

## 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 – <b>May 2020.</b>
Review interval – Two Weekly (Initially).	Date reviews carried out – <b>June 2020</b> /July 2020 / September 2020 (week 1)/September (week 3)	

Staff covered by this assessment <b>All Staff and Pupils accessing the school site/building.</b>	Activities involved All School activities
---	--

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	<b>Major</b> Major injury, permanent disability or ill-health	High	High	Medium
	<b>Severe</b> Injury requiring medical treatment	High	Medium	Low
	<b>Minor</b> 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>

<https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education>

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. This has now been updated with this document: <https://www.gov.uk/coronavirus/education-and-childcare> 3<sup>rd</sup> June 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 (Up to and including July 2020)	Further Action required (From September 2020)	Risk Rating H/M/L (after)	By Whom & When
<p><b>Limiting the Spread of Coronavirus (COVID-19) to the school community.</b></p>	<p><b>M</b></p>	<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> </ul>	<ul style="list-style-type: none"> <li>● Reopen for full school September 2020. All pupils returning to school.</li> <li>● Enhanced cleaning schedule in identified key areas during the day.</li> <li>● Staff, pupils and visitors to wear face masks in all communal areas. When in classrooms / outside, masks to be placed in a re-sealable plastic bag, hands to be washed / sanitised whenever mask is touched. Mask to be washed daily.</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 6 separate entrances minimising mixing of groups.</li> <li>● Staggered break and lunch times KS3/4 to reduce the potential of mixing. Separate yards and dining areas 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 coming into school.</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> </ul>	<p style="background-color: #92d050;"></p>	<p><b>Staff-On Going.</b></p> <p><b>DSL/as appropriate</b></p> <p><b>Head teacher/SLT-On Going.</b></p> <p><b>Parents/carers</b></p>

			<ul style="list-style-type: none"> <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> <li>● Seating plans for every classroom and register for each lesson to be taken</li> <li>● Parents/Carers and Staff members are reminded that <u>testing for COVID-19 is available to everyone</u> whatever their age. Testing is available through the NHS (111) and NHS (119).</li> <li>● Pupils or a family member or Staff member displaying symptoms will be advised to self-isolate and will <b>not be</b> permitted into school until <u>10/14-day isolation completed.</u></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 closest to the driver will get off the vehicle first, ensuring social distancing <b>where possible</b>.</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> <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>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>Car Park 1 to be used for parental drop off.</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.</li> <li>Face coverings are mandatory on all public transport, this includes the scholars bus service.</li> </ul>	<b>M</b>	<b>Parents/Students</b>
<b>Pupils /Staff independently travelling to the school site.</b>	<b>H</b>	<ul style="list-style-type: none"> <li>Designated car parking area available to staff.</li> <li><i>Social distancing guidance to be followed when accessing/egressing from car vehicles.</i></li> <li>Bike sheds located in the open air.</li> <li>Bike sheds that have access doors are to be included in the cleaning schedule for the school.</li> <li><i>Pupils access the bike shed one at a time at the start and end of the school day</i></li> <li>Pupil face to face contact limited to less than 15 minutes when storing/taking bikes out of the bike shed.</li> <li><i>Demarcation floor markings in place at the entrance to the bike shed to allow for social distancing.</i></li> </ul>	<ul style="list-style-type: none"> <li>Staff and Parents/carers and pupils advised on the current guidance regarding accessing <u>public transport</u>.</li> <li>Staff /Pupils to be advised to adhere to <u>staying alert</u> and social distancing guidance when away from the school.</li> <li>Where more than one bike shed is in place consider allocating bike sheds to separate key stages (where possible) to reduce mixing of age ranges. Duty staff to monitor access to front bike shed.</li> <li>Doors to bike sheds open by site staff avoiding the need for pupils to make contact with them.</li> <li>Staff presence in the outdoor areas at the start and end of the school day.</li> </ul>	<b>L</b>	<b>Head teacher-Immediate</b>

<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><i>Where the school cannot adhere to stringent social distancing the school does not expect staff/pupils in this category to attend the school site</i></li> <li><i>Where needed, identified pupils will be supported to learn at home.</i></li> <li><i>Staff will be given tasks to complete from home where appropriate.</i></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>Staff/Pupils who may otherwise be at increased risk from coronavirus (COVID-19)</b>	<b>H</b>	<p>- Some staff/pupils may have particular characteristics e.g. members of the BAME community that may put them at a comparatively increased risk from coronavirus (COVID-19), as set out in the <a href="#">COVID-19: review of disparities in risks and outcomes report</a>. PHE have established that people from black ethnic groups are most likely to be diagnosed with COVID19, and death rates were highest among people of Black and Asian ethnic groups. Therefore, specific assessments of risks associated with BAME employees need to be undertaken and control measures introduced where appropriate in conjunction and consultation with BAME employees.</p> <p>- People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace</p>	<p>- Where need identified the Head teacher is to discuss Parent/ Carers or Staff members concerns and explain the measures the school has in place to reduce risks of COVID-19 transmitting in the school community.</p> <p>- Head teachers are as far as practically possible to accommodate concerns raised.</p>	<b>M</b>	<b>Head teacher-On Going</b>





- Pupils and Staff ensure that they thoroughly dry their hands with paper towels, not using hand dryers.
- Infection Control Risk assessment in place to manage other biological hazards within the school community.
- Cleaning products readily available in the immediate area of the classroom/toilet areas for spot cleaning.
- *Pupils encouraged throughout the school day to socially distance themselves from staff and other pupils.*
- 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.
- 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.
- 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.
- Cleaning regime in place at the start/end of the school day.
- Staff and pupils wash their hands at the end of the school day (Sanitise hands as they leave).
- Where available windows to be opened in corridor areas/school halls during the school day to allow natural ventilation.
- 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: anything that might have been touched*).
- Pack of tissues to be made available for each pupil with spares in the classroom.
- All bins emptied at the end of each school day and placed in the external bin store.

- IT suites
- Dining areas
- Toilet areas
- Handrails
- Main Hall
- PE facilities/equipment
- Staff to utilise the information available from [eBug website](#)
- Staff to take responsibility for their own personal hygiene throughout the school day. Explore staff using 'spray & dwell' in their areas to remove threat of infected surfaces.
- 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.
- Hand towels provided in hand washing areas, ensure that hands are dried thoroughly.
- Waste bins to be emptied throughout the school day and placed in the external bin store.
- The Site Supervisors to raise any stock level concerns with the Head teacher in relation to equipment/chemicals etc.
- Parents advised to ensure that pupils wash their hands when they **return** to the home environment.



<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>● Staff/Pupils do not come to school is they are showing symptoms of the 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>● - Staff members to be assessed as to whether they are fit enough to drive themselves' home. If they are not fit to drive their next of kin are to be contacted.</li> <li>● Following any contact with someone who is unwell Staff/Pupils must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitizer.</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>● Head teacher to continuously remind Parents/Carers via school comms of the symptoms of COVID-19.</li> <li>● - Head teacher to continuously remind Parents/Carers that anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS <a href="#">testing and tracing for coronavirus website</a>, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.</li> <li>● - Head teacher to remind Parents/Carers and Staff via school comms. that where Pupil or a member of their household displays symptoms of the coronavirus, they are to follow <a href="#">the Guidance for households with possible coronavirus infection</a>.</li> <li>● - Parents/Carers collecting unwell pupils are reminded of the guidance to follow.</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>
---	-----------------	--	---	-----------------	---

			<ul style="list-style-type: none"><li>● - Consider having a pre-printed information slip to give to Parents/Carers and members of Staff if they present with COVID-19 symptoms with relevant information/guidance to follow.</li><li>● - Parents/Carers to be reminded that if their child tests positive they will be asked to provide details of anyone they have been in close contact with by NHS Test and Trace.</li><li>● - Remote education to be made available to pupils not attending the school.</li><li>● Pupils and Staff displaying symptoms will <b>not be</b> permitted into school – they should arrange for a test at their earliest convenience.</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>Staff/Pupil or family member tests positive for COVID-19</b></p>	<p><b>H</b></p>	<p><b>The Health Protection Agency are available to provide schools with advice and support-Contact - 0300 3038596-Option1</b></p> <ul style="list-style-type: none"> <li>- The Health Protection Agency team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.</li> <li>- If a Pupil or member of Staff <b>tests positive</b>, they are instructed to follow the <u>'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'</u> and must continue <b>to self-isolate for at least 10 days</b> from the onset of their symptoms and then return to school <b>only if</b> they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone.</li> <li>- The 10 -day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal.</li> <li>- If a member of Staffs/Pupils household tests positive the Pupil/Staff member must self-isolate for the full 14 days.</li> <li>- Sickness absence is monitored for Staff and Pupils at the school. All sickness absences are recorded.</li> </ul>	<ul style="list-style-type: none"> <li>- Schools should ask Parents/Carers and Staff to inform them immediately of the results of a test:</li> <li>- If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required.</li> <li>- Remote education to be made available to pupils not attending the school.</li> <li>- The government will ensure that it is as easy as possible to get a test through a wide range of routes that are locally accessible, fast and convenient further guidance is to be provided.</li> </ul>	<p><b>L</b></p>	<p><b>Head teacher- On going</b></p>
<p><b>Maintaining infection control in the Classrooms/Hall areas</b></p>	<p><b>H</b></p>	<ul style="list-style-type: none"> <li>● <i>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).</i></li> <li>● <i>Classroom areas in use have items that are non-essential removed to allow a larger floor space to help promote social distancing.</i></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>● <i>Rota in place for break time periods.</i></li> </ul>	<ul style="list-style-type: none"> <li>● Increase number of hand sanitising stations</li> <li>● See Planning for pupils to return to school document (student protocols) and Scenario planning document for full details of 'Bubble' model and classroom arrangement</li> <li>● All staff, pupils and visitors to wear face masks in communal areas. When in classrooms / outdoors, masks to be placed in a re-sealable plastic bag. Hands to be washed/sanitised after touching mask.</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> </ul>	<p><b>M</b></p>	<p><b>Staff-On Going</b></p>

		<ul style="list-style-type: none"> <li>● <i>Timetable reviewed to reduce the need for pupils to move about the building.</i></li> <li>● <i>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).</i></li> <li>● <i>Where possible teaching activities to be carried out in the outdoor areas of the school.</i></li> <li>● Where classrooms and halls are occupied doors can be propped open to allow natural ventilation.</li> <li>● <i>Where classrooms/halls are unoccupied doors are to be closed. Restricted area of school open</i></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>● <i>Classrooms not in use to be locked and used to store furniture from bubble rooms</i></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>● 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>● Pupils will sit side by side facing the front wherever possible</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>Equipment needed for specific subject areas</b></p>	<p><b>M</b></p>	<ul style="list-style-type: none"> <li>- Pupils will have their own pencil cases and books/writing pads required for each subject.</li> <li>- <i>Activities planned by subject Leads.</i></li> <li>- Timetable agreed.</li> <li>- All <u>Science</u>, DT and Art areas have been pre-checked as per <u>CLEAPPS</u> guidance and are ready for use.</li> <li>- Where need identified pre-user, checklists completed.</li> <li>- Cleaning schedule in place following the use of equipment.</li> </ul>	<ul style="list-style-type: none"> <li>- Ensure that the building checklist is completed.</li> <li>- Ensure that where need identified daily inspections are completed prior to work equipment being operated.</li> <li>- Where need identified pupils provided with stationery and paper for subject areas.</li> </ul>		

		<ul style="list-style-type: none"> <li>- Subject area risk assessments in place.</li> <li>- Cleaning schedules have been made available to schools and are available on the <u>Extranet</u>.</li> <li>- Cleaning schedule in place for subject areas</li> </ul>			
<b>Classroom resources</b>	<b>H</b>	<ul style="list-style-type: none"> <li>- Resources that are shared between classes or bubbles, such as sports, art and science equipment are cleaned frequently and meticulously</li> <li>- Resources cleaned prior to each group/bubble using them.</li> </ul> <p>and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles</p>	<ul style="list-style-type: none"> <li>- Rotation of resources to be considered to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) before being accessed by different groups/bubbles.</li> <li>- Resource boxes to be set up in advance where possible.</li> </ul>	<b>L</b>	<p><b>Head teacher- On Going</b></p> <p><b>Staff - ongoing</b></p>
<b>PE Activities / Lack of changing room space</b>	<b>H</b>	<ul style="list-style-type: none"> <li>- <i>PE activities can take place in external areas of the school.</i></li> <li>- <i>Pupils are to be kept in consistent groups/bubbles within year groups.</i></li> <li>- Sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.</li> <li>- Outdoor sports prioritized where possible.</li> <li>- Large indoor spaces used where it is not, doors are opened to allow ventilation.</li> <li>- Maximize distancing between pupils</li> <li>- External coaches, clubs and organizations for curricular and extra-curricular activities can resume supporting the school.</li> <li>- Class/Year group bubbles maintained for after school clubs/activities.</li> <li>- Cleaning schedule in place for PE equipment accessed during the school week.</li> </ul>	<ul style="list-style-type: none"> <li>- Consider allowing pupils to wear their school PE kit and not school uniform when PE lessons are timetabled.</li> <li>- Parents/Carers and Pupils advised what PE kit pupils should wear to school.</li> <li>- Consideration be given to undertaking the Summer Term PE programme for the start of September.</li> <li>- PE Guidance available -<u>guidance on the phased return of sport and recreation</u> and guidance from <u>Sport England</u> for grassroot sport is available. <u>Association for Physical Education</u> and the <u>Youth Sport Trust</u></li> <li>- Where SLA in place PE support activity risk assessments clearly detailing the controls in place for COVID-19 to be shared with the school.</li> </ul>		

		<ul style="list-style-type: none"> <li>- Heads of PE Departments/Co Ordinator to read guidance readily available and identify a programme for the Autumn term.</li> </ul>			
<b>Music lessons</b>	<b>H</b>	<ul style="list-style-type: none"> <li>• - Lessons can take place where physical distancing can be assured.</li> <li>• - During lessons position pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation.</li> <li>• - Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies.</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Current guidance advises;</b></li> <li>• There may be an additional risk of infection in environments where Staff/Pupils are singing, chanting, playing wind or brass instruments or shouting.</li> <li>• Where instruments are to be played consideration be given to lessons taking place outside.</li> <li>• Consider limiting class sizes to no more than 15 if instruments and singing are to take place.</li> <li>• <b>Further guidance is to be issued by the DfE in due course.</b></li> <li>• Instruments limited to keyboards/string and percussion at the moment – all equipment to be wiped down before changes in groups.</li> </ul>	<b>L</b>	<b>Head teacher/SLT overseeing bubble</b>
<b>Educational Visits</b>	<b>M</b>	<ul style="list-style-type: none"> <li>• - Domestic (UK) overnight and overseas educational visits at this stage <b>are not</b> permitted at the present time. Guidance is available- <u><a href="#">coronavirus: travel guidance for educational settings.</a></u></li> <li>• - During the Autumn term, the school can resume non-overnight domestic educational visits.</li> <li>• - Daily visits are uploaded to the EVOLVE system.</li> <li>• - Where possible the school is making use of local outdoor spaces.</li> <li>• - Hand wipes hand sanitiser carried by staff for use during the visit.</li> </ul>	<ul style="list-style-type: none"> <li>• - Ensure that pupils are kept within their consistent groups.</li> <li>• - Ensure that venues accessed are COVID-19 secure.</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><i>Wearing a face covering or face mask in schools is not recommended.</i></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>All staff, pupils and visitors to wear a face mask in communal areas in line with new government policy 26th August 2020: <a href="#">Face coverings in education - GOV.UK</a></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</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>	<p>displaying symptoms (where 2m SD cannot be maintained)</p> <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><i>First aid trained available staff on-call (local – in school within 10 mins – via phone for basic contact initially).</i></li> <li><i>Pupils in current Key worker/Vulnerable group shared with First Aid team for medical needs.</i></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> </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>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>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 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>
The School being placed on lockdown	M	<ul style="list-style-type: none"> <li>- Wellbeing checks carried out for staff and pupils.</li> <li>- Work with the Health Protection Team.</li> </ul>	<ul style="list-style-type: none"> <li>- Head teacher/SLT to develop remote education so that it is integrated into school curriculum planning: should such an event occur.</li> <li>- Following the guidance provided by the Health Protection Team.</li> </ul>	L	Head teacher
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>● Member of staff to raise concerns with their midwife/GP in the first instance.</li> <li>● - Concerns to be raised with the Head teacher where need identified.</li> <li>● Where need identified HR to be consulted.</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> </ul>	M	Staff/ Head teacher-On going/CCY

			<ul style="list-style-type: none"> <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>		
<b>New and Expectant Mums showing symptoms of COVID-19</b>	<b>H</b>	<ul style="list-style-type: none"> <li>- Staff are aware of the symptoms of COVID-19.</li> <li>- <b>Staff instructed to follow the guidance; Stay at home (self-isolate)</b> – do not leave your home or have visitors. Anyone you live with, and anyone in your support bubble, must also self-isolate.</li> <li>- <b>Book a test</b> – <u>get a test to check if you have coronavirus</u> as soon as possible. Anyone you live with, and anyone in your support bubble, should also get a test if they have symptoms.</li> <li>- <b>Speak to your midwife or maternity team</b> they will advise you what to do. You may need to rebook some of your pregnancy appointments or have them online, by phone or as a <u>video consultation</u>.</li> </ul>	<ul style="list-style-type: none"> <li>- See 4-. Managing a positive case in the school community.</li> <li>- Staff can be referred to DCC Occupational Health Service regarding a testing for COVID-19.</li> <li>- Where need identified consultation to take place with HR.</li> <li>- updated guidance from the Trust – September 2020</li> </ul>	<b>M</b>	<b>Head teacher</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> </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>

		<ul style="list-style-type: none"> <li>Staff undertake other activities/duties that allow them to leave the office area over the course of the school day.</li> </ul>			
<b>Meeting Rooms</b>	<b>H</b>	<ul style="list-style-type: none"> <li>- Timetabled access only</li> <li>- Locked and secure when not in use</li> <li>- None essential items removed from the meeting rooms.</li> <li>- Seating and tables positioned to allow for social distancing</li> <li>- Cleaning regime in place following each meeting.</li> <li>- Windows opened to allow natural ventilation.</li> </ul>	- No change	<b>L</b>	
<b>Catering facilities</b>	<b>M</b>	<ul style="list-style-type: none"> <li>- External Catering contractor has issued the school with a copy of their COVID-19 risk assessment for the kitchen area.</li> <li>- Ventilation switched on whilst kitchen staff are in the kitchen.</li> <li>- Identified number of staff work in the main kitchen area to ensure social distancing.</li> <li>- Staff start times are staggered to ensure social distancing.</li> <li>- Main Kitchen floor space clearly marked to ensure social distancing.</li> <li>- Handwashing and hand sanitizer facilities readily available.</li> <li>- Handwashing posters located in welfare facilities.</li> <li>- Catering staff adhere to <u>hand washing guidelines</u>.</li> <li>- Serving hatches provide a natural social distance from pupils.</li> <li>- When staff are serving, they stand side by side ensuring social distancing can be maintained.</li> </ul>	<ul style="list-style-type: none"> <li>- School Building checklist to be completed.</li> <li>- Catering Contractor/Cook to discuss with the Head teacher what food will be able to be provided to pupils. Menu to be agreed.</li> <li>- Where need identified the number of staff in the kitchen area is to be reduced.</li> <li>- Contractors that run the kitchen are responsible for completing their own risk assessment to ensure the safety of their staff.</li> </ul>	<b>L</b>	<p><b>Premises Management-As required</b></p> <p><b>Head teacher-Immediate</b></p> <p><b>Head teacher</b></p>

		<ul style="list-style-type: none"> <li>- Staff are rotated every 15 minutes when directly serving pupils.</li> <li>- Cleaning schedules have been made available to schools and are available on the <u>Extranet</u>.</li> <li>- Kitchen deliveries made directly to the kitchen area where possible.</li> <li>- Water fountains taken out of use around the school site.</li> <li>- None kitchen staff prohibited from entering the main kitchen area.</li> <li>- Kitchen staff only move about the building where need identified for serving pupils.</li> </ul>			
<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> <li>● Floor markings in place at the main school reception area ensuring social distancing.</li> <li>● - Direction floor and wall signs in place around the school.</li> <li>● - Social distancing markers in place in large corridor areas.</li> <li>● - Posters/notices clearly displayed and reference handwashing/hand sanitizing and social distancing procedures in place at the school</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> <p>Supply Staff to receive a full induction into the school which is to include a copy of the COVID-19 risk assessment.</p> <ul style="list-style-type: none"> <li>- Support Agencies advised of the procedures to follow when working with pupils e.g. hand hygiene.</li> </ul> <p>Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. <b>They are</b> responsible for ensuring that they minimize contact and maintain social distancing as possible from pupils and staff when working in school buildings.</p> <ul style="list-style-type: none"> <li>- Visitor protocol to be followed.</li> </ul>	<b>M</b>	<p>Site team</p> <p>Organiser of visit.</p>
<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> </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> </ul>	<b>L</b>	Site team



		<ul style="list-style-type: none"> <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> <li>● Packaging to be placed in the external bin store.</li> </ul>	<ul style="list-style-type: none"> <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> Packaging to be placed in the external bin store.		
<b>Waste Management on the school site</b>	<b>M</b>	<ul style="list-style-type: none"> <li>- External bin store in place</li> <li>- Contractor SLA in place to remove waste materials from the school site.</li> <li>- Waste removed from the school building at the end of each day and placed in the designated bin store area.</li> </ul>	<ul style="list-style-type: none"> <li>- Review refuse collection SLA to ensure that it meets the current needs of the school.</li> </ul>	<b>L</b>	<b>Caretaker</b>
<b>External Lettings</b>	<b>M</b>	<ul style="list-style-type: none"> <li>● - Access only permitted outside of school hours.</li> </ul>	<ul style="list-style-type: none"> <li>- Meet virtually with community groups to discuss re accessing the building.</li> <li>- Community groups to provide the school with a copy of their COVID-19 risk assessment for the activities they wish to undertake in the school building.</li> </ul>	<b>L</b>	<b>Head teacher</b>
<b>Pupil Wellbeing</b>	<b>M</b>	<ul style="list-style-type: none"> <li>- Focused pastoral support in place.</li> <li>- Staff have access to- <u>Returning safe and happy and settled.</u></li> <li>- <u>Place2Be-Coronavirus: wellbeing activity.</u></li> <li>- Regular contact made with pupils' parent/carers who are currently not attending the school.</li> <li>- Safeguarding Policy in place.</li> <li>- Staff report concerns with pupils behaviour via the usual routes, including Safeguarding.</li> <li>- Part of the curriculum for the Autumn term and Spring Term.</li> </ul>	<ul style="list-style-type: none"> <li>- The school to contact the agencies who regularly support their pupils with social and emotional support.</li> <li>- Ensure that staff are aware of the <u>healthy child programme</u></li> </ul>		<b>Head teacher</b>  <b>Staff-As required</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> </ul>	<b>L</b>	<b>Site team to coordinate with cleaning team + NHT?</b>

			<ul style="list-style-type: none"> <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>School Assemblies/Worship-Large gatherings</b>	<b>H</b>	<ul style="list-style-type: none"> <li>Continue to use digital technology within school in order to maintain a sense of community when large gatherings are not possible.</li> </ul>	<ul style="list-style-type: none"> <li>Consider Class-based assemblies led by members of the SLT/pastoral team via TEAMS or LOOM, supervised by form tutors (if the TA is not part of the class bubble, they will remain. distanced from the class).</li> <li>Consider planning a timetable for class assemblies, story time and whole school assemblies, all involving interaction from different classes, with MS Teams etc.</li> <li>Consider virtual assemblies will take place through the classes. Classes host this on rotation to promote the sense of cross-class links in a safe manner.</li> <li>Therapeutic cross class initiatives through virtual models (video conference in classroom) to bring classes together whilst remaining in their individual bubble classroom.</li> <li>Physical short year group assemblies</li> </ul>	<b>L</b>	<b>Head teacher</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
Review 4 - 1st Sept 2020	CCY