

**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 – July 2020 - May 2021
Review interval – Two Weekly (Initially).		

Staff covered by this assessment All Staff and Pupils accessing the school site/building.	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

Additional guidance re CEV staff April 2021
<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>

Additional guidance for 8th MArch 2021
<https://www.gov.uk/government/news/mass-testing-for-secondary-pupils-as-all-schools-and-colleges-fully-reopenfrom8-march>

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf

- [Schools coronavirus \(COVID-19\) operational guidance \(publishing.service.gov.uk\)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf)

[Face coverings: when to wear one, exemptions, and how to make your own - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/news/mass-testing-for-secondary-pupils-as-all-schools-and-colleges-fully-reopenfrom8-march)

[Stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/news/mass-testing-for-secondary-pupils-as-all-schools-and-colleges-fully-reopenfrom8-march)

[Coronavirus \(COVID-19\): test kits for schools and FE providers - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/news/mass-testing-for-secondary-pupils-as-all-schools-and-colleges-fully-reopenfrom8-march)

[Remote Education Temporary Continuity Direction: explanatory note - GOV.UK \(www.gov.uk\)](#)

The school have 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 - GOV.UK \(www.gov.uk\)](#)
- <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>

Additional guidance for 4th January 2021

- <https://www.gov.uk/guidance/asymptomatic-testing-in-schools-and-colleges>

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision?priority-taxon=b350e61d-1db9-4cc2-bb44-fab02882ac25>

- https://www.gov.uk/government/publications/coronavirus-covid-19-contingency-framework-for-education-and-childcare-settings?utm_source=31%20December%202020%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19

<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#further-advice-at-tier-4-stay-at-home>

<https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-the-public-and-sport-providers>

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>

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Limiting the Spread of Coronavirus (COVID-19) to the school community.	M	<ul style="list-style-type: none"> 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) Registers are taken each day of pupils present. Staff arrive on site 30 minutes prior to the start of the school day and leave at designated time. No parents or visitors allowed into school other than via pre-arrangement e.g. workmen – separate area from students. Parents/Carers and Staff advised to report to the school any symptoms of COVID 19 that their household may have. Any pupil with symptoms will not be permitted onto site – home contacted to arrange pickup. Pupils and Staff displaying symptoms will not be permitted into school until <u>isolation completed. (as per guidance)</u> 	<ul style="list-style-type: none"> Reopen for full school September 2020 Enhanced cleaning schedule in identified key areas during the day. 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. 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. Use 5 separate entrances minimising mixing of groups. Staggered break and lunch times KS3/4 to reduce the spread. Separate yards at break and lunch. Use of 3 dining zones and two main sittings for lunch arrangements. Y7- Y11 Each have own bubble – 6th form also has its own bubble - reducing mixing of pupils. Where possible, staff movement minimised between year group bubbles. Pupil movement within bubble minimised <ul style="list-style-type: none"> KS3 lessons – staff move to pupils. KS4 movement limited to within the bubble where possible – designated year group rooms otherwise. 	<ul style="list-style-type: none"> Parents/Carers and Staff advised to report to the school any symptoms of COVID 19 that their household may have. 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 the Guidance for households with possible coronavirus infection. Only key workers and vulnerable students in school. Certain y11 and 13 examinations. High-quality remote education provided for all other pupils. Pupils and Staff displaying symptoms will not be permitted into school until 10 day isolation is complete. Implementation of the schools National Testing programme should the regulator confirm use – Mass and serial testing. The Governing body of the school are to be informed of staff members and Parent/Carers concerns. Invite pupils not engaging with work for 1:1 meeting with AHOH / HOH / SLT to support Invite year 11's not engaging after letters and texts home to attend in small groups using separate entrances, exits and toilets to bubbles Appropriate staff training provided regarding testing and risk assessment – use of DfE webinars and Tessello go - https://go.tessello.co.uk/Test 	<ul style="list-style-type: none"> Rapid testing using Lateral Flow Devices (LFD)s will support the return to face-to-face education by helping to identify people who are infectious but do not have any coronavirus (COVID-19) symptoms. Staff and pupils will move to a home testing model (for pupils, following the first 3 onsite tests). The lateral flow devices used have received regulatory approval from the MHRA for self-use. Once pupils have been tested 3 times at school, they will be provided with home test kits for regular testing. Testing remains voluntary but strongly encouraged. Staff or pupils with a positive LFD test result will need to self-isolate in line with the stay-at-home guidance. All staff and students (unless exempt) to wear face coverings in all indoor spaces including classrooms. They may be removed whilst undertaking strenuous exercise e.g. in PE lessons. All communications updated to staff and parents 	Staff-On Going. DSL/as appropriate Head teacher/S LT-On Going. Parents/c arers	

			<ul style="list-style-type: none"> • 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). • Policies and protocols to be updated to reflect current situation. Safeguarding, H&S, AUP (IT use), staff/pupil protocols, behaviour... • Parents/Carers and Staff advised to report to the school any symptoms of COVID 19 that their household may have. • Comprehensive parental communications of student protocols. • 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> • Seating plans for every classroom and register for each lesson to be taken • - 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. • - Pupils or a family member or Staff member displaying symptoms will be advised to self-isolate and will not be permitted into school until <u>10/14-day isolation completed.</u> 	<ul style="list-style-type: none"> • DeviceTraining/Login.aspx?ts=637451861561213813&currentPage=1 	<ul style="list-style-type: none"> • High-quality <u>remote education</u> provided for all self-isolating students. 		
Staff and Pupils not attending school	M	<ul style="list-style-type: none"> • Usual attendance policies and monitoring apply • Staff follow usual attendance guidance. 	<ul style="list-style-type: none"> • Pupil attendance mandatory from September 2020 • Parents/Carers and Staff to be advised to follow the usual 	<ul style="list-style-type: none"> • All staff to confirm medical conditions and any other changes to vulnerabilities in order that specific risk 	<ul style="list-style-type: none"> • All CEV staff to work from home 	L	Parents/ Carers and

		<p>Referenced to on weekly staff bulletin.</p> <ul style="list-style-type: none"> Parents/Carers and Staff to be advised to follow the usual school procedures for sickness absence. All staff to confirm medical conditions and any other changes to vulnerabilities in order that specific risk assessments can be completed/updated where required. 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. Where need is identified staff/families advised to follow guidance from the NHS 	<p>school procedures for sickness absence from September.</p> <ul style="list-style-type: none"> 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) 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 Headteacher/SLT link to contact appropriate Red/Amber staff Any pupils isolating but not unwell to complete home learning as directed. Government guidance concerning vulnerable children: 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 	<p>assessments can be completed/updated where required.</p> <ul style="list-style-type: none"> CEV staff to work from home;; CV staff to work from home if possible, if not they must adhere to stringent risk assessments. Pregnant staff in third trimester to work from home (N/A). Parents/Carers and Staff to be advised to follow the usual school procedures for sickness absence. 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. Where need is identified staff/families advised to follow guidance from the NHS Continue to monitor all DfE/PHE information and updates and provide regular comms to all stakeholders. 	<ul style="list-style-type: none"> All CV staff to return to school with revised risk assessments Any pregnant staff in third trimester to work from home (N/A) All staff to confirm medical conditions and any other changes to vulnerabilities in order that specific risk assessments can be completed/updated where required. Parents/Carers and Staff to be advised to follow the usual school procedures for sickness absence. 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. Pupils self isolating and well to complete remote learning work Staff self isolating and well to work from home Continue to monitor all DfE/PHE information and updates and provide regular comms to all stakeholders. 		<p>Staff-On Going.</p> <p>Staff-On Going</p>
<p>Transport on and off the school site.</p>	<p>M</p>	<ul style="list-style-type: none"> Where students are required to use bus as transport they are encouraged to use scholars services. Pupils closest to the driver will get off the vehicle first, ensuring social distancing where possible. pupils encouraged to make their own way to school and will be supervised on entering the premises by staff to ensure 	<ul style="list-style-type: none"> Pupils and Parents/Carers will be made aware of government guidance re social distancing on public transport. 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. Pupils encouraged to walk/cycle where possible 	<ul style="list-style-type: none"> Pupils and Parents/Carers will be made aware of government guidance re social distancing on public transport. Pupils encouraged to walk/cycle Car park large so drop-off section to be identified (see bubble doc) https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers 	<ul style="list-style-type: none"> No additional measures 	M	<p>Parents/ Students</p>

		<p>social distancing takes place.</p> <ul style="list-style-type: none"> • Pupils encouraged to walk/cycle • Car park 1 drop off used year 10 and 12. • 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. • https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers 	<ul style="list-style-type: none"> • Drop-off section identified in Car park 1 - for further information (see SCENARIO PLANNING/Student Protocols docs) • 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> • Face coverings are mandatory on all public transport, this includes the scholars bus service. 	<ul style="list-style-type: none"> • Repeat process for pupil dismissal – supervised by staff from the bubble 		
<p>Pupils /Staff independently travelling to the school site.</p>	<p>H</p>	<ul style="list-style-type: none"> - Designated car parking area available to staff. - Social distancing guidance to be followed when accessing/egressing from car vehicles. - Bike sheds located in the open air. -Bike sheds that have access doors are to be included in the cleaning schedule for the school. - Pupils access the bike shed one at a time at the start and end of the school day - Pupil face to face contact limited to less than 15 minutes when storing/taking bikes out of the bike shed. - Demarcation floor markings in place at the entrance to the bike shed 	<ul style="list-style-type: none"> - Staff and Parents/carers and pupils advised on the current guidance regarding accessing <u>public transport</u>. • Pupils encouraged to walk or cycle - Staff /Pupils to be advised to adhere to <u>staying alert</u> and social distancing guidance when away from the school. - Where more than one bike shed is in place consider allocating bike sheds to separate key stages to reduce mixing of age ranges. - Notices in place on the bike sheds advising 1 pupil at a time to access the bike sheds. <p>Pupils advised to use bike shed nearest their bubble entry point</p> <ul style="list-style-type: none"> - Staff presence in the outdoor areas at the start and end of the school day. 	<ul style="list-style-type: none"> • no additional measure 	<ul style="list-style-type: none"> • no additional measure 	<p>Head teacher-Immediate</p>

		to allow for social distancing.					
Pupil/Staff member living with a shielded or clinically vulnerable person	H	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> State this guidance clearly in all comms to parents/staff. Following Guidance as of 8th July 2020 (email to all staff). Staff will be expected to attend work – individual RA as appropriate. Headteacher/SLT Link to contact staff as appropriate. 	<ul style="list-style-type: none"> State this guidance clearly in all comms to parents/staff. Updated RA where appropriate These staff working from home 	<ul style="list-style-type: none"> Individual staff / students to have a revised risk assessment These staff and students expected to attend school 	L	Head teacher/S LT link - Where identified
Pupil /Staff member living in a household with someone who is extremely clinically vulnerable	H	<ul style="list-style-type: none"> Where the school cannot adhere to stringent social distancing the school does not expect staff/pupils in this category to attend the school site Where needed, identified pupils will be supported to learn at home. Staff will be given tasks to complete from home where appropriate. 	<ul style="list-style-type: none"> Following Guidance as on 8th July 2020 (email to all staff) Staff will be expected to attend work Where possible staff movement between bubbles will be restricted. Pupils remain in year group bubbles wherever possible. 	<ul style="list-style-type: none"> Where the school cannot adhere to stringent social distancing the school does not expect staff/pupils in this category to attend the school site Where needed identified pupils will be supported to learn at home. Staff will be given tasks to complete from home where appropriate. 	<ul style="list-style-type: none"> Individual staff / students to have a revised risk assessment These staff and students expected to attend school 	L	Head teacher/S LT link-Where identified
Staff/Pupils who may otherwise be at increased risk from coronavirus (COVID-19)	H	<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 COVID-19: review of disparities in risks and outcomes report. 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</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>	<ul style="list-style-type: none"> All staff to confirm medical conditions and any other changes to vulnerabilities in order that specific risk assessments can be completed/updated where required. All parents/ pupils to confirm medical conditions and any other changes to vulnerabilities in order that specific risk assessments can be completed/updated where required. 	<ul style="list-style-type: none"> No additional measures 		Head teacher-On Going

		<p>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>Staff/Pupils who are clinically vulnerable (Moderate risk) or extremely clinically vulnerable (High risk)</p>	H	<ul style="list-style-type: none"> - Staff/Pupils who were clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work from 1 August as long as they maintain social distancing. - Guidance for those who are <u>clinically-vulnerable, including pregnant women</u>, is available. - The Head teacher has flexibility regarding Staff members medical needs and work activities that they are able to undertake within the school. - People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace. 	<ul style="list-style-type: none"> - Where need identified-Staff individual Medical/III-Health risk assessment to be completed. - Where need identified staff referred to DCC Occupational Health Service. - Individual cases to be discussed with HR. - Pupils EHCP's reviewed and discussions to take place with their GP's/Consultants etc. prior to them returning to school. 	<ul style="list-style-type: none"> All pupils with EHCP contacted weekly These staff / students have revised risk assessments / working from home 	<ul style="list-style-type: none"> CV staff / students have revised risk assessments and working at school CEV staff are working from home CEV staff returned to work on March 31st as per government guidelines. These staff have stringent risk assessments in place. 		Head teacher-As required
<p>Movement in / out / around the school building</p>	M	<ul style="list-style-type: none"> Access to the school site to be controlled. Low numbers of pupils attending school <100 Parents advised via school communication links that only one parent/carer is 	<ul style="list-style-type: none"> Access to the school site to be controlled with clear guidance to staff/pupils Pupils, to be continually reminded via school communication links to maintain social distancing when entering 	<ul style="list-style-type: none"> Key worker children use the same main entrance to the building. Pupils sanitise their hands on arrival Key worker children seated in their year group bubbles in different areas 	<ul style="list-style-type: none"> Access to the school site to be controlled with clear guidance to staff/pupils Pupils, to be continually reminded via school communication links to maintain social distancing when entering the school site, following 		

		<p>permitted to drop off/pick up their child.</p> <ul style="list-style-type: none"> • Pupils, Parents/Carers advised to maintain social distancing when entering the school site. • Parents not permitted to enter the school building unless need is essential (invite only). • Pupils keep outdoor clothing and bags with them or leave in their allocated seat/area. • Staff store their bags and belongings in a departmental office / classroom. V low numbers of staff on site.. • All use hand gel on entry into the building • Pupils and staff use hand gel each time they enter / leave the classroom. • 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. • 2 m distancing marks 	<p>the school site, following guidance</p> <ul style="list-style-type: none"> • Staggered start times to be introduced if required- Start times communicated to parents via school communication links and updates provided where need identified. • School entrances and site secured at the start of the school day. Multiple entrances available. One for each bubble • Staff and Pupils will be informed to only bring essential items needed for that day • Staff escorting sick children to isolation room to wear PPE. • Each bubble has a separate entrance and exit point • Break time is split for KS3 and KS4 to ensure bubbles have access to outdoor areas and catering facilities • Pupils limited to their bubble area inside the school building. If pupils need to move outside their bubble area e.g. for ICT or music lessons; they are met and escorted by their member of staff in their bubble • Allocated external areas to bubbles • Refectory / juice bar / servery separated for bubbles for break / lunchtime • Wet break / lunch areas allocated to each bubble. • Fire evacuation plan amended 	<ul style="list-style-type: none"> • Each year group bubble has a separate toilet • Each year group bubble has separate outdoor and indoor break . lunch space • Fire evacuation plan amended 	<p>guidance. All 2m distancing signage updated / replaced where needed.</p> <ul style="list-style-type: none"> • School entrances and site secured at the start of the school day. Multiple entrances available. One for each bubble • Staff and Pupils will be informed to only bring essential items needed for that day • Staff escorting sick children to isolation room to wear PPE. • Each bubble has a separate entrance and exit point • Break time is split with y7 & y8 earlier than Y9, 10 and 11 to ensure bubbles have access to outdoor areas and catering facilities • Allocated external areas to bubbles • Tutors collect and escort children am; teachers collect and escort pupils at break and lunch times. • Each bubble has a specific area of the school to be contained within. If pupils need to move outside their bubble area e.g. for ICT or music lessons; they are met and escorted by their member of staff in their bubble <ul style="list-style-type: none"> • Refectory / juice bar / servery separated for bubbles for break / lunchtime • Wet break / lunch areas allocated to each bubble. • Fire evacuation plan returned to as it was in September 2020 		
Maintaining infection control /hygiene standards within the school building	H	<ul style="list-style-type: none"> • Pupils, parents/carers advised to ensure that pupils aim to wear clean clothing each day that they attend school. • Staff advised to wear clean clothing each day that they attend school. 	<ul style="list-style-type: none"> • Cleaning team to receive training via NTH (8/7/20) – assume usage of NHS standard cleaning fluids for 'spray & dwell' methodology and all other cleaning needs. • Increased access to hand sanitiser for use periodically 	<ul style="list-style-type: none"> • No additional measures 	<ul style="list-style-type: none"> • Face coverings to be worn in all indoor areas unless exempt, this includes the classroom. Face coverings can be removed when undertaking strenuous exercise e.g. PE lessons 	M	Staff-On-going

	<ul style="list-style-type: none"> • Where need identified hand sanitiser to be made available to staff and pupils. • Pupils are supervised throughout the school day to wash their hands for 20 seconds by staff members. • Handwashing posters located in pupil and staff toilet areas and in the classroom areas. • Pupils and staff follow the 'Catch it, Bin it, Kill it', guidance and avoid touching their faces, noses etc. practice followed whilst at school. • Catch it, bin it, kill it posters located in pupil, staff toilet areas and around the school site. • Pupils advised to cough and sneeze into their elbow and away from the direction of other pupils and staff. • Staff and Pupils are directed to wash their hands before and after eating and following coughing and sneezing and where additional need identified. • 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 	<p>through the day, breaks and lunch times.</p> <ul style="list-style-type: none"> • All staff, pupils and visitors to wear face masks in communal areas. When masks removed in classrooms / outdoors, masks to be placed in re-sealable plastic bag. Hands to be washed /sanitised whenever mask is touched. Masks to be washed daily at home. • Cleaning of dining area between lunch services. Make use of hand pump spraying – 'spray & dwell' methodology to be used. • Anti-viral wipes available to clean work spaces after staff use. • 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 & dwell' methodology to be used. • Periodic cleaning of pupil toilet areas after use. 'spray & dwell' methodology to be used. • Cleaning checklist to be put in place for the school. Audit of cleaning practices by NTH. • Dual use rooms to be wiped down with 'spray & dwell' methodology. • Heavy use areas to be cleaned more frequently during the day: <ul style="list-style-type: none"> • 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 & 			<p>Site team/Cle aning team ongoing</p>
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	<p>themselves from staff and other pupils.</p> <ul style="list-style-type: none"> ● 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: <i>anything that might have been touched</i>). ● 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 	<p>dwelling' in their areas to remove threat of infected surfaces.</p> <ul style="list-style-type: none"> ● 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. 			
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		placed in the external bin store.					
Staff/Pupils showing possible symptoms of the coronavirus	H	<ul style="list-style-type: none"> Staff are aware of the symptoms of the Corona virus Staff/Pupils do not come to school if they are showing symptoms of the virus. Pupils /Staff health needs are monitored and concerns appropriately actioned. 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. Parents/Carers regularly informed via the school's communication links to monitor their child's /family members' health. Where Staff/Pupils start showing signs of symptoms they are transferred to the isolation room and a member of the SLT informed. First aider either on site or on standby to come to site Parents informed ASAP PPE should only be worn by a member of staff supporting the symptomatic pupil, if 2 metres cannot be maintained. If contact with the pupil is necessary, then gloves, apron and a face mask should be worn by the member of staff. Parents/Carers and Staff member's next of kin contacted. 	<ul style="list-style-type: none"> Isolation area in every bubble Ensure that the school holds a stock of disposable gloves/aprons and face masks (known location). Staff /Pupil remain in the isolation room until they can be collected. - 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. 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. 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. Isolation room to be deep cleaned once the staff/pupil has left the area (NHT). Cleaning staff to wear PPE appropriate with the cleaning substances they are using to clean the area (NHT advice). Head teacher to continuously remind Parents/Carers via school comms of the symptoms of COVID-19. - 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 testing and tracing for 	<ul style="list-style-type: none"> Ensure that the school holds a stock of disposable gloves/aprons and face masks (known location). Staff /Pupil remain in the isolation room until they can be collected. 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. Isolation room to be deep cleaned once the staff/pupil has left the area. 2 m rule applied and contact list gathered to isolate all close contacts. Pupils have the option to take a test each day for seven days in school and if negative they can attend the school that day. Cleaning staff to wear PPE appropriate with the cleaning substances they are using to clean the area (NHT advice). Staff and Parent/Carers to be encouraged to access testing facilities available where symptoms are displayed. Pupils and Staff displaying symptoms will not be permitted into school until 7 day isolation completed. Unless they undertake daily testing in school. Where Staff/Pupils test positive PHE are to be contacted for advice and support. The Governing body of the school are to be informed of Staff members and Parent/Carers concerns 	<ul style="list-style-type: none"> Continued use of isolation room until parent can collect student. Staff can make their own way home if well, if not collection or transportation is arranged Identified close contacts of pupils with a confirmed positive test: Close contact means: Anyone who lives in the same household as someone with coronavirus (COVID-19) symptoms or who has tested positive for coronavirus (COVID-19) Anyone who has had any of the following types of contact with someone who has tested positive for coronavirus (COVID-19) with a PCR or LFD test: face-to-face contact including being coughed on or having a face-to-face conversation within 1 metre been within 1 metre for 1 minute or longer without face-to-face contact been within 2 metres of someone for more than 15 minutes (either as a 	M	<p>Head teacher on going</p> <p>Staff – ongoing</p> <p>Head teacher/S LT-Immediate</p> <p>Head teacher-Immediate</p>

		<ul style="list-style-type: none"> • If need identified the emergency services are to be contacted. • Infection control risk assessment in place to manage all other biological hazards that may affect staff/pupils. 	<p><u>coronavirus website</u>, 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.</p> <ul style="list-style-type: none"> • - 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 <u>the Guidance for households with possible coronavirus infection</u>. • - Parents/Carers collecting unwell pupils are reminded of the guidance to follow. • - 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. • - 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. • - Remote education to be made available to pupils not attending the school. • Pupils and Staff displaying symptoms will not be permitted into school until <u>7 day isolation completed</u>. • Where Staff/Pupils test positive PHE are to be contacted for advice and support. https://www.nhs.uk/conditions/coronavirus-covid-19/ • Headteacher to contact health 		<p>one-off contact, or added up together over one day)</p> <ul style="list-style-type: none"> • travelled in the same vehicle • Sent home to begin isolation - the isolation period includes the day the symptoms started and the next 10 full days. 		
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			<p>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.</p> <ul style="list-style-type: none"> • Use of template letter provided by health protection team to communicate with parents – ensure this is available to appropriate admin/SLT and easily editable. • Staff protocol has been adapted to reflect procedure. • Guidance has been shared with parents. • All parties to follow guidance concerning isolation period. https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance • Engage fully with NHS test track and trace process. https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ 				
<p>Staff/Pupil or family member tests positive for COVID-19</p>	H	<p>The Health Protection Agency are available to provide schools with advice and support-Contact - 0300 3038596-Option1</p> <ul style="list-style-type: none"> - 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. - If a Pupil or member of Staff tests positive, they are instructed to follow the <u>'stay at home: guidance for households with possible or confirmed</u> 	<ul style="list-style-type: none"> - Schools should ask Parents/Carers and Staff to inform them immediately of the results of a test: - 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. - Remote education to be made available to pupils not attending the school. - The government will ensure that it is as easy as possible to get a test through 	<ul style="list-style-type: none"> • All parents asked to contact school if they or their child tests positive whilst in lockdown. • Key worker groups the same as previous 	<ul style="list-style-type: none"> - Schools should ask Parents/Carers and Staff to inform them immediately of the results of a test: - 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. - Remote education to be made available to pupils not attending the school. - The government will ensure that it is as easy as possible to get a test through 		<p>Head teacher-On going</p>

		<p><u>coronavirus (COVID-19) infection</u> and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if 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.</p> <ul style="list-style-type: none"> - 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. - If a member of Staffs/Pupils household tests positive the Pupil/Staff member must self-isolate for the full 14 days. - Sickness absence is monitored for Staff and Pupils at the school. All sickness absences are recorded. 	<p>a wide range of routes that are locally accessible, fast and convenient further guidance is to be provided.</p> <ul style="list-style-type: none"> • Pupil / staff questioned on close contacts; using seating plans, close contacts in lessons identified. These students/staff to isolate for 14 days 		<p>a wide range of routes that are locally accessible, fast and convenient further guidance is to be provided.</p> <ul style="list-style-type: none"> • Pupil / staff questioned on close contacts; using seating plans, close contacts in lessons identified. These students/staff to isolate for 10 days 		
<p>Maintaining infection control in the Classrooms/H all areas</p>	<p>H</p>	<ul style="list-style-type: none"> • 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). • Classroom areas in use have items that are non-essential removed to allow a larger floor space to help promote social distancing. • Windows and doors are opened to allow natural 	<ul style="list-style-type: none"> • Increase number of hand sanitising stations • See Planning for pupils to return to school document and Scenario planning document for full details of 'Bubble' model and classroom arrangement. • 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. 	<ul style="list-style-type: none"> • All work is online • Staff have the option of a weekly covid test in school 	<ul style="list-style-type: none"> • All classrooms restocked with sanitiser, anti-bacterial wipes and a box of tissues. • All 2m markings relaid • Face coverings to be worn in all classrooms unless exempt • Clear desk policy administered • 	<p>M</p>	<p>Staff-On Going</p>

		<p>ventilation during the school day.</p> <ul style="list-style-type: none"> • Cleaning products readily available in the immediate area of the classroom/toilet areas for spot cleaning. • Rota in place for break time periods. • Timetable reviewed to reduce the need for pupils to move about the building. • 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). • Where possible teaching activities to be carried out in the outdoor areas of the school. • Where classrooms and halls are occupied doors can be propped open to allow natural ventilation. • Where classrooms/halls are unoccupied doors are to be closed. Restricted area of school open • 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 • Office doors and staff areas likewise. • Classrooms not in use to be locked and used to store furniture from bubble rooms • Anti-bacterial wipes used to clean teacher desk /keyboard and IWB after each session 	<ul style="list-style-type: none"> • Year group bubbles to minimise movement and possible interactions through the day • KS3 taught in teaching groups in one classroom. Staff travel to classrooms. • Assemblies streamed into classrooms • Separate outdoor recreational areas for each year bubble. • Separate dining areas and service for each year bubble. • Pupil movement will be minimised during the day (KS3) <ul style="list-style-type: none"> • toilet visits • PE sessions • Moving from registration • KS4 – move within bubble other than specialist lessons (eg IT/Art/PE..) • Hand sanitiser for KS5 students to support hand cleaning while moving between option classrooms. • Students allocated a seat per plan. Students with potential behaviour concerns will be allocated near the exit. Seating plan details kept by staff. • Increased availability of tissues and bins in each classroom – Catch it, kill it bin it posters in all classrooms. • Classroom doors to remain open where possible to aid ventilation (i.e. not a fire door). 				
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		<ul style="list-style-type: none"> Staff provided with a file containing board pens, board rubbers, essential equipment. 					
Equipment needed for specific subject areas	M	<ul style="list-style-type: none"> Pupils will have their own pencil cases and books/writing pads required for each subject. Activities planned by subject Leads. Timetable agreed. All <u>Science</u>, DT and Art areas have been pre-checked as per <u>CLEAPPS</u> guidance and are ready for use. Where need identified pre-user, checklists completed. Cleaning schedule in place following the use of equipment. Subject area risk assessments in place. Cleaning schedules have been made available to schools and are available on the <u>Extranet</u>. Cleaning schedule in place for subject areas 	<ul style="list-style-type: none"> Ensure that the building checklist is completed. Ensure that where need identified daily inspections are completed prior to work equipment being operated. Where need identified pupils provided with stationery and paper for subject areas. PE to sanitise equipment prior to use No / limited practicals for all subjects 	<ul style="list-style-type: none"> All lessons are remote either live or assignments Key worker children can pass a football between the but no contact sport 	<p>Where need identified pupils provided with stationery and paper for subject areas.</p> <ul style="list-style-type: none"> PE to sanitise equipment prior to use No / limited practicals for all subjects ICT rooms cleaned after each use 		
Classroom resources	H	<ul style="list-style-type: none"> Resources that are shared between classes or bubbles, such as sports, art and science equipment are cleaned frequently and meticulously 	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> All lessons are live / remote Key worker children can be given an exercise book of their own which the yare responsible for if they wish 	<p>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.</p>	L	<p>Head teacher-On Going</p> <p>Staff - ongoing</p>

		<ul style="list-style-type: none"> - Resources cleaned prior to each group/bubble using them. 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 	<ul style="list-style-type: none"> - Resource boxes to be set up in advance where possible. 	<ul style="list-style-type: none"> • Pupils are asked to bring their own headsets into school • Any other resources remain in each key worker bubble 	<ul style="list-style-type: none"> - Resource boxes to be set up in advance where possible. 		
<p>PE Activities / Lack of changing room space</p>	H	<ul style="list-style-type: none"> - PE activities can take place in external areas of the school. - Pupils are to be kept in consistent groups/bubbles within year groups. - Sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided. - Outdoor sports prioritized where possible. - Large indoor spaces used where it is not, doors are opened to allow ventilation. - Maximize distancing between pupils - External coaches, clubs and organizations for curricular and extra-curricular activities can resume supporting the school. 	<ul style="list-style-type: none"> - Consider allowing pupils to wear their school PE kit and not school uniform when PE lessons are timetabled. - Parents/Carers and Pupils advised what PE kit pupils should wear to school. - Consideration be given to undertaking the Summer Term PE programme for the start of September. - PE Guidance available <u>-guidance on the phased return of sport and recreation</u> and guidance from <u>Sport England</u> for grassroots sport is available. <u>Association for Physical Education</u> and the <u>Youth Sport Trust</u> - Where SLA in place PE support activity risk assessments clearly detailing the controls in place for COVID-19 to be shared with the school. 	<ul style="list-style-type: none"> • Pupils wear PE kit on a wednesday. Each bubble has a COVID secure PE lesson on a Wed only. • <u>https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-the-public-and-sport-providers</u> • 	<ul style="list-style-type: none"> • Grassroot sport open from 29th MARCH 		

		<ul style="list-style-type: none"> - Class/Year group bubbles maintained for after school clubs/activities. - Cleaning schedule in place for PE equipment accessed during the school week. - Heads of PE Departments/Co Ordinator to read guidance readily available and identify a programme for the Autumn term. 					
Music lessons	H	<ul style="list-style-type: none"> • - Lessons can take place where physical distancing can be assured. • - During lessons position pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation, such as having the window and door open. • - Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies. • 	<ul style="list-style-type: none"> • Current guidance advises; • - There may be an additional risk of infection in environments where Staff/Pupils are singing, chanting, playing wind or brass instruments or shouting. • - Where instruments are to be played consideration be given to lessons taking place outside. • - Consider limiting class sizes to no more than 15 if instruments and singing are to take place. • Further guidance is to be issued by the DfE in due course. • Revision of documentation: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#music-dance-and-drama-in-school • small group of year 9 students having music practical after school, all socially distanced 	<ul style="list-style-type: none"> • GCSE students invited in to school one at a time to practice on instruments which are cleaned after use. Window and door open 	<ul style="list-style-type: none"> • Key stage 3 lessons inside classrooms with no practical • Key stage 4 lessons adhering to social distancing, all equipment cleaned before and after use. • small group of year 9 students having music practical after school, all socially distanced and equipment cleaned before and after use 	L	Head teacher/S LT overseeing bubble

			and equipment cleaned before and after use				
Educational Visits	M	<ul style="list-style-type: none"> - Domestic (UK) overnight and overseas educational visits at this stage are not permitted at the present time. Guidance is available- coronavirus: travel guidance for educational settings. - During the Autumn term, the school can resume non-overnight domestic educational visits. - Daily visits are uploaded to the EVOLVE system. - Where possible the school is making use of local outdoor spaces. - Hand wipes hand sanitizer carried by staff for use during the visit. 	<ul style="list-style-type: none"> - Ensure that pupils are kept within their consistent groups. - Ensure that venues accessed are COVID-19 secure. There are no educational visits at present 	<ul style="list-style-type: none"> There are no educational visits at present 	<ul style="list-style-type: none"> There are no educational visits at present Educational visits resume June 2021. Day trips only, no residential trips. All visits have a secure RA and use EVOLVE to ensure COVID regulations and restrictions are adhered to. This is inline with guidance from DCC. 	M	Site Supervisor/Head teacher/s taff ongoing
Personal Protective Equipment (PPE)	M	<ul style="list-style-type: none"> Wearing a face covering or face mask in schools is not recommended. 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 potentially when a staff member/pupil is symptomatic of covid-19. Staff follow good hand washing practice. 	<ul style="list-style-type: none"> All staff, pupils and visitors to wear face mask in communal areas in line with new government policy 26th August 2020: Face coverings in education - GOV.UK 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) First aid staff to face mask, gloves and aprons available at all times. Safe use of PPE information signposted Staff follow good hand washing practice. For instruction please access the following Public Health England training video: https://www.youtube.com/watc 	<ul style="list-style-type: none"> Appropriate staff training provided regarding testing and risk assessment – use of DfE webinars and Tessello go - https://go.tessello.co.uk/TestDeviceTraining/Login.aspx?ts=637451861561213813&currentPage=1 	<ul style="list-style-type: none"> All staff, pupils and visitors must wear face coverings in all indoor areas, including the classroom. Updated guidance on PPE January 2021: COVID-19: infection prevention and control (IPC) - GOV.UK (www.gov.uk) Appropriate staff trained and updated. 	M	Site team First Aider

			h?v=-GncQ_ed-9w&feature=youtu.be and follow signage/poster in each changing area: https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures				
Challenging behaviours displayed	M	<ul style="list-style-type: none"> Usual expectations regarding behaviour in place. Pupils with challenging behaviours identified. Risk assessments are in place for pupils who demonstrate challenging behaviours. Refer to updated Behaviour Policy 	<ul style="list-style-type: none"> Usual expectations regarding behaviour in place. Unacceptable behaviour not tolerated – pupil place at school removed until confident of no repetition. Staff to allocate pupils seats and classes within each bubble based on identified risk and additional need. HOH and pastoral teams operate early identification of issues.. Review the Behaviour Policy with addendum for COVID-19 SLT to re-introduce school tour TA support in-line with EHCP provision (1m+ SD to be maintained). Unit to be re-instated – large room to be used to maintain 2m SD – screens/partitions also in use. 	<ul style="list-style-type: none"> Unacceptable behaviour will no be tolerated - key worker place in school may be in jeopardy should pupils persistently not follow school protocols. 	<ul style="list-style-type: none"> First week back, clear expectations outlined to pupils in assemblies Usual expectations regarding behaviour in place. Unacceptable behaviour not tolerated – pupil place at school removed until confident of no repetition. Staff to allocate pupils seats and classes within each bubble based on identified risk and additional need. HOH and pastoral teams operate early identification of issues.. Review the Behaviour Policy with addendum for COVID-19 SLT to re-introduce school tour TA support in-line with EHCP provision (1m+ SD to be maintained). Unit to be re-instated – large room to be used to maintain 2m SD – screens/partitions also in use. 	M	Staff/Pupils-Where need identified
First Aid Provision and support with medication	M	<ul style="list-style-type: none"> First aid trained available staff on-call (local – in school within 10 mins – via phone for basic contact initially). Pupils in current Key worker/Vulnerable group shared with First Aid team for medical needs. Parents share any medical data when booking place for child 	<ul style="list-style-type: none"> First aider on site each day – plus reserve first aider First aider to wear basic PPE if 2m SD cannot be maintained (stock available in each bubble) If PPE used – correct method of removal to be used https://www.youtube.com/watch?v=-GncQ_ed-9w A number of staff qualified to administer basic first aid 	<ul style="list-style-type: none"> No additional measures 	<ul style="list-style-type: none"> No additional measures 	L	Staff-On going First Aider

		<ul style="list-style-type: none"> Gloves and first aid items used to be placed in hazard bags provided. Fully stocked first aid boxes located around the school site and in the vicinity of classrooms in use/bubbles. Medication policy in place 	<ul style="list-style-type: none"> Staff to wash their hands prior to administering first aid, and wear disposable gloves when providing first aid support. Staff to wash their hands after providing first aid support. Pupils with medical needs identified for each bubble. Waste bins/hazard bins emptied at the end of each school day. If after assessment, the issue appears to be related to Covid 19, leadership should be contacted and the pupil moved to the isolation room. Parent/carer to be contacted to arrange prompt pickup as well as emergency services should they be needed. Ensure that a stock of disposable gloves are available for staff use. 				
Emergency Situations	H	<ul style="list-style-type: none"> The Site Supervisor is to undertake usual weekly checks of the fire alarm system. There is an automatic fire detection system fitted at the school which is tested and inspected on at least an annual basis. In the event of the fire alarm sounding staff are to direct pupils to evacuate the building. Staff and pupils are to maintain social distancing where possible when evacuating the building. Staff and pupils are to maintain social distancing when registers are being taken at the assembly point by standing on an allocated floor mark Staff and Pupils re-entering the building is to be staggered and use SD 	<ul style="list-style-type: none"> The Site Supervisors to undertake usual weekly checks of the fire alarm system. Each bubble has unique evacuation plan as outlined in whole school fire plan Fire drill to be performed each term Fire evacuation plan shared with all staff to ensure a safe exit from the premises. Each bubble to have own fire marshals to help sweep the building and assist any staff/pupils with mobility issues. 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. Staff and pupils are to maintain social distancing where 	<ul style="list-style-type: none"> Fire evacuation plan amended - meeting point moved to MUGA due to smaller numbers of staff / pupils on site. 	<ul style="list-style-type: none"> Fire evacuation plan amended - meeting point moved back to September plan 	L	SLT Headteacher Site team

		<p>marking for entrances as per morning entry</p> <ul style="list-style-type: none"> Staff and pupils are to wash their hands when they re-enter the building. 	<p>possible when evacuating the building.</p> <ul style="list-style-type: none"> Staff and pupils are to maintain social distancing when registers are being taken at the assembly point Staff and Pupils re-entering the building is to be staggered and use SD marking for entrances as per morning entry Staff and pupils to sanitise their hands when they re-enter the building. Site team to carry out or arrange for all regular checks to be up to date ready for opening in September. Updated BCP to be re-shared with SLT and key stakeholders. Review in Autumn 2020 				
End of the school day	M	<ul style="list-style-type: none"> Pupils/Staff will wash their hands before they leave the school site (Sanitise hands as they leave). Staff supervise orderly dismissal of pupils Staff ensure SD on buses as appropriate Water bottles taken home from school each day Only one Parent/Carer permitted to collect their child from the school site. Parents/Carers to ensure that they follow social distancing. Staff control the flow of pupils leaving the school building to encourage social distancing. Gates are secured to the school site. Gates are left open and entrance doors are automatic & therefore not touched. 	<ul style="list-style-type: none"> Orderly dismissal via exits for each bubble area. Staff supervise orderly dismissal of pupils – year groups to have staggered dismissal - 5 min early for younger students. Staff ensure minimal mixing on scholars buses as appropriate. Parents/Carers advised to ensure that pupils wash their hands when they arrive home from school. Parents/Carers advised that water bottles are to be thoroughly washed when they arrive home. Duty staff to accompany students out of school and off the site. See parent/student protocol for further details (available on the school website). 	<ul style="list-style-type: none"> Key worker bubbles escorted to exit by classroom teacher Parents/Carers advised to ensure that pupils wash their hands when they arrive home from school. Parents/Carers advised that water bottles are to be thoroughly washed when they arrive home. 	<ul style="list-style-type: none"> Orderly dismissal via exits for each bubble area. Staff supervise orderly dismissal of pupils – year groups to have staggered dismissal - 5 min early for younger students. Staff ensure minimal mixing on scholars buses as appropriate. Parents/Carers advised to ensure that pupils wash their hands when they arrive home from school. Parents/Carers advised that water bottles are to be thoroughly washed when they arrive home. Duty staff to accompany students out of school and off the site. See parent/student protocol for further details (available on the school website). 	L	<p>Parents/Carers-On Going</p> <p>SLT/Staff - ongoing</p>

<p>The School being placed on lockdown</p>	<p>M</p>	<ul style="list-style-type: none"> - Wellbeing checks carried out for staff and pupils. - Work with the Health Protection Team. 	<ul style="list-style-type: none"> - Head teacher/SLT to develop remote education so that it is integrated into school curriculum planning: should such an event occur. - Following the guidance provided by the Health Protection Team. 	<ul style="list-style-type: none"> • National lockdown. Only key workers and vulnerable students on premises. • All classwork is remote • Exams for VTCT and Functional skills have went ahead in school 	<ul style="list-style-type: none"> - Following the guidance provided by the Health Protection Team. 	<p style="background-color: #92d050;"></p>	<p>Head teacher</p>
<p>Staff who are pregnant.</p>	<p>H</p>	<ul style="list-style-type: none"> • 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) • Guidance to be followed from RCOG: • Coronavirus (COVID-19) infection and pregnancy 	<ul style="list-style-type: none"> • Staff members to inform the Head teacher at the earliest convenience if they are pregnant. • Member of staff to raise concerns with their midwife/GP in the first instance. • - Concerns to be raised with the Head teacher where need identified. • Where need identified HR to be consulted. • Communicate updated advice for those who are clinically vulnerable, including pregnant women: • 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 	<ul style="list-style-type: none"> • Any pregnant staff in third trimester to work from home. 	<ul style="list-style-type: none"> • No additional measures 	<p style="background-color: #ffd700;">M</p>	<p>Staff/ Head teacher- On going/CC Y</p>

			a/file/892085/disparities_review.pdf				
New and Expectant Mums showing symptoms of COVID-19	H	<ul style="list-style-type: none"> - Staff are aware of the symptoms of COVID-19. <ul style="list-style-type: none"> - Staff instructed to follow the guidance; Stay at home (self-isolate) – do not leave your home or have visitors. Anyone you live with, and anyone in your support bubble, must also self-isolate. - Book a test – get a test to check if you have coronavirus as soon as possible. Anyone you live with, and anyone in your support bubble, should also get a test if they have symptoms. - Speak to your midwife or maternity team 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>. 	<ul style="list-style-type: none"> - See 4-. Managing a positive case in the school community. - Staff can be referred to DCC Occupational Health Service regarding a testing for COVID-19. - Where need identified consultation to take place with HR. 	No additional measures	No additional measures		Head teacher
Office areas	H	<ul style="list-style-type: none"> • The maximum occupancy of the office areas have been calculated to ensure social distancing. • Where possible desks have been separated • View panels located in office doors so that the number of staff located in office spaces can clearly be identified. • The doors of Offices in use can be wedged open when occupied. 	<ul style="list-style-type: none"> • Hand sanitiser outside of each office. • Clean office/desk policy in place – wipes provided. • No hot-desking during day. • All spaces to be on daily cleaning rota – apply ‘Spray & dwell’ methodology. • Maintain 2m SD between work stations • Avoid working facing colleagues where possible. A vision screen to be used between desks / terminals if this is not possible 	<ul style="list-style-type: none"> • As previous • Skeleton staff required on a rota system. 	<ul style="list-style-type: none"> • Face coverings to be worn in all indoor areas 	L	Staff – ongoing Cleaners-ongoing Site team

		<ul style="list-style-type: none"> Where available, windows are opened whilst the office area is in use. Staff leave their desks as clear as possible so that it can be easily cleaned. 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. Staff undertake other activities/duties that allow them to leave the office area over the course of the school day. 	<ul style="list-style-type: none"> Vision screen guard in place for main visitor reception to provide protection from direct contamination from visitors. 				
Meeting Rooms	H	<ul style="list-style-type: none"> Timetabled access only Locked and secure when not in use None essential items removed from the meeting rooms. Seating and tables positioned to allow for social distancing Cleaning regime in place following each meeting. Windows opened to allow natural ventilation. 	All meetings are virtual	No additional measures	No additional measures		
Catering facilities	M	<ul style="list-style-type: none"> External Catering contractor has issued the school with a copy of their COVID-19 risk assessment for the kitchen area. Ventilation switched on whilst kitchen staff are in the kitchen. Identified number of staff work in the main kitchen area to ensure social distancing. 	<ul style="list-style-type: none"> School Building checklist to be completed. Catering Contractor/Cook to discuss with the Head teacher what food will be able to be provided to pupils. Menu to be agreed. Where need identified the number of staff in the kitchen area is to be reduced. Contractors that run the kitchen are responsible for completing their own risk assessment to ensure the safety of their staff. 	<ul style="list-style-type: none"> Food parcels sent to vulnerable families Continued provision of meals for key worker and vulnerable students in school 	<ul style="list-style-type: none"> Catering Contractor/Cook to discuss with the Head teacher what food will be able to be provided to pupils. Menu to be agreed. Where need identified the number of staff in the kitchen area is to be reduced. Contractors that run the kitchen are responsible for completing their own risk assessment to ensure the safety of their staff. Face coverings to be worn in all indoor areas 		<p>Premises Management-As required</p> <p>Head teacher-Immediate</p>

<p>Visitors to the school</p>	<p>H</p>	<ul style="list-style-type: none"> Where possible visitors to the school site be limited. 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. All visitors to be directed to wash their hands/apply alcohol gel on their arrival to the school site. Visitors are always supervised whilst on the school site. Social distancing maintained. <ul style="list-style-type: none"> Floor markings in place at the main school reception area ensuring social distancing. - Direction floor and wall signs in place around the school. - Social distancing markers in place in large corridor areas. - Posters/notices clearly displayed and reference handwashing/hand sanitizing and social distancing procedures in place at the school 	<ul style="list-style-type: none"> Where possible visitors to the school site be limited. 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. All visitors to be directed to wash their hands/apply alcohol gel on their arrival to the school site. Parent meetings to be by phone or virtual where possible Visitors are always supervised whilst on the school site. Social distancing maintained. Supply Staff to receive a full induction into the school which is to include a copy of the COVID-19 risk assessment. - Support Agencies advised of the procedures to follow when working with pupils e.g. hand hygiene. Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They are responsible for ensuring that they minimize contact and maintain social distancing as possible from pupils and staff when working in school buildings. 	<ul style="list-style-type: none"> Where possible visitors to the school site be limited. 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. All visitors to be directed to wash their hands/apply alcohol gel on their arrival to the school site. Parent meetings to be by phone or virtual where possible Visitors are always supervised whilst on the school site. Social distancing maintained. 	<ul style="list-style-type: none"> Where possible visitors to the school site to be limited. Face coverings to be worn in all indoor areas 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. All visitors to be directed to wash their hands/apply alcohol gel on their arrival to the school site. Parent meetings to be by phone or virtual where possible Visitors are always supervised whilst on the school site. Social distancing maintained. Supply Staff to receive a full induction into the school which is to include a copy of the COVID-19 risk assessment. - Support Agencies advised of the procedures to follow when working with pupils e.g. hand hygiene. Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They are responsible for ensuring that they minimize contact and maintain social distancing as possible from pupils and staff when working in school buildings. 	<p>M</p>	<p>Site team</p> <p>Organiser of visit.</p>
<p>Deliveries to the school</p>	<p>M</p>	<ul style="list-style-type: none"> Only essential items are ordered by the school. Identified staff take responsibility for deliveries made to the school. Staff members wash their hands before and after decanting orders and storing them away. Kitchen deliveries are made directly to the kitchen area. 	<ul style="list-style-type: none"> Only essential items are ordered by the school. Identified staff take responsibility for deliveries made to the school. Staff members wash their hands before and after decanting orders and storing them away. Kitchen deliveries are made directly to the kitchen area. On decanting products, products are to be wiped down and stored away. 	<ul style="list-style-type: none"> as previous 	<ul style="list-style-type: none"> as previous 	<p>L</p>	<p>Site team</p>

		<ul style="list-style-type: none"> On decanting products, products are to be wiped down and stored away. Packaging to be placed in the external bin store. 	Packaging to be placed in the external bin store.				
Waste Management on the school site	M	<ul style="list-style-type: none"> External bin store in place Contractor SLA in place to remove waste materials from the school site. Waste removed from the school building at the end of each day and placed in the designated bin store area. 	<ul style="list-style-type: none"> Review refuse collection SLA to ensure that it meets the current needs of the school. 	<ul style="list-style-type: none"> additional clinical waste for the COVIS testing waste 	<ul style="list-style-type: none"> clinical waste collection no longer required. COVID testing waste is now classed as general waste 		Caretaker
External Lettings	M	<ul style="list-style-type: none"> Access only permitted outside of school hours. 	<ul style="list-style-type: none"> Meet virtually with community groups to discuss re accessing the building. 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. 	<ul style="list-style-type: none"> No access to school building 	<ul style="list-style-type: none"> Meet virtually with community groups to discuss re accessing the building. 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. 		Head teacher
Pupil Wellbeing	M	<ul style="list-style-type: none"> Focused pastoral support in place. Staff have access to- <u>Returning safe and happy and settled.</u> <u>Place2Be-Coronavirus: wellbeing activity.</u> Regular contact made with pupils' parent/carers who are currently not attending the school. Safeguarding Policy in place. Staff report concerns with pupils behaviour via the usual routes, including Safeguarding. 	<ul style="list-style-type: none"> The school to contact the agencies who regularly support their pupils with social and emotional support. Ensure that staff are aware of the <u>healthy child programme</u> 	<ul style="list-style-type: none"> Key worker and vulnerable children in school EHCP pupils rang weekly Y11 mentees phoned fortnightly Pastoral team and SENCO checking in with pupils on the cusp of being vulnerable Food parcels sent home to most vulnerable Food vouchers available for all fsm students 	<ul style="list-style-type: none"> Pastoral team and SENCO to hold 1:1 interviews with pupils of concern 		Head teacher Staff-As required

		- Part of the curriculum for the Autumn term and Spring Term.					
Staff Wellbeing		weekly check ins with line manager	<ul style="list-style-type: none"> refreshments available to staff freely at juice bar Weekly wellbeing post on staff bulletin 	<ul style="list-style-type: none"> Thank you cards sent to staff by SLT Fruit, pastries and refreshments available to staff freely at juice bar weekly check ins with line manager staff working party meeting relaunch of working for wellness party 	<ul style="list-style-type: none"> First meeting of working for wellness party Actions following staff workload meeting: quick win and three longer term aims. Working for wellness group re-launched with staff which shares information on mental health and wellbeing 		
Deep Clean	M	<ul style="list-style-type: none"> A deep clean of all areas of the school to be carried out during the Summer break. The deep clean is to include books, desks, chairs, doors, sinks, toilets, light switches, bannisters and carpeted areas. 	<ul style="list-style-type: none"> 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. All area to receive fogging treatment via NTH. NTH cleaning products to be ordered in for in school use from September <p>Audit/review by NTH to develop baseline assessment and training for staff.</p>	<ul style="list-style-type: none"> Not required at present 	<ul style="list-style-type: none"> Cleaning audit actioned and completed prior to MArch 8th 	L	Site team to coordinate with cleaning team + NHT?
School Assemblies/Worship-Large gatherings	H	- Continue to use digital technology within school in order to maintain a sense of community when large gatherings are not possible.	<ul style="list-style-type: none"> 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). Consider planning a timetable for class assemblies, story time and whole school assemblies, all involving interaction from different classes, with MS Teams etc. Consider virtual assemblies will take place 	<ul style="list-style-type: none"> Form tutor virtually meets with group one per week HOH sends a recorded message for students once per week 	<ul style="list-style-type: none"> Virtual assembly once per week in form classes. This may be pre-recorded. 		Head teacher

			<p>through the classes. Classes host this on rotation to promote the sense of cross-class links in a safe manner.</p> <ul style="list-style-type: none"> - Therapeutic cross class initiatives through virtual models (video conference in classroom) to bring classes together whilst remaining in their individual bubble classroom. • Physical short year group assemblies 				
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Date of assessment review	Signatures
Review 1 – 2 nd July 2020	CCY/SLD
Review 3 – 8 th July 2020	PML
Review 4 - 1st Sept 2020	CCY
Review 5 - 2nd November 2020	CCY
Review 6 - 2nd January 2021	CCY
Review 7 - 18th January 2021	CCY
Review 8 - 1st February 2021	CCY
Review 9 - 23rd February 2021	CCY
Review 10 - 5th MArch 2021	CCY
Review 11 - 12th MArch 2021	CCY
Review 13 - 5th May 2021	CCY