

Glebe House School Risk Assessment and Contingency Plan - OCTOBER 2021

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| **What are the hazards?** | **Who might be harmed and how?** | **What are you already doing (existing Control Measures)?** | **Do you need to do anything else to manage this risk (Additional Control Measures)?** | **Action by whom?** | **Action by when?** | **Done** |
| Transmission of Covid 19 | All persons on school site | The school has been following all of the guidance and measures set out by the DFE, as much as has been possible.  From September ‘21, the school will follow the guidance as specified, namely:   1. Ensure good hygiene for everyone. 2. Maintain appropriate cleaning regimes. | Ensure that all visitors follow the signing in and hand sanitising procedures.  Ensure that any cover or visiting teachers are aware of this risk assessment. | Member of staff greeting them | On-going |  |

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| Transmission of Covid 19 |  | 1. Keep occupied spaces well ventilated. 2. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19. | Visitor signage information in main entrance hall.  Copy of this in the Entrance and on School Website | LBT | By Sept ‘21 |  |
| Transmission of Covid 19 | All persons on school site | **Good hygiene** – hand sanitation stations around the school will remain in place and the same checking / refilling as during the previous guidance will continue.  Children will continue to be reminded to use the hand sanitisation stations as they move around the school. All hands must be washed in some way before going out to break and before eating lunch.  Staff to be reminded of good hygiene. | Stations to continue to be checked at least twice weekly by the cleaning team  Adults in class and with the children at lunchtime to remind.  Posters up in staff room areas | LBT  All staff with children at these points  AS | On-going  Ongoing – continue from Sept ‘21  By Sept ‘21 |  |
| Transmission of Covid 19 | All persons on school site | **Maintain appropriate cleaning regimes.**  Cleaning services to continue as per the previous year. | Continue to monitor | LBT/TJ | On-going |  |

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| Transmission of Covid 19 | All persons on school site | **Keep occupied spaces well ventilated.**  Continue to open windows in all occupied spaces to allow for ventilation | DK to continue to action this for shared spaces during the morning opening routine. Staff to open any unopened windows when they enter a room. | DK  All staff | On-going |  |
| Transmission of Covid 19 | All persons on school site | **Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.**  Take advice as directed by guidance from the DFE / PHE and HCC.  School to **strongly suggest** that where a household member has a positive lateral flow or PCR test, or symptoms of Covid, for any member of that household to remain at home until a negative PCR test is received. | LBT to read information sent out, distributing as appropriate and required.  LBT to make clear to families the difference between the advice of the government and the advice of the school. | LBT | On-going from Aug / Sept ‘21 |  |
| Transmission of Covid 19 means that the school has to close to all, or some pupils  **CONTINGENCY / OUTBREAK** | All persons on school site | School to maintain the Google Classroom platform so that this can be used if required. |  | TJ  AS | On-going from Sept ‘21  Sept ‘21 |  |

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| **MANAGEMENT PLAN** |  | YR to continue to set up and use Tapestry as previously.  Maintenance of ICT resources to ensure that these can be quickly distributed to those families who may need to make use of them should the school go into lockdown  Upkeep of on-line programs used by the school |  | All teachers | Ongoing  Ongoing |  |

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| **Risk Assessor**  Louis Taylor | Signature | Date  October 2021 |
| **Responsible Manager**  Louis Taylor | Signature | Date  October 2021 |