

Risk Assessment for Returning to School

Current Number of Staff – 275	Name of Person Completing the Risk Assessment – Rachel Amey	Date of assessment – 1 September 2021
Current Number of Students- 1,344	Review Dates- 18 September 2021 (RA): Introduction of contingency measures following PH advice 27 September 2021 (RA): Amendment to contingency measures following PH advice	
Consultation -The Covid-19 Risk Assessment and associated Covid Policy shared with the Governing Body and Staff members.		
Communication -The Covid-19 Risk Assessment and associated Covid Policy shared with the whole staff team The school have more than 50+ members of staff and to comply with the current Schools COVID-19 operational guidance - GOV.UK (www.gov.uk) and to ensure compliance with the Health and Safety Executive (HSE) and Health and safety: responsibilities and duties for schools - GOV.UK (www.gov.uk) a copy of this risk assessment has been placed on the school website. This Risk Assessment will apply to all students and staff.		
People covered by this assessment – Whole school community, students, staff, parents & visitors		
Covid-19 is a virus that is thought to spread mainly from person-to-person. <ul style="list-style-type: none"> • Between people who are in close contact with one another (within about 2 meters). • Through respiratory droplets produced when an infected person coughs, sneezes, or talks. • These droplets can land on hard surfaces and in the mouths or noses of people who are nearby or possibly be inhaled into the lungs • Covid-19 may be spread by people who are not showing symptoms (Asymptomatic) 		

Viewed in conjunction with the following policies/Risk Assessments:

- Health and Safety
- Safeguarding and Child Protection
- Staff Code of Conduct including confidentiality
- First Aid and Supporting Students with Medical Conditions Assessment

- Data Protection
- Safe System of Work Guidance – Covid-19 Pandemic
- Mass Lateral Flow Testing Risk Assessment

In relation to working in schools, whilst it is not possible to ensure a totally risk-free environment, the Office of National Statistics’ analysis on Coronavirus (Covid-19) related deaths linked to occupations suggests that staff in educational settings tend not to be at any greater risk from the disease than many other occupations.

The school is following: Guidance for full opening: schools

Public Health England advise the following measures to minimize coronavirus (Covid-19) risks in school environments

- a requirement that people who are ill stay at home
- ensure good hygiene for everyone
- maintain appropriate cleaning regimes
- keep occupied spaces well ventilated
- follow public health advice on testing, self-isolation and managing confirmed cases of Covid-19

RISK RATING		Likelihood		
		Probable Occurs repeatedly or could affect large number of people	Possible Could occur sometime or affect 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

Risk	High Medium Low	Prevention	Action(s)
Lack of information for parents, children, staff and Governors	Medium	Ensure Covid-19 plan for returning to school is followed and that SLT adequately communicate key messages to staff/parents/carers/Governors accordingly	<ul style="list-style-type: none"> • Plan discussed with SLT 2.9.21 and ICC • Plan circulated to staff and staff briefed on Staff Day 3.9.21

			<ul style="list-style-type: none"> Regular updates provided to staff and parents
Staff and Students and the wider school community			
Covid-19 transmission within the school community	Medium	<ul style="list-style-type: none"> Student attendance and fitness state monitored daily Parents/Carers access to site managed Sickness absence procedures in place for Staff and Students Mass lateral flow testing for Senior School students returning to school (see Mass Testing Risk Assessment). On return to school (w/c 6.9.21) students will access 2 Lateral Flow Tests (3-5 days apart). Students can access home LFT tests after completing 2 school LFT tests. Age 12+ can complete home tests themselves, Age 11 must have parental help. Not required for Y3-6. Staff can continue to access Home LFT Twice weekly testing for staff and students to continue at home with test kits provided. Students in year groups with increased cases (in the first instance Year 10) are asked to move to daily LFD testing for a period of 7 days. During lunch break, students in such year groups will be asked to restrict movement around site to Form Rooms, supervised activity or outside. Face coverings required for all Senior Students (except for those where exemptions have been agreed). These will be required in all indoor spaces (except the Sixth Form Common Room). Face coverings will not be required outdoors (except the lunch queue) or when students are consuming food / drink. Staff will also revert to wearing face coverings in corridors / communal areas where social distancing from students is not possible. 	<ul style="list-style-type: none"> Parents/Carers & Staff advised to follow the school sickness absence procedure Parents/Carers & Staff advised to report any symptoms of Covid-19 that they or their household may have Parents/Carers & Staff reminded that <u>testing for Covid-19 is available</u> through the NHS. Anyone displaying symptoms will be advised to self-isolate and follow public health advice Staff and pupils with a positive LFD test result should self-isolate in line with the stay at home guidance for households with possible or confirmed coronavirus (Covid-19) infection. They will also need to get a free PCR test to check if they have Covid-19. Whilst awaiting the PCR result, the individual should continue to self-isolate. If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have Covid-19 symptoms. Hands hygiene: Frequent and thorough hand cleaning should now be regular practice. You should continue to ensure that pupils clean their hands regularly. This can be done with soap and water or hand sanitiser. Respiratory hygiene: The 'catch it, bin it, kill it' approach continues to be very important. The e-Bug Covid-19 website contains free resources, including materials to encourage good hand and respiratory hygiene.

		<ul style="list-style-type: none"> • Large gatherings (such as whole school assemblies and performances) will be held online and not in person. Year groups assemblies / gatherings are allowed for Y3 – 4, 6, 7, 9, 11 – 13. • Additional precautions in place for indoor mixed year-group co-curricular activities for Y7-Y11 where there is a risk of students from different year groups coming into close contact with each other • Students (Y7-Y11) will be asked to queue for lunch in year groups and sit with peers. • The break time shop will be closed. • Tutor sets / House meetings on hold. • Appropriate cleaning regimes maintained • Occupied spaces kept well ventilated • Air quality monitored at regular intervals using CO₂ monitors 	<ul style="list-style-type: none"> • CO₂ testing in areas where there is no mechanical ventilation • Contact tracing in place for year groups with increased cases (therefore seating plans required for these groups). Identified close contacts will be advised to take a PCR test.
Staff/Students at increased risk from coronavirus (Covid-19)	High	<ul style="list-style-type: none"> • Some staff/students may have particular characteristics that may put them at a comparatively increased risk from coronavirus (Covid-19) • Specific assessments of risks associated with these employees and students may need to be undertaken and control measures introduced where appropriate in conjunction and consultation with those affected 	<ul style="list-style-type: none"> • Where need identified- individual Medical/III-Health risk assessment to be completed. • Individual cases to be discussed with HR • Clinical review and discussions to take place with their GP's/Consultants etc. prior to them returning to school • The NHS COVID-19 app is available to anyone aged 16 or over to download if they choose
Staff/Students clinically vulnerable (Moderate risk) or extremely clinically vulnerable (High risk)	High	<ul style="list-style-type: none"> • Students who are clinically extremely vulnerable (CEV) should attend their education setting unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their clinician or other specialist not to attend. • Staff in school who are CEV are advised, as a minimum, to follow the same guidance as everyone else. It is important that everyone adheres to this 	<ul style="list-style-type: none"> • Member of staff to raise concerns with their midwife/GP • Concerns to be raised with the HoD in the first instance • Where need identified HR consulted

		<p>guidance, but CEV people may wish to think particularly carefully about the additional precautions they can continue to take. Further information can be found in the guidance on protecting people who are CEV from COVID-19.</p> <ul style="list-style-type: none"> • People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace 	
Staff and Student well-being adversely affected by Covid-19 situation	Medium	<ul style="list-style-type: none"> • Regular contact with staff and students both on site and working remotely • Regular staff well-being questionnaires issued and followed up • Student pastoral support programme running on each school day for those on site and working remotely • Counselling and medical support available as usual for staff and students, subject to Covid-19 safety measures • Individual care plan in place for all vulnerable staff and students • Registers of students are taken place each school day, and absences followed up with home 	
Maintaining infection control /hygiene standards during the school day			
Maintaining infection control in the Classrooms and during break periods	High	<ul style="list-style-type: none"> • Ventilation assessment completed and actions followed up <ul style="list-style-type: none"> – systems adjusted to increase the ventilation rate & to increase the percentage of fresh air wherever possible – checked to confirm that normal operation meets current guidance 	<ul style="list-style-type: none"> • Staff to be provided with sufficient time between class lessons to allow handwashing/hand sanitising • Students/Parents/Carers reminded that students bring in filled water bottles each day • Ensure that robust hand washing guidance is followed and Students and Staff follow the 'Catch it, Bin it, Kill it', guidance and avoid touching their faces, noses etc. practice followed whilst at school.

		<ul style="list-style-type: none"> • CO₂ monitoring carried out with the focus on high priority areas that do not have mechanical ventilation systems • Where windows and doors are openable staff should open them to allow increased natural ventilation during the school day • Cleaning products readily available in the immediate area of the classroom/toilet areas for spot cleaning • Where classrooms and halls are occupied doors can be propped open to allow additional ventilation. • Where classrooms/halls are unoccupied doors are to be closed • Waste bins located in classroom/hall areas and emptied at the end of the school day • Hand sanitiser stations located around the building where need identified. 	
Covid-19 spreading within the school environment	High	<ul style="list-style-type: none"> • Guidance followed for the cleaning of non-health care settings. • Cleaning plan and area specific schedule in place • Students that need support to wash their hands are supported by a member of staff • Hand sanitiser available in all teaching spaces and throughout the school site. • Handwashing posters displayed throughout the school site including toilet areas • Students advised to cough and sneeze into their elbow and away from the direction of other students and staff • 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. 	<ul style="list-style-type: none"> • Staff to take responsibility for their own personal hygiene throughout the school day • The use of hand towels rather than hand dryers encouraged to ensure that hands are dried thoroughly • Waste bins to be emptied regularly throughout the school day • All bins emptied at the end of each school day • Parents advised to ensure that students wash their hands when they return home

		<ul style="list-style-type: none"> • Hard surfaces and key touch point areas, such as doors, door furniture, light switches and handrails are regularly disinfected, <u>rather than cleaned</u> • Communal fridge doors, kettles, toasters and microwave doors etc and water cooler handles are included in the daily routine cleaning program • Toilet and hand washing facilities are adequately stocked with soap, hand towels, toilet rolls and that the waste bins are emptied throughout the day • Where available windows to be opened in corridor areas/school halls during the school day to increase natural ventilation • Cleaning schedules in place to ensure regular cleaning and sanitization across the school estate • COSHH assessments in place and shared with staff where necessary. Staff wear appropriate protective equipment when carrying out cleaning activities • Staff read the labels of chemicals/substances used to clean surfaces prior to use • Face coverings required for all Senior Students (except for those where exemptions have been agreed). These will be required in all indoor spaces (except the Sixth Form Common Room). • Face coverings will not be required outdoors (except the lunch queue) or when students are consuming food / drink. • Staff will also revert to wearing face coverings in corridors / communal areas where social distancing from students is not possible. 	
Deep Clean	Medium	<ul style="list-style-type: none"> • Public Health England has revised guidance for cleaning non-healthcare settings to advise on general cleaning required in addition to the current advice on guidance. The school will follow this guidance provided and where the need is identified adapt the current cleaning regimes & practices 	

PE Activities / Lack of changing room space	Medium	<ul style="list-style-type: none"> • PE activities can take place as part of education • Outdoor sports prioritised where possible • Large indoor spaces used where it is not, doors are opened to allow increased ventilation • Fixtures with other schools are permitted for Y3 – 4, 6, 7, 9, 11 – 13. • Additional precautions in place for indoor mixed year-group co-curricular activities for Y7-Y11 where there is a risk of students from different year groups coming into close contact with each other 	<ul style="list-style-type: none"> • PE Guidance available -guidance on the return of sport and recreation and guidance from Sport England for grassroot sport is available .Association for Physical Education and the Youth Sport Trust •
Music lessons and performances	High	<ul style="list-style-type: none"> • During lessons students should avoid sharing of instruments and should ensure there is good ventilation • Singing, wind and brass playing can take place if: <ul style="list-style-type: none"> ○ Large, well ventilated spaces are used ○ CO₂ monitors are used to check air quality (Outdoor levels are around 400ppm and indoors a consistent CO₂ value less than 800ppm is likely to indicate that a space is well ventilated.) ○ Singers / players are sensibly spaced to reduce risk of transmission • Screens remain available for use in practice rooms, recital room and areas where spacing is not possible to separate musicians from teachers and fellow musicians • 	<p>Current guidance advises;</p> <ul style="list-style-type: none"> • There may be an additional risk of infection in environments where Staff/Students are singing, chanting, playing wind or brass instruments or shouting • Where instruments are to be played consideration to be given to lessons taking place outside • Consider limiting class sizes if instruments and singing are to take place and there is limited space.
Symptoms and Actions - Covid-19			
Symptoms		<ul style="list-style-type: none"> • a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) 	

		<ul style="list-style-type: none"> • a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) • a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal. • Main symptoms of coronavirus (Covid-19) - NHS (www.nhs.uk) 	
Staff, students or parents showing symptoms	High	<ul style="list-style-type: none"> • Staff and students MUST not come into the school if they have symptoms of Covid-19. • Anyone showing symptoms must return home and should follow public health advice • For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household. • If a pupil is awaiting collection, they should be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible. Appropriate PPE should also be used if close contact is necessary. Further information on this can be found in the use of PPE in education, childcare and children's social care settings guidance. Any rooms they use should be cleaned after they have left. • The household (including any siblings) should follow the PHE stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection. • As with positive cases in any other setting, NHS Test and Trace will work with the positive case and/or their parent to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case and/or their parent specifically identifies the individual as being a close contact. This is likely to be a small number of 	<ul style="list-style-type: none"> • Regular reminders of symptoms through assemblies, briefings and school student, staff and parent communications • Parents/Carers collecting unwell students are reminded of the guidance to follow • Consider a pre-printed information slip to give to Parents/Carers and members of Staff if they present with Covid-19 symptoms • Teachers self-isolating can teach remotely from home • Consider if supervision by an invigilator in the room with the students is necessary if other cover unavailable

		<p>individuals who would be most at risk of contracting Covid-19 due to the nature of the close contact. You may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.</p> <ul style="list-style-type: none">• Contact tracing in place for year groups with increased cases. Identified close contacts will be advised to take a PCR test.• Individuals are not required to self-isolate if they live in the same household as someone with Covid-19, or are a close contact of someone with Covid-19, and any of the following apply:<ul style="list-style-type: none">• they are fully vaccinated• they are below the age of 18 years and 6 months• they have taken part in or are currently part of an approved COVID-19 vaccine trial• they are not able to get vaccinated for medical reasons• Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We would encourage all individuals to take a PCR test if advised to do so.• Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal.• Staff members may be contacted by NHS Track and Trace and should follow instructions from them. They should let the school know they have been contacted.• Current Public Health guidance is that you should only get a test if you have symptoms.	
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Managing Covid 19 case in the school community

Illness	High	<ul style="list-style-type: none"> • Use of hand sanitiser in key areas/at key times e.g. on the door as the staff/visitors/children enter • Each designated working area has dedicated toilets with handwashing facilities • Staff to supervise junior school students washing their hands • Hand soap replenished regularly • Clinical Level 2 Covid-19 PPE to be provided to nurses and staff for dealing with a student that has become ill with Covid like symptoms or intimate care • Doors and windows to be kept open where possible (without contravening fire regulations) • Screens installed in receptions as a precautionary measure • If a student has a minor cut or scratch, they will be encouraged to clean the wound themselves and apply a plaster (assuming they are not distressed) • If a child is distressed or the injury is not minor, the nurse should be notified by telephone and the protocols below for “student or staff member becomes ill during the working day” should be followed. Emergency situations should involve immediate contact with the emergency services • Face coverings required for all Senior Students (except for those where exemptions have been agreed). These will be required in all indoor spaces (except the Sixth Form Common Room). • Face coverings will not be required outdoors (except the lunch queue) or when students are consuming food / drink. 	<ul style="list-style-type: none"> • Hand sanitiser stations set up in each designated working area corridor • Cleaning schedule agreed • Additional Reception screens are available.
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		<ul style="list-style-type: none"> Staff will also revert to wearing face coverings in corridors / communal areas where social distancing from students is not possible. 	
Student or staff member becomes ill during the working day with Covid-19 symptoms	Medium	<ul style="list-style-type: none"> Staff member must self-isolate immediately and inform the school nurse or member of SLT, so that follow up actions can be put in place for all people who have been close contact If a pupil is awaiting collection, they should be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible. Appropriate PPE should also be used if close contact is necessary. Further information on this can be found in the use of PPE in education, childcare and children's social care settings guidance. Any rooms they use should be cleaned after they have left. Follow up contact to be maintained with staff member or family of students, to ensure continued care. Immediate testing to be encouraged 	<ul style="list-style-type: none"> Staff and students reminded of Covid-19 signs and symptoms, and illness procedures Following any contact with someone who is unwell Staff/students must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitizer The area around the person with symptoms must be cleaned with disinfectant cleaner after they have left to reduce the risk of passing the infection on to other people The school continues to hold a number of test kits for use in exceptional circumstances when an individual becomes symptomatic and it is believed they may have barriers to accessing testing elsewhere.
Pupil or parent not consenting to student participation in lateral flow testing	Medium	<ul style="list-style-type: none"> Communications to be made to pupils and parents to explain the testing process and reassure students that are anxious with additional support offered where requested Testing is voluntary and pupils not undergoing testing should attend school 	<ul style="list-style-type: none"> Pupil to still attend school and follow all Covid-19 measures set out in the Covid-19 Risk Assessment Future opportunities offered to all pupils to participate in testing.
Parents not wearing face coverings	Medium	<ul style="list-style-type: none"> Visitors on site to be kept to a minimum during the working day, Junior School parents can still collect students from school as normal but are asked to minimise their time on site (and to continue to wear face coverings). Parents will continue to be asked to wear face coverings when indoors on the school site and social distancing is not possible 	<ul style="list-style-type: none"> Requirements to be communicated in a Parent letter

First aid & medication

Personal Protective Equipment (PPE)	Medium	<ul style="list-style-type: none"> • Face coverings required for all Senior Students (except for those where exemptions have been agreed). These will be required in all indoor spaces (except the Sixth Form Common Room). • Face coverings will not be required outdoors (except the lunch queue) or when students are consuming food / drink. • Staff will also revert to wearing face coverings in corridors / communal areas where social distancing from students is not possible. 	<ul style="list-style-type: none"> • Staff wishing to wear PPE whilst in the school building are encouraged to discuss their concerns/wishes in the first instance with their HoD • Ensure that the school maintains a stock of disposable gloves/aprons and face coverings.
First Aid Provision and support with medication	Medium	<ul style="list-style-type: none"> • First Aid risk assessment in place • Identified Staff are first aid trained • Staff are aware of the procedure to follow should they need to undertake <u>CPR</u> • Fully stocked first aid boxes located around the school site and in the vicinity of classrooms in use • Staff to wash their hands prior to administering first aid • Staff to wear disposable gloves when providing first aid support • Staff to wash their hands after providing first aid support • Medication policy in place • Staff to wash their hands prior to and following support with medication • Medication stored in a dedicated area • Identified staff support students with medical needs 	<ul style="list-style-type: none"> • Review the First Aid Risk Assessment. • Gloves and first aid items used to be double bagged and placed in the waste bin • Waste bins emptied throughout the school day • Ensure that a stock of disposable gloves are available for staff use • Review when staff members last received First Aid Training ,guidance is available on the <u>HSE website</u>. • Review when staff members last received medication training
Managing a positive case in school			

Staff/Student/ family member tests positive for Covid-19	Medium	<ul style="list-style-type: none"> • Pupils, staff and other adults should follow public health advice on when to self-isolate and what to do. They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine). • Isolation is in accordance with Government guidance Stay at home guidance (publishing.service.gov.uk) 	<ul style="list-style-type: none"> • Schools should ask Parents/Carers and Staff to inform them immediately of the results of a test • Remote education to be made available to students not able to attend the school due to Covid-19
Staff Wellbeing	Medium	<ul style="list-style-type: none"> • Staff sign posted to Public Health England’s Guidance for the public on the mental health and wellbeing aspects of coronavirus (COVID-19) • Staff receives sufficient breaks during the school day. • Staff encouraged to leave the school site when not working at the end of the day 	<ul style="list-style-type: none"> • Staff members with health concerns to speak with HoD in the first instance if they have concerns regarding returning to school • Staff reminded of the school’s counselling provision and ARAG counselling assistance • Staff workload monitored by HoD & SLT • HR colleagues contacted for support where need identified. • Staff wellbeing surveys carried out at regular intervals
Student Wellbeing	Medium	<ul style="list-style-type: none"> • Focused pastoral support in place • Safeguarding Policy in place • Staff report concerns with students’ behaviour via the usual routes, including Safeguarding. 	<ul style="list-style-type: none"> • The school to contact appropriate agencies that support students with social and emotional support. • Student wellbeing surveys carried out to monitor wellbeing • Students encouraged to get outside at lunchtime break • Student Hub wellbeing channel on Teams used to provide signposts to support for students

Access and Management of the School Site inc movement around buildings

Moving about the building/school site- Covid-19 transmission	Medium	<ul style="list-style-type: none"> • Hand sanitisers located throughout the school site, including where need identified in classroom areas • Visitors on site to be kept to a minimum during the working day 	<ul style="list-style-type: none"> • Cleaning schedule in place for corridor areas doors etc.
Main reception and additional entrances	High	<ul style="list-style-type: none"> • Additional ventilation in place • Hand sanitiser stations in place throughout the school • Face coverings required for all Senior Students (except for those where exemptions have been agreed). These will be required in all indoor spaces (except the Sixth Form Common Room). • Face coverings will not be required outdoors (except the lunch queue) or when students are consuming food / drink. • Staff will also revert to wearing face coverings in corridors / communal areas where social distancing from students is not possible. 	<ul style="list-style-type: none"> • Visitors advised not to attend the school if they are unwell • Visitors to be advised that face coverings expected in certain circumstances • Parents encouraged to e-mail or speak with staff over the telephone where they have concerns with day to day school life • Face to face meetings with parents are to be booked in advance • Where electronic signing in screens are in use, the screen is to be cleaned after each use
Office Areas	Medium	<ul style="list-style-type: none"> • Screen partitions are available should staff wish them to be in place to separate work stations • The doors of Offices in use can be wedged open when occupied • 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 lined with a bag and where possible have a lid. Waste bins are emptied at the end of the school day • Staff undertake other activities that allow them to leave the office area over the course of the school day • Clear desk policy in place in each office area. 	
Toilet Areas/Personal Care changing facilities	High	<ul style="list-style-type: none"> • Cleaned regularly by the domestic team • Waste bins regularly emptied, and waste taken to external bin area 	

		<ul style="list-style-type: none"> Sanitary bins located in identified toilets and have closed lids. SLA in place 	
Access to Welfare facilities for Staff and Students	Medium	<ul style="list-style-type: none"> All cubicles in use Toilet facilities cleaned at regular intervals throughout the school day (door handles, toilet cubicle locking mechanisms and flusher) Staff and student toilet facilities cleaned following break and lunch periods Windows are opened in the staff room when it is occupied by staff members 	<ul style="list-style-type: none"> Additional welfare facilities provided for staff where need identified Cleaning schedule in place for the toilet facilities to ensure touch points such as door handles, cubicle locks, flush handle/buttons, toilet roll dispensers are adequately cleaned
Meeting Rooms	Medium	<ul style="list-style-type: none"> Timetabled access only Non-essential items removed from the meeting rooms. Windows opened if available to allow natural air flow otherwise face coverings to be worn 	
Catering	Medium	<ul style="list-style-type: none"> Ventilation switched on whilst kitchen staff are in the kitchen. Handwashing and hand sanitizer facilities readily available Handwashing posters located in welfare facilities Catering staff adhere <u>to hand washing guidelines.</u> Serving hatches provide a natural social distance from students Screens installed above servery counters Kitchen deliveries made directly to the kitchen area where possible Non kitchen staff prohibited from entering the main kitchen area 	
Waste Management	Medium	<ul style="list-style-type: none"> External bin area managed by Yard Hand & Facilities Team Contract in place to remove waste materials from the school site 	

		<ul style="list-style-type: none"> Waste removed from school buildings at the end of each day and placed in the designated bin store area. 	
External Lettings	Medium	<ul style="list-style-type: none"> Additional risk management measures advised prior to allowing external group access External bookings will only be permitted if the activities take place separately from normal school activity. 	
Lifts	Medium	<ul style="list-style-type: none"> Lift to be used only when operationally required Reduce maximum occupancy to one person Hand sanitiser station located near to all entrance/exit points Cleaning schedules include lifts 	
Emergencies inc. Fire	Medium	<ul style="list-style-type: none"> 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 all visitors, students and staff are to evacuate the building via the nearest available fire exit Staff are to monitor the flow of traffic in the corridor areas when evacuating to reduce congestion and bottle necks Re-entering the building is to be staggered Staff and students are to wash their hands /apply hand sanitizer when they reenter the building 	<ul style="list-style-type: none"> Fire alarms tested every Wednesday 07.45-08.30 New Fire Marshal teams identified & allocated across the school Fire Marshals during their clearance check to remove door chocks Fire alarm checks will continue on Wed mornings but will be restricted to one building each week on a rotational basis
Visitors & Contractors working in the building	Medium	<ul style="list-style-type: none"> Posters/notices clearly displayed and reference handwashing/hand sanitizing and social distancing procedures in place at the school Visitors on site to be kept to a minimum during the working day Where possible Contractors to carry out activities outside of school hours Hand sanitiser stations located at the main entrances. All Visitors sanitise their hands prior to entering the school building 	<ul style="list-style-type: none"> All visitors advised not to attend the school if they are unwell Where electronic signing in screens are in use, the screen must be cleaned after each use

		<ul style="list-style-type: none"> • A register of all Visitors/Contractors /Agency Staff and Support Agencies maintained, including their contact details • Dedicated work & welfare areas for contractors • Minimise or reduce movement around the building. • Visitors are accompanied when moving about the site • Main reception area spot cleaned throughout the school day • Tissues located at the main reception area with a lidded waste bin 	
Not all staff are able to work	Medium	<ul style="list-style-type: none"> • Contact staff and find out whether they are able to work and when • Complete a Staffing Plan and share with staff 	
Use of School Vehicles inc Minibuses	Medium	<ul style="list-style-type: none"> • Thoroughly cleaned prior to their use e.g. seating, seatbelts hand hold. • Hand sanitizer, tissues and waste bags located in the vehicle • School minibuses are not identified in this instance as dedicated transport • Vehicle inspected prior to each use and findings recorded • Windows are opened when transporting students • Vehicle cleaned after each use 	<ul style="list-style-type: none"> • Ensure Staff are suitably qualified to drive the vehicles
Impact on Student and Staff Wellbeing of Covid-19 Measures			
Staff Wellbeing	High	<ul style="list-style-type: none"> • Staff wellbeing survey conducted regularly to monitor staff wellbeing. Concerns followed up by SLT/HR. • Counselling assistance available (through school's insurance scheme) to staff who would like confidential support • Staff receive sufficient breaks during the school day • Staff workload monitored by the SLT 	<ul style="list-style-type: none"> • Staff to be provided with <u>Public Health England Guidance for the public on the mental health and wellbeing aspects of coronavirus (COVID-19)</u> • Staff to be provided with <u>COVID-19 mental health link</u> • Staff to be provided with <u>mental health support for pupils and teachers</u>

		<ul style="list-style-type: none"> • Staff updated with any changes in procedures to improve safe working • Working from home permitted where feasible and not disruptive to school requirements 	<ul style="list-style-type: none"> • Staff concerns about returning to school addressed by SLT and support provided
Student Wellbeing	High	<ul style="list-style-type: none"> • All students have access to outdoor time to take exercise and PE / sport lessons continuing as normal • Focused pastoral support in place • Regular contact made with pupils' parent/carers who are currently not attending the school • Safeguarding Policy in place with specific measures in place for remote learning • Staff report concerns with pupil's behaviour via the usual routes, including CPOMS • Wellbeing included in curriculum for the Autumn term and Spring Term • Bursary Access Officer in contact with bursary families • Regular consultation with the Senior Prefect Team and School Council to respond to the view of students • Student wellbeing activity a focus in assemblies and pastoral time 	<ul style="list-style-type: none"> • Reintroduction of tutor groups when possible – currently on hold • School Council led survey of improvements / suggestions

Impact on Quality of Education due to Covid-19 Measures

Change in breadth of education due to Covid-19 restrictions	Medium	<ul style="list-style-type: none"> • Remote teaching capability in place for all staff via MS Teams • Staff provided with Surface Pro laptops to guarantee provision to deliver remote teaching • Staff training provided in use of MS Teams • School trips and visits are permitted for Y3 – 4, 6, 7, 9, 11 – 13 	
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CLEAPPS Guidance for subject areas

Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)

<u>HSE guidance on working safely.</u>
<u>Coronavirus (COVID-19): safer travel guidance for passengers</u>
<u>Extra mental health support for students and teachers</u>
<u>Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</u>
<u>Coronavirus: how to stay safe and help prevent the spread - GOV.UK (www.gov.uk)</u>
<u>Coronavirus symptoms</u>
<u>Remote education support</u>
<u>Extra mental health support for pupils and teachers</u>