



# POLISH ACADEMY REOPENING FOLLOWING LOCKDOWN DURING COVID-19 RISK PROCEDURES AND RISK ASSESSMENT

These plans are based on the government guidance issued on 2nd July 2020 (updated 7th August 2020) and details the trust's response to the systems of controls based around the two key areas:

## PROTECTIVE MEASURES AND RESPONSE TO ANY INFECTION.

Protective measures that schools need to follow (detailed in the guidance)	Response to infection
<ol style="list-style-type: none"> <li>1. a requirement that people who are ill stay at home</li> <li>2. robust hand and respiratory hygiene</li> <li>3. enhanced cleaning arrangements</li> <li>4. active engagement with NHS Test and Trace</li> <li>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*</li> <li>6. When necessary, wear appropriate personal protective equipment (PPR)</li> </ol> <p>*this will be achieved by:</p> <ul style="list-style-type: none"> <li>• grouping children together (in classes or year groups)</li> <li>• avoiding contact between groups</li> <li>• arranging classrooms with forward facing desks where possible</li> <li>• staff maintaining distance from pupils and other staff as much as possible</li> </ul> <p>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</p>	<p>Schools must:</p> <ol style="list-style-type: none"> <li>1. engage with the NHS Test and Trace process</li> <li>2. manage confirmed cases of coronavirus (COVID-19) amongst the school community</li> <li>3. contain any outbreak by following local health protection team advice</li> </ol> <p>All of the above must be followed in every case where they are relevant. Schools will maintain registers to track children who have been in school, details of staff working with different groups and any mixing of groups so that PHE can provide definite advice on who must be sent home if there is a confirmed case in school where there has been possible close contact.</p> <p>Those who have been in close contact with a person who has tested positive must be sent home to isolate for 14 days.</p> <p>Household members of contacts sent home do not need to self isolate unless that person develops symptoms.</p>

Children will be organised into 'bubbles' of classes and will remain in these groups wherever possible. However, there may be some wider mixing of groups, examples of this is after school clubs. Teachers and staff can operate across different classes and year groups.

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**ALL THE MEASURES IN THIS ASSESSMENT ARE AIMED AT REDUCING TRANSMISSION RISK.**

Hazard/Risk Specific issue	Government/Trust wide agreed control measures in line with government guidance	Implementation at Polish Academy – what the measures will look like	Who/ person responsible	Notes/ Completed
<p><b>Prevention measure 1</b></p> <p><b>Response measures 7,8,9</b></p>	<p><b>ADULTS AND CHILDREN DISPLAYING SYMPTOMS OF CORONAVIRUS</b></p>			
<p>Contracting and spreading of infection</p> <p>Contact with persons suffering from coronavirus</p>	<p>Any children, staff or parents displaying symptoms of coronavirus should not come into school and should self-isolate for 7 days.</p> <p>Members of their household should self-isolate for 14 days from when the symptomatic person first had symptoms</p> <p>All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus, and will be expected to get tested if they are displaying symptoms.</p> <p>Where the child, young person or staff member tests negative, they can return to school and the other household members can end their self-isolation.</p> <p>Where the child, young person or staff member tests positive, the rest of their class bubble (and staff) should be sent home to self-isolate for 14 days.</p> <p>If the test is positive, the other household members of that wider class or group need not self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.</p> <p>School must engage with NHS test and track process and make contact with Public Health England for advice regarding confirmed or suspected cases</p>	<p>In line with government agreed control measures</p>	<p>All school community to adhere to this.</p> <p>Parents to notify school if their child develops symptoms and details of anyone they have been in touch with who has tested positive</p>	<p>Parents to be encouraged to communicate in a timely manner. Attendance first day call.</p>

Prevention measure 1	PROCEDURES IF A CHILD OR ADULT DISPLAYS SYMPTOMS OF CORONAVIRUS IN SCHOOL			
<p>Contracting and spreading of infection</p> <p>Contact with persons suffering from coronavirus</p> <p>Disposal of waste that may be contaminated by a coronavirus sufferer</p>	<p>If a child displays symptoms they will be sent home immediately</p> <p>When waiting to be collected the child should wait in a room where they can be isolated behind a closed door (if possible), depending on the age of the child and with appropriate adult supervision if required.</p> <p>If possible, a window should be opened for ventilation.</p> <p>If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p> <p>If a person becomes ill in a shared space, the space should be cleaned using disposable cloths and household detergents, according to current recommended workplace legislation and practice.</p> <p>If the child needs to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs)</p> <p>All waste that has been in contact with the relevant person, including used tissues, and masks if used, should be put in a yellow hazard bag provided and properly disposed of. The Headteacher of Akademia Polska will be responsible for disposal of contaminated waste.</p>	<p>In line with government agreed control measures</p> <p>The meeting room will be prioritised for the symptomatic child.</p> <p>Where possible, the rest of the bubble to thoroughly wash hands, arms and faces and then move to their outdoor space for the remainder of the day with their belongings.</p> <p>Windows and doors to be left open and a deep clean of the area.</p>	<p>Adult from 'bubble' to remain with child to minimise spread to other groups involving another adult</p> <p>Headteacher to contact parent</p> <p>Administrator to communicate the families within the bubble.</p> <p>Designated cleaner to deep clean the indoor space.</p>	<p>Head of Milestone School MUST be informed if a child is sent home with suspected symptoms</p>
	<p>If a member of staff displays symptoms they must go home immediately</p>	<p>In line with government agreed control measures</p>	<p>Staff member to communicate and arrange test.</p> <p>Cleaner – deep clean</p>	<p>Member of staff to ensure Milestone School is aware. Results of tests to be given to Milestone School ASAP</p>

<b>Prevention measure 2</b>	<b>HYGIENE/ CLEANING REGIME</b>			
Contracting and spreading of infection	<p>All children and adults to wash hands thoroughly on entry into school/classroom. (Handwashing guidance to be followed).</p> <p>Regular supervised handwashing throughout the school day(before and after eating, after sneezing and coughing)</p> <p>Staff help to be available for pupils who have trouble cleaning their hands independently.</p> <p>Face coverings worn by staff or pupils to be removed on arrival at school; wash hands before removal, dispose of mask in a covered bin or in a plastic bag that can be taken home; wash hands again after removal</p>	<p>In line with government agreed control measures.</p> <p>Hand sanitiser to be used whilst learning outside.</p>	All staff and pupils	Facilities for hand washing are available in all bubbles.
	Young pupils encouraged to learn and practise good hygiene habits through games, songs and repetition.	In line with government agreed control measures.	All staff and pupils	
<b>Prevention measure 3</b>	<p>Adults and pupils encouraged not to touch their mouth, eyes and nose.</p> <p>Adults and pupils encouraged to use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')</p>	In line with government wide agreed control measures	All staff and pupils	
	All staff to be be vigilant to young people putting items in their mouths etc. and make sure these are dealt with immediately.	In line with government wide agreed control measures	All staff	
<b>Prevention measure 4</b>	<p>More frequent cleaning of shared rooms used by different groups</p> <p>More frequent cleaning of toilets</p>	In line with government wide agreed control measures	Headteacher to organise additional cleaning	

<b>Prevention measure 5</b>	<b>ENTRY/EXIT ONTO SCHOOL SITE</b>			
Effective infection protection and control	Building access rules clearly communicated through signage on entrances. Entry points to school controlled			Agreed signage to be made
	Parents' drop-off and pick-up protocols established and communicated to staff, parents and pupils: Clear systems in place and demarcated waiting areas for each group of pupils Parents to be informed of expectations around safe distancing when coming onto school site		Headteacher	Plans to be communicated to parents by Administrator
	School start times staggered. Clearly communicated to parents		Headteacher	
	Staff on duty outside at start and end of school day to monitor protection measures (safe distancing)		Staff	Safe distancing to be respectfully adhered to
	<b>ACCESS TO SCHOOL OFFICE/ RECEPTION AREA</b>			
Effective infection protection and control	Parents not to come to school office unless previously arranged by Headteacher or administrator; all enquiries to be made by e mail or telephone Hand sanitiser to be provided at the entrance			Letter to parents detailing expectations
<b>Prevention measure 2,3,4,5</b>	<b>IN CLASSROOMS</b>			
Effective infection protection and control	Briefing to pupils on school rules and measures with reminders before leaving rooms.	In line with government wide agreed control measures	Teachers and TAs	
	All spaces to be well ventilated, open windows and doors where safe to do so.	In line with government wide agreed control measures	Teachers and TAs	
	Tissues in each classroom	In line with government wide agreed control measures	Headteacher to check	

Effective infection protection and control	Desks should be facing forward where possible and children to sit side by side	In line with government wide agreed control measures	Teachers	
	Seating plans to ensure pupils sit at the same desk. Pupils to remain in their allocated seats, where possible.	In line with government wide agreed control measures	Teachers	
	Pupils to have own stationery packs/drawers of resources (named) on their desks	In line with government wide agreed control measures	Teachers and TAs to organise	
	Shared materials and surfaces should be cleaned regularly, (e.g. toys, books, desks, chairs, doors, sinks, toilets, light switches) Staff to be vigilant of pupils putting things in their mouths Sanitising spray, paper towels and gloves to be provided in classrooms for use by members of staff. Sanitising wipes for technology devices.	In line with government wide agreed control measures	Teachers/TAs Headteacher	
	Black bags for tissues to be provided and disposed throughout the day where required.	In line with government wide agreed control measures	TA's Gloves to be provided.	Headteacher to ensure gloves available in all classrooms
	Children to limit amount of equipment they bring into school (essentials such as coat, lunchbox).			
<b>MOVEMENT AROUND SCHOOL</b>				
Effective infection protection and control	Timetable managed to minimise a number of groups moving around the school at the same time	In line with government wide agreed control measures	Headteacher	
<b>USE OF TOILETS</b>				
Effective infection protection and control	Limit number of pupils using toilets at same time More regular cleaning of toilets Handwashing to be monitored	In line with government wide agreed control measures	Staff to be positioned where they can monitor use through the day.	

<b>SHARED SPACES: Halls / staff rooms</b>				
Effective infection protection and control	Use of staff rooms to be limited to avoid large groups of people coming together.	In line with government wide agreed control measures	Headteacher	
	No whole school assemblies; to be held in classrooms or one group at a time in the hall	In line with government wide agreed control measures	Headteacher	
	Whole staff meetings to be held remotely or in spaces large enough to maintain safe distance	In line with government wide agreed control measures		
	Board of trustees meetings to be held remotely until further notice.	In line with government wide agreed control measures		
<b>FIRST AID ARRANGEMENTS/ INTIMATE CARE</b>				
Contact with persons suffering from coronavirus	<p>Employees providing intimate care or first aid to pupils will not be expected to maintain 2m distance. The following measures will be adopted:</p> <ul style="list-style-type: none"> <li>washing hands or using hand sanitiser, before and after treating injured person or carrying out intimate care (changing nappies etc)</li> <li>PPE to be worn if routine care of a child already involves PPE, i.e. wear gloves and apron</li> <li>wear gloves or cover hands when dealing with open wounds;</li> <li>dispose of all waste safely (in line with normal procedures)</li> </ul> <p>Normal first aid procedures to be followed.</p>	In line with government wide agreed control measures	All staff	Personal protective equipment (PPE Provided).

	<b>Shielding and clinically vulnerable adults, children and young people</b>			
Contact with persons suffering from coronavirus	<p>Staff who have previously received a letter from NHS should be able to attend work from 1st August; staff to seek medical advice and a risk assessment to be in place where necessary. Where some staff with particular characteristics may be at comparatively increased risk from coronavirus school to discuss their concerns and explain the measures the school is putting in place to reduce risks.</p> <p>Headteacher will try as far as practically possible to accommodate additional measures where appropriate.</p>	In line with government wide agreed control measures	Headteacher	
	<b>Shielding and clinically vulnerable children and young people</b>			
Contact with persons suffering from coronavirus	<p>Most pupils who have previously received letter from NHS should be attending school from September (first day of term).</p> <p>Where children remain under the care of a specialist health profession, parents must seek advice from the health professional before sending their child to school.</p> <p>Parents to be contacted as they should be following medical advice. If the parent sends the pupil to school evidence must be provided either from the medical specialist or parent stating they have been informed the pupil is safe to come to school and the parent is happy to send them.</p>	In line with government wide agreed control measures	Headteacher	
	<b>Living with a shielding or clinically vulnerable person</b>			
Contact with persons suffering from coronavirus	If a child or staff member lives with someone who is clinically vulnerable but not clinically extremely vulnerable then they can attend school, including those who are pregnant.	Headteacher	Headteacher	