p>Outdoor sports prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils. Build in time for handwashing / sanitising before / after lesson.</p> <p>See advice from Association for Physical Education https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/guidance-for-providers-of-outdoor-facilities-on-the-phased-return-of-sport-and-recreation.</p>	<p>Further DfE guidance on music delivery expected</p> <p>Separate equipment made available for each bubble group to use. Equipment to be cleaned at end of use.</p>			
Access to & egress from site	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Introduce staggered start and finish times to reduce congestion and contact at all times. Review access points, open up alternative gates. Allocate groups different times / entrance points. Communicate changes and allocated times to parents / pupils.</p> <p>Monitor site access points to facilitate social distancing – may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring.</p> <p>Discourage parents picking up their children from gathering at the school gates. Introduce visual aids to help parents socially distance / supervise entry and collection.</p>	<p>Woolgrove School, Needs Academy: September 2020 Returning to School Protocol and Procedures</p> <p>GUIDE FOR STAFF</p> <p>GUIDE FOR PARENTS</p>	<p>SLT</p> <p>ALL STAFF</p> <p>PUPILS</p> <p>PARENTS</p> <p>SCHOOL TRANSPORT</p>	ONGOING	✓

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
		<p>Introduce floor markings to aid social distancing (e.g. tape or survey spray) where controlled queuing will be expected. Communicate expectations to parents.</p> <p>Consider one-way traffic through external doors to avoid face to face passing.</p> <p>Visitors Ensure all visitors / building users are aware of school's expectations. They must follow social distancing, hand washing / use of sanitiser on entry and adhere to any restrictions on accessing parts of the building stipulated by the school.</p> <p>Volunteers, temporary / supply staff, sports coaches and other providers are briefed on school's arrangements for managing and minimising risk, including need to maintain distance (2m where possible) from other staff and pupils.</p> <p>Where visits can happen outside of school hours, they should. A record should be kept of all visitors to aid track and trace. Signage in reception regarding good hygiene. Use of Perspex screens for open receptions and tape / visual markers to reinforce social distancing (2 m where possible)</p> <p>Staff / pupils On arrival all staff and students to wash hands using nearest available toilet or use the sanitiser provided at their point of entry.</p>				
Contact points Equipment use printers, workstations, apparatus, machinery etc.	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Regularly clean and disinfect common contact surfaces in reception, office, access control etc. (screens, telephone handsets, desks).</p> <p>Staff and pupils have their own basic equipment (pens, pencils etc.) to avoid sharing.</p> <p>Activities and resources</p> <p>Classroom resources which are shared within groups (bubbles) are cleaned regularly; Those shared across groups must be cleaned between use</p> <p>Minimise all unnecessary sharing of resources, taking books home etc.</p> <p>Use of shared resources between groups to be minimised, resources allocated</p>	<p>Woolgrove School, Needs Academy: September 2020 Returning to School Protocol and Procedures</p> <p>GUIDE FOR STAFF</p> <p>GUIDE FOR PARENTS</p>	All Staff Pupils	ONGOING	✓

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
		<p>to individual groups where possible.</p> <p>Otherwise all resources shared across groups must be cleaned before / after use e.g. library books, chrome books, laptops, I pads, PE equipment etc.) or 'quarantined' (for 48 hrs, 72 hours for plastic) before being used by another group.</p> <p>Build cleaning into end of lesson activity routines.</p> <p>Schools to ensure anti-bacterial wipes are available in all IT rooms and teacher to ensure students wipe down after use. If student too young then arrangements for IT support staff etc. to clean.</p>				
Proximity of students/ staff	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Staff are to maintain a safe distance between each other (2 metres wherever possible)</p> <p>Rooms to be kept as well ventilated as possible (opening windows) or via ventilation units. (where mechanical ventilation is present adjust these to full fresh air where possible)</p> <p>Consider opportunities for outdoor learning to assist in social distancing.</p> <p>Staff to follow social distancing guidance in offices/staff rooms/close working in rooms etc i.e. 2m wherever possible.</p> <p>Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults.</p> <p>Meetings / 1-2-1's / training Limit face to face meetings to those which are essential. Ensure these are conducted in large enough areas to maintain social distancing; or via electronic means (Microsoft Teams etc.)</p> <p>Staff rooms Review occupancy levels and layout to facilitate social distancing Set maximum occupancy, staff to stagger use to enable distancing.</p> <p>Stairs / corridors Minimise groups (bubbles) transitioning at the same time to ensure brief contact. (passing briefly in circulation spaces is a low risk) Implement one-way system (where possible e.g. multiple routes / stairs) Stagger use and numbers using circulation spaces at the same time. Avoiding multiple groups queuing in same shared areas/ narrow corridors etc.</p> <p>Introduce enhanced cleaning of all facilities throughout the day and at the end of each day. Clean contact surfaces between use by different groups.</p>	<p>Woolgrove School, Needs Academy: September 2020 Returning to School Protocol and Procedures</p> <p>GUIDE FOR STAFF</p> <p>GUIDE FOR PARENTS</p>	All Staff Pupils	ONGOING	✓

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
		<p>Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.</p> <p>Swimming pools No hiring of swimming pools. Use of swimming pools (including school pools) still closed under Government restrictions. As of July 7th.</p> <p>Break / Playgrounds Avoid any group activities that require pupils to be in close physical contact with each other. Limit group interaction by clearly zoning areas and staggering breaks. Use playing fields when weather permits. Brief all staff on expectations. Increased supervision to aid enforcement of social distancing as far as is reasonable. Outdoor play equipment to be cleaned between use by different groups.</p>				
Canteen use / lunchtimes	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Break times staggered to reduce congestion and contact between groups. Rota for use of dining areas</p> <p>Reinforce handwashing prior to eating food. Hand sanitiser should be available at the entrance of any room where people eat and should be used by all persons when entering and leaving the area.</p> <p>Canteen use Food operators continue to follow Food Standard Agency's (FSA) guidance on good hygiene practices in food preparation and their Hazard Analysis and Critical Control Point (HACCP) processes.</p> <p>Pupils to enter canteens in their allocated groups.</p> <p>Discuss provision and delivery with Catering provider. Consider change to meal provision, delivery of lunches to groups in classes etc. <i>(This could include a change in menu provision, amount of drinks and food in chillers and how to avoid touching neighbouring products, merits of self-service v service by catering staff. An increase in pre-prepared and wrapped food to reduce use of crockery, utensils etc.)</i></p> <p>Payments should be taken by contactless methods wherever possible. (Risks from fingerprint contact payment considered low if handwashing / sanitizing is</p>	<p>Woolgrove School, Needs Academy: September 2020 Returning to School Protocol and Procedures</p> <p>GUIDE FOR STAFF</p> <p>GUIDE FOR PARENTS</p>	All Staff Pupils	ONGOING	✓

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
		<p>enforced).</p> <p>Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced.</p> <p>All rubbish and waste should be put straight in the bin by the user and not left for someone else to clear up.</p> <p>All areas used for eating must be thoroughly cleaned between groups and at the end of each break and shift, including chairs, door handles, vending machines etc.</p>				
Transport / Travel off site	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Encourage walking / cycling to school</p> <p>Review travel plan</p> <p>Public transport</p> <p>All persons to limit their use of public transport and if this is not possible individuals should follow government advice on the wearing of face coverings. (mandated from 15th June)</p> <p>Guidance on how to wear and make a cloth face covering is available.</p> <p>Where business travel via car is required use private single occupancy where possible.</p> <p>Minibus use</p> <p>Used by those within same school group / bubble, reduce numbers on board to aid distancing.</p> <p>Vehicles to be cleaned after each group's use / between drivers etc. (sanitiser / disinfectant wipes to be available on the vehicle).</p> <p>Regular cleaning of vehicle contact points (handles, keys, display and controls etc.) – in-particular where vehicles are shared between drivers / groups.</p> <p>Use hand sanitizer on entering / leaving vehicle.</p> <p>Windows to be open for ventilation.</p> <p>Staff to wear disposable gloves when refueling.</p>	<p>Woolgrove School, Needs Academy: September 2020 Returning to School Protocol and Procedures</p> <p>GUIDE FOR STAFF</p> <p>GUIDE FOR PARENTS</p>	<p>All Staff Pupils PARENTS</p> <p>County Transport</p>	ONGOING	✓
Contractors	<p>Contractors, Staff, Students / pupils / wider contacts,</p> <p>Spread of</p>	<p>All contractors will read and comply with signs in reception regarding good hygiene.</p> <p>Staff and contractors are to maintain a safe distance between themselves and others (2 metres where practical).</p> <p>All contractors are to wash their hands or use alcohol-based hand sanitiser upon entering the site.</p>	<p>Woolgrove School, Needs Academy: September 2020 Returning to School Protocol and Procedures</p>	<p>OFFICE Contractors Staff</p>	ONGOING	✓

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
	COVID 19	Agree approach to scheduled / ongoing building works. Where works can be conducted outside of the school day they should be. Site inductions are to be carried out following social distancing principles. School's to seek confirmation of the contractors method statement / risk assessment.	GUIDE FOR STAFF GUIDE FOR PARENTS			
Provision of first aid	Staff, Students / pupils / wider contacts Spread of COVID 19	It is accepted that social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum e.g. pupils apply cold pack, wipe, plaster where able to do so. Wash hands before / after treatment. Those administering first aid should wear PPE appropriate to the circumstances. Where the injury was significant and thus required close care for an extended period then it would be reasonable to provide PPE. See also 'provision of personal care' and 'Suspected case whilst working on site'. First aiders to be aware of advice on CPR from The Resuscitation Council https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/ First aid rooms can be very busy and are often small rooms. Schools should make arrangement for only one person being treated in the first aid room at a time and allocate another room / area as a waiting/collection area. If daily medication is administered from 1 st aid rooms then consider if this needs relocating to reduce demand on space.	Woolgrove School, Needs Academy: September 2020 Returning to School Protocol and Procedures GUIDE FOR STAFF GUIDE FOR PARENTS	All Staff FIRST AIDERS	ONGOING	✓
Provision of personal care	Staff, Students / pupils / wider contacts Spread of COVID 19	Additional PPE in place if required e.g. for intimate care, to be risk assessed and to be based on nature of task and level of contact (e.g. disposable apron, gloves, fluid resistant surgical mask and if there is a risk of splashing to the eyes, coughing, spitting, vomiting then eye protection should be worn.) Where a child falls ill with Coronavirus symptoms whilst on site (new continuous cough, high temperature cough or a loss of, or change, in your normal sense of taste or smell.) then school staff supervising the child while they await collection should wear PPE (a fluid resistant surgical mask) if a distance of 2m cannot be maintained. If direct care (such as for a very young child or a child with complex needs) is required then staff giving care to wear a fluid resistant surgical mask, disposable apron and gloves.	Woolgrove School, Needs Academy: September 2020 Returning to School Protocol and Procedures GUIDE FOR STAFF GUIDE FOR PARENTS	All Staff Pupils	ONGOING	✓

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
Emergency procedures (Fire alarm activations etc)	Staff, Students / pupils / wider contacts Spread of COVID 19	Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable (this will be impacted during evacuation, but will be for short period). Maintain groups / bubbles at assembly points. Increased supervision and reiteration of messages to occupants	Woolgrove School, Needs Academy: September 2020 Returning to School Protocol and Procedures GUIDE FOR STAFF GUIDE FOR PARENTS	All Staff Pupils Visitors	ONGOING	✓
Deliveries & Waste collection.	Staff, Students / pupils / wider contacts Spread of COVID 19	Do not approach delivery staff, allow packages to be left in a safe place. Hands are to be thoroughly washed after handling all deliveries or waste materials. Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).		Delivery staff OFFICE Waste contractor s	ONGOING	✓
Premises safety	Staff, Students / pupils Wider safeguarding / safety risks	Ensure all 'normal' tasks / compliance checks are being carried out/planned such as fire alarm testing, legionella controls, servicing of equipment, PAT testing etc. Ensure all key services are operational Legionella Follow normal practices for re-opening after summer holiday period. i.e. where weekly flushing of outlets has not taken place then chlorination / flushing of whole system should take place. Ensure key fire doors are not being compromised / wedged open (those protected stairwells, cross corridor, on single directional routes etc.)		OFFICE School Business manager	ONGOING	✓
Lack of awareness of PHE / school controls	Staff, Students / pupils / wider contacts Spread of COVID 19	All staff consulted on plans and risk assessment. Posters will be displayed in the reception, welfare areas and in suitable places around site. Clear briefing for all personnel on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance. Volunteers, peripatetic, temporary / supply staff, sports coaches and other providers are briefed on school's arrangements for managing and minimising	Woolgrove School, Needs Academy: September 2020 Returning to School Protocol and Procedures GUIDE FOR STAFF	All Staff Pupils Visitors	ONGOING	✓

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
		risk, including need to maintain distance (2m where possible) from other staff and pupils.	GUIDE FOR PARENTS			

Relevant links

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

Guidance for full opening from Sept 2020

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

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

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

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

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

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

Risk Assessment

Covid 19 – HMS Music Teachers Teaching in Schools

RISK ASSESSMENT FOR: Hertfordshire Music Service	Risk being assessed: Covid 19 – HMS Teachers teaching music in Hertfordshire schools	
Establishment: Woolgrove School	Assessment by: Liz Goscomb and Sue Pettitt	Date: 11 th September 2020
Risk assessment ref: HMS RA: Covid-19 HMS Music Teaching in Schools	Manager Approval Ben Stevens – Director of Music	Date: 17 th September 2020

PLEASE NOTE: IT IS ESSENTIAL THAT MUSIC TEACHERS LIAISE WITH SCHOOLS WHERE THEY ARE TEACHING.

- Music Teachers must ensure they are aware of any location specific information and requirements.
- Schools will provide information to Parents/ Carers and Pupils re general and location specific requirements.
- HMS will provide all HMS tutors with the required Personal Protection Equipment including any roller screens or instrument covers. Please note HMS will not provide pupils with instrument covers.
- Music Teachers may at the discretion of a Head Teacher, along with visitors/ members of the school community, be asked to wear a face covering in corridors/ communal areas.
- Music Teachers should regularly check the ‘Corona Virus Update’ page on the staff area of the HMS website [here](#) , which includes Staff Health and Safety Frequently Asked Questions.

Updates to the Risk Assessment:

Revisions to Version 1 to be added.

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
<p>Individuals with high risk factors – where they are more vulnerable to Covid-19</p>	<p>Employees/ Pupils</p> <p>Spread of COVID 19</p>	<p>Employees Music Teachers will have had a 1:1 discussion with their HMS Performance Manager to discuss return to work and safe working practices.</p> <p>Part of this will be to identify/ confirm any needs in relation to underlying health conditions and for example, BAME and disabled staff can raise any additional concerns or needs. Individual risk assessments will be completed where necessary and existing individual risk assessments, PEEPs etc. to be reviewed to take account of COVID transmission risk. Support will be discussed and provided.</p> <p>Individual risk assessment on role and social distancing to be undertaken for those in Clinically vulnerable groups and Clinically extremely vulnerable groups prior to any return to work in schools.</p> <p>Ensure extremely vulnerable persons are shielding themselves, following their specific medical advice. See COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</p> <p>Staff who are self-isolating should remain at home and work if appropriate.</p> <p>Line Managers to monitor the wellbeing of staff continuing to work from home.</p> <p>These messages will be included in Music Teachers guidance.</p> <p>Music Teachers are encouraged to raise any concerns with their Line Manager.</p> <p><i>Schools will manage Parent/ Carers information/ guidance for Pupils who are at an increased risk themselves/ live in a household with someone who is clinically vulnerable/ extremely clinically vulnerable</i></p>	<p>1:1 discussion with Performance Manager to be completed before teaching in schools restarts. Following the 1:1 discussion Individual RAs will be completed as required. https://hertscc365.sharepoint.com/sites/intranet/Services/Resources/HR/Pages/Covid-19-Equalities.aspx</p> <p>From 1st August there were changes to shielding guidance in England. Staff who previously were shielding would be able to return to work.</p>	<p>Performance Managers (1:1 discussion)</p> <p>Line Managers (Individual Risk Assessment, where required)</p>	<p>Before teaching can commence at a school</p>	
<p>Suspected case of Covid 19 whilst working on site</p>	<p>Employees/ Visitors/ Pupils</p> <p>Spread of COVID-19</p>	<p>HMS will continue to update guidance and brief staff in new/ updated requirements as and when new government guidance is introduced.</p> <p><i>It is anticipated that schools will further reinforce these messages through local information and highlighting messages via signage (e.g. sign at the entrance of the building advising that symptomatic people must not enter the premises.</i></p> <p>Staff are made aware of symptoms: high temperature (37.8 deg C or more), a new continuous cough or a loss of, or change, in their normal sense of taste or smell.</p>				

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		<p>They must self-isolate in event of symptoms/ household member self-isolating etc. as per Government guidance. If a music teacher experiences symptoms, they must let their Line Manager know and advise the schools where they are scheduled to teach. Line Managers must be advised if there is a difficulty with contacting the schools concerned.</p> <p>Testing: Music Teachers who develop symptoms should be tested. Testing is most sensitive within 3 days of symptoms developing. Guidelines on who can get tested and how to arrange for a test can be found in the COVID-19: getting tested guidance.</p> <p>Tests can be booked online through the NHS website: https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</p> <p>Direct link is https://self-referral.test-for-coronavirus.service.gov.uk/antigen/name-or-call-119-if-they-have-no-internet-access.</p> <p>Details of testing in Hertfordshire where staff can attend for drive through testing are available on the intranet: https://hertsc365.sharepoint.com/sites/intranet/News/Pages/Mobile-drive-through-coronavirus-testing-available.aspx</p> <p>Once notified of the result a manager can make a referral to Occupational Health to support the employee.</p> <p>Staff who have previously tested positive should still self-isolate and be tested again if they become symptomatic.</p> <p>Becoming unwell whilst working at a school If a Music Teacher becomes unwell with a new continuous cough, loss of taste / smell or a high temperature whilst working at a school, they should:</p> <ul style="list-style-type: none"> - Immediately advise a contact at the school – following any school specific instruction. They should take care to minimise walking through the school - Go home immediately and follow the stay at home guidance; - Notify their Line Manager; - Follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed; - Arrange to have a test for COVID-19 for as soon as possible and advise their Line Manager of the outcome (They must liaise with their Line Manager and schools(s) directly before returning to work). Also confirm with your Line Manager that the schools have given clearance to return. 	<p>Music Teachers who are tested for Covid-19 to inform their line manager of result and date of test.</p> <p>Managers to log test details via the online form</p>	<p>All Music Teachers</p> <p>Line managers</p>	<p>As required following a test result.</p> <p>As required following a test result.</p>	

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		<p>Self-isolation Music Teachers who are symptomatic or receive a positive test result must follow the guidance on self-isolation and not return until their period of self-isolation (at least 10 days) has been completed.</p> <p>Music Teachers who have a symptomatic household member must also stay at home and not leave the house for 14 days. The 14-day period starts from the day when the first person in the house became ill.</p> <p>If the Music Teacher develops symptoms during this 14 day period, they should book a test, where this test is positive they should continue to stay at home for at least 10 days. See https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</p> <p>Line Manager Actions The Line Manager will maintain regular contact during this time and follow the HCC guidance: https://hertscc365.sharepoint.com/sites/intranet/Services/Resources/Communications/Pages/Coronavirus/Guidance-for-managers-who-have-staff-with-suspected-or-confirmed-coronavirus.aspx</p> <p>The Line Manager's actions will include reassuring and supporting employees.</p> <p>If a Pupil in a music lesson becomes unwell with Covid-19 symptoms The Music Teacher must let a member of school staff know immediately and will follow the school's instructions.</p>				
<p>Being able to implement personal hygiene measures</p>	<p>Employees Visitors/ Pupils</p> <p>Spread of COVID-19</p>	<p>As Music Teachers arrive at schools, they must wash their hands for 20 seconds and if this is possible use hand sanitiser.</p> <p>Music Teachers must adhere to a strict regime of handwashing – washing hands with soap regularly and thoroughly, for at least 20 seconds or sanitizing hands thoroughly.</p> <p>Handwashing/ sanitising is also recommended before and after a lesson.</p> <p>People are reminded not to touch their eyes, nose and mouth before washing their hands.</p> <p>Food and Drink Music Teachers will be encouraged to bring their own food, drinks and water container (with a reminder not to bring allergen foods (e.g. nuts etc) to continue to minimise emergency risk.</p>				

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		It is recommended that face to tap water fountains are not used , even if available at schools.																			
Minimising Contact and Maintaining Social Distancing	Employees Visitors/ Pupils Spread of COVID-19	Music Teachers must main social distancing as per the government guidelines when teaching in schools wherever possible.	Arrange briefing with School(s) Read HMS Instrument Specific Guidance and if required, collect PPE	Teacher	Before teaching at site for first time																
		Teaching must take place in a room with through ventilation – via an open window and/or door.																			
		Music Teachers must arrange a briefing on site specific Covid-19 Ways of Working with all the schools they teach at. As a minimum they must adhere to HMS Instrument Specific Guidance http://www.hertsmusicservice.org.uk/schools-covid-update/																			
		<i>Additional/ highlighted measures by teaching activity:</i> Face to Face Teaching																			
		<u>Non-blown instruments</u>																			
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			the tutor must be separated from the pupil with a roller screen.				
		<p>Instrument cleaning is included in the cleaning section of this RA.</p> <p>Group Teaching Social distancing to be observed, which may limit group numbers. Teaching rooms must be of a size that allows the group to social distance.</p> <p>Chairs and stands should be positioned a minimum of 2m apart. The Music Teacher/ leader must be a minimum of 3m from the group (Music Mark guidance). Players must be one to a stand.</p> <p>Pupils should be drawn from the same clear and consistent groups (bubbles) in place at the school. No coming together of pupils from different bubbles in group lessons.</p> <p>Ensembles Social distancing to be observed, which may limit group numbers.</p> <p>The group must be a maximum of 15, plus a Teacher/ Leader. Numbers should be limited to the capacity of the teaching space to account for social distancing and/or adequate ventilation.</p> <p>Chairs and stands should be positioned to enable social distancing and must never be placed so pupils are face to face.</p> <p>The Music Teacher/ leader must be a minimum of 3m from the group (Music Mark guidance). Players must be one to a stand.</p> <p>Pupils should be drawn from the same clear and consistent groups (bubbles) in place at the school. No coming together of pupils from different bubbles in ensembles.</p> <p>Schools would need to undertake a specific risk assessment for larger groups. They would need to demonstrate robust controls e.g. large spaces, strict social distancing and good ventilation.</p>					

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done																					
		<p>First Access</p> <table border="1" data-bbox="553 341 1422 963"> <thead> <tr> <th data-bbox="553 341 808 400">Instrument</th> <th data-bbox="815 341 1093 400">Minimum teacher distance from class</th> <th data-bbox="1099 341 1422 400">Maximum number of pupils per session</th> </tr> </thead> <tbody> <tr> <td data-bbox="553 405 808 564">Singing</td> <td data-bbox="815 405 1093 564">2m</td> <td data-bbox="1099 405 1422 564">Limit the numbers to account for ventilation of the space and the ability to social distance. Currently this should be no more than 15 pupils.</td> </tr> <tr> <td data-bbox="553 569 808 624">Violin / Viola</td> <td data-bbox="815 569 1093 624">2m</td> <td data-bbox="1099 569 1422 624">No maximum other than size of class bubble</td> </tr> <tr> <td data-bbox="553 628 808 683">Guitar, Ukulele & Lower Strings</td> <td data-bbox="815 628 1093 683">2m</td> <td data-bbox="1099 628 1422 683">No maximum other than size of class bubble</td> </tr> <tr> <td data-bbox="553 687 808 742">Piano / Keyboard</td> <td data-bbox="815 687 1093 742">2m</td> <td data-bbox="1099 687 1422 742">No maximum other than size of class bubble</td> </tr> <tr> <td data-bbox="553 746 808 801">Drums</td> <td data-bbox="815 746 1093 801">2m</td> <td data-bbox="1099 746 1422 801">No maximum other than size of class bubble</td> </tr> <tr> <td data-bbox="553 805 808 963">Woodwind & Brass</td> <td data-bbox="815 805 1093 963">2m</td> <td data-bbox="1099 805 1422 963">Limit the numbers to account for ventilation of the space and the ability to social distance. Currently this should be no more than 15 pupils.</td> </tr> </tbody> </table> <p>The Music Teacher must maintain a minimum of 2m distancing with pupils.</p> <p>HMS teachers can move between bubbles however the teacher must remain at a 2m distance in every classroom.</p> <p>Any shared equipment (e.g. drumsticks, kits or piano keyboards) must be cleaned between students, using wipes, sprays, or hot soapy water.</p> <p>Any background or accompanying music should be kept to levels so teachers and pupils are not encouraged to raise their voices unduly.</p> <p>Pupils should be positioned back-to-back or side-to-side when playing or singing and not facing each other.</p> <p>Wind and brass players must be positioned so that the air from their instrument does not blow into another player.</p>	Instrument	Minimum teacher distance from class	Maximum number of pupils per session	Singing	2m	Limit the numbers to account for ventilation of the space and the ability to social distance. Currently this should be no more than 15 pupils.	Violin / Viola	2m	No maximum other than size of class bubble	Guitar, Ukulele & Lower Strings	2m	No maximum other than size of class bubble	Piano / Keyboard	2m	No maximum other than size of class bubble	Drums	2m	No maximum other than size of class bubble	Woodwind & Brass	2m	Limit the numbers to account for ventilation of the space and the ability to social distance. Currently this should be no more than 15 pupils.				
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		<p>Taking Class Lesson The Music Teacher must maintain a minimum of 2m distancing with pupils. HMS teachers can move between bubbles however the teacher must remain at a 2m distance in every classroom.</p> <p>If a Music Teacher is required to provide support to a pupil in a music lesson and 2m social distancing cannot be maintained The Music Teacher will provide reassurance to the pupil but must maintain 2 metres. If the Music Teacher is required to provide support to a pupil and 2 metres social cannot be maintained, then PPE must be worn.</p> <p>Parking at Schools When parking at schools take care to maintain social distancing when getting in or getting out of the car. Confirm whether there are any local requirements with the school.</p>				
Airborne transmission	<p>Employees Visitors/ Pupils</p> <p>Spread of COVID-19</p>	<p>Windows and/ or doors to be opened to keep rooms well ventilated.</p> <p><i>Additional/ highlighted measures by teaching activity:</i></p> <p>Face to Face Teaching See social distancing for controls</p> <p>Group Teaching When teaching group lessons on 'blown' instruments, even where the minimum social distance of 3m between the Music Teacher and pupils can be achieved, where possible a screen/visor/barrier should be placed in front of the teacher.</p> <p>Ensembles Keep background / accompanying music to levels which do not encourage teachers or other performers to raise their voices unduly. If possible, use microphones. If used microphones must not be shared. Clean equipment before / after use and between users / groups. A screen/ barrier should be placed in front of the Teacher.</p> <p>First Access and Whole Class Tuition Teacher must maintain 2m distance between themselves and any pupil or class teacher/staff. A face visor may be worn. Speaking volume should be reduced to minimize aerosol contamination.</p>				

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		<p>Singing Singing should favour quality of sound and quiet singing which would generate fewer airborne particles. Note: extremes of diction (particularly plosives) generate higher volumes of bioaerosols, so maybe try singing only on vowels sometimes. Songs can be mainly taught by ear.</p>				
Transmission of Covid-19: Contact Points	<p>Employees</p> <p>Visitors/ Pupils</p> <p>Spread of COVID-19</p>	<p>Wash hands before and after handling any instruments.</p> <p>Music Teachers and pupils will use their own instruments in schools, with the exception of drums, percussion and keyboards. They will use their own drumsticks.</p> <p>Music Teachers will wipe down their instrument, stand any other equipment using disinfectant wipes or soapy water before and after lessons. Pupils will be asked to do the same.</p> <p>At the end of the shift, teachers will wipe down all equipment and also the teaching room's door handle and light switch.</p> <p>Pupils will bring their own music and pencil.</p> <p>All pupils need to use their own stand.</p> <p>Tuning pupil's instruments - Music Teachers must wipe down instruments before and after handling stringed instruments. All other instruments should be adjusted by the pupil.</p> <p>Pupils to have their own music, or music could be projected.</p> <p>If a pupil forgets their instrument, an HMS teacher or pupil owned instrument must not be shared. A school instrument can only be shared provided if this is agreed with the school. It must be cleaned meticulously before and after the us.</p> <p><i>Additional/ highlighted measures by teaching activity:</i></p> <p>Face to Face Teaching Where possible, pupils should write in their own practice books using their own pencils and pens. However, this might not always be possible, if a teacher needs to write in a practice book the they must wash/sanitise their hands before and after making an entry in the practice book. Alternatively, information can be sent electronically to parents.</p> <p>Group Teaching</p>				

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		<p>Where possible, pupils should write in their own practice books using their own pencils and pens. However, this might not always be possible, if a teacher needs to write in a practice book they must wash/sanitise their hands before and after making an entry in the practice book. Alternatively, information can be sent electronically to parents.</p> <p>Ensembles If equipment, such as microphones are used, they must not be shared. Equipment must be cleaned before and after use and between users / groups</p> <p>First Access lessons Class Teachers will take any notes re pupils.</p> <p><u>Sharing</u> of woodwind / brass instruments must not take place, however individual pupils and staff can still use their own, individual instruments.</p> <p>Sets of 'non-blown' instruments (e.g. violin, cello, guitar, djembe etc.) can be used by another class, as long as they are cleaned appropriately before and after use, preferably by the pupil using the instrument.</p> <p>Avoid sharing instruments and equipment wherever possible - name labels can be used on equipment to help identify the designated user, for example, a violin case or Djembe drum.</p> <p>Taking any Whole Class Lesson Teacher must maintain 2m distance between themselves and any pupil or class teacher/staff. A face visor may be worn. Speaking volume should be reduced to minimize aerosol contamination.Singing If needed, words could be projected or if issued to pupils, they must retain their own copy of any music – it could be kept in individual, named, plastic pouches.</p>				
Cleaning	Employees/ Visitors/ Pupils	<p>The schools will have in place a cleaning schedule will support thorough cleaning and enhanced cleaning of toilets, flushes, locks and handles, as well as other items like touchpoints.</p> <p>Any concerns should be reported to the school.</p> <p>Instruments, stands and any other equipment must be cleaned before and after lessons. If visors and/or roller screens are used they must be cleaned before, after and between each lesson.</p> <p>Instrument/ equipment cleaning:</p>				

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
		<p>Woodwind: Disinfectant wipes and/or sprays are effective but bear in mind that most instruments contain multiple materials. Some disinfectant products will damage the pads of woodwind instruments and varnished or polished finishes. Hot, soapy water is just as effective as disinfectant wipes. Instruments or parts of instruments made entirely from plastic may be submersed. The same applies to brass instruments but take the valves out first and set them aside. Recorders can even be cleaned in the dishwasher in the top rack.</p> <p>Do not immerse or soak woodwind instruments with cork joints or with keywork as it may damage pads: this includes flute head joints, as it will damage the handcrafter playing, woodwind instruments should at minimum be dried in and out with swabs or pull-throughs to limit microbial growth.</p> <p>Brass: It is extremely important to clean the mouthpiece using an appropriately sized mouthpiece brush, to ensure that all dirt and debris are removed.</p> <p>Piano: Piano keyboards must be cleaned before and after each use. Plastic piano and electronic keyboards can be wiped with disinfectant wipes (unplug electronic equipment first). Do not spray them as residues may harm key mechanisms. Ideally dry keys off afterwards. Ivory keys will be damaged by most disinfectant products. Clean them with a cloth dipped in soapy water and wrung out; leave the residue on for thirty seconds and wipe with a dry cloth.</p> <p>Percussion: The handles and straps of percussion instruments and beaters should be wiped. Primary school percussion trolleys may not be practical for now unless all instruments and the trolley can be cleaned after each use. Instruments might be allocated to classes or set aside for 72 hours between uses to avoid cross-contamination if they local stocks, circumstances and needs allow.</p> <p>Strings/Guitar: For wooden instruments, follow manufacturers' instructions or test your cleaning product on an inconspicuous surface. Chinrests, the neck and fingerboards of violins and violas should be wiped, along with the lower end of the bow.</p> <p>Music Tech:</p>				

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
		Knobs, buttons, sliders etc on ICT equipment, amplifiers, backlines, CD/MP3 players and so forth should be wiped with antiseptic wipes. Do not use sprays or soaked cloths, to avoid liquids getting inside equipment. Pop screens should be used with microphones to reduce contamination. Always unplug equipment from the mains before cleaning. After five days of not being played, normal cleaning of any equipment will suffice.				
Access/ Egress to site	Staff / wider contacts Public Spread of COVID 19	THIS SECTION SUMMARISES THE MEASURES THAT ARE LIKELY TO BE IN PLACE FOR ACCESSING AND LEAVING THE SCHOOL. THE TEACHER SHOULD ARRANGE A BRIEFING WITH ALL THE SCHOOLS THEY TEACH AT TO UNDERSTAND SITE SPECIFIC COVID-19 WAYS OF WORKING. THEY MAY HAVE BEEN REFERENCED IN EARLIER SECTIONS OF THE RISK ASSESSMENT. On arrival at a school Music Teachers must use sanitiser provided at the entrance to the building or if this is not possible, they must wash their hands thoroughly. Check with the school whether a one-way system in operation in the building or there are any other requirements, such as restrictions with entering/ exiting the building. Follow directional signage when moving round a school.				
Evacuation of the Building	Employees/ Contractors/ Visitors/ Pupils	In the event of an evacuation or a fire drill do all possible to maintain 2 metres from others when leaving the building. Continue to social distance at the assembly point. The Teacher should understand site specific arranges in place part of the Covid-19 Ways of Working briefing from the school(s) they teach at.				
Staff mental health	Staff	Line managers to maintain contact with staff working remotely during this time to monitor wellbeing and maintain team connections. Awareness and focus on the importance of mental health at times of uncertainty. The government has published guidance on the mental health and wellbeing aspects of coronavirus (COVID-19) . Regular reminders of the Employee Assistance Programme and other wider support available are provided in HMS Bulletins and Huddles by COO.	Line managers are to perform staff 1-2-1's and keep team in contact with each other	All Managers	Ongoing	
Staff physical health	Staff	Provision of computer peripherals (mice, keyboards) can be made available to staff working remotely.				

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
	Upper limb disorders	Staff to put into place principles of the office set up at home, raising any specific concerns or equipment needs as part of their DSE assessment and then with their Line Manager Music Teachers must follow any risk assessments that apply to their role and/ or any activity they undertake.	Teacher to complete DSE and raise any concerns with their Line Manager.	Teacher	30 th September 2020	

Assessment review date: 30/09/20 – to be reviewed by the end of the first month of Music Teachers teaching in schools. In addition, the risk assessment must be reviewed following any significant changes and after update of government advice relating to Covid-19. A review must also take place a year after the risk assessment is produced.

Guidance/ documents used:

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>

<https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance>

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

HCC Coronavirus Hub [https://hertsc365.sharepoint.com/sites/intranet/Services/Resources/Communications/Pages/Coronavirus/Coronavirus-\(COVID-19\)-information-hub.aspx](https://hertsc365.sharepoint.com/sites/intranet/Services/Resources/Communications/Pages/Coronavirus/Coronavirus-(COVID-19)-information-hub.aspx)

_HMS Instrument Specific Guidance - [http://www.hertsmusicservice.org.uk/schools-covid-update/HMS H&S FAQs and Teacher Guidance](http://www.hertsmusicservice.org.uk/schools-covid-update/HMS%20H&S%20FAQs%20and%20Teacher%20Guidance) – see staff area of the HMS website

See also HMS RA – Stress in the Workplace – V1

Health and safety guidance and information is available on the intranet



Woolgrove School, Special Needs Academy September 2020 Returning to School Protocol and Procedures

GUIDE FOR STAFF

In line with the Department for Education's instruction, it is our plan that all pupils, in all year groups, will return to school full-time from the beginning of the autumn term – Thursday 3rd September 2020.

Our planning is underpinned by the Department for Education's advice on effective infection protection and control which states the following:

"We are asking schools to prepare for all pupils to return full-time from the start of the autumn term, including those in school-based nurseries. Schools should not put in place rotas.

Schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Schools should thoroughly review their health and safety risk assessments and draw up plans for the autumn term that address the risks identified using the system of controls set out below. These are an adapted form of the system of protective measures that will be familiar from the summer term. Essential measures include:

1. a requirement that people who are ill stay at home
2. robust hand and respiratory hygiene
3. enhanced cleaning arrangements
4. active engagement with NHS Test and Trace
5. formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable

How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:

- grouping children together
- avoiding contact between groups
- arranging classrooms with forward facing desks
- staff maintaining distance from pupils and other staff as much as possible"

Many of the protocols and procedures that were implemented during the summer term will remain the same in the autumn term with the expectation that they will further embed so that children who did not attend in the summer term will themselves adopt the measures also.

All protocol and procedures are aligned to the Risk Assessment of Schools document (appendix 1) that has been produced using a LA-approved template following 'Guidance for full opening: schools' (<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#introduction>). It is a legal requirement to review and update the previous risk assessment.



“The following plan outlines relevant detail from the government’s guidance with further detail about how Woolgrove School will adopt measures and ensure compliance to the statutory elements within. The aim of this plan is to minimise the risks, whilst acknowledging that we can’t negate them entirely.”

All elements of the system of controls are essential. All schools must cover them all, but the way different schools implement some of the requirements will differ based on their individual circumstances...The system of controls provides a set of principles to help them do this and, if schools follow this advice, they will effectively minimise risks.

Within the government guidance, the systems of control that schools should adopt are clearly listed. This document will outline those systems of control and how Woolgrove School has made them appropriate to our specific context and circumstance.

“System of controls

This is the set of actions schools must take. They are grouped into ‘prevention’ and ‘response to any infection’ and are outlined in more detail in the sections below.

Prevention:

- 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, **do not attend school**
- 2) clean hands thoroughly more often than usual
- 3) ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach
- 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 5) minimise contact between individuals and maintain social distancing wherever possible
- 6) where necessary wear appropriate personal protective equipment (PPE)

Numbers 1 to 4 must be in place in all schools, all the time.

Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 6 applies in specific circumstances.

Response to any infection:

- 7) engage with the NHS Test and Trace process
- 8) manage confirmed cases of coronavirus (COVID-19) amongst the school community
- 9) contain any outbreak by following local health protection team advice

Numbers 7 to 9 must be followed in every case where they are relevant.”



Numbers 7-9 above may require school to share pupil/parent contact information with public health officials. This sharing of information is permissible under current law and is in line with data protection guidance covering schools.

Section 1: public health advice to minimise coronavirus (Covid-19) risks.

Systems of control	Action
<p><i>Prevention</i></p> <p>1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school</p>	<p>If a member of staff, pupil, parent or any other adult show symptoms of Coronavirus or they have tested positive within the last 7 days, <u>they are not to attend school.</u> The symptoms have been communicated with all members of the school community on multiple occasions and will be shared again before the autumn term.</p> <p>If an adult becomes unwell, they are to remove themselves from the setting as soon as possible.</p> <p>If a child in the setting becomes unwell, the existing guidelines will be followed i.e. the child will be removed to a designated isolated space where they can be monitored and supported until they are collected by their parents or carers. The room that the child utilised will be immediately cleaned with detergents (or bleach) and the children/adults will wash their hands thoroughly for 20 seconds.</p> <p>If contact with the child is necessary then PPE (disposable gloves, disposable apron and a fluid- resistant surgical face mask) should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing of the eyes from coughing, spitting or vomiting then eye protection should be worn. The member of staff supporting the symptomatic child does not need to go home to self isolate unless they develop symptoms themselves or if the symptomatic child subsequently tests positive or they have been requested to do so by NHS Test and Trace.</p> <p>If a member of staff notices that a child has symptoms they are to radio for a member of SLT. A SLT member will go down to the classroom (but remain in the doorway and not enter) and the staff member will state CODE GREEN followed by the child's name. This a signal for the member of SLT to get the office to contact the child's parents to ask them to collect them immediately and arrange for another member of staff to support the class while the child is being taken to the medical room to await collection. The child MUST be taken to the medical room straightaway and in the event they need the toilet whilst waiting to be collected they must use the disabled toilet close by to the medical room. Once the child is collected, both rooms (medical room and toilet if used) will be thoroughly cleaned by a member of staff wearing both gloves and a mask.</p> <p>The child should then be tested for coronavirus. If the test is negative the child can return to the setting assuming they are well enough. If the test is positive, all children and adults within that group should self-isolate for 14 days and not attend the setting. This is why it is so important to try and reduce incidents of mixing with other children and adults outside of your group – it is a protective mechanism. This guidance also applies if an adult presents as unwell and is subsequently tested as positive.</p>



	<p>Cases of COVID-19 should be reported to:</p> <p>PHE East of England Health Protection Team, Second Floor Goodman House, Station approach Harlow, Essex, CM20 2ET</p> <p>Or by telephone to 0300 303 8537 # or for out of hours advice 01603 481 272 .</p>
<p><i>Prevention</i></p> <p>2. Clean hands thoroughly more often than usual.</p>	<p>Adults and children are to wash their hands on the following occasions:</p> <ul style="list-style-type: none"> - Upon immediate entry to school - Before/after break times - Before lunch - When they change rooms - Anytime that they visit the toilet or cough/sneeze in to their hands. - Before leaving school <p>Additional hand sanitiser pumps have been purchased and are stationed around the school and each classroom has additional hand sanitisers in class. There are also bottles of hand sanitisers at appropriate points in school i.e. the reception desk for visitors and staff upon arrival and the photocopying areas for increased hygiene as a 'pinch point' in the school.</p> <p>Where children are struggling to wash independently they will need support from an adult.</p> <p>Hand hygiene protocols will be re-visited at the beginning of September, when the children will receive reminders about the expectations of practices and protocols in school. These will need to be reinforced regularly as part of our culture and behaviour expectations.</p>
<p><i>Prevention</i></p> <p>3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.</p>	<p>In September, children will be reminded of the child friendly posters around school that encourage them to catch it, bin it and kill it. Children will be reminded that if tissues are regularly disposed of throughout the day, they should be thrown in to the lidded bins in each classroom.</p> <p>Where pupils struggle to maintain good respiratory hygiene (spitting etc) they will need an individual risk assessment to ensure measures can be put in place to reduce the risks. This is not a reason to deny these pupils face-to-face education.</p>
<p><i>Prevention</i></p> <p>4. Introduce enhanced cleaning, including cleaning frequently touched surfaces</p>	<p>At various intervals (as per the cleaning schedule), adults will disinfect and clean tables, door handles and equipment. Each class will have their own set of classroom cleaning equipment. It will be stored appropriately within the classrooms. It is important that all adults working in school take responsibility for checking that stocks of soap, cleaning materials and hand sanitisers remain at a reasonable level. If they run low all staff should ensure that they ask the office and/or get replacements.</p>



<p>often, using standard products such as detergents and bleach</p>	<p>Children should be allowed to go to the toilet as they would do in a normal school day, however staff need to be very aware of how many other children are also using the toilet and ensure that children wash their hands afterwards. Toilets are to be cleaned regularly.</p> <p>If we are required to clean an area after a positive case of coronavirus has been identified, we must follow the guidelines (https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings). This includes ensuring that all tissues, PPE, and cleaning materials are put in a separate disposal bag that is stored securely for 72 hours before being disposed of.</p>
<p><i>Prevention</i></p> <p>5. Minimise contact between individuals and maintain social distancing wherever possible.</p>	<p>The purpose of ‘bubbles’ is to minimise contacts and mixing between people, reducing the transmission of coronavirus. Woolgrove will do everything it can to maintain this whilst still delivering a broad and balanced curriculum. Within bubbles, children and adults must also take measures to distance themselves, where at all possible, but also taking into account the children’s special needs.</p> <p>Grouping the Children</p> <p>There has been recognition from the DfE that children cannot distance themselves from staff or from each other. Bubbles provide an additional protective measure and they make it quicker and easier to identify those who need to self-isolate as a result of a positive test result.</p> <p>The DfE guidance reads as follows:</p> <p><i>“In this guidance for the autumn term, maintaining consistent groups remains important, but given the decrease in the prevalence of coronavirus (COVID-19) and the resumption of the full range of curriculum subjects, schools may need to change the emphasis on bubbles within their system of controls and increase the size of these groups.”</i></p> <p>In order for school to offer a curriculum that is best-placed to support ‘catch-up’, our bubbles will need to be in groups of classes who classrooms are geographically close to each other i.e EYFS (Blue-Yellow), Diamond-Hexagon and Cube-Pyramid.</p> <p>The reasons for this are as follows:</p> <ul style="list-style-type: none"> ➤ All children will be able to be considered for catch-up interventions and support now that teaching and pastoral support can work across phases. There would not be enough staff to support individual class bubbles. ➤ Our curriculum structure is based on pathway classes and the sharing of resources and equipment to facilitate this. There would not be enough resources to support a broad curriculum if we used individual class bubbles. <p>Within the government guidance, it recognises that younger children and those with special needs will not be able to maintain social distancing, and it is acceptable for them not to distance within their group. This has implications for NHS Test and Trace should there be the need to contact parents of children as a result of a positive case.</p>



The guidance also advises that siblings may be in different groups and encourages schools to use measures as best they can as it will still reduce the network of possible direct transmission.

All staff can operate across different classes and if necessary across bubbles in order to facilitate the delivery of the curriculum. Staff will need to ensure that they maintain good hand hygiene and follow the school's safety procedures. Groupings of children however are to remain within the bubbles and are not to be mixed from different bubbles.

Measures within the classroom

Adults are to encourage children to maintain a distance between one another whilst inside where possible and reduce the amount of time that they are in face-to-face contact with one another.

However children with additional needs should receive as much support as normal but adults are to be extra vigilant and mindful of their face-to-face time with the children and reduce this where possible.

Classrooms need to be adapted to support distancing where possible. If tables are used, they should ideally face the front and children should sit side-by-side, not facing one another or side on, if possible. Classrooms will be prepared as such ready for September.

Measures elsewhere

There will be no whole-school events where children and adults are required to congregate. Where possible, efforts will be made to have virtual assemblies through Teams (video conference software).

Use of the staff rooms should be minimal. The staff rooms will remain open to adults, however strict social distancing must be in place and where possible, it is advised that adults use the outside balcony space in the main staff room. Additional staff rooms have been created and signs indicate which classes are using which staff room. It is important for your own wellbeing that you see colleagues and I encourage this, but please do not contravene social distancing measures otherwise multiple groups could be at risk of infection should anyone present with symptoms.

The school office is not to be accessed by parents/carers unless through prior arrangement via a call or email. The office will not be open for parents to drop-in to. The DfE guidance states that coming into the site without an appointment is not allowed. However, parents can obviously still call and receive support over the phone or via email.

Any homemade non-disposable face coverings that staff or children are wearing when they arrive at their setting must be removed by the wearer and placed into a plastic bag that the wearer has brought with them in order to take it home. Disposable face-coverings must be placed in a lidded bin. The wearer must then clean their hands.

Other considerations

Specialist advisory teachers and therapists can move between schools and should provide interventions as usual. However, they must be made aware of school procedures and they must adhere to them. Where contractors can attend outside of school hours they should. If that is not possible they should follow all procedures as



	<p>determined. A record of all visitors must be kept to support NHS Test and Trace. In terms of classroom resources for regularly used stationery where possible and appropriate children will have their own individual set that is not be shared e.g.pens/pencils in a named clear zippy wallet. Other classroom resources like books and games can be used within the bubble but should be cleaned following use. Shared resources should also be cleaned between use.</p> <p>Where possible pupils should be discouraged from bringing unnecessary items from home. However, children can take books home and return them to school.</p>
<p><i>Prevention</i></p> <p>6. Where necessary, wear appropriate personal protective equipment (PPE).</p>	<p>PPE should only be used for three reasons; where an individual is presenting with coronavirus symptoms, when a child is receiving intimate care (toileting/relevant first aid support) and/or presenting with behaviours such as spitting.</p> <p>The PPE available in school for dealing with cleaning of potentially infected zones and supporting ill children or adults is as follows:</p> <ul style="list-style-type: none">- Face masks- Aprons- Gloves of various sizes- Face shields <p>Children need to know that some adults might be wearing PPE and that it is 'ok'.</p>
<p><i>Response to any infection</i></p> <p>7. Engage with NHS Test and Trace.</p>	<p>Parents and staff will be informed that they are expected to engage in the NHS Test and Trace process if required to do so.</p> <p>They will be required to book a test and provide details of anyone that they have been in close contact with. They will then be obliged to follow the 'stay at home' regulations.</p> <p>Anyone who displays symptoms of coronavirus can and should get a test following the flowchart response.</p> <p>Contact with the symptomatic family will be maintained so that we can respond appropriately to either a positive or a negative result.</p> <p>If the test result is negative, the child can return to school assuming they would do so under normal circumstances.</p> <p>If the test result is positive, the child and family need to follow the 'stay at home' guidelines.</p>



<p><i>Response to any infection</i></p> <p>8. Manage confirmed cases of coronavirus (Covid-19) amongst the school community.</p>	<p>School should contact the local health protection team:</p> <p>PHE East of England Health Protection Team, Second Floor Goodman House, Station approach Harlow, Essex, CM20 2ET</p> <p>0300 303 8537 Out of Hours 01603 481 272</p> <p>School must provide the details of those children/adults that have been in direct close contact with the child/adult (face-to-face contact for any length of time); proximity contacts (extended close contact – within 1m-2m for more than 15 minutes); travelling in a small vehicle with the infected person.</p> <p>The admin team will prepare a report that shows the contact details of each member of the phase bubbles to support the contact tracers.</p> <p>School will inform parents of the infection, according to the flowchart, but we will not reveal the name of the infected child/adult.</p> <p>Those contacted or sent home must self-isolate for 14 days but those living in the household do not have to unless the child shows symptoms. At that point the household will need to go in to full isolation following stay at home guidance and have the test. If the symptomatic child’s test is negative, they must continue to isolate for the remainder of the 14 days. If the result is positive, they must inform school immediately and isolate for at least 7 days from the onset of symptoms.</p> <p>Woolgrove will not (as per the DfE instruction) be able to ask for evidence of negative test results or other medical evidence before admitting children back after a period of self-isolation.</p>
<p><i>Response to any infection</i></p> <p>9. Contain any outbreak by following local health protection team advice.</p>	<p>Keep in contact with our health protection team.</p> <p>If school has 2 or more confirmed cases within a 14 day period, this could be considered an outbreak and greater measures would need to be put in place. The health protection team would advise throughout.</p> <p>This could result in a phase bubble lockdown, a school closure or/and a mobile testing station being established in school.</p> <p>Testing will focus on the affected classes, then the other classes within their bubble and then the remainder of school if required.</p>



Section 2: School operations

Aspect of school	Action
<p><u>Attendance</u></p> <p>Now the circumstances have changed and it is vital for all children to return to school to minimise as far as possible the longer-term impact of the pandemic on children's education, wellbeing and wider development.</p> <p>School attendance will therefore be mandatory again from the beginning of the autumn term.</p>	<p>Children will be returning on Thursday 3rd and Friday 4th September. There will be a phased return in the first week with classes having reduced number of children on the first two days of term to ensure the children are settled. All children will be returning to school on Monday 7th September.</p> <p>The Government have stated that all children are expected to return to school unless they are in a clinically vulnerable group.</p> <p><i>Pupils who are shielding or self-isolating</i></p> <p>If rates of infection in the local area rise, then some parents who have children who were once shielding due to medical advice may wish to isolate their children again. Woolgrove will support those parents through dialogue health professionals as appropriate so that advice can be offered.</p> <p>Where children can't attend school as parents are following clinical and/or public health advice, absence will not be penalised.</p> <p><i>Pupils and families who are anxious about return to school</i></p> <p>If parents of pupils with significant risk factors are concerned, we will provide an opportunity to discuss the safety at school and the procedures in place in an attempt to provide reassurance – this could be via a phone call or Teams meeting.</p>
<p><u>Assemblies</u></p>	<p>All assemblies will be held virtually via Microsoft Teams.</p>
<p><u>Back Up / Plan B</u></p>	<p>The school will continue to support any children who are clinically vulnerable and unable to attend school. This support will be offered via the class based email addresses which were set up.</p> <p>Should we enter a second lockdown or localised lockdown this will be the primary way the children will have their education delivered.</p>
<p><u>Bubble System</u></p>	<p>The bubble system will continue to be in operation.</p> <p>The 12 classes have been divided into 3 bubbles.</p> <p>Bubble 1 - Blue /Red / Yellow and Green Bubble 2 - Diamond / Star/Triangle and Hexagon Bubble 3 - Cube/Cone / Sphere and Pyramid</p> <p><u>Outside Play Areas:</u></p> <p>Bubble 1: Class outside areas and EYFS playground Bubble 2: Star/Diamond outside area and sensory garden Bubble 3: Large playground</p>



	<p><u>On arrival and departure of the school pupil will enter/exit the school:</u></p> <p>Bubble 1 – Blue Class: via the gate to the left hand side of the main door into their outside area. Red, Yellow and Green: through the main entrance front door.</p> <p>Bubble 2 – Via the gate at the bottom of the large playground into the sensory garden and into their classrooms via the outside doors.</p> <p>Bubble 3 – Via the side door of the school near the junior toilets.</p> <p><u>Pupils’ Toilets:</u></p> <p>Bubble 1 – Red and Blue Toilets (plus the toilet in Yellow for Yellow/Green)</p> <p>Bubble 2 – Toilets opposite Triangle</p> <p>Bubble 3 – Toilet next to the large playground.</p> <p>There will be additional staff deployed around the ground to assist and to ensure everybody’s safety.</p> <p>Staff will also remain in these bubbles. Three staff rooms / working staff rooms have been created.</p> <p>Bubble 1+ office/SLT – The main staff room</p> <p>Bubble 2 – The meeting room in the mobile</p> <p>Bubble 3 – The outreach room in the mobile.</p> <p>SLT /Office staff will limit their contact across bubbles wherever possible and if practical.</p>
<p><u>Cash and Cheques</u></p>	<p>Although the office will accept cash and cheques we are strongly encouraging parents / carers to pay for items on Parentmail. This will limit the handling of cash but also will mean the office do not have to bank.</p>
<p><u>Classroom Layout</u></p>	<p>Pupils will be allocated their own space at a table and have their own chair. If practical some additional furniture may be removed to provide a flow of movement around the room.</p>
<p><u>Curriculum</u></p>	<p>A full curriculum offer is planned, with some modifications to reflect current guidelines (e.g. singing is not recommended at present and sporting activities will be outside, where possible).</p>
<p><u>Dinners</u></p>	<p>The school will continue to offer school dinners via Herts Catering or children can bring in a packed lunch.</p> <p><u>Lunch timetable</u></p> <p>11:45 - Bubble 1 Blue and Red will eat in class. Yellow and Green will eat in the dining room. Table 1 and 2</p> <p>12:00 - Bubble 2 All classes to eat in their classrooms</p> <p>12:30 - Bubble 3 All classes to eat in the dining room. Tables 3 – 6</p> <p>MSAs will be assigned to classes/bubbles but will be working across bubbles. Additional picnic tables/benches will be purchased to enable some children to eat in their outside</p>



	<p>areas if the weather is nice.</p>
<p><u>Drop-off/ Collection times</u></p>	<p>We respectfully ask parents / carers to socially distance when they are dropping off and collecting children from the site.</p> <p>If you are called to the school to collect your child you will be asked to wait in the lobby by the main front doors.</p> <p>From September we will resume normal school hours (until 3pm Monday to Thursday and 2.00 pm on Fridays). There will be a number of changes to pick up and drop off.</p> <p>In the mornings the front gate will be shut at 9.00am. All parents or vehicles containing a child from Blue Class will park in the lay by at the front of the school next to the pedestrian gate. Other vehicles will enter the school grounds and park up with engines turned off. Drivers and children will remain in the vehicles. All staff will exit the school to collect the children from their vehicles and will only collect the children from their own class. When all children have gone to their classrooms the gate will be opened and vehicles can then leave the site. Anyone arriving after 9.00am will have to remain outside the gates and wait until the gates have opened and all other vehicles have departed before coming on site. Parents walking their children onto the site can take them to the gate/door where they will be entering the school.</p> <p>End of day procedures will be the above in reverse with the front gate being shut at 3:00pm or 2.00pm on Fridays (as was in place previously).</p>
<p><u>Transport</u></p>	<p>County Transport will be operating as usual. From September Transport are giving parents the option to take up a personal transport budget and claim fuel allowance for transporting their child to/from school. This may result in more parents transporting their children and, therefore, more vehicles on the school site.</p>
<p><u>Equipment</u></p>	<p>Where appropriate each child will be issued with a plastic zip wallet which will be labelled and will contain a range of equipment for them to use. All school equipment and resources will be cleaned after use.</p>
<p><u>Late Arrivals</u></p>	<p>If a child is late coming into school parents must report to the office who will amend the registers and make an announcement for someone to collect the child from reception.</p>
<p><u>Office Staff</u></p>	<p>The office will operate as normal. If parents ring in with non sensitive messages these will be delivered via the walkie talkies to limit contact.</p> <p>Office staff will also be deployed at the main door and sensory garden gate in the morning to assist with children entering the buildings.</p>
<p><u>Outdoor Learning</u></p>	<p>Weather permitting; we will continue to plan for lessons to be outdoors where it is appropriate to do so. Windows and external doors will be kept open to increase ventilation, where possible. Please ensure that your child has the relevant clothing for this..</p>
<p><u>Pastoral support</u></p>	<p>The pastoral team, together with the class staff, will ensure that appropriate materials are on hand to support children's wellbeing. PSHE sessions will need to provide children with the opportunity to rebuild friendships and social engagement and address issues linked to coronavirus. Anne Linnell, our family support worker, and Emma Goddard, Pastoral Support Worker, will be on hand to support both the children and their families.</p>
<p><u>Playtimes</u></p>	<p>Each bubble has its own designated play area. Bubbles will remain in their area and not be allowed to play across bubbles.</p>



<p><u>PE</u></p>	<p>Physical Education lessons will continue and be delivered as part of the curriculum.</p> <p><u>There will be no swimming until further notice.</u></p> <p>In addition each bubble will receive a morning workout session delivered by Richard Pritchard, together with regular morning exercise with their class/bubble. This is to ensure all children are getting active daily.</p> <p>Children will be expected to change into PE kit so please ensure that this is in school. Pupils will be kept in bubble groups and sports equipment will be allocated to each bubble and cleaned regularly. Hands must be washed thoroughly after completing a PE session.</p> <p>External coaches, such as Rising Stars, can still be used to deliver PE sessions as long as they also follow the protective measures.</p>
<p><u>Personal Protective Equipment, including face masks / Cleaning Products</u></p>	<p>Staff will follow the national guidance on the use of PPE. This will be worn by staff for intimate care, supporting a child who is displaying symptoms of coronavirus.</p> <p>The current government guidance states that the use of face masks throughout the day by children and staff in school is not required. If the guidance changes I will let you know.</p> <p>The school does have a stock of PPE and cleaning items. Please ask at the office should you require any or notice that your classroom is running low or items are missing.</p>
<p><u>Questionnaires</u></p>	<p>A parent / carer questionnaire has been sent to all pupils in Reception to Year 5 to understand worries and concerns. Results have been analysed by SLT.</p> <p>A staff questionnaire has been sent to all staff to understand and concerns that staff have and look to see if there are any changes or improvements we could implement. Results have been analysed by SLT.</p>
<p><u>Registers</u></p>	<p>Registers will be taken electronically. Any child who is late to school will need to register at the main office and the office will amend the registers.</p>
<p><u>Reading Books and Home School Books</u></p>	<p>Reading books and home school books will be sent home daily.</p>
<p><u>School Clubs</u></p>	<p>No after school clubs will be held in the first half term of the new school year. This will be reviewed in line with Government guidance.</p>
<p><u>Staff Meetings</u></p>	<p>Tuesday staff meetings will be held in the hall. Seating will be spaced out and wipes and cleaning equipment made available to you. Please observe social distancing when entering and exiting the hall.</p> <p>TA meetings will be held in bubbles.</p> <p>Whole school meetings will be held via Microsoft Teams</p> <p>Friday Training will be held in classrooms / bubbles or virtually.</p>
<p><u>School Workforce</u></p>	<p><i>Staff who are clinically vulnerable or extremely clinically vulnerable:</i></p> <p>Woolgrove School has planned to follow the full measures within the guidance,</p>



	<p>therefore most staff will return to the workplace as normal.</p> <p>Those members of staff that received a letter to say that they were extremely vulnerable and advising them to shield can also return as normal given that shielding comes to a close on 1st August. However, those adults will be encouraged to maintain social distancing measures as much as possible when in attendance.</p> <p>People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend school as normal also.</p> <p>Staff taking leave The government has set a requirement that people returning from some countries will be required to quarantine for 14 days.</p> <p>Where staff are required to quarantine after returning from holidays, they need to understand that any period of absence is not authorised given that they are knowingly becoming absent from work. No home-working role is available to those adults therefore staff would be determined as being absent without leave.</p>
<u>Shared Areas</u>	<p>Soft play / Sensory Circuits/ Sensory Room / Hall will have a timetable for when they can be used by a bubble.</p> <p>The cookery room will be out of bounds. Each bubble will be given a plastic crate containing items will be needed for the skills element of the cookery classes.</p>
<u>Timetables</u>	<p>Timetables for shared areas e.g. the Hall, sensory rooms, sensory circuits and soft play will be changed to reflect bubble groups so as to ensure that classes across bubbles do not mix.</p>
<u>Toilets</u>	<p>Staff will be asked to use the following toilets if possible:</p> <p>Bubble 1 / Office and SLT – Toilets next to the staff room Bubble 2 – Toilets in the mobile Bubble 3 – Unisex toilets near the library</p> <p>All male members of staff will be asked to use the disabled toilet next to the medical room. If this is out of use due to a child with symptoms having used it then they will need to use alternative toilets in other parts of the school.</p> <p>It is fully understood that it might not be possible to use the facility outlined above. All toilets will have cleaning equipment in them to enable staff to clean them up after use.</p>
<u>Therapists (music, SALT, OT, PT) and external advisory teachers</u>	<p>Therapists and advisory teachers will continue to visit the school. They will be made aware of the Woolgrove policies regarding COVID and hand washing.</p>
<u>Transitions</u>	<p>All pupils have been sent transition packs and there are videos on the school website for children to view. Transition visits have been organised for those children who are joining Woolgrove from September or who are moving class.</p>
<u>Uniform</u>	<p>All pupils will be expected to return to school in full school uniform.</p>
<u>Virtual Meetings</u>	<p>Where possible meetings will be held virtually and will be held via Microsoft Teams. This is the HCC recommended platform for virtual meetings.</p>



<u>Visitors</u>	<p>We will continue to limit access to the school site to only those people who are deemed essential to the running of the school.</p> <p>All visitors will be signed in by the office and then asked to use hand sanitiser gel. They will also be asked to complete a short health questionnaire. All visitors must leave their contact details (email, address and telephone number) in case of a confirmed case in school. These details will need to be passed on to the Track and Trace department.</p>
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Section 3: Contingency planning for outbreaks

Aspect of school	Action
<i>A local outbreak</i>	<p>If school is made aware of a local outbreak, the PHE health protection team or the local authority may advise school to close. Preparations will be made by way of a contingency plan so that learning can still continue and the community can remain safe.</p>
<i>Remote education support</i>	<p>Woolgrove School needs to be in the position to offer immediate remote education if there was a local outbreak and subsequent lockdown.</p> <p>Our immediate response will be the following:</p> <ul style="list-style-type: none"> ➤ Children are to take home any home learning packs. ➤ Teachers will then be able to support the children via the class email addresses. ➤ Children will be able to take photos of their learning and email the class email address so that teachers can monitor progress and offer supportive feedback if appropriate. <p>Where children can't access the internet, children will receive home-learning packs (paper-based) to complete. However, efforts will be made to ensure vulnerable/disadvantaged families are not further disadvantaged by their lack of technology in the household.</p>

Non-class based staff will be available for the first half term initially:

- *Richard* – No swimming. Richard will split his time delivering morning workouts and supporting the teaching of PE
- *Louise* – Will work with Emma Goddard supporting in mental health / wellbeing for the first half term (teaching in Fridays in Diamond)
- *Sharon /Mandy* – To run a literacy catch up programme for identified pupils (following re-baselining)
- *Fee* – supporting music therapy on Tuesdays



Woolgrove School, Special Needs Academy September 2020 Returning to School Protocol and Procedures

GUIDE FOR PARENTS/CARERS

In line with the Department for Education's instruction, it is our plan that all pupils, in all year groups, will return to school full-time from the beginning of the autumn term – Thursday 3rd September 2020.

Our planning is underpinned by the Department for Education's advice on effective infection protection and control which states the following:

"We are asking schools to prepare for all pupils to return full-time from the start of the autumn term, including those in school-based nurseries. Schools should not put in place rotas.

Schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Schools should thoroughly review their health and safety risk assessments and draw up plans for the autumn term that address the risks identified using the system of controls set out below. These are an adapted form of the system of protective measures that will be familiar from the summer term. Essential measures include:

1. a requirement that people who are ill stay at home
2. robust hand and respiratory hygiene
3. enhanced cleaning arrangements
4. active engagement with NHS Test and Trace
5. formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable

How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:

- grouping children together
- avoiding contact between groups
- arranging classrooms with forward facing desks
- staff maintaining distance from pupils and other staff as much as possible"



Aspect of school	Action
<p><u>Attendance</u></p> <p>Now the circumstances have changed and it is vital for all children to return to school to minimise as far as possible the longer-term impact of the pandemic on children's education, wellbeing and wider development.</p> <p>School attendance will therefore be mandatory again from the beginning of the autumn term.</p>	<p>Children will be returning on Thursday 3rd and Friday 4th September. There will be a phased return in the first week with classes having reduced number of children on the first two days of term to ensure the children are settled. All children will be returning to school on Monday 7th September.</p> <p>We will be resuming normal school hours (Monday to Thursday 9am to 3pm and Fridays 9am to 2.00 pm).</p> <p>The Government have stated that all children are expected to return to school unless they are in a clinically vulnerable group.</p> <p><i>Pupils who are shielding or self-isolating</i></p> <p>If rates of infection in the local area rise, then some parents who have children who were once shielding due to medical advice may wish to isolate their children again. Woolgrove will support those parents through dialogue with the school nurse team so that appropriate advice can be offered and leeway afforded.</p> <p>Where children can't attend school as parents are following clinical and/or public health advice, absence will not be penalised.</p> <p><i>Pupils and families who are anxious about return to school</i></p> <p>If parents of pupils with significant risk factors are concerned, we will provide opportunities to discuss the safety at school and the procedures in place in an attempt to provide reassurance – this could be via a telephone call with a member of SLT or a virtual meeting via Microsoft Teams.</p>
<p><u>Assemblies</u></p>	<p>All assemblies will be held virtually via Microsoft Teams.</p>
<p><u>Back Up / Plan B</u></p>	<p>The school will continue to support any children who are clinically vulnerable and unable to attend school. This support will be offered via the class based email addresses which were set up.</p> <p>Should we enter a second lockdown or localised lockdown this will be the primary way the children will have their education delivered.</p>
<p><u>Transport</u></p>	<p>From September County transport will resume as normal. Please see the separate email from them about this and the option for parents to take up a personal transport budget and claim fuel allowance for transporting their child to/from school.</p>
<p><u>Bubble System</u></p>	<p>The bubble (group) system will continue to be in operation. The 12 classes have been divided into 3 bubbles.</p> <p>Bubble 1 - Blue /Red / Yellow and Green Bubble 2 - Diamond /Star/Triangle and Hexagon Bubble 3 - Cube/Cone / Sphere and Pyramid</p> <p><u>Outside Play Areas:</u> Bubble 1: Class outside areas and EYFS playground Bubble 2: Star/Diamond outside area and sensory garden Bubble 3: Large playground</p>



<p><u>Cash and Cheques</u></p>	<p>Although the office will accept cash and cheques we are strongly encouraging parents / carers to pay for items on Parentmail. This will limit the handling of cash but also will mean the office do not have to bank.</p>
<p><u>Classroom Layout</u></p>	<p>Pupils will be allocated their own space at a table and have their own chair. If practical some additional furniture may be removed to provide a flow of movement around the room.</p>
<p><u>Curriculum</u></p>	<p>A full curriculum offer is planned, with some modifications to reflect current guidelines (e.g. singing is not recommended at present and sporting activities will be outside, where possible).</p>
<p><u>Dinners</u></p>	<p>The school will continue to offer school dinners via Herts Catering or children can bring in a packed lunch.</p> <p><u>Lunch timetable</u> 11:45 - Bubble 1 Blue and Red will eat in class. Yellow and Green will eat in the dining room. Table 1 and 2</p> <p>12:00 - Bubble 2 All classes to eat in their classrooms</p> <p>12:30 - Bubble 3 All classes to eat in the dining room. Tables 3 – 6</p> <p>Additional picnic tables/benches will be purchased to enable some children to eat in their outside areas if the weather is nice.</p>
<p><u>Drop-off/ Collection times</u></p>	<p>We respectfully ask parents / carers to socially distance when they are dropping off and collecting children from the site.</p> <p>If you are called to the school to collect your child you will be asked to wait in the lobby by the main front doors.</p> <p>From September there will be a number of changes to pick up and drop off. In the mornings the front gate will be shut at 9.00am.</p> <p>All parents or vehicles containing a child from Blue Class will park in the lay by at the front of the school next to the pedestrian gate. Other vehicles will enter the school grounds and park up with engines turned off. Drivers and children will remain in the vehicles. All staff will exit the school to collect the children from their vehicles and will only collect the children from their own class. When all children have gone to their classrooms the gate will be opened and vehicles can then leave the site. Anyone arriving after 9.00am will have to remain outside the gates and wait until the gates have opened and all other vehicles have departed before coming on site. Parents walking their children onto the site can take them to the gate/door where they will be entering the school.</p> <p><u>On arrival and departure of the school pupil will enter the school:</u></p> <p>Bubble 1 – Blue Class: via the gate to the left hand side of the main door into their outside area. Red, Yellow and Green: through the main entrance front door. Bubble 2 – Via the gate at the bottom of the large playground into the sensory garden</p>



	<p>and into their classrooms via the outside doors.</p> <p>Bubble 3 – Via the side door of the school near the junior toilets.</p> <p>End of day procedures will be the above in reverse with the front gate being shut at 3:00pm from Monday to Thursday and at 2:00pm on Fridays (as was in place previously).</p>
<u>Equipment</u>	Where appropriate each child will be issued with a plastic zip wallet which will be labelled and will contain a range of equipment for them to use. All school equipment and resources will be cleaned after use.
<u>Late Arrivals</u>	If your child is late coming into school please can you report to the office.
<u>Office Staff</u>	The office will operate as normal.
<u>Outdoor Learning</u>	Weather permitting; we will continue to plan for lessons to be outdoors where it is appropriate to do so. Windows and external doors will be kept open to increase ventilation, where possible. Please ensure that your child has the relevant clothing for this.
<u>Pastoral support</u>	The pastoral team, together with the class staff, will ensure that appropriate materials are on hand to support children's wellbeing. PSHE sessions will need to provide children with the opportunity to rebuild friendships and social engagement and address issues linked to coronavirus. Anne Linnell, our family support worker, and Emma Goddard, Pastoral Support Worker, will be on hand to support both the children and their families.
<u>Playtimes</u>	Each bubble has its own designated play area. Bubbles will remain in their area and not be allowed to play across bubbles.
<u>PE</u>	<p>Physical Education lessons will continue and be delivered as part of the curriculum.</p> <p><u>There will be no swimming until further notice.</u></p> <p>In addition each bubble will receive a morning workout session delivered by Richard Pritchard, together with regular morning exercise with their class/bubble. This is to ensure all children are getting active daily.</p> <p>Children will be expected to change into PE kit so please ensure that this is in school. Pupils will be kept in bubble groups and sports equipment will be allocated to each bubble and cleaned regularly. Hands must be washed thoroughly after completing a PE session.</p> <p>External coaches, such as Rising Stars, can still be used to deliver PE sessions as long as they also follow the protective measures.</p>
<u>Personal Protective Equipment, including face masks</u>	<p>Staff will follow the national guidance on the use of PPE. This will be worn by staff for intimate care, supporting a child who is displaying symptoms of coronavirus.</p> <p>The current government guidance states that the use of face masks throughout the day by children and staff in school is not required. If the guidance changes I will let you know.</p>
<u>Reading Books and Home School Books</u>	Reading books and home school books will be sent home daily.
<u>School Clubs</u>	No after school clubs will be held in the first half term of the new school year. This will



	be reviewed in line with Government guidance.
<u>Therapists (music, SALT, OT, PT) and advisory teachers</u>	Therapists and advisory staff will continue to visit the school. They will be made aware of the Woolgrove policies regarding COVID and hand washing.
<u>Uniform</u>	From September all pupils will be expected to return to school in full school uniform. Usual stock is available to purchase from the school office.
<u>Virtual Meetings</u>	Where possible meetings will be held virtually. All Microsoft meetings will be held via Microsoft Teams. This is HCC recommended platform for virtual meetings
<u>Visitors</u>	We will continue to limit access to the school site to only those people who are deemed essential to the running of the school.