

# Infection Control COVID-19 General Risk Assessment Form

## St Joseph's Catholic Academy



Risk assessment carried out by – PML/CCY	Job title – Headteacher/Assistant Head	Date of assessment – May 2020.
Review interval – Two Weekly (Initially).	Date reviews carried out – June 2020/July 2020	

Staff covered by this assessment  <b>All Staff and Pupils accessing the school site/building.</b>	Activities involved  All School activities
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RISK RATING		Likelihood Probable Occurs repeatedly, to be expected or could affect large number of people	Possible Could occur sometime or effect a few people	Remote Unlikely to occur or not many people to be affected
Impact	Major Major injury, permanent disability or ill-health	High	High	Medium
	Severe Injury requiring medical treatment	High	Medium	Low
	Minor First aid treatment	Medium	Low	Low

From the week commencing 1 September the school will welcome back all pupils to full time education in Year Group Bubbles.

In planning for the full reopening of the school the following essential DfE guidance has been used:

- <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>
- <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>
- <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>
- <https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term>
- <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>
- <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

The school have staff and pupils who have been identified as clinically extremely vulnerable and are following the guidance from the DfE and PHE:

- <https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july>
- <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>
- [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/897524/20200626\\_Easy\\_read\\_shielding\\_updated.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/897524/20200626_Easy_read_shielding_updated.pdf)
- [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/892085/disparities\\_review.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/892085/disparities_review.pdf)

The School has been closed to all pupils with the exception of the children of keyworkers, pupils who have an EHCP and those deemed vulnerable through having support through Children's Services as outlined in the guidance from the Department for Education (DfE) and Public Health England (PHE). - [Critical Workers who can access school's occupational settings-Updated on the 16<sup>th</sup> June 2020.](#)

From the week commencing 15<sup>th</sup> June (at the earliest – depending upon Governor approval) the school will welcome back Year 10 and 12 pupils for face to face educational support, alongside priority groups as identified by the [DfE Guidance Coronavirus \(COVID-19\) Implementing protective measures in education and childcare settings](#)-1<sup>st</sup> June 2020.

The school are also following the DfE guidance : [Actions for school's during the coronavirus outbreak](#) – 3<sup>rd</sup> June 2020

The school have adopted the guidance provided in the DfE and PHE [Coronavirus \(COVID-19\) guidance for educational settings](#) -Updated 20<sup>th</sup> May 2020.

The school has staff and pupils who have been identified as clinically extremely vulnerable and are following the guidance from the DfE and PHE: [Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19.](#) -Updated on the 8<sup>th</sup> July 2020.

Where need identified individual risk assessments have been completed for identified staff members.

**Risk assessments will need to be updated where appropriate**

The school is maintaining a register of all clinically extremely vulnerable and clinically vulnerable staff and pupils and regular contact is undertaken to check on their wellbeing.

Staff, Parents and Carers who are in the school are regularly reminded to stay at home if they are experiencing signs of illness outlined in the [guidance from the NHS](#). The school is maintaining a register of all vulnerable staff and pupils and regular contact is undertaken.

Where need is identified for relevant pupils the school is following the DfE [Guidance for Conducting a SEND risk assessment during the coronavirus outbreak](#)- Updated the 18<sup>th</sup> June 2020.

The school is following the guidance [COVID-19:Cleaning of non-healthcare settings](#)- Updated 15<sup>th</sup> May 2020.

The school has considered the guidance provided by the DfE- [Opening schools for more children and young people :initial planning framework for schools in England](#) - Updated 16<sup>th</sup> June 2020

Parents/Carers are reminded of the latest guidance from the NHS/PHE and the DfE on a regular basis via the school communication links.

PHE have a dedicated helpline number for education and children's social care related queries for anyone working in early years through to universities, plus parents- 0800 046 8687 – 8am to 6pm (Monday to Friday) or 10am to 4pm (Saturday to Sunday).

**THIS DOCUMENT MUST BE READ IN CONJUNCTION WITH THE DOCUMENTS**

**'SCENARIO PLANNING FOR PUPILS TO RETURN TO SCHOOL – KEY DOCUMENTS' WHICH INCLUDE DETAILED PLANS TO SUPPORT THE RISK ASSESSMENT. BUBBLE ZONES FLOOR PLAN.**

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
Limiting the Spread of Coronavirus (COVID-19) to the school community.	M	<ul style="list-style-type: none"> <li>Access to school site limited to children of key workers and those children classed as vulnerable. Plus year 10 (1/4 per day) and year 12 (1/3 per day)</li> <li>Registers are taken each day of pupils present.</li> <li>Staff arrive on site 30 minutes prior to the start of the school day and leave at designated time.</li> <li>No parents or visitors allowed into school other than via pre-arrangement e.g. workmen – separate area from students.</li> <li>Parents/Carers and Staff advised to report to the school any symptoms of COVID 19 that their household may have.</li> <li>Any pupil with symptoms will not be permitted onto site – home contacted to arrange pickup.</li> <li>Pupils and Staff displaying symptoms will <b>not be</b> permitted into school until <u>isolation completed. (as per guidance)</u></li> <li></li> </ul>	<ul style="list-style-type: none"> <li>Reopen for full school September 2020</li> <li>Enhanced cleaning schedule in identified key areas during the day.</li> <li>Managed start to school day 8:30 for KS3/4 - KS5 8:45. Maintain use of scholar's service reducing numbers of pupils travelling on public transport.</li> <li>Use 5 separate entrances minimising mixing of groups.</li> <li>Staggered break and lunch times KS3/4 to reduce the spread. Separate yards at break and lunch.</li> <li>Use of 3 dining zones and two main sittings for lunch arrangements.</li> <li>Y7- Y11 Each have own bubble – 6<sup>th</sup> form also has its own bubble - reducing mixing of pupils.</li> <li>Where possible, staff movement minimised between year group bubbles.</li> <li>Pupil movement within bubble minimised <ul style="list-style-type: none"> <li>KS3 lessons – staff move to pupils.</li> <li>KS4 movement limited to within the bubble where possible – designated year group rooms otherwise.</li> </ul> </li> <li>Contactless Card for CRB payment system for break and lunch. Parents reminded to use ParentPay to reduce cash use (have one day per week for reval machines monitored and cleaned by staff).</li> <li>Policies and protocols to be updated to reflect current situation. Safeguarding, H&amp;S, AUP (IT use), staff/pupil protocols, behaviour...</li> <li>Parents/Carers and Staff advised to report to the school any symptoms of COVID 19 that their household may have.</li> <li>Comprehensive parental communications of student protocols.</li> <li>Head teacher to remind parents/carers and staff via newsletters etc. that where pupil or a member of their household displays symptoms of the coronavirus, they are to follow <u>the Guidance for households with possible coronavirus infection.</u></li> </ul>		<p>Staff-On Going.</p> <p>DSL/as appropriate</p> <p>Head teacher/SLT-On Going.</p> <p>Parents/carers</p>

			<ul style="list-style-type: none"> <li>Seating plans for every classroom and register for each lesson to be taken</li> </ul>		
<b>Staff and Pupils not attending school</b>	<b>M</b>	<ul style="list-style-type: none"> <li>Usual attendance policies and monitoring apply</li> <li>Staff follow usual attendance guidance. Referenced to on weekly staff bulletin.</li> <li>Parents/Carers and Staff to be advised to follow the usual school procedures for sickness absence.</li> <li>All staff to confirm medical conditions and any other changes to vulnerabilities in order that specific risk assessments can be completed/updated where required.</li> <li>Where pupils/staff are absent and the school do not receive a phone call from parents/ carers or staff members, the school will contact them to ascertain the reasons for their absence.</li> <li>Where need is identified staff/families advised to follow <a href="#">guidance from the NHS</a></li> </ul>	<ul style="list-style-type: none"> <li>Pupil attendance mandatory from September 2020</li> <li>Parents/Carers and Staff to be advised to follow the usual school procedures for sickness absence from September.</li> <li>New guidance for attending work (from 1 August, as long as they maintain social distancing.) Any Risk Assessments for staff to be updated (Headteacher/SLT Link) <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a></li> <li>Headteacher/SLT link to contact appropriate Red/Amber staff</li> <li>Any pupils isolating but not unwell to complete home learning as directed.</li> <li>Government guidance concerning vulnerable children: <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/withdrawn-covid-19-guidance-for-young-people-on-shielding-and-protecting-people-most-likely-to-become-unwell-if-they-catch-coronavirus">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/withdrawn-covid-19-guidance-for-young-people-on-shielding-and-protecting-people-most-likely-to-become-unwell-if-they-catch-coronavirus</a></li> </ul>	<b>L</b>	<b>Parents/ Carers and Staff-On Going.</b>  <b>Staff-On Going</b>
<b>Transport on and off the school site.</b>	<b>M</b>	<ul style="list-style-type: none"> <li>Where students are required to use bus as transport they are encouraged to use scholars services.</li> <li>pupils encouraged to make their own way to school and will be supervised on entering the premises by staff to ensure social distancing takes place.</li> <li>Pupils encouraged to walk/cycle</li> <li>Car park 1 drop off used year 10 and 12.</li> <li>Pupils are encouraged to make their own way to school and will be supervised on entering the premises by staff to ensure social distancing takes place.</li> </ul>	<ul style="list-style-type: none"> <li>Pupils and Parents/Carers will be made aware of government guidance re social distancing on public transport.</li> <li>Pupils are encouraged to make their own way to school and will be supervised on entering the premises by staff to ensure social distancing takes place.</li> <li>Pupils encouraged to walk/cycle where possible</li> <li>Drop-off section identified in Car park 1 - for further information (see <b>SCENARIO PLANNING/Student Protocols</b> docs)</li> <li>Repeat process for pupil dismissal – supervised by staff from the bubble – staggered dismissal at the end of the day. <i>Pupils to be grouped by year on the scholars service.</i></li> </ul>	<b>M</b>	<b>Parents/ Students</b>

		<ul style="list-style-type: none"> <li>• <a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a></li> </ul>	<ul style="list-style-type: none"> <li>• Any face covering to be removed before entering school. Masks to be put in a sealed bag or disposed of.</li> <li>• Face coverings are mandatory on all public transport, this includes the scholars bus service.</li> </ul>		
<b>Pupil/Staff member living with a shielded or clinically vulnerable person</b>	<b>H</b>	<ul style="list-style-type: none"> <li>• If a pupil or staff member lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, the DfE have advised that they can attend the school.</li> </ul>	<ul style="list-style-type: none"> <li>• State this guidance clearly in all comms to parents/staff.</li> <li>• Following Guidance as of 8<sup>th</sup> July 2020 (email to all staff). Staff will be expected to attend work – individual RA as appropriate.</li> <li>• Headteacher/SLT Link to contact staff as appropriate.</li> </ul>	<b>L</b>	<b>Head teacher/SLT link - Where identified</b>
<b>Pupil /Staff member living in a household with someone who is extremely clinically vulnerable</b>	<b>H</b>	<ul style="list-style-type: none"> <li>• Where the school cannot adhere to stringent social distancing the school does not expect staff/pupils in this category to attend the school site</li> <li>• Where needed, identified pupils will be supported to learn at home.</li> <li>• Staff will be given tasks to complete from home where appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>• Following Guidance as on 8<sup>th</sup> July 2020 (email to all staff) Staff will be expected to attend work</li> <li>• Where possible staff movement between bubbles will be restricted.</li> <li>• Pupils remain in year group bubbles wherever possible.</li> </ul>	<b>L</b>	<b>Head teacher/SLT link-Where identified</b>
<b>Entrance to the school site and building</b>	<b>M</b>	<ul style="list-style-type: none"> <li>• Access to the school site to be controlled with clear guidance to staff/pupils as to how they should enter the site – See '<b>Protocol</b>' document for full details.</li> <li>• Parents advised via school communication links that only one parent/carer is permitted to drop off/pick up their child.</li> <li>• Pupils, Parents/Carers advised to maintain social distancing when entering the school site.</li> <li>• Parents not permitted to enter the school building unless need is essential (invite only).</li> <li>• Pupils are supervised at the identified entrance for their group/class by a staff member Pupil entrance/Main hall.</li> <li>• Pupils keep outdoor clothing and bags with them or leave in their allocated seat/area.</li> </ul>	<ul style="list-style-type: none"> <li>• Access to the school site to be controlled with clear guidance to staff/pupils as to how they should enter the site – See updated '<b>Protocol docs for pupils and staff</b>' document for full details.(see bubble document)</li> <li>• Pupils, to be continually reminded via school communication links to maintain social distancing when entering the school site, following guidance outlined in updated <b>student protocols and key messages ppt/video at start of day.</b></li> <li>• School entrances and site secured at the start of the school day. Multiple entrances available. One for each bubble</li> <li>• Each bubble area to use designated entrance and exit to the site. Use of SD markings leading up to entrance.</li> <li>• Students are able to bring their own bags into school with them, to remain with them at all times.</li> <li>• Staff to utilise the information available from <a href="#">eBug website</a></li> </ul>	<b>L</b>	<b>Staff/Head teacher-On Going Site Team</b>

		<ul style="list-style-type: none"> <li>• Staff store their bags in their allocated area.</li> <li>• All use hand gel on entry into and exit from the building</li> <li>• Pupils sanitise their hands at the start of the school day. Pupils that need support to wash their hands are supported by a member of staff.</li> <li>• Staff to sanitise their hands at the start of the school day.</li> <li>• Staff and pupils presenting with symptoms at the start of the school day are isolated in the isolation room and next of kin/parents contacted.</li> <li>• Staff and Pupils will be informed to only bring essential items needed for that day – <b>see staff/student protocol.</b></li> </ul>	<ul style="list-style-type: none"> <li>• Staff escorting sick children to isolation rooms to wear PPE (if unable to maintain social distance).</li> <li>• Pupils/Staff to sanitise hands on entry to the building – all entrances</li> <li>• All deliveries and visitors for site maintenance to be managed by site team</li> </ul>		
Maintaining infection control /hygiene standards within the school building	H	<ul style="list-style-type: none"> <li>• Pupils, parents/carers advised to ensure that pupils aim to wear clean clothing each day that they attend school.</li> <li>• Staff advised to wear clean clothing each day that they attend school.</li> <li>• Where need identified hand sanitiser to be made available to staff and pupils.</li> <li>• Pupils are supervised throughout the school day to wash their hands for 20 seconds by staff members.</li> <li>• Handwashing posters located in pupil and staff toilet areas and in the classroom areas.</li> <li>• Pupils and staff follow the ‘Catch it, Bin it, Kill it’, guidance and avoid touching their faces, noses etc. practice followed whilst at school.</li> <li>• Catch it, bin it, kill it posters located in pupil, staff toilet areas and around the school site.</li> <li>• Pupils advised to cough and sneeze into their elbow and away from the direction of other pupils and staff.</li> <li>• Staff and Pupils are directed to wash their hands before and after eating and following coughing and sneezing and where additional need identified.</li> </ul>	<ul style="list-style-type: none"> <li>• Cleaning team to receive training via NTH (8/7/20) – assume usage of NHS standard cleaning fluids for ‘spray &amp; dwell’ methodology and all other cleaning needs.</li> <li>• Increased access to hand sanitiser for use periodically through the day, breaks and lunch times.</li> <li>• Cleaning of dining area between lunch services. Make use of hand pump spraying – ‘spray &amp; dwell’ methodology to be used.</li> <li>• Anti-viral wipes available to clean work spaces after staff use.</li> <li>• Members of the cleaning team to be present during the school day to carry out spot cleaning and removal of waste from the school site, where need identified. ‘spray &amp; dwell’ methodology to be used.</li> <li>• Periodic cleaning of pupil toilet areas after use. ‘spray &amp; dwell’ methodology to be used.</li> <li>• Cleaning checklist to be put in place for the school. Audit of cleaning practices by NHT.</li> <li>• Dual use rooms to be wiped down with ‘spray &amp; dwell’ methodology.</li> <li>• Heavy use areas to be cleaned more frequently during the day:</li> <li>• IT suites</li> <li>• Dining areas</li> <li>• Toilet areas</li> <li>• Handrails</li> </ul>	M	<p>Staff-On-going</p>          <p>Site team/Cleaning team ongoing</p>



		<ul style="list-style-type: none"> <li>● Pupils and Staff ensure that they thoroughly dry their hands with paper towels, not using hand dryers.</li> <li>● Infection Control Risk assessment in place to manage other biological hazards within the school community.</li> <li>● Cleaning products readily available in the immediate area of the classroom/toilet areas for spot cleaning.</li> <li>● Pupils encouraged throughout the school day to socially distance themselves from staff and other pupils.</li> <li>● Hard surfaces and key touch point areas, such as doors, door furniture, light switches and handrails are disinfected rather than simply cleaned on a frequent basis.</li> <li>● Communal fridge doors, kettles, toasters and microwave doors etc and water cooler handles are included in the daily routine cleaning carried out by identified staff.</li> <li>● Toilet and hand washing facilities are adequately stocked with soap, hand towels, toilet rolls and that the waste bins are emptied each day and taken out to the external bins.</li> <li>● Cleaning regime in place at the start/end of the school day.</li> <li>● Staff and pupils wash their hands at the end of the school day (Sanitise hands as they leave).</li> <li>● Where available windows to be opened in corridor areas/school halls during the school day to allow natural ventilation.</li> <li>● Cleaning regime checklist to be implemented to include; books (where used), desks, chairs, doors, sinks, toilets, light switches, bannisters, bin lids, stationery items and the staff areas (general rule: <i>anything that might have been touched</i>).</li> <li>● Pack of tissues to be made available for each pupil with spares in the classroom.</li> <li>● All bins emptied at the end of each school day and placed in the external bin store.</li> </ul>	<ul style="list-style-type: none"> <li>● Main Hall</li> <li>● PE facilities/equipment</li> <li>● Staff to utilise the information available from <a href="#">eBug website</a></li> <li>● Staff to take responsibility for their own personal hygiene throughout the school day. Explore staff using 'spray &amp; dwell' in their areas to remove threat of infected surfaces.</li> <li>● Pupils taught to follow the guidance 'Catch it, Bin it, Kill it', and avoid touching their faces, noses etc. whilst at school. Extra bins and tissues available in each classroom.</li> <li>● Hand towels provided in hand washing areas, ensure that hands are dried thoroughly.</li> <li>● Waste bins to be emptied throughout the school day and placed in the external bin store.</li> <li>● The Site Supervisors to raise any stock level concerns with the Head teacher in relation to equipment/chemicals etc.</li> <li>● Parents advised to ensure that pupils wash their hands when they <b>return</b> to the home environment.</li> </ul>		
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<p><b>Staff/Pupils showing possible symptoms of the coronavirus</b></p>	<p><b>H</b></p>	<ul style="list-style-type: none"> <li>● Staff are aware of the symptoms of the Corona virus.</li> <li>● Pupils /Staff health needs are monitored and concerns appropriately actioned.</li> <li>● A Room has been set aside to isolate Staff and/or Pupils. The isolation room allows Staff/Pupil to be viewed from a 2-metre distance. A reserve room is also available.</li> <li>● Parents/Carers regularly informed via the school's communication links to monitor their child's /family members' health.</li> <li>● Where Staff/Pupils start showing signs of symptoms they are transferred to the isolation room and a member of the SLT informed.</li> <li>● First aider either on site or on standby to come to site</li> <li>● Parents informed ASAP</li> <li>● PPE should only be worn by a member of staff supporting the symptomatic pupil, if 2 metres cannot be maintained.</li> <li>● If contact with the pupil is necessary, then gloves, apron and a face mask should be worn by the member of staff.</li> <li>● Parents/Carers and Staff member's next of kin contacted.</li> <li>● If need identified the emergency services are to be contacted.</li> <li>● Infection control risk assessment in place to manage all other biological hazards that may affect staff/pupils.</li> </ul>	<ul style="list-style-type: none"> <li>● Isolation area in every bubble</li> <li>● Ensure that the school holds a stock of disposable gloves/aprons and face masks (known location).</li> <li>● Staff /Pupil remain in the isolation room until they can be collected.</li> <li>● Whilst in isolation if staff/pupils need to use welfare facilities these need to be taken out of use and cleaned before they can be used by the school community.</li> <li>● Isolation room to be deep cleaned once the staff/pupil has left the area (NTH).</li> <li>● Cleaning staff to wear PPE appropriate with the cleaning substances they are using to clean the area (NHT advice).</li> <li>● Staff and Parent/Carers to be encouraged to access testing facilities available where symptoms are displayed.</li> <li>● Pupils and Staff displaying symptoms will <b>not be</b> permitted into school until <a href="#">7 day isolation completed</a>.</li> <li>● Where Staff/Pupils test positive PHE are to be contacted for advice and support. <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a></li> <li>● Headteacher to contact health protection team immediately if case confirmed and follow guidance provided the health protection team who will provide definitive advice about who should be sent home.</li> <li>● Use of template letter provided by health protection team to communicate with parents – ensure this is available to appropriate admin/SLT and easily editable.</li> <li>● Staff protocol has been adapted to reflect procedure.</li> <li>● Guidance has been shared with parents.</li> <li>● All parties to follow guidance concerning isolation period. <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a></li> <li>● Engage fully with NHS test track and trace process. <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</a></li> </ul>	<p><b>M</b></p>	<p><b>Head teacher on going</b></p> <p><b>Staff – ongoing</b></p> <p><b>Head teacher/SLT- Immediate</b></p> <p><b>Head teacher- Immediate</b></p>
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<p><b>Maintaining infection control in the Classrooms/Hall areas</b></p>	<p><b>H</b></p>	<ul style="list-style-type: none"> <li>● Pupils placed in class sizes of 8 or less and allocated a classroom with the same teacher/TA each day (on a rotation to minimise infection).</li> <li>● Classroom areas in use have items that are non-essential removed to allow a larger floor space to help promote social distancing.</li> <li>● Windows and doors are opened to allow natural ventilation during the school day.</li> <li>● Cleaning products readily available in the immediate area of the classroom/toilet areas for spot cleaning.</li> <li>● Rota in place for break time periods.</li> <li>● Timetable reviewed to reduce the need for pupils to move about the building.</li> <li>● Outdoor activities to be carried out on a rota basis to ensure social distancing. Yard space marked using paint to indicate (not required yet due to small numbers).</li> <li>● Where possible teaching activities to be carried out in the outdoor areas of the school.</li> <li>● Where classrooms and halls are occupied doors can be propped open to allow natural ventilation.</li> <li>● Where classrooms/halls are unoccupied doors are to be closed. Restricted area of school open</li> <li>● Waste bins located in classroom/hall areas Classroom doors to be wedged open where possible (mostly non-fire doors) to minimise touching of door handles and improve air movement</li> <li>● Office doors and staff areas likewise.</li> <li>● Classrooms not in use to be locked and used to store furniture from bubble rooms</li> <li>● Anti-bacterial wipes used to clean teacher desk /keyboard and IWB after each session</li> <li>● Staff provided with a file containing board pens, board rubbers, essential equipment.</li> </ul>	<ul style="list-style-type: none"> <li>● Increase number of hand sanitising stations</li> <li>● See <b>Planning for pupils to return to school</b> document and <b>Scenario planning</b> document for full details of 'Bubble' model and classroom arrangement.</li> <li>● Year group bubbles to minimise movement and possible interactions through the day</li> <li>● KS3 taught in teaching groups in one classroom. Staff travel to classrooms.</li> <li>● Assemblies streamed into classrooms</li> <li>● Separate outdoor recreational areas for each year bubble.</li> <li>● Separate dining areas and service for each year bubble.</li> <li>● Pupil movement will be minimised during the day (KS3)</li> <li>● toilet visits</li> <li>● PE sessions</li> <li>● Moving from registration</li> <li>● KS4 – move within bubble other than specialist lessons (eg IT/Art/PE..)</li> <li>● Hand sanitiser for KS5 students to support hand cleaning while moving between option classrooms.</li> <li>● Students allocated a seat per plan. Students with potential behaviour concerns will be allocated near the exit. Seating plan details kept by staff.</li> <li>● Increased availability of tissues and bins in each classroom – Catch it, kill it bin it posters in all classrooms.</li> <li>● Classroom doors to remain open where possible to aid ventilation (i.e. not a fire door).</li> </ul>	<p><b>M</b></p>	<p><b>Staff-On Going</b></p>
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<b>Moving about the building/school site</b>	<b>M</b>	<ul style="list-style-type: none"> <li>● Clear direction given to parents via the school's communication links for the start and end of the school day.</li> <li>● Rota in place for break times and the lunchtime periods</li> <li>● Posters in place reminding pupils to maintain a 2-metre distance.</li> <li>● Minimal movement - small subsection of school in use. Easily managed with small numbers</li> <li>● Pupils are always supervised when moving about the building.</li> </ul>	<ul style="list-style-type: none"> <li>● Movement about the building monitored throughout the school day.</li> <li>● Year groups allocated stairwells.</li> <li>● Staggered break times and lunch times to reduce number of students moving at one time and to limit interactions</li> <li>● KS3 students remain in one teaching room all day.</li> <li>● Minimal movement required – toilet visits and moving to do lesson outdoors or PE activity - break and lunchtimes.</li> <li>● Social distancing measures adhered to</li> <li>● One-way systems in place on stairways and walkways</li> <li>● Directional signs around the school site indicate movement.</li> <li>● Minimise staff operating between sites</li> </ul>	<b>L</b>	<b>Head teacher-On Going</b>  <b>Staff - ongoing</b>
<b>Lifts</b>	<b>L</b>	<ul style="list-style-type: none"> <li>● Lift to be operational only where necessary</li> <li>● Reduce maximum occupancy to one person.</li> <li>● The lift is included in the cleaning regime.</li> </ul>	<ul style="list-style-type: none"> <li>● 4 bubbles serviceable by a lift if required. 5<sup>th</sup> bubble on ground floor. Lift then to become part of cleaning protocol daily. Single occupancy only Staff/Pupils</li> </ul>	<b>L</b>	<b>Head teacher/SLT overseeing bubble</b>
<b>Welfare facilities</b>	<b>M</b>	<ul style="list-style-type: none"> <li>● Toilet facilities cleaned at the end/start of the school day (door handles, toilet cubicle locking mechanisms and flushers).</li> <li>● Rota in place for staff accessing the staff room area. Staff staying with pupils for lunch and break generally &amp; not using staff room</li> <li>● Windows are opened in the staff room when it is occupied by staff members.</li> <li>● Position of furniture within staff room areas reviewed to ensure social distancing.</li> <li>● Each bubble has own staff facilities</li> </ul>	<ul style="list-style-type: none"> <li>● Follow the <u>COVID-19: cleaning of non-healthcare settings guidance</u></li> <li>● Toilet facilities cleaned at regular intervals throughout the school day (door handles, toilet cubicle locking mechanisms and flushers). Toilets cleaned between each sub-bubble using facilities – 'Spray &amp; dwell' employed.</li> <li>● Identify staff areas in each bubble – include max occupancy notices etc..</li> <li>● Windows are opened in the staff areas when occupied by staff members.</li> <li>● Staff to wipe down any equipment used in staff areas.</li> </ul>	<b>M</b>	<b>Site Supervisor/Head teacher/staff ongoing</b>
<b>Personal Protective Equipment (PPE)</b>	<b>M</b>	<ul style="list-style-type: none"> <li>● <b>Wearing a face covering or face mask in schools is not recommended.</b></li> <li>● Tasks have been identified within the school that would require staff wearing PPE: First aid, supporting pupils with personal care, cleaning activities where need is identified and</li> </ul>	<ul style="list-style-type: none"> <li>● <b>Wearing a face covering or face mask in schools is not recommended.</b></li> <li>● The school is to hold a supply of PPE- disposable gloves, aprons and face masks on the school site for staff that might have to deal with pupils displaying symptoms (where 2m SD cannot be maintained)</li> </ul>	<b>M</b>	Site team  First Aider

		<p>potentially when a staff member/pupil is symptomatic of covid-19.</p> <ul style="list-style-type: none"> <li>Staff follow good hand <a href="#">washing practice</a>.</li> </ul>	<ul style="list-style-type: none"> <li>First aid staff to face mask, gloves and aprons available at all times.</li> <li>Safe use of PPE information signposted</li> <li>Staff follow good hand <a href="#">washing practice</a>.</li> <li>For instruction please access the following Public Health England training video:  <a href="https://www.youtube.com/watch?v=-GncQ_ed-9w&amp;feature=youtu.be">https://www.youtube.com/watch?v=-GncQ_ed-9w&amp;feature=youtu.be</a> and follow signage/poster in each changing area:  <a href="https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures">https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures</a></li> </ul>		
<b>Challenging behaviours displayed</b>	<b>M</b>	<ul style="list-style-type: none"> <li>Usual expectations regarding behaviour in place.</li> <li>Pupils with challenging behaviours identified.</li> <li>Risk assessments are in place for pupils who demonstrate challenging behaviours.</li> <li>Refer to updated Behaviour Policy</li> </ul>	<ul style="list-style-type: none"> <li>Usual expectations regarding behaviour in place.</li> <li>Unacceptable behaviour not tolerated – pupil place at school removed until confident of no repetition.</li> <li>Staff to allocate pupils seats and classes within each bubble based on identified risk and additional need.</li> <li>HOH and pastoral teams operate early identification of issues..</li> <li>Review the Behaviour Policy with addendum for COVID-19</li> <li>SLT to re-introduce school tour</li> <li>TA support in-line with EHCP provision (1m+ SD to be maintained).</li> <li>Unit to be re-instated – large room to be used to maintain 2m SD – screens/partitions also in use.</li> </ul>	<b>M</b>	<b>Staff/Pupils- Where need identified.</b>
<b>First Aid Provision and support with medication</b>	<b>M</b>	<ul style="list-style-type: none"> <li>First aid trained available staff on-call (local – in school within 10 mins – via phone for basic contact initially).</li> <li>Pupils in current Key worker/Vulnerable group shared with First Aid team for medical needs.</li> <li>Parents share any medical data when booking place for child</li> <li>Gloves and first aid items used to be placed in hazard bags provided.</li> <li>Fully stocked first aid boxes located around the school site and in the vicinity of classrooms in use/bubbles.</li> <li>Medication policy in place</li> </ul>	<ul style="list-style-type: none"> <li>First aider on site each day – plus reserve first aider</li> <li>First aider to wear basic PPE if 2m SD cannot be maintained (stock available in each bubble)</li> <li>If PPE used – correct method of removal to be used <a href="https://www.youtube.com/watch?v=-GncQ_ed-9w">https://www.youtube.com/watch?v=-GncQ_ed-9w</a></li> <li>A number of staff qualified to administer basic first aid</li> <li>Staff to wash their hands prior to administering first aid, and wear disposable gloves when providing first aid support.</li> </ul>	<b>L</b>	<b>Staff-On going</b>  <b>First Aider</b>

			<ul style="list-style-type: none"> <li>• Staff to wash their hands after providing first aid support.</li> <li>• <b>Pupils with medical needs identified for each bubble.</b></li> <li>• Waste bins/hazard bins emptied at the end of each school day.</li> <li>• If after assessment, the issue appears to be related to Covid 19, leadership should be contacted and the pupil moved to the isolation room.</li> <li>• Parent/carer to be contacted to arrange prompt pickup as well as emergency services should they be needed.</li> <li>• Ensure that a stock of disposable gloves are available for staff use.</li> </ul>		
<b>Emergency Situations</b>	<b>H</b>	<ul style="list-style-type: none"> <li>• The Site Supervisor is to undertake usual weekly checks of the fire alarm system.</li> <li>• There is an automatic fire detection system fitted at the school which is tested and inspected on at least an annual basis.</li> <li>• In the event of the fire alarm sounding staff are to direct pupils to evacuate the building.</li> <li>• Staff and pupils are to maintain social distancing where possible when evacuating the building.</li> <li>• Staff and pupils are to maintain social distancing when registers are being taken at the assembly point by standing on an allocated floor mark</li> <li>• Staff and Pupils re-entering the building is to be staggered and use SD marking for entrances as per morning entry</li> <li>• Staff and pupils are to wash their hands when they re-enter the building.</li> </ul>	<ul style="list-style-type: none"> <li>• The Site Supervisors to undertake usual weekly checks of the fire alarm system.</li> <li>• Each bubble has unique evacuation plan as outlined in whole school fire plan</li> <li>• Fire drill to be performed each term</li> <li>• Fire evacuation plan shared with all staff to ensure a safe exit from the premises.</li> <li>• Each bubble to have own fire marshals to help sweep the building and assist any staff/pupils with mobility issues.</li> <li>• Staff are to monitor the flow of traffic in the corridor areas when evacuating to reduce the contact that pupils have with other age groups /staff members.</li> <li>• Staff and pupils are to maintain social distancing where possible when evacuating the building.</li> <li>• Staff and pupils are to maintain social distancing when registers are being taken at the assembly point</li> <li>• Staff and Pupils re-entering the building is to be staggered and use SD marking for entrances as per morning entry</li> <li>• Staff and pupils to sanitise their hands when they re-enter the building.</li> <li>• Site team to carry out or arrange for all regular checks to be up to date ready for opening in September.</li> <li>• Updated BCP to be re-shared with SLT and key stakeholders. Review in Autumn 2020</li> </ul>	<b>L</b>	SLT  Headteacher  Site team

End of the school day	M	<ul style="list-style-type: none"> <li>● Pupils/Staff will wash their hands before they leave the school site (Sanitise hands as they leave).</li> <li>● Staff supervise orderly dismissal of pupils</li> <li>● Staff ensure SD on buses as appropriate</li> <li>● Water bottles taken home from school each day</li> <li>● Only one Parent/Carer permitted to collect their child from the school site.</li> <li>● Parents/Carers to ensure that they follow social distancing.</li> <li>● Staff control the flow of pupils leaving the school building to encourage social distancing.</li> <li>● Gates are secured to the school site.</li> <li>● Gates are left open and entrance doors are automatic &amp; therefore not touched.</li> </ul>	<ul style="list-style-type: none"> <li>● Orderly dismissal via exits for each bubble area.</li> <li>● Staff supervise orderly dismissal of pupils – year groups to have staggered dismissal - 5 min early for younger students.</li> <li>● Staff ensure minimal mixing on scholars buses as appropriate.</li> <li>● Parents/Carers advised to ensure that pupils wash their hands when they arrive home from school.</li> <li>● Parents/Carers advised that water bottles are to be thoroughly washed when they arrive home.</li> <li>● Duty staff to accompany students out of school and off the site.</li> <li>● See parent/student protocol for further details (available on the school website).</li> </ul>	L	<b>Parents/ Carers-On Going</b>  <b>SLT/Staff - ongoing</b>
Staff who are pregnant.	H	<ul style="list-style-type: none"> <li>● Staff members who have informed the Head teacher that they are pregnant are not currently in school (other than completion of Risk Assessment and maintenance of strict 2m SD)</li> <li>● Guidance to be followed from RCOG:</li> <li>● <a href="#">Coronavirus (COVID-19) infection and pregnancy</a></li> </ul>	<ul style="list-style-type: none"> <li>● Staff members to inform the Head teacher at the earliest convenience if they are pregnant.</li> <li>● Communicate updated advice for those who are clinically vulnerable, including pregnant women:</li> <li>● <a href="https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july">https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july</a></li> <li>● <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a></li> <li>● <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/897524/20200626_Easy_read_shielding_updated.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/897524/20200626_Easy_read_shielding_updated.pdf</a></li> <li>● <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/892085/disparities_review.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/892085/disparities_review.pdf</a></li> </ul>	M	<b>Staff/ Head teacher-On going/CCY</b>

<b>Office areas</b>	<b>H</b>	<ul style="list-style-type: none"> <li>The maximum occupancy of the office areas have been calculated to ensure social distancing.</li> <li>Where possible desks have been separated</li> <li>View panels located in office doors so that the number of staff located in office spaces can clearly be identified.</li> <li>The doors of Offices in use can be wedged open when occupied.</li> <li>Where available, windows are opened whilst the office area is in use.</li> <li>Staff leave their desks as clear as possible so that it can be easily cleaned.</li> <li>Waste bins are lined with a black bag and where possible have a lid. Waste bins are emptied at the end of the school day.</li> <li>Staff undertake other activities/duties that allow them to leave the office area over the course of the school day.</li> </ul>	<ul style="list-style-type: none"> <li>Hand sanitiser outside of each office.</li> <li>Clean office/desk policy in place – wipes provided.</li> <li>No hot-desking during day.</li> <li>All spaces to be on daily cleaning rota – apply 'Spray &amp; dwell' methodology.</li> <li>Maintain 2m SD between work stations</li> <li>Avoid working facing colleagues where possible.</li> <li>Vision screen guard in place for main visitor reception to provide protection from direct contamination from visitors.</li> </ul>	<b>L</b>	<b>Staff – ongoing</b>  <b>Cleaners-ongoing</b>  <b>Site team</b>
<b>Visitors to the school</b>	<b>H</b>	<ul style="list-style-type: none"> <li>Where possible visitors to the school site be limited.</li> <li>Trade persons attending the school site to complete statutory testing to be permitted on site. Where possible appointments to be made outside of school hours.</li> <li>All visitors to be directed to wash their hands/apply alcohol gel on their arrival to the school site.</li> <li>Visitors are always supervised whilst on the school site. Social distancing maintained.</li> </ul>	<ul style="list-style-type: none"> <li>Where possible visitors to the school site be limited.</li> <li>Trade persons attending the school site to complete statutory testing to be permitted on site. Where possible appointments to be made outside of school hours.</li> <li>All visitors to be directed to wash their hands/apply alcohol gel on their arrival to the school site.</li> <li>Parent meetings to be by phone or virtual where possible</li> </ul> <p>Visitors are always supervised whilst on the school site. Social distancing maintained.</p>	<b>M</b>	<b>Site team</b>  <b>Organiser of visit.</b>
<b>Deliveries to the school</b>	<b>M</b>	<ul style="list-style-type: none"> <li>Only essential items are ordered by the school.</li> <li>Identified staff take responsibility for deliveries made to the school.</li> <li>Staff members wash their hands before and after decanting orders and storing them away.</li> <li>Kitchen deliveries are made directly to the kitchen area.</li> <li>On decanting products, products are to be wiped down and stored away.</li> </ul>	<ul style="list-style-type: none"> <li>Only essential items are ordered by the school.</li> <li>Identified staff take responsibility for deliveries made to the school.</li> <li>Staff members wash their hands before and after decanting orders and storing them away.</li> <li>Kitchen deliveries are made directly to the kitchen area.</li> <li>On decanting products, products are to be wiped down and stored away.</li> </ul> <p>Packaging to be placed in the external bin store.</p>	<b>L</b>	<b>Site team</b>



		<ul style="list-style-type: none"> <li>● Packaging to be placed in the external bin store.</li> </ul>			
<b>Staff Wellbeing</b>	<b>M</b>	<ul style="list-style-type: none"> <li>● Staff have been provided with Public Health England <a href="#">Guidance for the public on the mental health and wellbeing aspects of coronavirus (COVID-19)</a> link.</li> <li>● Staff receive sufficient breaks during the school day.</li> <li>● Staff encouraged to leave the school site shortly after the end of the school day.</li> </ul>	<ul style="list-style-type: none"> <li>● Staff to discuss concerns with the SLT</li> <li>● Be aware that some staff that haven't been in school may be anxious about returning.</li> <li>● Take staff through the risk assessment process as appropriate.</li> <li>● Flag access to the Mental Health Ambassadors</li> <li>● Where need identified staff can be referred to Occupational Health.</li> <li>● Staff receive sufficient breaks during the school day.</li> <li>● Staff encouraged to leave the school site shortly after the end of the school day.</li> <li>● Operate shorter school day [7:30 – 5:30 – with staff on-site ideally no earlier than 8:00 and leaving by 4:30 pm].</li> </ul>	<b>L</b>	<b>Staff-On-going</b>
<b>Deep Clean</b>	<b>M</b>	<ul style="list-style-type: none"> <li>● A deep clean of all areas of the school to be carried out during the Summer break.</li> <li>● The deep clean is to include books, desks, chairs, doors, sinks, toilets, light switches, bannisters and carpeted areas.</li> </ul>	<ul style="list-style-type: none"> <li>● A deep clean of the school to be carried out prior to use by students. This will take place during weeks 6 and 7 of the summer break.</li> <li>● All area to receive fogging treatment via NTH.</li> <li>● NTH cleaning products to be ordered in for in school use from September</li> </ul> <p>Audit/review by NTH to develop baseline assessment and training for staff.</p>	<b>L</b>	<b>Site team to coordinate with cleaning team + NHT?</b>

<b>Date of assessment review</b>	<b>Signatures</b>
Review 1 – 2 <sup>nd</sup> July 2020	CCY/SLD
Review 3 – 8 <sup>th</sup> July 2020	PML