

Lighthouse school whole school Coronavirus: risk assessment

This covers the measures we need above and beyond the usual control measures we have in place, such as hygiene during food preparation or intimate care.

The measures we list are based on current (as of 21 December 2020) government guidance.

We have considered what we need to do to make the measures workable in our school. For example, we have taken into account:

- › The number of staff and pupils we expect to have in
- › Any risk assessments for individual staff that we do, particularly for staff who are at higher risk of contracting or becoming seriously ill from coronavirus (e.g. those who are clinically vulnerable and/or who are BAME)
- › Any reasonable adjustments we need to make to enable everyone to follow the measures, including pupils with EHC plans
- › The size and layout of our school premises
- › The resources we have in stock or can order easily (e.g. PPE, soap, cleaning products)

How to approach risk estimation and management

The DfE advises that we take the following approach (in this order) to reducing risks in our school:

1. **Elimination:** if an activity isn't considered essential and has risks attached, stop it
2. **Substitution:** replacing the activity with one that reduces the risk. We will take care not to substitute the activity with one that'll introduce new hazards.
3. **Engineering controls:** introduction of measures that help control or mitigate risk
4. **Administrative controls:** identification and implementation of the procedures to improve safety (for example, by having markings on the floor or signage around school)
5. Having gone through this process, we use PPE where the guidance advises it is required

RAG rating our control measures

We have marked up each control measure in the appropriate colour, to make it clear how prepared we are for each measure being in place.

- › Red: this measure cannot be put in place in our school
- › Amber: this measure isn't in place yet, but can be in place by (dated)
- › Green: this measure is already in place

This Risk Assessment is in addition to any existing school Health and safety policies and does not replace them.

Sources of information include: NEU.org, NAHT.org.uk, NHS.uk, Gov.uk, Section 44 Employment Rights Act 1996, Guidance on safe working in education.

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE
A) Contact with someone suffering from coronavirus	<ul style="list-style-type: none"> • Staff • Pupils • Contractors • Visitors 	<ol style="list-style-type: none"> 1. Any student who has had an absconding episode from school or home will be required to stay at home and isolate for 10 days. After the 10 days of isolation, they will must take a LFT. If the students develop symptoms within this 10-day isolation period, they must have a PCR tests and follow government guidelines. 2. Students and staff must be tested immediately using the PCR test, should they or any member of their household experience any of the Covid-19 related symptoms. 3. Students and staff are to PCR test if they have been in contact with people who have tested positive. 4. The teaching Unions welcome the mass testing scheme as a much-needed measure which will help manage the risk to staff, students and their families. The school will be using this. <p>In accordance with Government guidelines, after 1st January 2021, all staff and students are asked to complete a Lateral Flow Test at school prior to returning for Term 3. The SLT will oversee the administration of the test although staff and students will take their own swabs following the direction of the SLT. Results are usually received within 30 minutes. NHS test and trace will be made aware of positive results. Staff and students will be asked to leave site immediately and take a further PCR test at a Covid-19 testing centre if the LFT returns a positive result. The school can offer you a follow-up PCR test to be taken home should you not be able to attend a Testing station. An appointment at a test station can be obtained by calling 119 or login on to www.gov.uk/get-coronavirus-test. You should request a drive through appointment if possible as these results are obtained faster than sending tests off yourself.</p> <p>As of 8th March 2021, all staff will test at home every Sunday and Wednesday evening and report the results to Admin prior to entering their classes on the Monday and Thursday morning.</p> <p>As of the week beginning 8th March, students will be shown how to administer the test twice at school (Monday and Thursday) and will then be asked to complete tests at home for the following weeks. These should be done on a Sunday and Wednesday evening and results uploaded to NHS portal and reported to school on Monday and Thursday morning.</p> 5. Students with symptoms at school will be isolated in the isolation rooms located on the middle and top floors at Northdown House and in the Reception on the ground floor or in the pastoral room at Clarendon Road, depending on their bubble, until they are collected by parents/carers <p>999 will be called if they are seriously ill or injured or their life is at risk.</p> <p>Students will have a second test 3 – 5 days after their first. Staff will test every week (or more regularly if they request to).</p> <p>In the case of a symptomatic pupil who needs to be supervised before being picked up: If a distance of 2m can't be maintained, supervising staff will wear a fluid-resistant surgical mask If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron</p>

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		<p>If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection.</p> <p>Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up.</p> <ol style="list-style-type: none"> 6. If a parent or carer insists that a pupil with symptoms attends school, the school will use reasonable judgement and refuse the child if this is necessary to protect pupils and staff. The school will consider all circumstances and the latest public health advice when making this decision. 7. A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following decontamination guidance. 8. If you require a PCR test you will be required to self – isolate while you are waiting for your PCR appointment and waiting for the results of the PCR test. Should this result be Positive you will be required to follow Government self-isolation guidelines. 9. Students and members of staff who are in close contact with someone at school who tests positive using the LFT will be asked to remain at home and self-isolate adhering to Government guidelines or until the positive result has been confirmed as a false positive by the PCR test. 10. SLT will receive training from the DfE and will oversee the administration of the LFT. SLT will be supplied with the appropriate PPE. Teaching staff are not being asked to perform these duties. 11. Should staff choose not to take the LFT they will isolate while at school, remaining only in their class and to use the toilet facilities, to avoid potential risk to other staff and students at work. 12. Staff will be briefed regularly on the control measures within this risk assessment and changes to policies and procedures. Everyone will be asked not to come into school if they need to self-isolate under current guidance. Regular reminders will be given about this. 13. If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be picked up. 14. If staff or student (or anyone they live with) have a temperature or a persistent cough or any other suspected Covid-19 symptoms, they must not enter the school and must self-isolate according to government guidelines. The person exhibiting the symptoms must have a test. If this comes back negative, they and the members of their household do not need to self-isolate any longer. You must let the school know prior to returning. 15. Should a member of staff or a student from within a bubble be suspected of contracting Covid-19, all staff and students in that bubble will be required to stay at home and self-isolate until the Covid-19 results are received. This action should prevent us from having to close the entire school, providing bubbles have not been breached and social distancing has been adhered to.

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		<p>16. If a student or member of staff test positive, based on the advice from the DFE, schools must send home those people who have been in close contact and isolate in line with the guidance. Close contact means:</p> <p>direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face-to-face conversation, or unprotected physical contact (skin-to-skin)</p> <p>proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</p> <p>17. If a student becomes ill while at school, they should be isolated in an additional room with a member of staff at a 2m distance. An emergency PPE kit will be available for the member of staff to wear whilst they wait for the student to be collected. Collection of students should take no longer than 30 minutes in most cases. Parents must act quickly to collect their child from school and take them to be tested. The student must not return to school until the results are known by SLT.</p> <p>18. If you've tested positive and you have symptoms – self-isolate for 10 days from when your symptoms started. If you've tested positive and you have not had symptoms – self-isolate for 10 days from when you had the test. If you get symptoms while you're self-isolating, the 10 days restarts from when your symptoms started. You can stop self-isolating after 10 days if either: you do not have any symptoms, or you just have a cough or changes to your sense of smell or taste – these can last for weeks after the infection has gone.</p> <p>19. Keep self-isolating if you have any of these symptoms after 10 days: a high temperature or feeling hot and shivery, a runny nose or sneezing, feeling or being sick, diarrhoea. Only stop self-isolating when these symptoms have gone. If you have diarrhoea or you're being sick, stay at home until 48 hours after they've stopped.</p> <p>20. Anyone self-isolating with symptoms will be encouraged to access testing and engage with the NHS Test and Trace process.</p> <p>21. If someone you live with has tested positive and: they have symptoms – self-isolate for 10 days from when their symptoms started.</p> <p>If they have not had symptoms – self-isolate for 10 days from when they had their test. If they get symptoms while they're self-isolating, the 10 days restarts from when their symptoms started. The 10 days does not restart if a different person you live with gets symptoms while you're self-isolating.</p> <p>You can stop self-isolating after 10 days if you do not get any symptoms.</p> <p>Get a test to check if you have coronavirus on GOV.UK if you get symptoms while you're self-isolating.</p> <p>22. If your test is negative, keep self-isolating for the rest of the 10 days.</p> <p>23. If your test is positive, the 10 days restarts from when your symptoms started. This will mean you're self-isolating for more than 10 days overall.</p> <p>24. Self-isolate immediately if someone in your support bubble has tested positive and either:</p> <p>you've been in close contact with them since their symptoms started or during the 48 hours before their symptoms started</p>

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		<p>you've been in close contact with them since they had the test or during the 48 hours before their test (if they have not had symptoms). You need to self-isolate for 10 days from when you were last in contact with the person.</p> <p>You can stop self-isolating after 10 days if you do not get any symptoms.</p> <p>Get a test to check if you have coronavirus on GOV.UK if you get symptoms while you're self-isolating.</p> <p>If your test is negative, keep self-isolating for the rest of the 10 days.</p> <p>If your test is positive, the 10 days restarts from when your symptoms started. This will mean you're self-isolating for more than 10 days overall.</p> <p>25. NHS Test and Trace - Self-isolate immediately if either:</p> <ul style="list-style-type: none"> you get a text, email or call from NHS Test and Trace telling you to self-isolate you get an alert from the NHS COVID-19 app telling you to self-isolate <p>You need to self-isolate for 10 days from when you were last in contact with the person who tested positive for coronavirus.</p> <p>26. In the event of any of the above scenarios involve you being symptomatic, testing positive, being in contact with someone who is symptomatic or who has tested positive, you must contact the Senior leadership team (SLT) immediately (by no later than 7.30am).</p> <p>27. In the unlikely event of all SLT falling ill or the staff numbers being too low to safely open, the school will close.</p> <p>28. If the school becomes aware that a pupil or a staff member has tested positive for coronavirus, and needs advice on next steps, the school will contact the DfE helpline on 0800 046 8687 and select option 1. (If no advice is required, the school will report the case using the DfE's 'online attendance form daily return'). The advice service (or local health protection team, if the call is escalated to them), will carry out a rapid risk assessment to confirm who's been in close contact with the person when infectious.</p> <p>29. The school will ask all close contacts to self-isolate for 10 days from the day they were last in close contact.</p> <p>30. At the start of spring term 2021:</p> <ul style="list-style-type: none"> We will ask all staff and pupils to take a lateral flow test. If the test is positive, we will follow the same steps (laid out above) as if that pupil/staff member were displaying symptoms, including asking them to take a standard coronavirus test at home. If the test is negative, we will ask them to take another lateral flow test between 3 and 5 days later. If this second test is positive, we will ask them to do as above. <p>31. To help with identifying staff's and pupils' close contacts, records will be kept of:</p> <ul style="list-style-type: none"> The pupils and staff in each group Any close contact that takes place between children and staff in different groups

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		<p>32. Close contact means: Direct close contact – face-to-face contact with an infected person for any length of time, within 1 metre, including: Being coughed on A face-to-face conversation, or Unprotected physical contact (skin-to-skin)</p> <p>33. Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person Travelling in a small car with an infected person</p> <p>34. If there are 2 or more confirmed cases within 10 days, or an overall rise in sickness absence where coronavirus is suspected, the school will work with the local health protection team to decide if additional action is needed. Any advice given by the team will be followed.</p> <p>35. If the school or part of the school does need to close for any reason, a message will be sent to all carers and parents asking students to be collected with 30 minutes. If this is not possible, the students will be taken outside to wait with a member of staff whilst socially distancing or placed in isolation room as above. Please ensure your contact details are up to date.</p>
B) Contact with coronavirus when getting to and from school	<ul style="list-style-type: none"> • Staff • Pupils • Contractors Visitors 	<ol style="list-style-type: none"> 1. Everyone will be encouraged to walk or cycle into school and asked to avoid taking public transport during peak times if possible. 2. Anyone who needs to take public transport will be referred to government guidance. 3. For dedicated school transport (i.e. buses, minivans and any other services that are used only to carry pupils to school and where pupils do not mix with the general public), discussions will be held with the providers to make sure their staff: 4. Everyone will follow hygiene rules and try to keep their distance from passengers where possible 5. Do not travel to work if they or a member of their household are displaying coronavirus symptoms 6. Students should avoid travelling in a taxi where it is evident that apt. safety precautions are not adhered to (i.e. driver is not wearing a mask, no screen separating driver and passenger). Taxi companies must ensure that face coverings are worn for the whole of the journey by the driver and passenger. If a single student is travelling, they must sit in the back seat to adhere to social distancing rules. If more than one passenger which includes a chaperone is in the vehicle the parent/carer will be asked to bring the students in where possible. 7. Students in Homes to be brought to school in home cars wherever possible. 8. Any students using the school minibus will sit on the back seat to maintain the required 2m distance. Driver will also wear a Virustatic shield or antiviral face covering. Plastic sheeting is used to separate the driver and passengers and disposable seat coverings will be removed and replaced after each journey.

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		<p>9. Student arrival times are staggered at drop off and collection to avoid large numbers of people being grouped together (unless on a part-time timetable). Students will be met by class staff and enter through different doors. Students missing their drop off slot will be required to remain in their car and wait until all students have entered the building and they have been collected by a member of school staff. It is important that parents are on time to collect students and remain in their cars.</p> <p>10. Parents are to remain in vehicles and avoid coming on site unless there is an emergency. Should parents need to raise queries with staff, these will be dealt with over the phone or via email where possible, rather than discussions at the school gates.</p> <p>11. Temperatures are checked by class teachers prior to students entering the site. Staff check their own temperatures on arrival.</p> <p>12. In addition, the school will work with providers, pupils and parents/carers as appropriate to ensure that, wherever possible:</p> <ul style="list-style-type: none"> Pupils are grouped together on transport to reflect the groups that are adopted within school Hand sanitiser is available upon boarding and/or disembarking There is additional cleaning of school vehicles Queuing and boarding of vehicles is well organised Pupils practise distancing within vehicles <p>13. Children aged 11 and over use face coverings unless they are exempt from wearing them on public transport</p> <p>14. Windows and ceiling vents are opened to maximise ventilation of fresh air from outside</p> <p>15. Parents/carers who need to drop off and pick-up pupils will be told through messages and signage:</p> <ul style="list-style-type: none"> Their allocated drop off and collection times, with different groups being given different times The protocols for minimising adult to adult contact That only one parent/carer should attend the school Not to gather at entrance gates or doors, or enter the site unless they have a pre-arranged appointment <p>16. Students and staff will enter/exit the building at different entrances at their staggered start/finish times. If staff need to move around their floor, they will radio other staff to let them know.</p> <p>17. Anyone wearing reusable face coverings when arriving to school will be expected to bring a plastic bag to keep these in during the school day. If they are using disposable face coverings, these will be put in a covered bin.</p> <p>18. Anyone wearing any sort of face covering when arriving to school will wash their hands on arrival (as all individuals will), dispose of/store the covering, and wash their hands again before going to their classroom or office.</p> <p>19. Everyone will be made aware that they must not touch the front of the covering during use or removal.</p>

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		<p>20. Staff and visitors will wear face coverings in areas of the school where social distancing is not possible, such as in staffrooms. They will be asked to keep on or put on a face covering when arriving at school and moving to classrooms or offices unless they are exempt from wearing one. Once they have arrived at their destination and need to take the covering off, they will follow the above steps. A supply of spare face coverings will be kept for anyone who arrives without one or has a covering that is unsafe to wear.</p> <p>21. Staff to inform Lorna Turner when PPE is running low.</p> <p>22. Everyone will be asked to keep on or put on a face covering when arriving at school and moving to their classroom or office unless they are exempt from wearing one. Everyone will also be asked to wear a face covering whenever they're moving around indoors in places where social distancing is difficult to maintain, such as in corridors. Once they've arrived at their destination, they can take their covering off.</p> <p>23. Anyone wearing reusable face coverings will be expected to bring a plastic bag to keep these in. If they are using disposable face coverings, these will be put in a covered bin. They'll also be asked to wash their hands after removing the covering.</p>
C) Spreading infection due to touch, sneezes and coughs	<ul style="list-style-type: none"> • Staff • Pupils • Contractors Visitors 	<ol style="list-style-type: none"> 1. All staff and children wash their hands when they come into school. They will be asked to do this regularly throughout the day (every hour) and before and after break and lunchtime. 2. Children will be taught how to wash their hands thoroughly using government guidelines, video links and posters. 3. Posters will be kept around the school to remind students and staff of effective hand washing. 4. Handwashing facilities will be provided. 5. Hand sanitiser is available for all to use when entering/leaving the building. Handwashing or (using gel) should take place when entering the building and every hour throughout the day including before and after eating and after using the toilet. 6. Everyone in school will: <ul style="list-style-type: none"> Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using NHS guidelines, or use alcohol-based hand sanitiser to cover all parts of their hands Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing Be encouraged not to touch their mouth, eyes and nose. Use a tissue or elbow to cough or sneeze, and use bins for tissue waste Pupils will be encouraged to learn and practise these habits in lessons and by posters put up across the school. 7. Help will be available for any pupils who have trouble cleaning their hands independently. Skin friendly cleaning wipes can be used as an alternative. Young children will be supervised during hand washing. 8. Supplies of soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they're not close to running out.

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		<p>9. Each member of staff has a personal bottle of alcohol-based hand gel.</p> <p>10. There is a large bottle on the front desk in the class and SLT office. Dispensers are also fixed to the walls around the school.</p> <p>11. Hand gel signs identify where sanitiser is located.</p> <p>12. Staff will inform Lorna Turner if sanitiser and hand gel are running low.</p> <p>13. Lidded bins for tissues, preferably operated by a foot pedal, will be emptied throughout the day.</p>
<p>D) Spreading infection through contact with coronavirus on surfaces</p>	<ul style="list-style-type: none"> • Staff • Pupils • Contractors Visitors 	<ol style="list-style-type: none"> 1. School is cleaned thoroughly every morning and evening, with an increased focused cleaning on touch points and tables, including handles and rails. 2. Anti-bacterial is spray available in each class to clean down door handles (supervised by class teacher) and other touch points, at least twice throughout the day. Support staff will sanitise handles, phones, desks (including students), computers/laptops and switches throughout the day. 3. Cleaning staff have increased their time on site to ensure site is thoroughly cleaned daily. 4. Double bagged pedal bins are in each room to dispose of used tissues and handtowels. These are emptied daily. 5. Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including: <ul style="list-style-type: none"> Banisters Classroom desks and tables Bathroom facilities (including taps and flush buttons) Door and window handles Furniture Light switches Reception desks Teaching and learning aids Books and games and other classroom-based resources Computer equipment (including keyboards and mouse) Sports equipment Hard toys Telephones Fingerprint scanners

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		<p>Outdoor play equipment</p> <ol style="list-style-type: none"> 6. Items that need laundering (e.g. towels, flannels, clothes) will be washed regularly in accordance with the manufacturer's instructions, on the warmest water setting. These items will not be shared between children between washes. 7. Pupils and parents/carers will be asked to limit the amount of equipment they bring into school each day to essentials like bags, lunch boxes, hats, coats, books, stationery, and mobile phones. 8. Areas of the school not in use will be shut off to make cleaning more manageable. 9. Any resources shared between groups, such as sports, art and science equipment, will be either: <ul style="list-style-type: none"> Cleaned frequently and meticulously, and always between groups using them; or Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups 10. The same rules will be followed for books and other shared resources that pupils or staff take home. However, unnecessary sharing will be avoided, especially where it doesn't contribute to pupil education and development. 11. Individual and very frequently used equipment, like pens and pencils, will not be shared. 12. Therapy equipment, such as physiotherapy or sensory equipment, will be cleaned between each use. If this is not possible or practical, it will be: <ul style="list-style-type: none"> Restricted to one user; or rotated so it can be unused for 48 hours (72 hours for plastics) between use by different individuals 13. Shared rooms, such as halls and dining areas, will be cleaned between different groups using them. 14. If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following decontamination guidance. 15. Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out. 16. Teachers will wash their hands and surfaces before and after handling pupils' books. 17. Anti-viral fogging of both sites will happen at least every 28 days and immediately after a positive Covid-19 result on site.
E) Spreading infection due to excessive contact and mixing	<ul style="list-style-type: none"> • Staff • Pupils • Contractors 	<ol style="list-style-type: none"> 1. Bubbles are as followed <ul style="list-style-type: none"> 1st floor – Rochester and Reculver. SEN office and Interventions room. 2nd floor- Bodiam, Chilham and Dover. Admin, KS4 pastoral and Careers office.

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between pupils and staff in lessons	Visitors	<p>3rd floor- Hever, Deal, Walmer, Scotney, KS3 Pastoral and SLT office.</p> <p>Clarendon Road – Whole site including Leeds and Canterbury classes.</p> <ol style="list-style-type: none"> 2. Pupils will be seated side-by-side and facing forwards where possible, and unnecessary furniture will be moved out of classrooms to allow for this. 3. We will follow the government's guidance for lessons involving drama, singing, chanting, shouting or playing instruments (particularly wind or brass instruments). These will take place outside wherever possible. If taking place inside, larger, well-ventilated rooms will be used, and the number of people will be limited to allow for social distancing. 4. Any background or accompanying music will be kept to levels which don't require teachers or other performers to raise their voices if they don't have to. Microphones will be used to avoid the need for shouting or prolonged periods of loud speaking or singing. Where possible, microphones, instruments or other equipment won't be shared. 5. During music lessons and performances, pupils will be positioned either back-to-back or side-to-side at an appropriate distance. Singing or instrument playing will only take place in assemblies if there's enough natural airflow and space to allow for strict social distancing between each person (at least 10l/s/person natural airflow for all present, including audiences). 6. PE activities will not take place if it requires the 2m contact rule to be breached or games which require the students to touch the same object. 7. Fire drills will continue as part of the normal school routines. Students leave the site via their nearest exit and assemble in the Park, in their class bubbles, to the right of the building at Northdown House, and across the road outside of Brewers for the Clarendon Road site. Staff must ensure that 2m distancing is upheld between bubbles and masks are worn when in transit through the building. 8. Appropriate numbers of students and staff will be allowed in classrooms to allow social distancing as effectively as possible. 9. If students are unable to adhere to the required social distancing rule, fail to regularly wash their hands or adhere to personal hygiene requests, parents/ carers will be asked to collect students immediately.

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		<p>10. Staff must regularly sanitise hands, wear face coverings and adhere to 2M distancing when going into other classes and offices to ensure they do not breach bubbles.</p> <p>11. Taping is placed on the floor at 2m around the teacher's desk.</p> <p>12. Where possible, lessons will be outside in zones to ensure bubbles are not breached.</p> <p>13. Any activities where items are passed around is not permitted.</p> <p>14. All soft toys/ hard to clean items have been removed from classrooms and other items to be sanitised regularly and after use.</p> <p>15. No items are to be shared between classes and items should be used by a single child. If the item is needed by another child, it must be thoroughly sanitised first.</p> <p>16. Library books - Students can pick from a selection (without touching other books) and when finished the book will be wiped and left for 72hrs before entering rotation again.</p> <p>17. During MAPA holds a Virustatic shield or medical grade facemask must be worn before doing so.</p> <p>18. Bins with lids are placed in each class for the safe disposal of tissues.</p> <p>19. When we're in local restriction tier 3, 4 or lockdown we will not host performances with an audience.</p> <p>20. For physical activity, we will follow the same guidance for cleaning equipment and grouping pupils as in all areas of the school. Outdoor sports will be prioritised where possible - where it is not, we'll use large indoor spaces with sufficient ventilation. Distance between pupils will be maximised as much as possible.</p> <p>21. For team sports, we will follow the return to recreational team sport framework. For individual sports, we will follow the guidance on the phased return of sport and recreation.</p> <p>22. Staff can work across different groups within their bubble in order to deliver the school timetable, but they will keep their distance from pupils and other staff as much as they can (ideally 2 metres apart). This won't always be possible,</p>

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		<p>particularly when working with younger children, but close face-to-face contact will be avoided, and time spent within 1 metre will be minimised.</p> <p>23. Supply teachers, peripatetic teachers and other temporary staff will not be used unless absolutely necessary and will be told to minimise contact and maintain as much distance as possible from other staff. The number of temporary staff entering the school premises will be kept to a minimum.</p> <p>24. Specialists, therapists, clinicians, and other support staff for pupils with SEND will provide interventions where possible as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene.</p>
<p>F) Spreading infection due to excessive contact and mixing between pupils and staff around and outside of the school</p>	<ul style="list-style-type: none"> • Staff • Pupils • Contractors Visitors 	<ol style="list-style-type: none"> 1. Movement around the school should be limited. 2. After school clubs, where students from different classes mix, are cancelled until further notice. 3. The canteen will remain open and food delivered to each bubble at lunchtime. 4. Students and staff must not share cutlery. Students will remain in their bubbles or outside, if weather permits, to eat their lunch. 5. The school have ensured that students remain in 4 discrete bubbles, using 4 different areas of the school. 6. Staff must not move between bubbles unless in an emergency Health and safety situation. 7. Classes to have staggered break and lunch times to avoid possible breaching of the 2M social distancing rule when moving around the site. 8. Students will take breaks at separate times and bubbles will not mix outside. 9. All assemblies and celebrations will be virtual to avoid movement and groups of students mixing. 10. Taping is placed on the floor every 2m to make social distancing easier to understand for students, in corridors. 11. Students need to apply sun cream to themselves and have suitable sun hats/caps when in direct sunlight. 12. Everyone must wear face coverings when moving around the school unless they're exempt from wearing one. They'll be given clear instructions about how to put on, remove and store/dispose of face coverings safely. 13. Staff and visitors will wear face coverings in areas of the school where social distancing isn't possible, such as in staffrooms. They will be asked to keep on or put on a face covering when arriving at school and moving to classrooms or offices unless they're exempt from wearing one. They'll be given clear instructions about how to put on, remove and store/dispose of face coverings safely. 14. There is no evidence that face shields/visors prevent transmission and in a school environment are unlikely to provide any protection for the wearer. As set out in our guidance on safe working in education, eye protection, such as a visor or goggles, need only be worn if a distance of two metres cannot be maintained from someone with symptoms of coronavirus (COVID-19) and a risk assessment determines that there is a risk of fluids entering the eye, for example, from coughing.

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE
		<p>spitting or vomiting." Visors are therefore not considered to be suitable face coverings when worn without additional face masks. From airborne particles.</p> <p>15. The school provides facemasks for all staff and additional shield for those staff requesting them.</p> <p>16. Staff to radio if they are walking from their class through the school to leave site.</p> <p>17. For pupils who routinely attend other settings on a part-time basis, such as an alternative provision setting (Horse riding and Forest school), the school will work with these other settings to work out a system to keep these pupils safe, if they are open.</p> <p>18. Pupil groups will have staggered timetables, including for start and finish times, break and lunch times, to avoid too many pupils being in one place at the same time.</p> <p>19. Movement around the school site will be kept to a minimum to avoid creating busy corridors.</p> <p>20. Pupils will be always supervised to ensure mixing between groups doesn't occur, and they will be reminded about the rules throughout the day.</p> <p>21. All shared rooms, e.g dining areas, will be cleaned between each use. Each bubble has their own room apart from ground floor at Northdown House who will eat in their classes.</p> <p>22. Toilet use will be managed to avoid crowding. Each bubble has their own toilet.</p> <p>23. Staff use staff rooms and offices located in their bubble only.</p> <p>24. We will limit the number of visitors to the site, where possible. If it is not, visitors will have guidance on physical distancing and hygiene explained to them on or before arrival. Visits will happen outside of school hours wherever possible.</p> <p>25. The Lighthouse school NHS Test and trace QR card is displayed at the main entrances of our buildings for visitors to scan.</p> <p>26. A 'Coronavirus visitor agreement' form is required to be signed by all visitors who do not attend the school as a student or work at the school daily and a record will be kept.</p> <p>27. Visitors to the school will not be permitted entry unless completely necessary.</p> <p>28. Contracted visitors to the school escorted by the maintenance team (before 9am and after 3pm, or during weekends and holidays), must complete the visitor agreement form with the member of Maintenance staff. This must then be handed to the school admin staff</p> <p>29. Every visitor will be informed of expectations and asked to read a safety card on arrival.</p> <p>30. We do not shake hands on arrival.</p> <p>31. Visitors will be asked to clean hands or use gel before entering the building or using facilities, wear a mask whilst on site and avoid entering occupied rooms.</p>

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE
	<ul style="list-style-type: none"> • Staff • Pupils 	<p>32. Staff and students will use anti-viral gel prior to coming into contact with the school dog in an effort to reduce the risk of transmission through the dog's coat and lead etc.</p> <p>33. All meetings are to be done via web-based apps.</p> <p>34. All eligible staff at the school have been offered a Covid Vaccine through the NHS portal.</p>
G) Spreading infection due to the school environment	<ul style="list-style-type: none"> • Contractors • Visitors 	<ol style="list-style-type: none"> 1. Checks to the premises will be done to make sure the school is up to health and safety standards. 2. All staff must maintain and increase the supply of fresh air, for example, by opening windows and doors (unless fire doors). The improvement of the circulation of outside air and prevention of pockets of stagnant air in occupied spaces may be achieved by using ceiling fans or desk fans, for example, provided good ventilation is maintained. The risk of transmission through the use of desk fans is extremely low providing there is good ventilation in the area it is being used, preferably provided by fresh air. 3. A comfortable temperature will be maintained alongside increased ventilation by: <ul style="list-style-type: none"> open windows and ventilations' grids as much as possible during school hours. Opening high level windows in preference to low level to reduce draughts Increasing the level of ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused). This means keeping windows slightly open while the room is occupied and opening more widely while unoccupied Rearranging furniture where possible to avoid direct drafts Propping open internal and external doors, where fire safety and safeguarding wouldn't be compromised 4. Students and staff will be asked to wear extra layers to allow for temperatures to be slightly lower than normal so windows can be kept open for longer into the winter 5. Should staff be concerned that windows supplying fresh air are not able to be operated, this must be reported to the Maintenance team via the school office and Claire Allen (The H&S representative) 6. All staff must: <ul style="list-style-type: none"> make sure that ventilation facilities are not obstructed or blocked by curtains or furniture be aware that more aerosols are released during activities such as singing or sport 7. Bubbles have an allocated toilet to minimise people coming into contact with each other. Staff hold the keys to the toilets and these keys are not shared between people.

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		<p>8. Hand driers will not be used, and people should use paper towels that are placed in a lidded bin.</p> <p>9. Open Bins are replaced with double bagged lidded pedal bins for waste towels.</p> <p>10. Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with limited staff and changes to how the school space is being used.</p> <p>11. Outdoor space will be used for exercise and breaks, and for education where possible.</p>
H) Spreading infection due to excessive contact and mixing in meetings	<ul style="list-style-type: none"> • Staff • Pupils • Contractors Visitors 	<p>1. Where possible, meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents/carers, visitors and governors.</p>
I) Individuals vulnerable to serious infection coming into school	<ul style="list-style-type: none"> • Staff • Pupils • Contractors Visitors 	<p>1. If our school is in local restriction tier 1 or 2: Staff who are clinically vulnerable or clinically extremely vulnerable and coming into school will be placed in the safest possible on-site roles where it is possible to maintain social distancing. For staff who are otherwise at risk (e.g. BAME staff), we will consider putting specific protective measures in place.</p> <p>2. In tier 3, 4 and Lockdown: If the government introduces additional shielding measures, it will contact individuals if they need to shield. Staff who have received a shielding letter or been advised to stay at home by their GP/clinician will not come into school and will work from home.</p> <p>3. Individual risk assessments will be made on all students and staff taking into account known behaviours. Part of this process will include the consideration of which students are 'Vulnerable' or the children of keyworkers. Students with an ECHP or who are in care are not necessarily considered to be extremely vulnerable.</p> <p>4. Students and staff who do not follow Government guidelines with regard to social distancing, washing hands, wearing masks (staff) and not socialising with others outside of their school and home bubbles, will be told to remain at home to reduce risk factors and keep the school community safe. (For staff, a disregard of Government guidelines and school protocol will be addressed as a disciplinary matter).</p> <p>5. The school will continuously review the situation regarding the health, safety and wellbeing of its staff, students, and the community. If staffing levels prevent the school from opening fully, or if a Government or Local authority decision is made to open for students of keyworkers and vulnerable students, adjustments may need to be made rapidly to the current</p>

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		<p>provision offered by the school. A shortage of staff may necessitate a short-term closure of some description if our risk assessment demonstrates that anticipated staffing levels mean it would be unsafe to open.</p> <p>6. The school is mindful of the particular needs of different groups of workers or individuals and take account of the particular circumstances of those with different protected characteristics or who appear to be in particular at-risk groups. We will continue to assess individual members of staff who may be at increased covid-19 risk and put reasonable adjustments in place, especially for those staff with serious medical conditions and caring responsibilities. The school Leadership team is also aware of and concerned by the impact covid-19 appears to be having on members of the BAME community. Measures will be identified on the individual Risk assessment completed with them by a member of SLT or CA as the H&S rep.</p> <p>7. Clinically Extremely Vulnerable staff and students are expected to work from home and provision will be put in place to ensure this is actioned effectively.</p> <p>8. Pregnant staff have had a risk assessment completed and are to work from home if they are clinically extremely vulnerable (this group may previously have been advised to shield). They will also be asked to work from home if the risk assessment deems it necessary.</p>