

TOWN CLOSE SCHOOL

Risk Assessment

Area: Covid-19 Reference: RA102

Information resources:

- Schools' coronavirus (COVID-19) operational guidance – August 2021
- Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection – 13 August 2021
- Coronavirus / COVID-19: guidance for educational settings
- Norfolk County Council - Coronavirus COVID-19 - General Information for Schools – G464
- Health Organization (WHO) – COVID-19 Disease Outbreak - www.who.int/emergencies/diseases/novel-coronavirus-2019
- Public Health England COVID-19: cleaning in non-healthcare settings outside the home - 19 July 2021
- Guidance on coronavirus (COVID-19) measures for grassroots sport participants, providers and facility operators – 18 August 2021
- CIBSE - Ventilation Guidance
- COVID-19: infection prevention and control (IPC)
- COVID-19 virus infection and pregnancy
- COVID-19: Guidance for managing playgrounds and outdoor gyms.
- CIMPSA – Chartered Institute for the Management of Sport and Physical Activity guidance
- Swim England & PWTAG

People Hazards Section

Categories of people who are at greater risk.

Assessment completed:
January 2022

Date of Review:
Ongoing review

Premises and Utility Hazards Section

Premises hazards are related to the building itself where the design or structure creates a risk.

Tasks & Activities Hazards Section

Hazards Section

Tasks & activities that could cause harm and present a risk.

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Introduction:

This risk assessment derives from earlier versions developed in accordance with government guidance during the initial national lock-down, in preparation for the wider opening of schools from the 1st June 2020, and also following government guidance for the full reopening of schools in September 2020. This document supported the full reopening of the school, to all pupils on roll and to all employees, in readiness for the start of the new academic year in September 2020 and is now updated following the national lockdown from 5th January 2021 and the guidance for restricting attendance in schools during this lockdown.

The COVID-19 outbreak and national response, are dynamic and changing daily, if not hourly, and there are now many agencies providing information, almost to the point of information overload. Following temporary school closures initiated in March 2020 with access restricted to identified groups, and then the widening of that access in June 2020, schools were instructed to open for access by all pupils from the start of the new academic year in September 2020.

In December 2020 updated guidance for January included the government's programme of mass asymptomatic testing in schools for those of secondary school age and staff teaching children in that age group from the beginning of the Spring term.

On 30th December 2020, the government announced a staggered return to school with return dates dependent upon year group. While Town Close's term did not begin until a week later, the School planned for Year 7 to access remote learning from 11 January 2021. Further detail was published by the government on 31st December 2020. The school's Senior Management Team (SMT) therefore planned for the full opening with full-time on-site access for all pupils other than those in Year 7 (Year 8 pupils being in an examination year because of Common Entrance) from the scheduled start of term, Monday 11 January 2021.

Further detail regarding the mass testing programme using Lateral Flow Devices, including access to the NHS Test & Trace training for testing-station staff, was released to schools on Saturday, 2nd January, this information was updated removing daily contact testing on 20 January 2021. Please see RA105 Rapid testing for full information on this process at Town Close which will also be used in the Autumn 2021 term.

On the evening of 4th January 2021, the government announced a full national lockdown and closure of school sites to all pupils, except for those identified as vulnerable and the children of critical-workers, to commence from midnight that evening, coming into law on 06.01.21. The SMT met early on 05.01.21 to plan a response to the lockdown announcement, and a communication was sent to all employees later that day. Planning and communication with employees, pupils and parents continued throughout the course of the week in readiness for the start of term on 11.01.21. This included the mass lateral flow testing of all available Year 7 and 8 pupils and teachers, instructors, teaching assistants and coaches on Friday 8 January 2021.

On Monday 22nd February 2021, the Prime Minister announced the government's plan for the return of all pupils to schools and colleges, as part of the roadmap for leaving lockdown. All children and students return to face-to-face education in schools from 8 March 2021. PHE state that, 'Although there is a predominant new variant of coronavirus

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(COVID-19) which is more transmissible, PHE advice remains that the way to control this virus is with the same system of controls, even with the current new variants.’ Implementing the system of controls, creates a safer environment for pupils and staff where the risk of transmission of infection is substantially reduced.

On Monday 10th May 2021, the Prime Minister made a further announcement to the nation. In this announcement the Prime Minister confirmed that from Monday 17th May 2021, the UK would move to Step 3 of the ‘Roadmap out of lockdown’. At Step 3 of the roadmap, due to a reduction in prevalence of the virus, TCH has made several operational changes detailed in versions of this risk assessment.

During the second half of the Summer Term 2021 the SMT made several alterations to operations to improve academic provision from 14th June 21 for the below reasons: -

- To promote pupil independence and resilience for the younger children who had not had the chance to move around the School to different classrooms for the previous two and half terms. This was an important preparation for the ‘moving up’ in year groups.
- To allow for a better quality of teaching and learning as children would be in specialist classrooms with appropriate displays and resources. Staff would no longer be required to transport resources around the School.
- To enable staff to be ready, in place for pupils’ arrival at the start of each lesson.
- To offer a greater level of supervision; pupils would not have the time in which it takes teachers to move classrooms where there is a reduced level of direct supervision.
- To encouraging staff to take back ownership of their classrooms and set them up appropriately.
- To enabling staff to better understand and be accurate in deciding what resourcing is needed for the next academic year.

The Government has now decided to move to Step 4 of the roadmap from 19 July 2021, a new phase of continued caution whilst managing the risks of COVID-19, however, they do accept that the pandemic is not over. For TCH the commencement of Step 4 does not mark the end of the need for caution and restraint. At Step 4, while many of the legal restrictions that the Government has imposed through the pandemic will be lifted, cautious management of risk will remain, making it clear school is not yet a return to normal. [The Prime Minister announced on 27 November the temporary introduction of new measures as a result of the Omicron variant and on 8 December that Plan B, set out in the autumn and winter plan 2021, was being enacted. Further changes were made in early January 2022 to the stay at home guidance, this is reflected in this document.](#)

TCH has adopted a sensible and measured approach, in the light of climbing case numbers, to protect education and retain a number of previous control measure for the [Autumn and Spring term](#), these are detailed below. This document is supported by the, Outbreak Management Plan, as required under the new Schools Guidance.

This COVID-19 risk assessment provides guidance in identifying, assessing, and describing methods of controlling hazards. It aims to prompt thought and decision-making processes but with the normal caveat: that it is only up to date at the moment it is published. Risk assessments (and there may be a number for different age groups, buildings etc.) must be dynamic and be updated whenever advice, circumstances, or any of the assessed risk factors are seen to have changed.

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Rationale:

The logic behind these actions, and the need for this note, is the ongoing ‘duty of care’ the School has for its whole community: pupils, staff, parents, governors, and visitors.

A ‘duty of care’ means a legal obligation to ensure the safety and well-being of others. Some duties are established, such as “the teacher and pupil relationship”, and “the employer and employee relationship”. With COVID-19, schools are having to make difficult and timely decisions in order to fulfil this duty to their pupils, parents, staff, governors and visitors.

The test when considering whether a duty has been properly discharged is “what would a reasonable person have done, or not have done, in the circumstances of this particular incident?”. The Government accepts that, unlike older children and adults, early years and primary age children cannot be expected to remain 2 metres apart from each other and staff. The risk to children themselves of becoming severely ill from coronavirus (COVID-19) is very low and there are negative health impacts of being out of school. The Government also accepts that, school is a vital point of contact for public health and safeguarding services that are critical to the wellbeing of children and families.

The public health advice in this guidance makes up a PHE-endorsed ‘system of controls’, building on the hierarchy of protective measures that have been in use throughout the coronavirus (COVID-19) outbreak. When implemented in line with a revised risk assessment, these measures create an inherently safer environment for children and staff, where the risk of transmission of infection is substantially reduced.

The system of controls provides a set of principles and if schools follow this advice, they will effectively minimise risks. 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. Where something is essential for public health reasons, as advised by PHE, the guidance uses the term ‘must’. There cannot be a ‘one-size-fits-all’ approach where the system of controls describes every scenario. School leaders will be best placed to understand the needs of their schools and communities, and to make informed judgments about how to balance delivering a broad and balanced curriculum with the measures needed to manage risk. 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.

The Government requires Town Close to work through the ‘System of controls’. This is the set of actions schools must take. They are grouped into ‘prevention’ and ‘response to any infection’. Accordingly, the Town Close COVID- 19 risk assessment has been written directly around this hierarchy of controls.

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Hazard	Hazardous event	Who is at risk	Risk Control Measures			
			What is to be done	Who is to do it	When is it to be done	Where is the supporting documentation located
Prevention						
A.1. COVID-19 virus	Contact between individuals who are carrying COVID-19	All	<p>1.1. TCH will ensure that pupils, staff and other adults do not come into the school if they: -</p> <ul style="list-style-type: none"> • have coronavirus (COVID-19) symptoms • have tested positive in the last 10 days and will ensure anyone developing those symptoms during the school day is sent home. <p>1.2. All school staff must follow this process and the SMT must ensure staff and parents are aware that: -</p> <ul style="list-style-type: none"> • If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'. • They must self-isolate immediately and should arrange to have a test to see if they have coronavirus (COVID-19). • If the test is positive, they must continue to isolate for 10 days. • Their isolation period includes the day their symptoms started (or the day their test was taken if they do not have symptoms), and the next 10 full days. It may be possible to end self-isolation earlier (see below). • This means that if, for example, their symptoms started at any time on the 15th of the month (or if they did not have symptoms but their first positive COVID-19 test was taken on the 15th), their isolation period ends at 23:59 hrs on the 25th. • If you live in the same household as someone with COVID-19, you should stay at home and self-isolate. From 16 August, if you are fully vaccinated or aged 	All Head/ Assistant Bursar	Daily Ongoing email communications To be included in staff briefing document on return to school in September	<p>Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection Updated January 2022</p> <p>Schools COVID-19 operational guidance Updated January 2022</p>

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			<p>under 18 years and 6 months you will not be required to self-isolate if you are a contact of someone who has tested positive for COVID-19.</p> <ul style="list-style-type: none"> You may be able to end your self-isolation period before the end of the 10 full days. You can take an LFD test from 6 days after the day your symptoms started (or the day your test was taken if you did not have symptoms), and another LFD test on the following day. The second LFD test should be taken at least 24 hours later. If both these test results are negative, and you do not have a high temperature, you may end your self-isolation after the second negative test result. You should not take an LFD test before the sixth day of your self-isolation period, and you should only end your self-isolation after you have had 2 consecutive negative LFD tests which should be taken at least 24 hours apart. You should stop testing after you have had 2 consecutive negative test results. <p>1.3. If both your LFD test results are negative, it is likely that you were not infectious at the time the tests were taken. To further reduce the chance of passing COVID-19 on to others, if you end your self-isolation period before 10 full days you are strongly advised:</p> <ul style="list-style-type: none"> ➤ to limit close contact with other people outside your household, especially in crowded, enclosed or poorly ventilated spaces ➤ to work from home if you are able to ➤ in addition to venues where it is a legal requirement, to wear a face covering in crowded, enclosed or poorly ventilated spaces and where you are in close contact with other people ➤ to limit contact with anyone who is at higher risk of severe illness if infected with COVID-19 ➤ to follow the guidance on how to stay safe and help prevent the spread of COVID-19 <p>1.4. See Appendix B. When to end self-isolation if you have had COVID-19 symptoms.</p>	<p>GOV.UK</p> <p>Assistant Bursar</p>	<p>12.01.22</p> <p>12.01.22</p>	
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			<p>1.5. If individuals have received one or more doses of COVID-19 vaccine and have symptoms of COVID-19 or have received a positive test result, they should still follow this guidance. This is because it is still possible to get COVID-19 and spread it to others even if you are vaccinated.</p> <p>1.6. Adults who are fully vaccinated and all children and young people aged between 5 and 18 years and 6 months identified as a contact of someone with COVID-19 are strongly advised to take a LFD test every day for 7 days and continue to attend their setting as normal, unless they have a positive test result</p> <p>1.7. Testing remains important in reducing the risk of transmission of infection within our school and TCH will continue to encourage all staff and secondary aged pupils to complete twice weekly tests.</p> <p>1.8. As pupils will potentially mix with lots of other people during the Christmas holidays, all TCH pupils in Year 7 & 8 will be requested undertake an on-site lateral flow device tests, prior to their return in the Spring term.</p> <p>1.9. The first of these tests will be administered on the Friday 7th January 2022 day prior to the start of school. All pupils who are eligible but not able to attend the Friday will receive a test on the morning of Monday 10th January 2022 before attending class.</p> <p>1.10. Staff have been requested to complete a LFD test prior to their return to school on the first INSET day and must register the result using the TCH internal system.</p> <p>1.11. Staff or pupils with a positive LFD test result must self-isolate in line with the stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection.</p> <p>1.12. Confirmatory PCR testing following a positive result on a lateral flow device (LFD) was temporarily suspended from today, Tuesday 11 January 2022. This means that staff and students who have tested (either at home or on-site) a positive LFD result will no longer be advised to get a confirmatory PCR test.</p>	<p>GOV.UK</p> <p>GOV.UK</p> <p>SMT</p> <p>SMT</p> <p>SMT</p> <p>Assistant Bursar</p> <p>SMT</p> <p>11.01.22</p>	<p>January 2022</p> <p>December 2021</p> <p>Ongoing</p> <p>Spring term</p> <p>07.01.22 / 10.01.22</p> <p>09.01.22</p> <p>If required</p> <p>GOV.UK</p>	
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A.2. Children, or staff become unwell	Believed they have been exposed to COVID-19	All	2.1. See 1.2. for symptomatic actions.			Section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE)
			2.2. At school the unwell person will be removed to an area which is at least 2 metres away from other people and provided with a bin bag to dispose of used tissues. They will be placed in one of the two sick bays until they are collected which means they can be isolated behind a closed door. If it is possible a window will be opened for ventilation. Appropriate adult supervision will be in place depending upon the age and needs of the child.	Unwell person	When required	
			2.3. While individuals wait to be collected, they should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in the bin bag provided.	Unwell person	When required	
			2.4. If they need to use the toilet whilst waiting for assistance, they should use the sick bay toilets which will then be sanitised afterwards.	When a person is unwell	If required	
			2.5. A bin bag used for this purpose should be tied, bagged again and tied.	Cleaning staff	If required	
			2.6. Once a symptomatic person has left the school for treatment or self-isolation, all surfaces that the person has come into contact with must be cleaned using disposable cloths and a cleaning/disinfectant solution at a dilution of 1000 parts per million available chlorine including: <ul style="list-style-type: none"> All hard surfaces, floors and chairs in the room they were moved to All surfaces and objects which are visibly contaminated with body fluids All potentially contaminated high-contact areas such as toilets, door handles, telephones Public areas where the person has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with body fluids do not need to be specially cleaned and disinfected. 	Cleaning staff	If required	

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			<p>2.7. PPE must 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>2.8. Any member of staff who has helped someone with symptoms, and any children or young people who have been in close contact with them, does not need to go home to self-isolate unless they develop symptoms themselves or they are later advised to do so by NHS Test and Trace or the Local Health Protection Team.</p> <p>2.9. Everyone should wash their hands thoroughly for at least 20 seconds after any contact with someone who is unwell.</p> <p>2.10. As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.</p> <p>2.11. Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19), therefore TCH will not be taking the temperatures of pupils entering the school.</p>	<p>Staff</p> <p>Local Health Protection Team</p> <p>All</p> <p>All</p> <p>Public Health England</p>	<p>If required</p> <p>If required</p> <p>If required</p> <p>If required</p> <p>Current guidance – ongoing monitoring</p>	
A.3. Poor hand hygiene	Virus transmission	All	<p>3.1. Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitiser.</p> <p>3.2. Pupils and staff must wash hands more regularly, including:</p> <ul style="list-style-type: none"> On arrival at school Before and after break Before and after lunch At the end of the day <p>3.3. To facilitate this TCH for the foreseeable future has: -</p> <ul style="list-style-type: none"> Fitted the Dearnaley Building top floor with three additional, permeant hand basins outside the classrooms. These sinks also have drinking water as they are the furthest away from the drinking fountains on the ground floor. 	<p>All</p> <p>Bursary</p>	<p>Daily</p> <p>Ongoing review of requirements and school upgrades</p>	<p>Schools COVID-19 operational guidance Updated January 2022</p>

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			<ul style="list-style-type: none"> Fitted an additional hand basin in classroom 11. This ensures all Prep classrooms have a sink in which pupils must wash their hands between classroom changeovers. Purchased a mobile sink for the Pre Prep reception area for use during lunch play, prior to entering the dining hall. Ordering of an additional portable sink for new science classroom. Moved Oak classroom to the garden room, this ensures all Pre Prep classrooms have an individual sink. Provided named/ labelled sanitiser bottles in all classrooms in Prep and Pre Prep for staff use. Added Sanitiser stations in the following locations: - <ul style="list-style-type: none"> ➤ Read Hall ➤ School Ipswich Road entrance ➤ Pre Prep main entrance ➤ The Nest ➤ Sports hall <p>3.4. The importance of hand washing will be covered regularly in assemblies, tutor groups and bird family sessions to build these routines into the school culture.</p> <p>3.5. eBug resources will be used to support the ongoing learning of pupils during these sessions.</p>	Head/ Head of Pre Prep/ Deputy Head Pastoral	Ongoing enforcement	
				Deputy Head Pastoral	September 2021	
A.4. Poor respiratory hygiene	Virus transmission	All	<p>4.1. TCH will ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach in assemblies, tutor groups and bird family sessions to build these routines into the school culture.</p> <p>4.2. eBug resources will be used to support the ongoing learning of pupils during these sessions.</p> <p>4.3. The Bursary completed a classroom audit and ensured that all classrooms have tissues and a bin with a lid, this is regularly monitored by the daytime cleaning staff.</p>	Academic staff	Ongoing enforcement	Schools COVID-19 operational guidance Updated January 2022
				Daytime cleaning staff	Ongoing review	
				GOV.UK	September 2021	
				GOV.UK / SMT	04.01.22	

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			<p>4.4. GOV.UK state that, ' From January 4th, we also recommend that in those schools where pupils in year 7 and above are educated, face coverings should be worn in classrooms. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons.</p> <p>4.5. Year 7 and 8 pupils will wear a face covering on transport.</p> <p>4.6. To mitigate the risk further, TCH has a robust set of reliable controls including bubble management, a robust cleaning regime and regularly reminding staff to keep spaces well-ventilated.</p>	<p>GOV.UK / SMT</p> <p>SMT</p>	<p>January 2022</p> <p>September 2021</p>	<p>TCH Outbreak Management Plan</p>
A.5. Cleaning	<p>Poor hygiene measures during virus outbreak</p> <p>Poor safety measures risking increased exposure to cleaning staff</p>	<p>All</p> <p>Cleaners</p>	<p>5.1. All frequently touched surfaces, equipment, door handles, and toilets used during the day will need to be cleaned thoroughly each day.</p> <p>5.2. TCH has robust cleaning systems in place to ensure a high standard of cleanliness across the school.</p> <p>5.3. TCH has used the school timetable (both Alpha and Beta weeks) to identify the times where bubbles will move locations in the following shared spaces:-</p> <ul style="list-style-type: none"> • Library • Read Hall • Science • DT • Music • Swimming Pool • Sports hall <p>5.4. See section A.6. for full details on bubbles.</p> <p>5.5. The touch points in each of these spaces will be cleaned between 'bubbles' by the daytime cleaning teams and academic staff.</p>	<p>Cleaning staff</p> <p>Assistant Bursar</p> <p>Assistant Bursar</p> <p>Asst Bursar/ Cleaning staff</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Autumn 2021</p> <p>Academic year 21/22 – Bubble management timetable Ongoing</p>	<p>COVID-19: cleaning of non-healthcare settings outside the home</p> <p>All working instructions, memos, emails and notices sent to the cleaning staff are available in the Bursary.</p> <p>Appendix A</p>

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			<p>5.6. Teaching staff will be given training in sanitation and disinfection of touch points in their specialist teaching spaces. Staff will be provided with pre-soaked disinfectant cloths and a 'used/ clean' system.</p> <p>5.7. These additional 'touch point cleans' will be supported by the cleaning team where the academic timetable means teachers will not be able to complete this task.</p> <p>5.8. Appendix 1 shows the workings of 'Cleaning bubble management' in full.</p> <p>5.9. Different bubbles don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet.</p> <p>5.10. TCH ensures that the normal cleaning regime follows best practice infection control advice and includes regular cleaning and disinfection of hand contact points such as tables, handles, computer equipment, door push pads, stair rails, toys etc.</p> <p>5.11. Coronavirus symptoms are similar to a flu-like illness and include cough, fever, shortness of breath or a loss of smell and/or taste. Once symptomatic, all surfaces that someone with a suspected case has come into contact with must be cleaned using detergents and disposable cloths, according to current recommended workplace legislation and practice.</p> <p>These include:</p> <ul style="list-style-type: none"> • All surfaces and objects which are visibly contaminated with body fluids • All potentially contaminated high-contact areas such as toilets, door handles, telephones <p>Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with body fluids do not need to be specially</p>	<p>Asst Bursar/ Cleaning staff</p> <p>Asst Bursar/ Cleaning staff/academic staff</p> <p>Cleaning staff</p> <p>Cleaning staff</p> <p>Cleaning staff</p>	<p>Ongoing</p> <p>Ongoing</p> <p>When required</p> <p>When required</p>	
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			<p>cleaned and disinfected. If a person becomes ill in a shared space, it should be cleaned as detailed above.</p> <p>5.12. See A.2.6. for information on cleaning after a potential outbreak.</p> <p>5.13. Where there are soft surfaces that are contaminated, or have been in high contact, these should be steam cleaned.</p> <p>5.14. No special protective equipment is needed for the person undertaking the cleaning other than that which is normally worn whilst using cleaning chemicals, but the equipment used should be disposable, as a minimum this will be disposable gloves and apron.</p> <p>5.15. Various communications relating to processes for infection control have been issued to cleaning staff.</p> <p>5.16. Cleaning equipment and products have been secured so that they are under the Asst Bursar's control within the school.</p> <p>5.17. A stock check system for cleaning supplies has been developed to enable close monitoring.</p> <p>5.18. Staff must avoid creating splashes and spray when cleaning.</p> <p>5.19. Any cloths and mop heads used must be disposed of and should be put into waste bags.</p> <p>5.20. Any items that are heavily contaminated with body fluids and cannot be cleaned by washing will be disposed of.</p>	<p>Cleaning staff</p> <p>Cleaning staff</p> <p>Cleaning staff</p> <p>Assistant Bursar</p> <p>Assistant Bursar</p> <p>Assistant Bursar</p> <p>Cleaning staff</p> <p>Cleaning staff</p> <p>Cleaning staff</p>	<p>When required</p> <p>When required</p> <p>When required</p> <p>When required</p> <p>Updated as guidance changes</p> <p>Ongoing</p> <p>Ongoing</p> <p>When required</p> <p>When required</p>	
A.6. Contact between individuals	Transmission of coronavirus (COVID-19)	All	<p>6.1. Minimising contacts and mixing between people reduces transmission of coronavirus (COVID-19). TCH will do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum.</p> <p>6.2. GOV.UK no longer recommend that it is necessary to keep children in consistent groups ('bubbles'). However, TCH has decided to take a precautionary approach to this for the</p>	<p>SMT</p> <p>SMT</p>	<p>Academic year 21/22</p> <p>Ongoing review</p>	<p>Various information emails to staff</p> <p>Result of staff consultation forms.</p>

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			<p>beginning of the Spring term and will retain double year group size bubbles indoors while case numbers are still rising.</p> <p>6.3. TCH has organised bubbles so that for the younger children in Pre Prep the emphasis will be on separating groups. For the older children in Prep the emphasis will be on distancing.</p> <p>6.4. In Pre Prep, when indoors, each year group will be treated as a single bubble. When outside for break, lunch time and pick up/ drop off, the whole of Pre Prep will be treated as a single bubble.</p> <p>6.5. In the Prep department, bubbles will be a double year group inside. When outside for break, lunch time and pick up/ drop off the whole of Prep will be treated as a single bubble.</p> <p>6.6. Bubbles will remain separated inside.</p> <p>6.7. TCH will take steps to limit interactions between different groups indoors.</p> <ul style="list-style-type: none"> • Pupils will move classrooms to go to their next lesson. • Indoor bubbles will be made up of two year groups to facilitate the ability to run the curriculum. The bubbles will be, Years 3 and 4, Years 5 and 6, and Years 7 and 8. • Only pupils from the same bubble will congregate together indoors. • Fixtures – to facilitate the transportation of pupils to fixtures, there may be occasions where more than one bubble uses the same transport. Please see the transport section for full details. <p>6.8. All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. Robust hand hygiene is key when moving between bubbles.</p> <p>6.9. Staff who need to move between classes and year groups, must try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults whenever possible.</p>	<p>SMT</p> <p>SMT</p> <p>SMT</p> <p>SMT</p> <p>SMT</p> <p>SMT</p> <p>SMT</p> <p>SMT</p>		
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			<p>6.10. TCH has returned to a 'Rooming timetable' for the Prep Department.</p> <p>6.11. The decision to continue with a rooming timetable, reintroduced at the end of the last academic year, was made in consultation with staff via a google form.</p> <p>6.12. There are numerous academic benefits to this system, including:</p> <ul style="list-style-type: none"> To promote pupil independence and resilience for the younger children who had not had the chance to move around the School to different classrooms in the previous academic year. To allow for a better quality teaching and learning as children will be in specialist classrooms with appropriate displays and resources. Staff will no longer need to transport resources around the School. To enable staff to be ready for pupils from the start of each lesson. To offer a greater level of supervision; pupils will not have the time in which it takes teachers to move classrooms where there is a reduced level of direct supervision. To encouraging staff to take back ownership of their classrooms and set them up appropriately. To enable staff to better understand and be accurate in deciding what resourcing is needed for the next academic year. <p>6.13. Any contact between pupils in corridors will be fleeting and would not hit the threshold for test and trace isolation.</p>	SMT		
A.7. Contact outside classrooms	Transmission of coronavirus (COVID-19)	All	<p>7.1. Group bubbles will be kept apart where possible.</p> <p>7.2. During the Spring term: -</p> <ul style="list-style-type: none"> There will be no large gatherings of more than one double year group bubble indoors in Prep, single year group in Pre Prep. 	SMT	Ongoing review	<p>Information emails to staff</p> <p>Schools COVID-19 operational guidance</p>

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			<ul style="list-style-type: none"> A double year group bubble will physically attend assemblies in the Prep department, while in the Pre Prep Department a single year group bubble will attend physically. In Prep, clubs and activities during the school day will be managed using the double year group bubble. Clubs and activities after 4pm (including after school care) will operate mixing bubbles due to the reduced level of staff on site. 			Updated January 2022
		7.3. In Pre Prep: - Year groups will now be able to meet indoors.	<ul style="list-style-type: none"> Bird family sessions will continue to be delivered in their classes, not across year groups, unless they can be facilitated outside. Bird family sessions take place in the pupils' normal classroom with a generic topic across Reception to Year 2. The exception to this will be when Key stage 1 pupils (Year 1&2) attend the Head's assembly in the Read Hall. 	SMT	Ongoing review	
		7.4. Pre Prep teachers and TAs will move between their year group bubbles when necessary.		SMT		
		7.5. Lunch service will be staggered, and seating arrange in class groups.		SMT		
		7.6. Snacks will be served in classrooms.				
		7.7. Pre Prep pupils will now be able to move freely, and not be organised in bubbles while outside for breaks, lunchtimes, and outdoor learning.		SMT		
		7.8. In Prep: -	<ul style="list-style-type: none"> Double year groups will be able to meet indoors. Tutor groups will be reinstated in Prep. Tutors will separate their tutees with pupils from Year5/6 one side of the classrooms, pupils from Year 7/8 the other. Morning break snacks will continue to be served at different stations to reduce congestion. 	SMT	Ongoing review	

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			<ul style="list-style-type: none"> • Prep pupils will now be able to move freely outside. • TCH will no longer separate bubbles while outside for break, lunchtime, and outdoor learning. 			
A.8. Staff areas	Transmission of coronavirus (COVID-19)	Staff	<p>8.1. See C.9. PPE for full information on the use of face coverings in school.</p> <p>8.2. The Prep morning break will continue being served in the Common Room. To ensure good social distancing and to reduce congestion in the common room for break service the following measures must be adhered to: -</p> <ul style="list-style-type: none"> • Windows and doors will be open. • Drinks and snacks will be served on the sports hall balcony. <p>8.3. From December 2021 the Heads briefing and Common Room meeting will return to the Common Room. This arrangement will be reviewed in line with local guidance.</p> <p>8.4. Staff who wish to use Zoom will need to arrange this in advance with their line manager.</p> <p>8.5. The INSET day programme has been devised to consider the need to maintain social distance.</p>	Assistant Bursar	September 2021	Various staff communications
				SMT	25.11.21	
A.10 Congestion at busy periods	Transmission of coronavirus (COVID-19)	All	<p>10.1. To reduce congestion on entering and exiting the buildings the following has been arranged: -</p> <ul style="list-style-type: none"> • Nursery will enter and exit the building only through the Nursery Garden. • Reception will enter and exit the school through the door adjacent to the garden room. • Year 1 will enter and exit the school through the door at the base of the straight pre prep stairs to the first floor. • Year 2 will walk down the gravelled path to The Nest. <p>10.2. The Prep department, now using a rooming timetable will return to full use of all entrances and exits.</p>	SMT	Daily	Schools COVID-19 operational guidance Updated January 2022
				Daily	Ongoing	

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A.11. Visitors	Transmission of coronavirus (COVID-19)	All	<p>11.1. Visitors should be known in advance by school office staff and have an appointment to attend school.</p> <p>11.2. TCH is following GOV.UK guidance and are strongly encouraged to parents and other visitors to take a lateral flow test before entering the school.</p> <p>11.3. There is a sign placed in front office giving health and safety information for visitors including information about social distancing measures and a bottle of hand sanitiser is provided.</p> <p>11.4. Visitor badges and lanyards are disinfected after use.</p> <p>11.5. All those attending the site will be asked to wash their hands on arrival using the sink in cloakroom or sanitise.</p> <p>11.6. Face coverings should be worn by staff and adults (including visitors) when moving around in corridors and communal areas.</p> <p>11.7. Although more face to face meetings are now taking place onsite, the option for those who would prefer to attend virtually via Zoom will remain.</p> <p>11.8. No parents permitted to enter the school site beyond the car-parks or collection areas without a prior appointment. They should be met in the Main Reception by the member of staff with whom they are scheduled to meet.</p> <p>11.9. The school will manage other visitors to the site, such as contractors. The school 'Contractors Information sheet' gives guidance on physical distancing and hygiene is explained to visitors on or before arrival. Where possible, visits will be arranged outside school hours. All visitors use the electronic sign in process for signing in at the Main Office.</p>	<p>Assistant Bursar</p> <p>Assistant Bursar</p> <p>SMT</p> <p>Front office</p> <p>Front office</p> <p>SMT</p> <p>SMT</p> <p>SMT</p> <p>SMT</p>	<p>Daily</p> <p>January 2022</p> <p>When required</p> <p>When required</p> <p>Ongoing</p> <p>Spring term – until further notice</p> <p>When required.</p> <p>When required.</p> <p>When required</p>	<p>Bursar shared/ Health and Safety/Contractor information</p> <p>Schools COVID-19 operational guidance Updated January 2022</p>
A.12. Ventilation	Transmission of coronavirus (COVID-19)	All	<p>12.1. It is of critical importance to ensure the school is well ventilated and that a comfortable teaching environment is maintained.</p>	<p>GOV.UK</p>		<p>Various emails to Head from Assistant Bursar with reading</p>

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			<p>12.2. During the Autumn term the Bursary have monitored all areas of the school and identify poorly ventilated spaces using CO2 monitors and take steps to improve fresh air flow in these areas. Monitoring will continue throughout the Spring term regularly.</p> <p>12.3. Classrooms will be tested a minimum of once every two weeks, the frequency of testing will be increased in areas where ventilation is demonstrated to be poor or if there are a spike in COVID cases.</p> <p>12.4. Remedial actions will be taken where required.</p> <p>12.5. All mechanical ventilation systems that draw on fresh air have been increased to the maximum ventilation rate wherever possible.</p> <p>12.6. All TCH mechanical ventilation systems are inspected and maintained in line with manufactures guidance.</p> <p>12.7. Opening external windows can improve natural ventilation, and in addition, opening internal doors can also assist with creating a throughput of air. If necessary, external opening doors may also be used (if they are not fire doors and where safe to do so).</p> <p>12.8. All staff should balance the need for increased ventilation while maintaining a comfortable temperature.</p>	<p>Bursary</p> <p>Assistant Bursar</p> <p>Bursary</p> <p>All staff</p> <p>All staff</p> <p>CIBSE guidance</p> <p>GOV.UK</p>	<p>Regularly</p> <p>Bi-weekly</p> <p>When required</p> <p>Spring 2021.</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>information and actions included</p> <p>CIBSE Ventilation guide</p> <p>Ventilation webinar 11.01.22</p>
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Hazard	Hazardous event	Who is at risk	Risk Control Measures			
			What is to be done	Who is to do it	When is it to be done	Where is the supporting documentation located
Response to any infection						
B.1. Test and Trace	In ability to contact those who may be affected by an outbreak in school	All	<p>1.1. The school is fully aware of, and accepts its responsibility under, 'Test and Trace' and the changes in this role effective 16th August 2021.</p> <p>1.2. The requirements of Test and Trace will be communicated to staff and parents the day before term starts.</p> <p>1.3. Staff must:</p> <ul style="list-style-type: none"> • Get tested if they are displaying symptoms and stay at home until the test results are received. • Go home and self-isolate if they develop symptoms while at school and arrange a test. • If they test positive for coronavirus (COVID-19), provide details of anyone they have been in close contact to NHS Test and Trace. • Self-isolate if they have been in close contact with someone who has tested positive for coronavirus (COVID-19), unless: <ul style="list-style-type: none"> • From 16 August, if they are a contact of someone who has COVID-19 and they are fully vaccinated, or aged under 18 years 6 months, they will not be required to self-isolate. <p>1.4. See A.1. COVID virus for full details on 'Stay at Home' latest guidance.</p> <p>1.5. Parents must:</p> <ul style="list-style-type: none"> • Get their child tested if they are displaying symptoms of Coronavirus (COVID-19) and stay at home until the test results are received. • Collect their child from School as soon as possible if they are informed their child has developed symptoms while at school and arrange a test for them. 	SMT Head Staff Parents	Ongoing TBC Ongoing Ongoing	COVID-19: guidance for households with possible coronavirus infection NHS Testing and Tracing

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			<ul style="list-style-type: none"> If their child tests positive for Coronavirus (COVID-19), provide NHS Test and Trace with details of anyone they have been in close contact with. <p>1.5 TCH will ask parents and staff to inform them immediately of the results of a test for coronavirus (COVID-19):</p> <ul style="list-style-type: none"> If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. If someone tests positive, they should follow the ‘stay at home: guidance’. 	SMT	Ongoing review	
B.2. COVID-19 Outbreak	Lack of outbreak preparation by TCH	All	<p>2.1. TCH has a clear procedure in place, detailed below, as to how a confirmed outbreak of coronavirus (COVID-19) will be managed: -</p> <ul style="list-style-type: none"> The Bursar/ Assistant Bursar will act as the COVID Liaison and will contact DfE Helpline on 0800 046 8687 and select option 1 for advice on the action to take in response to a positive case. Or, the local health protection team (LHP) could also contact the school directly if they become aware that multiple people have tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace. The SMT will assist the Bursar/ Assistant Bursar in ensuring the appropriate actions outlined by the DfE or LHP take place on request. From 16th August 2021 NHS Test and Trace will be responsible for identifying close contacts. TCH is no longer required to write to the whole school once a case has been confirmed. TCH will not share the names or details of people with coronavirus (COVID-19) unless essential to protect others. TCH will follow GOV.UK guidance and will not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation. 	Bursar/ Assistant Bursar/ LHP	Ongoing review in line with latest guidance	<p>Schools COVID-19 operational guidance Updated January 2022</p> <p>SMT shared drive – Action in confirmed COVID-19 outbreak v2.</p> <p>RA105 Rapid testing v4</p>

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			<p>2.2. See RA105 Rapid testing for full details on the process.</p> <p>2.3. TCH recognises in the outbreak management plan that there may be a point where there are insufficient staff to remain open fully open. If this situation were to arise TCH would use a blended approach to learning before onsite and at home.</p>			
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Hazard	Hazardous event	Who is at risk	Risk Control Measures			
			What is to be done	Who is to do it	When is it to be done	Where is the supporting documentation located
School Operations						
C.1. Transport	Lack of social distance	Pupils/ Staff	<p>1.1. The government has reinstated the requirement to wear face coverings in enclosed and crowded spaces. This includes public transport and dedicated transport to school or college.</p> <p>1.2. TCH will follow the same priority of controls when travelling on school minibuses as set out elsewhere in this document when managing pupil and staff contact by: -</p> <ul style="list-style-type: none"> Only grouping children in their indoor bubble groups in minibuses. Using hand sanitiser upon boarding and/or disembarking. Hand sanitiser bottles have been added to the glove compartments of all vehicles. Year 7 and 8 and staff will wear face coverings on transport. <p>1.3. To mitigate the risk of mixed bubbles the following controls will be in place: -</p> <ul style="list-style-type: none"> Wherever possible, small vehicles will be hired from external providers to reduce the mixing of pupils and staff as much as reasonably practicable. Rules such as sitting in ascending year groups - front to back, youngest to oldest will be in place. A 'first in, last out' system will be used, with those children getting on first seated at the rear of the bus and the bus filling forwards. Avoiding the use of face-to-face seating. TCH will not hire vehicles that have this seating arrangement. Pupils will sit adjacent to someone in their own bubble only. Windows will be open and ventilation on for the duration of journeys. Hand sanitisers will be taken by staff for boarding and/or disembarking. 	<p>SMT</p> <p>SMT</p> <p>Head/ Lead academic staff for trip/ fixture</p>	<p>When required</p> <p>Daily</p> <p>Ongoing review</p>	<p>Schools COVID-19 operational guidance Updated January 2022</p>

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C.2. Attendance (pupil and staff)	Children/ staff opting to not return to school.	All	2.1. School attendance is mandatory for all pupils of compulsory school age, unless unwell or self-isolating.	GOV.UK	17.08.21	Schools COVID-19 operational guidance Updated January 2022
C.3. Pregnancy	Pregnant women are in the 'clinically vulnerable' category	Pregnant women	3.1. Pregnant women are considered 'clinically vulnerable' or in some cases 'clinically extremely vulnerable' to coronavirus (COVID-19), and therefore require special consideration. 3.2. TCH will complete an individual risk assessment relating to the specific COVID-19 risks around pregnancy.	GOV.UK Bursary	Ongoing review On a 1-2-1 basis with staff member	Guidance Coronavirus (COVID-19): advice for pregnant employees Ongoing review
C.4. Educational visits	Spread of virus	All	4.1. TCH will be facilitating educational day visits and domestic overnight trips throughout the Spring term. 4.2. International visits will be reviewed when required against the latest guidance and data. 4.3. TCH will conduct a full and thorough risk assessment in relation to each educational visit made. 4.4. After school clubs in the Spring term will continue to take place in groups of any number, with a mixed bubble. 4.5. Registers will be taken for all clubs. 4.6. Lunch time clubs will continue in the indoor bubble groups. 4.7. Sports matches with other schools will take place as normal. Please see the C.1. Transport section for details on transport for away fixtures. 4.8. See section C.24. for full details on matches and spectators.	SMT SMT SMT SMT SMT SMT SMT	Spring term When required Spring term Ongoing Ongoing Ongoing Spring term	Schools COVID-19 operational guidance Updated January 2022
C.6. After School Care	Spread of virus	Attendees	6.1. After School Care will be held in the Prep library and Pre Prep dining hall.	SMT	Ongoing	Schools COVID-19 operational guidance

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			<p>6.2. All parents may access wraparound and extra-curricular provision for their children, without any restrictions on the reasons for which they may attend.</p> <p>6.3. Hand washing and hygiene will be strictly reinforced.</p> <p>6.4. Clubs and activities after 4pm (including after school care) will operate mixing bubbles due to the reduced level of staff on site.</p> <p>6.5. In Prep, to prevent parents/ guardians entering the school buildings a doorbell system has been added to the Dearnaley Building main doors. Parents/ guardians will ring the bell and their child brought to the door for collection.</p>	<p>SMT</p> <p>ASC duty staff</p> <p>SMT</p> <p>Assistant Bursar</p>	<p>Ongoing</p> <p>Daily</p> <p>Spring term</p> <p>2021/2022 Academic year</p>	<p>Updated January 2022</p>
C.7. Music	Increased risk of infection	All	<p>7.1. TCH has taken note that there may be an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments, or shouting.</p> <p>7.2. The updated GOV.UK guidance issued on does not specify any required controls on singing. TCH have decided however, to take a precautionary approach to mitigating the risk, and enable music and singing to take place.</p> <p>7.3. For full details on how performances will be managed see RA103 – Live Performances COVID.</p> <p>7.4. Internal school performances, assemblies and sessions conducted in the Read Hall will follow the bubble management controls detailed in A.7. of this document.</p> <p>7.5. The windows and main doors must be open to aid ventilation.</p> <p>7.6. Choirs and ensembles must only take place in the Read Hall to aid ventilation.</p> <p>7.7. Singing and chanting in lessons will be allowed only when: -</p> <ul style="list-style-type: none"> • Good ventilation is possible. Teaching staff will open windows and doors. 	<p>GOV.UK/ SMT</p> <p>GOV.UK/ SMT</p> <p>Assistant Bursar</p> <p>SMT</p> <p>SMT</p> <p>SMT and teaching staff</p> <p>SMT and teaching staff</p>	<p>Daily</p> <p>Spring term</p> <p>Autumn term</p> <p>Ongoing review</p> <p>Daily</p> <p>Ongoing review</p> <p>Daily</p>	<p>Schools COVID-19 operational guidance Updated January 2022</p> <p>Working safely during coronavirus (COVID-19) 12 January 2022</p>

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			<ul style="list-style-type: none"> Pupils are positioned back-to-back or side-to-side, where possible, and spaced as much as is reasonably practicable when playing or singing. Wind and brass players are positioned so that the air from their instrument does not blow onto another person. <p>7.8. Wind instruments will not be shared.</p> <p>7.9. Teachers will avoid sharing instruments and equipment wherever possible. Resources that are used will only be shared within a bubble and will be thoroughly cleaned after use and/or left for 72 hours before another bubble may use them.</p> <p>7.10. Face coverings are legally required in indoor venues for those who are not exempt.</p>	SMT and teaching staff	Never	
				SMT and teaching staff	Daily	
				GOV.UK	22.12.22	
C.8. PE. Including fixtures	Physical contact and respiratory exertion	Pupils/ Games staff	<p>8.1. The GOV.UK guidance gives TCH the flexibility to decide how physical education will be provided. The following controls have been put in place at TCH in order for PE and games lessons to be held this term: -</p> <ul style="list-style-type: none"> Pupils will play under the 'Return to play' guidance for the relevant National Governing Body. The Heads of Boys' and Girls' games are responsible for the ongoing monitoring of these rules and ensuring TCH remains compliant. PE and games lessons will take place outside whenever possible. Equipment will not be shared wherever possible. Where equipment is shared, it will be cleaned between uses by the games/PE staff. This is particularly important in a sport setting due to the way in which people breathe during exercise. Fixtures, house competitions and events will take place as normal. TCH will, during away fixtures, abide by the host school's risk assessment. For away fixtures TCH should arrive 'beach ready' to limit the requirements for changing. 	GOV.UK / SMT/ Heads of Games	Academic year 2021/22	<p>Schools COVID-19 operational guidance Updated January 2022</p> <p>IAPS Sport guidance ongoing updates</p> <p>Guidance on coronavirus (COVID-19) measures for grassroots sport participants, providers and facility operators Updated 12 January</p>

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			<p>8.2. See C.11. For full details of TCH Swimming.</p> <p>8.3. Please see the transport section for details on transport for away fixtures.</p> <p>8.4. When using main field or Fairfield for fixtures, games staff must allocate a 'visiting team' toilet. This must only be used by the visiting pupils to create segregation and protect, as far as reasonably practical, the pupils' bubbles.</p> <p>8.5. Spectators may return to all TCH outdoor, home fixtures.</p> <p>8.6. Arrangements for away fixtures will be circulated with the team sheets on a weekly basis.</p>	<p>Assistant Bursar</p> <p>SMT/ Head of Boys' and Girls' Games</p> <p>SMT/ Head of Boys' and Girls' Games</p> <p>SMT</p> <p>Head of Boys' and Girls' Games</p>	<p>Academic year 2021/22</p> <p>Academic year 2021/22</p> <p>Academic year 2021/22</p> <p>When required</p>	
C.9. PPE	Spread of virus	Year 7&8 and Staff	<p>9.1. At the time of writing the Government guidelines state "The minimum PPE to be worn for cleaning an area where a person with possible or confirmed coronavirus (COVID-19) is disposable gloves and an apron. Hands should be washed with soap and water for 20 seconds after all PPE has been removed."</p> <p>9.2. If there is visible contamination with body fluids, then the need for additional PPE to protect the cleaner's eyes, mouth and nose might be necessary. Aprons, face masks and visors are available from the Bursary and Pre Prep Head when required.</p> <p>9.3. Standard PPE to continue to be used for all tasks for which they are required such as food service and cleaning.</p> <p>9.4. See specific Work Instructions for PPE use for cleaning tasks and section B.2 for additional measures put in place by the catering department.</p> <p>9.5. Staff in high risk areas such as cleaning, and catering have been directed to double glove as standard and replace their external pair between various tasks which would cause cross contamination. For example, toilet cleaning to general areas. This is good practice advice for all tasks.</p>	<p>GOV.UK</p> <p>Cleaners/ Assistant Bursar</p> <p>Cleaners/ catering/ Assistant Bursar</p> <p>Assistant Bursar</p> <p>Assistant Bursar</p>	<p>Ongoing review</p> <p>If required.</p> <p>Daily</p> <p>Ongoing review</p> <p>Ongoing review</p>	<p>Schools COVID-19 operational guidance Updated January 2022</p>

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			9.6. Testing centre staff will wear PPE as described in their training modules. All PPE is provided in the testing centre.	Assistant Bursar	Daily	
C.10. Library/ Computer rooms	Shared resources causing cross contamination	All	10.1. Both the Prep and Pre-Prep libraries and computer rooms will only be in use for lessons by a single indoor bubble at any one time. 10.2. Due to the delicate nature of the equipment in these areas (books, electrical equipment) and the inherent issues with cleaning this equipment, the safe control will be that pupils will wash their hands directly before and after using both areas. 10.3. Use of the library at lunchtime will be split into double year group bubbles.	Pupils and staff Pupils and staff SMT	Ongoing Ongoing Spring term	Schools COVID-19 operational guidance Updated January 2022
C.11. Swimming Pool	Multiple users across sessions	All	11.1. Swimming is a key part of the TCH sports curriculum. TCH is committed to using the pool under the guidelines provided by Swim England. 11.2. The swimming pool will receive touch point cleans between School indoor bubbles, the same as the other specialist teaching spaces. 11.3. The swimming pool water chlorination level and pH have been adjusted in line with the latest PWTAG guidance (Pool Water Treatment Advisory Group). 11.4. For the full operational guidance see the COVID Pool Risk Assessment. This includes information for hirers external to the school. 11.5. Under Step 4 of the roadmap to recovery Swim England has lifted the restriction on in water support during lessons. TCH will now return to normal operations in the pool. See the PSOP.	SMT Swimming Coach/ Cleaning staff Assistant Bursar Assistant Bursar	Spring term When required. Ongoing review September 2021	Swim England Step 4 – Best practice considerations 19 July 2021 TCH PSOP (Pool Safety Operating Procedure)

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C.12. Emergencies Inc. fire	Lack of social distance during evacuation	All	12.1. Buildings to be evacuated according to the normal procedure.	SMT	Academic year 21/22	Schools COVID-19 operational guidance Updated January 2022
			12.2. Social distancing will be monitored and 'bubbles' separated by a larger distance than the normal when lining up.	SMT	Academic year 21/22	
			13.1. The routine programme of drills will continue throughout the academic year.	SMT	Academic year 21/22	
C.13. Dining Eating and drinking	Poor adherence to hygiene standards	All	13.1. The following adaptations to lunch service, undertaken last academic year, remaining in place during lunch service to improve social distance and protecting, as far as reasonably practicable, the indoor bubbles: - <ul style="list-style-type: none"> Nursery children will eat at 11.45am in the Nursery area of the dining hall. Reception children will eat in waves at 12:00 and 12:10 and be seated in the Pre Prep dining hall. The Year 1 will eat at a later sitting starting at 12:45. A one-way system has been adopted in the Pre Prep dining hall to reduce congestion points around desserts and the plate wash stations. Year 2 will eat in the Prep dining hall but at the earlier time. Pre Prep catering staff will be responsible for the cleaning, set up and taking down of all tables. 	Head of Pre Prep/ Deputy Head	Always	Schools COVID-19 operational guidance Updated January 2022
			13.2. Social distance markers and an exclusion zone have been added around both dining hall serveries.	Assistant Bursar/ Catering Manager	Daily	
			13.3. Food for emergencies has been bought to ensure the School has enough provisions from stores if supplies fail entirely.	Assistant Bursar/ Catering Manager	Ongoing	
			13.4. Pupils in the Prep department have been asked to bring a water bottle to school to refill, as water fountains have been changed to bottle feed only in order to prevent cross-contamination between users.	Deputy Head	Academic year 21/22	
			13.5. The Pre Prep water bottles will be disinfected daily and sanitised using the sterilising unit in the Pre Prep kitchen.	Pre Prep kitchen staff	Daily	

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C.14. Learning Support	Reduction in support programme/ Cross contamination	LS Teachers/ Pupils	<p>14.1. Learning support at TCH is a critical part of the curriculum for many pupils. This is especially true in the COVID-19 crisis where children have been unsettled both socially and academically.</p> <p>14.2. Learning support teachers focus on the provision of supplementary teaching for pupils who require additional help. They work with pupils in groups or one-to-one, either in the classroom, the learning support room, the Prep</p> <p>14.3. Lexia: -</p> <ul style="list-style-type: none"> • Lexia in Year 2 will be facilitated as normal within the classroom. • Lexia in Year 3 and 4 will be hosted in the Prep computer room. • Lexia in Year 5-8 in the computer room, social distance in place in the same manner as tutor groups. <p>14.4. Speech and Language Therapists/Educational Psychologists/external support: -</p> <ul style="list-style-type: none"> • The school uses the services of external specialists, when required. These services are critically important and therefore must be facilitated. 	<p>SMT</p> <p>SMT</p> <p>Learning Support Teachers</p> <p>Learning Support Teachers/ External specialists</p>	<p>Academic year 21/22</p> <p>Academic year 21/22</p> <p>Academic year 21/22</p> <p>Ongoing</p>	<p>Schools COVID-19 operational guidance Updated January 2022</p>
C.15. Hirers	Cross contamination	All	15.1. See RA 103 'External hirers' for full details of the management of external hirers of the pool and sports hall during COVID.	Assistant Bursar	Ongoing review	RA104 External hirers
C.16. First Aid	Lack of social distance	First Aider/ Injured person	<p>16.1. TCH first aiders will continue to offer first aid when required, no additional PPE is required.</p> <p>16.2. As a precaution, face shields have been added to the two main school first aid kits in case of CPR being required.</p> <p>16.3. Face shields have been added to games first aid kits, if children require CPR it is unlikely to be caused by a cardiac problem and is more likely to be a respiratory one, making ventilation crucial to</p>	<p>First Aiders</p> <p>Asst Bursar</p> <p>Asst Bursar</p>	Ongoing review	Association of first aiders guidance

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			<p>the child's chances of survival. In this situation CPR should be performed as normal.</p> <p>16.4. Further information on dealing with first aid was circulated to all staff covering the following: -</p> <ul style="list-style-type: none"> • risks to yourself and others • keeping yourself safe • Providing first aid – good practice • Choking • Adult CPR (sudden collapse) • Paediatric casualty CPR • Regurgitation of stomach contents 	Asst Bursar		
C.17. PTA including Uniform shop	Spread of virus	Volunteers/ Parents	<p>17.1. The PTA shop will reopen under the following controls, decided by the PTA Committee, during the Autumn term: -</p> <ul style="list-style-type: none"> • When open, a maximum of 10 people will be permitted in the shop at any time, including volunteers. • The PTA requests but will not enforce the use of face coverings. 	GOV.UK/ PTA	Autumn term	Working safely during coronavirus (COVID-19)
C.18. Teachers and Support staff	Spread of virus	All	<p>18.1. As key workers it is accepted that all staff will maintain social distance where possible but that this is difficult in a primary setting.</p> <p>18.2. All staff receive regular updates regarding the measures being put in place.</p> <p>18.3. Staff have been supplied with information relating to the 'Principles for staff' as below: -</p> <ul style="list-style-type: none"> • Do not come to work if you have coronavirus symptoms or go home as soon as these develop (informing your line manager), and access a test as soon as possible. • Clean your hands more often than usual – wash for at least 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered. • Use the 'catch it, bin it, kill it' approach. 	<p>Cleaning / Catering staff</p> <p>Asst Bursar / SMT</p> <p>Asst Bursar/staff</p>	<p>Daily</p> <p>Ongoing</p> <p>Regularly communicated.</p>	Schools COVID-19 operational guidance Updated January 2022

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			<ul style="list-style-type: none"> • Avoid touching your mouth, nose and eyes. • Help your class to follow the rules on hand cleaning, not touching their faces, 'catch it, bin it, kill it' etc. including by updating your classrooms displays with posters. • Prevent your class from sharing equipment and resources (like stationery). • Keep your classroom door and windows open, if possible, for air flow. • Limit the number of children from your class using the toilet at any one time. • Limit your contact with other staff members, and don't congregate in shared spaces, especially if they are small rooms. • Make sure you have read the school's updated behaviour and safeguarding policies and understand what role your responsibilities are. • Spread out more at lunch and break times if you do not usually eat with pupils. 			
C.19. Pupil/ Staff Well being	Damage to mental health	All	<p>19.1. The coronavirus outbreak may have caused significant mental health or wellbeing difficulties for some children. TCH recognises school staff will need to consider how to support:</p> <ul style="list-style-type: none"> • those who have developed anxieties related to the virus • those about whom there are safeguarding concerns • those who may make safeguarding disclosures once they are back in school • those who may have suffered a bereavement <p>19.2. TCH staff will ensure where possible:</p> <ul style="list-style-type: none"> • opportunities for children to talk about their experiences of the past few months • opportunities for one-to-one conversations with trusted adults where this may be supportive • refocussed lessons on relevant topics, for example, mental wellbeing or staying safe • pastoral activity, such as positive opportunities to renew and develop friendships and peer groups for those physically in school and learning at home 	SMT	Ongoing	Schools COVID-19 operational guidance Updated January 2022
				SMT	Ongoing	

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			<ul style="list-style-type: none"> other enriching developmental activities <p>19.3. The SMT is aware of the mental health and wellbeing of staff (including SMT themselves), and the need to implement flexible working practices in a way that promotes good work-life balance for all staff affected.</p>	SMT	Ongoing	
C.20. Online Cyber-attack	Teachers/ Pupils/ School	All	<p>20.1. Not all people with COVID-19 have symptoms, therefore TCH is ready, to move to online learning for those in self-isolation.</p> <p>20.2. Pupils who test positive for COVID-19 and are well enough to attend lessons remotely will continue with their education online.</p> <p>20.3. TCH has removed Zoom from the devices of pupils for the immediate future. The system can be reactivated at any time should a pupil/ teacher need to self-isolate, or another lockdown be required.</p> <p>20.4. In the event of uploading Zoom to the accounts of pupils, the controls below will remain in place.</p> <p>20.5. Consideration was given to the security of changing technology at the beginning of summer term to ensure the safety of online users and the following control measures were put in place to protect users in Zoom lessons: -</p> <ul style="list-style-type: none"> A code of conduct for online lessons was issued to pupils and teachers A 'Zoom Parents guide' was circulated Private meeting codes and passwords were set up <p>20.6. All Zoom accounts used on TCH devices are paid 'professional' accounts.</p> <p>20.7. Enforced use of the waiting room feature is enabled on all TCH professional accounts. This means that staff must ADMIT users to a meeting rather than letting anyone with the meeting details, i.e., Meeting ID and Password, join. This removes a layer of potential human error from the lesson admission process.</p>	SMT	Academic year 21/22	Schools COVID-19 operational guidance Updated January 2022
Zoom fatigue				SMT	Ongoing	
Access to education for those with specific needs				Deputy Head – Pastoral	Academic year 21/22	
				IT Manager	Ongoing	
				IT Manager	Ongoing	
				IT Manager	Ongoing	
				Deputy Head – Pastoral	-	

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			<p>20.8. Profile pictures are disabled during meetings.</p> <p>20.9. A comprehensive 'Zoom guide for teachers' is available which consolidated all information within a number of different emails into a single-use document.</p> <p>20.10. The Zoom guide for teachers highlighted several key good practice guidelines to improve security including: -</p> <ul style="list-style-type: none"> • DO NOT use the "accept all" button because this might risk an intruder slipping through unnoticed amidst a list of legitimate names. • DO NOT remove a participant from the meeting unless really needed. Participants will not be able to join again until the current meeting is ended and a new one started. • ALWAYS ensure meeting hosts know how to, and are ready to, end the meeting if a serious problem arose. Hosts have been informed to use the 'end meeting' button as soon as humanly possible if an issue arises and report the matter to our safeguarding team immediately. <p>20.11. TCH has communicated with Zoom and requested the following features be added to the platform to add additional layers of security: -</p> <p>1) a setting to be able to DISABLE by default "Allow Participants to Unmute Themselves" in the admin console. Zoom has a setting to "Allow Participants to Rename Themselves" but there is no setting for Unmute.</p> <p>2) a setting to remove the feature to "accept all" from the waiting room meaning staff must accept each participant individually as it is easy to just 'accept all' without noticing a participant. This would also remove a layer of potential human error.</p> <p>20.12. Where pupils require additional support with online support the Learning Support department.</p>	<p>Deputy Head – Pastoral</p> <p>IT Manager</p> <p>Learning Support/ Deputy Head Pastoral</p>	<p>-</p> <p>Awaiting confirmation</p> <p>When required</p>	
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		<p>20.13. Where pupils who are self-isolating are within our definition of vulnerable a greater level of support and contact will be observed. This will include:</p> <ul style="list-style-type: none"> ➤ Checking the pupil is able to access remote education support ➤ support them to access education (as far as possible) ➤ regularly checking if they are accessing remote education ➤ Keeping in contact with them to check their wellbeing and refer onto other services if additional support is needed. 	Learning Support/ Deputy Head Pastoral	When required	
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C.21. Transitional, taster, open days and tours.	Spread of the virus	All	<p>21.1. GOV.UK guidance states that schools may now undertake transitional, tasters and open days.</p> <p>21.2. TCH will commence taster days for new pupils with immediate effect. A taster day at TCH comprises of a single pupil entering and becoming a member of a bubble for a day. This does not include their parents.</p> <p>21.3. Transition or open days remain under review until the next national review of the roadmap to recovery.</p>	<p>GOV.UK</p> <p>SMT</p> <p>SMT / Admissions</p>	<p>Academic year 21/22</p> <p>Academic year 21/22</p> <p>Academic year 21/22</p>	<p>Schools COVID-19 operational guidance Updated January 2022</p>
C.23. Events	Spread of the virus	All	<p>23.1. The pandemic has had an immense impact on school events as we adapt to suit ever-changing guidelines for schools and social gatherings. These events form an important part, not only of supporting the curriculum and pupil wellbeing, but also marketing the School and ensuring the longevity of the organisation.</p> <p>23.2. The government has announced a roadmap out of lockdown, TCH will continue to monitor all guidance and react accordingly, while proactively moving back to offering some public events.</p> <p>23.3. All events will be separately risk assessed as required by new COVID health and safety regulations. This risk assessment must cover, as a minimum: -</p> <ul style="list-style-type: none"> • Flow of attendees • Venue size and design • Contact between staff and public visitors • Emergency planning/ COVID outbreak management <p>23.4. As required, the finished risk assessment will be displayed on the school website.</p> <p>23.5. The primary objective will remain, through mixed control measures, to help to keep staff, pupils, and attendees safe and comfortable.</p>	<p>SMT</p> <p>GOV.UK</p> <p>Event lead</p> <p>Assistant Bursar</p> <p>Event lead</p>	<p>Autumn term</p> <p>Ongoing review</p> <p>When required</p> <p>When required</p> <p>When required</p>	<p>Working safely during coronavirus (COVID-19)</p>