

Assessor	Print Name: Lisa Cockburn	Employee	All Dayspring Trust Employees		21 st August 2020
	Agreed by: Trust Executive Team and Directors				
Persons Affected Individuals or Groups		Whole School Community			
<p>Consultation -The Covid-19 Risk Assessment and associated COVID Policy has been shared with union representatives, Board of Directors and staff members.</p>					
<p>Communication -The Covid-19 Risk Assessments have been shared with the whole staff team.</p> <p>The school have more than 50+ members and staff and to comply with the current Guidance for full opening: schools in the Autumn Term 2020 and to ensure compliance with the Health and Safety Executive (HSE) a copy of this risk assessment has been placed on the school website.</p>					
<p>COVID-19 is a virus which has serious effects which debilitates those who have caught it and causes immense distress both physically and mentally. The UK has suffered huge fatality rates.</p> <p>The virus is thought to spread mainly from person-to-person.</p> <ul style="list-style-type: none"> • Between people who are in close contact with one another (within about 6 feet). • Through respiratory droplets produced when an infected person coughs, sneezes, or talks. • These droplets can land 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. 					
<p>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. There is no evidence that children transmit the disease any more than adults. The school are following the guidance Guidance for full opening: schools</p> <p>Public Health England advise the following measures to minimise coronavirus (COVID-19) risks in school environments;</p> <ul style="list-style-type: none"> • a requirement that people who are ill stay at home • robust hand and respiratory hygiene • enhanced cleaning arrangements • active engagement with NHS Test and Trace • formal consideration of how to reduce contacts and maximize distancing between those in school wherever possible and minimize potential for contamination so far as is reasonably practicable <p>Public Health England are actively supporting schools. If schools have a query about coronavirus (COVID-19) they can contact PHE helpline, lines are open from 8am to 6pm, Monday to Friday, and 10am to 4pm at weekends-If you work in a school, please have your unique reference number (URN or UK PRN) available when calling the helpline- DfE coronavirus helpline - Telephone 0800 046 8687</p> <p>By the end of the summer term, Public Health England will publish revised guidance for cleaning non-healthcare settings to advise on general cleaning required in addition to COVID-19: cleaning of non-healthcare settings guidance. All relevant guidance is located in Appendix 1 - links are subject to updates as required.</p>					

Hazards/Consequences	Existing Control Procedures	Likelihood (a)	Severity (b)	Residual Risk (a x b)	Priority
1. Maintaining Controls within the school building					
Premises Management	<ul style="list-style-type: none"> • The Trust have continued to undertake all routine internal checks, including but not limited to weekly Legionella water safety checks, fire system checks and monthly fire safety checks. • The Trust have continued to undertake regular, routine external contracted maintenance, including but not limited to Annual gas safety inspections, PAT Testing, Mechanical Maintenance, Lift Maintenance, water systems cleaning. • Where external contracted safety / maintenance schedules have had to be changed, these will be re-instated as soon as possible within the holiday period to reduce the need for external visitors during term time where possible. If necessary unchecked equipment will be isolated or removed from use until the necessary maintenance / inspections have been undertaken. • Review routine maintenance schedules and specifications in light of COVID19 and confirm if any changes are required. No changes required to routine maintenance schedule. • Review site systems and services and confirm if any changes are required. This includes but is not limited to the use and maintenance of air con units and ventilation systems. Guidance continues to be monitored (restrictions on air blowing items) and appliances will be used in line with current guidelines. • Review site procedures and modify to meet COVID19 requirements, including: use of lifts, cool water provision, use of school transport, entry and exit from the building, dining provision, movement around the building. Review of entry/exits and dining provision is 	1	4	4	LOW

	<p>underway and will be shared by the Head Teacher. A one-way system is in place at both premises and signage included to aid understanding.</p> <ul style="list-style-type: none"> Review Fire Risk Assessment. FRA will revert to standard procedures once whole school opening applies. Procedure will be shared with all staff as refresher. 				
Maintaining staff, pupil or visitor health and wellbeing.	<ul style="list-style-type: none"> The Trust will follow the government guidelines in all its preparation for the whole school return in September 2020. The Trust will continue to follow future government guidelines, H&S advice and work closely with relevant unions to ensure we identify and follow best practice in relation to COVID 19. 	2	4	8	MEDIUM
	<ul style="list-style-type: none"> In line with government guidance, all pupils and staff will return to school in September 2020. Those previously shielding are not required to do so as of 1st August. Individual pupils or staff with concerns should speak with the Head Teacher (pupils) / Executive Head Teacher (staff) Individual Department Managers will review the specific needs and risks of their department, staff, visitors and pupils. Risks should be communicated to the Head Teacher and Executive Head Teacher so that the appropriate action can be taken. Individual department risk assessments are being considered at this time and will be in place for September, once agreed by the Board of Directors. Risk assessments will be shared with all staff. Registers are taken each day of pupils present. Staff arrive on site prior to the start of the school day. Staff should follow the usual signing in process and, if absent, the staff management process. 	1	4	4	LOW

	<ul style="list-style-type: none">• Pupils are met each day at their identified waiting area and continue directly to their tutor group, maintaining social distancing. Staff will supervise movement around school and will maintain social distancing.• Parents will not be permitted into the school building unless it is for a pre-arranged, socially distanced meeting.• Staff attendance at work will be monitored by the Head teacher /SLT.• Sickness absence procedures in place for Staff and Pupils.• Pupils are kept in consistent bubbles/groups within their year groups, where possible. See HT presentations for site arrangements.• Dayspring Trust are working with partner agencies, trade unions and updating schools with relevant information where necessary.• Public Health England (PHE) is clear that routinely taking the temperature of pupils or staff is not recommended as this is an unreliable method for identifying coronavirus (COVID-19).• Parents/Carers and Staff advised to report to the school any symptoms of COVID 19 that they or their household may have. Visitors to school will be asked to confirm the declaration included on Inentry system before entering the building. Staff are reminded that they must inform their Head Teacher immediately if they are showing any symptoms, live in a household with someone with symptoms or have had contact in the last 14 days with someone with symptoms.				
--	--	--	--	--	--

	<ul style="list-style-type: none"> • Head teacher to remind parents/carers and staff via newsletters etc. that where Pupils 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 and Staff members are reminded that <u>testing for COVID-19 is available to everyone whatever their age.</u> Testing is available through the NHS website. • 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>7/14-day isolation completed.</u> 				
2. Maintaining hand and respiratory hygiene on the school site					
<p>Failure to use / incorrectly use Personal Protective Equipment (PPE)</p> <p>Risk of others contracting Coronavirus, Illness, Fatality</p>	<ul style="list-style-type: none"> • In line with current Government advice face masks are not routinely being introduced. After listening to staff views, the Trust have agreed that staff may wear a visor, when they are unable to maintain a 2m distance. Visors will be made available for each member of staff. A request form will be provided that should be returned to the Head Teacher and staff will be required to sign an acceptable use agreement for the safe use of this PPE. More details to follow. • Masks may still be worn in certain circumstances including: <ul style="list-style-type: none"> ▪ Where they are identified by existing risk assessments, or where a revised risk assessment is introduced in response to COVID19. (e.g. SEND LSAs, cleaners, technicians, first aid staff.) ▪ Where a member of staff or visitor is required to support or care for someone who is displaying potential COVID19 symptoms, fluid resistant facemasks, 	3	4	12	MEDIUM

	<p>disposable gloves and disposable aprons will be available.</p> <ul style="list-style-type: none"> ▪ Where the specific health needs of an individual identify a facemask is required. <ul style="list-style-type: none"> • Used PPE will be disposed of in the correct manner as outlined by government advice. Advice on safe removal and disposal of PPE will be shared again in September. • Between each change of PPE, hands will be washed with soap and water or hand sanitiser. • Where a COVID 19 case is suspected in the building, used PPE should be placed in clinical waste and stored for 72 hours prior to placing in rubbish skip / bin. • Written instructions on the correct use off PPE will be provided to staff, visitors and pupils who need to use it in connection to the COVID19 crisis. This will be re-shared in September. 				
3.Symptoms of COVID-19 in the school community					
<p>Members of the school community presenting with Covid19 symptoms</p>	<ul style="list-style-type: none"> • Staff are aware of the symptoms of COVID-19. The main symptoms of coronavirus are: <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) - 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) 	1	4	4	LOW

	<p>- 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.</p> <ul style="list-style-type: none"> • If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they are sent home and advised to follow '<u>stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</u>', which sets out that they must self-isolate for at least 7 days and should <u>arrange to have a test</u> to see if they have coronavirus (COVID-19). • Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms • The school understands the NHS Test and Trace process and are aware of how to contact their local <u>Public Health England health protection team</u> • The school have advised staff and Parents/Carers that they will need to be ready and willing to <u>book a test</u> if they are displaying symptoms. <ul style="list-style-type: none"> - Staff and pupils <u>DO NOT</u> come into the school if they have symptoms of COVID-19 and <u>WILL BE</u> sent home to self-isolate if they develop them in school. - The school are aware that all children can be tested, including children under 5, but children aged 11 and under will need to be helped by their Parents/Carers if using a home testing kit. - <u>Self-isolate</u> if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) • Head teacher to continuously remind Parents/Carers via school communication of the symptoms of COVID-19 and actions to take 				
--	--	--	--	--	--

	<p>if they display symptoms including to get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, 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"> • Parents/Carers collecting unwell pupils are reminded of the guidance to follow. • 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. HR in each school should be advised immediately if a member of staff displays symptoms, or accesses a test (no matter what the results). • 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. 				
<p>Isolating those with symptoms during the day</p>	<ul style="list-style-type: none"> • If a pupil/member of staff displays symptoms and are awaiting collection, they should be moved, if possible, to the identified isolation room (small meeting room) where they can be isolated behind a closed door, depending on the age and needs of the pupil, with appropriate adult supervision if required. • Windows are opened for ventilation, where possible. If no window is available, the door should remain closed to enable isolation. After use, the room will be thoroughly cleaned. • Where it is not possible to isolate Staff/Pupils, they are to be moved to an area which is at least 2 metres away from pupils and staff. 	3	4	12	MEDIUM

	<ul style="list-style-type: none"> • Where Staff /Pupils need to use toilet facilities a separate toilet is to be accessed if possible. Following access to the toilet area, the area is cleaned and disinfected using standard cleaning products before being used by anyone else. • Staff who have helped a Pupil/Staff member presenting COVID-19 symptoms and any pupils who have been in close contact with them <u>DO NOT</u> need to go home to self-isolate. • 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. • If Staff who provided support to the pupil/staff member develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic Pupil /Staff member subsequently tests positive they should request a test. • Staff are aware that they may be contacted by NHS Test and Trace. • 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 sanitiser. • The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people. The guidance <u>COVID-19: cleaning of non-healthcare settings guidance</u>.is to be followed. 				
<p>Pupil/Staff member testing negative for COVID-19</p>	<p>If a Pupil or member of Staff tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case they should follow the usual policy re absence if</p>	1	4	4	LOW

	<p>too unwell to attend. If they feel well, pupils and staff should return to school immediately.</p> <ul style="list-style-type: none"> • Other members of the household can stop self-isolating. • The school will ask Parents/Carers and Staff to inform them immediately of the results of a COVID-19 test: 				
4.Managing a positive case in the school community					
<p>Staff or pupil family members testing positive</p>	<ul style="list-style-type: none"> • The Health Protection Agency are available to provide schools with advice and support-Contact - 0300 3038596-Option1 • 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 coronavirus (COVID-19) infection'</u> and must continue to self-isolate for at least 7 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. • The 7-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. 	1	4	4	LOW

	<ul style="list-style-type: none"> • All sickness absences should be reported to the Head Teacher and are recorded. • 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 a wide range of routes that are locally accessible, fast and convenient further guidance is to be provided. 				
<p>Managing a Positive case of COVID-19-Ensuring all staff and pupils are safe.</p>	<ul style="list-style-type: none"> • The school will contact the Health Protection Agency on 0300 3038596-Option1 and will be guided by their advice on how to manage a positive case. The school will not be closed immediately, and this will only happen on the advice of PHE. • The Health Protection Team will contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) who has attended the school as a pupil, member of staff or visitor– as identified by NHS Test and Trace. • Where need identified The Health Protection Team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate. 	3	4	12	MEDIUM

	<ul style="list-style-type: none"> The government will ensure that it is as easy as possible to get a test through a wide range of routes that are locally accessible, fast and convenient further guidance is to be provided. 				
The school being placed on Lockdown	<ul style="list-style-type: none"> If the school is once again placed on Lockdown - either due to advice from the government due to a local/national spike, or from PHE advise following a high number of confirmed cases of COVID19 - remote working/education will resume immediately. Wellbeing checks will be carried out for staff and pupils with the following responsibilities: <ul style="list-style-type: none"> EHT - Trust Staff (& Teams) HT – Welfare of pupils (& Teams) The Trust will work closely with the Health Protection Team. Head teacher/SLT to develop remote education so that it is integrated into school curriculum planning, should such an event occur. The Trust will follow the guidance provided by the Health Protection Team. If school remains open, but for specific health needs a pupil cannot return to school they may work remotely from home. The HT/DHT, along with their teams (e.g. HOY), will be responsible for this provision. 	1	4	4	LOW
5. Staff and Pupils accessing vehicles to travel to and from the school.					
Transport on and off the school site.	<ul style="list-style-type: none"> Pupils on dedicated school services do not mix with the general public on those journeys and tend to be consistent. This means that the advice for passengers on <u>public transport</u> to adopt a social distance of two metres from people outside their household or 	1	4	4	LOW

	<p>support bubble, or a 'one metre plus' approach where this is not possible, <u>will not apply</u> from the autumn term on dedicated school transport.</p> <ul style="list-style-type: none">• Local Authorities are coordinating all school transport (public and private) for September and will provide an update in the coming weeks. This will be shared with parents/carers and staff as soon as possible.• Face coverings are still advised and should be worn by all pupils on all public transport. Distancing should be maintained, from people outside of own household or support bubble. A one metre plus approach should be maintained where this is not possible.• Pupils will be met by a member of staff at the identified drop off/pick up points on the school site, where applicable. Face coverings used will be discarded, or removed before entering the building.• Pupils closest to the driver will get off the vehicle first, ensuring social distancing where possible.• Staff/pupils wash their hands/apply hand sanitiser when re-entering the building.• Where a need is identified, and transport arranged by the school for individual pupils, arrangements will include an individual pupil risk assessment.• Where possible Parent/Carers to Transport pupils to and from school.• Pupils and Parents/Carers will be made aware of the instructions to follow to ensure the safety of the transport driver and pupils when accessing the vehicle.				
--	--	--	--	--	--

	<ul style="list-style-type: none"> • Parents/Carers are to ensure that pupils are to wash their hands for <u>20 seconds</u> prior to leaving their home. • Pupils not able to wash their hands/apply hand sanitiser are to be supported by Parents/Carers to wash their hands prior to leaving for school. • The school are to <u>ensure</u> that all pupils are met at the identified drop off points at the school. The school are to ensure that all pupils are supervised when accessing transport vehicles at the end of the school day. • LA Transport team to be made aware of challenging behaviours that pupils may exhibit, which may put themselves or the driver at risk. 				
<p>Pupils/staff or visitors travelling independently to school</p>	<ul style="list-style-type: none"> • Designated car park area available to staff. Staff asked to use first available space to avoid crossover. • Social distancing guidance followed when accessing/egressing from car vehicles. • Bike storage located in the open air, both sides open to allow one entry and one exit. • Bike storage that have access doors are to be included in the cleaning schedule for the school. • Pupils access the bike storage area one at a time at the start and end of the school day. • Floor markings in place at the entrance to the bike storage areas to allow for social distancing. 	1	4	4	LOW

	<ul style="list-style-type: none"> • Staff and Parents/carers and pupils advised on the current guidance regarding accessing <u>public transport</u>. • 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 storage area is in place, wherever possible, areas will be allocated to groups to reduce mixing of age ranges. • Signage notices in place on the bike sheds advising one pupil at a time to access the bike sheds. • Staff presence in the outdoor areas at the start and end of the school day. 				
<p>Staff and pupils wearing face coverings to travel to and from school.</p>	<ul style="list-style-type: none"> • Pupils and staff who use face coverings to remove them when they arrive in the school building. • Staff and Pupils instructed not to touch the front of their face covering during use or when removing them. • Staff/ Pupils must wash their hands immediately on arrival /hand sanitiser (as is the case for all pupils), dispose of temporary face coverings in a bin or place a reusable face coverings in a plastic bag that is to be placed in their school bag/work bag so that they can re wear it to travel home. • Staff/Pupils wash their hands again before heading to their classroom/work area. • The school will not provide face coverings to Staff or Pupils for transport purposes. 				

	<ul style="list-style-type: none"> • Staff and Pupils advised prior to the start of the Autumn term the procedure to follow when removing face coverings when entering the school building 				
Use of school minibuses	<ul style="list-style-type: none"> • Thoroughly cleaned prior to the start of the Autumn term e.g. steering wheel, gearstick, seating, seatbelts handles, doorframes, hand-holds. • Hand sanitiser, tissues and waste bags located in the vehicle. • School minibuses are identified in this instance as dedicated transport. • Vehicle inspected prior to each use and findings recorded. • Vehicle cleaned in high use areas by driver. • Windows are opened when transporting pupils. • Vehicle thoroughly cleaned after each use. • Trained drivers only. 				
6. Staff/Pupil, family member who maybe at increased risk					
Staff/Pupils who may otherwise be at increased risk from coronavirus (COVID-19)	<ul style="list-style-type: none"> • Some Staff/Pupils may have particular characteristics 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. • People who live with those who have comparatively increased risk from coronavirus (COVID-19) <u>can attend</u> the workplace. • Where need identified, the Head teacher will discuss Parent/ Carers or Staff members concerns and explain the measures the 	3	4	12	MEDIUM

	<p>school has in place to reduce risks of COVID-19 transmitting in the school community.</p> <ul style="list-style-type: none"> • Head teachers are as far as practically possible to accommodate concerns raised to ensure all pupils and staff return to school in September. 				
<p>Staff/Pupils who are clinically vulnerable (Moderate risk) or extremely clinically vulnerable (High risk)</p>	<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. • Where need identified, Staff individual Medical/Ill-Health risk assessment to be completed. • Where need identified staff referred to Occupational Health Service. • Individual cases to be discussed with HR. • Pupils with EHCPs (or other vulnerable pupils identified) have been considered and contacted prior to them returning to school to discuss arrangements for their safe return. SEND Team to coordinate this. 	3	4	12	MEDIUM

7. New and Expectant mums in the school community					
<p>New and Expectant Mums</p>	<ul style="list-style-type: none"> • Staff to inform the Head teacher if they are pregnant. • Staff to consult with their GP and Midwife. • New and Expectant mums COVID -19 risk assessment completed. • Guidance from the NHS- <u>Pregnancy and the coronavirus</u> and <u>the Royal College of Obstetricians & Gynaecologists</u> as well as the NHS <u>Who is at Risk</u> is followed and shared with staff members. • Shielding for all staff members is to be suspended on the 1st August 2020. • 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. 	1	4	4	LOW
<p>New and Expectant Mums showing symptoms of COVID-19</p>	<ul style="list-style-type: none"> • Staff are aware of the symptoms of COVID-19. • Staff instructed to follow the guidance; <ul style="list-style-type: none"> - 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 – <u>get a test to check if you have coronavirus</u> as soon as possible. Anyone you live with, and anyone in your support bubble, should also get a test if they have symptoms. - Speak to your midwife or maternity team they will advise you what to do. You may need to rebook some of your 	3	4	12	MEDIUM

	<p>pregnancy appointments or have them online, by phone or as a <u>video consultation</u>.</p> <ul style="list-style-type: none"> • See 4-. Managing a positive case in the school community. • Staff can be referred to Occupational Health Service regarding a testing for COVID-19. • Where need identified, consultation to take place with HR. 				
8. Access to the school site and building					
Transmission of COVID-19 to Pupils/Staff	<ul style="list-style-type: none"> • Access to the school site is controlled, several entrance gates and entrance doors are used to allow Pupils and Parents/Carers to flow onto the school site/building. • Separate Entrance doors for each year group clearly identified. • Separate entrance for adults identified. • Pupils, Parents/Carers advised to maintain social distancing when entering the school site. • The start of the school day has not been staggered but controlled access into the school building by pupils will be in place. • Where possible the end of the school day to be staggered slightly to prevent gatherings outside of the school site. • Parents not permitted to enter the school building unless need is essential. • Pupils are met each day at the identified entrances for their year group class by a staff member. 	1	4	4	LOW

	<ul style="list-style-type: none">• Pupils must not use lockers and should carry any outdoor clothing and bags with them at all times.• Staff store their bags in lockers / store cupboards.• Pupils will be given antibacterial spray on a tissue to wipe down their packed lunch box and water bottle when removing from their bag.• Pupils are supervised to wash their hands or apply hand sanitiser where hand washing facilities not available at the start of the school day.• Staff wash their hands with pupils at the start of the school day.• Staff and pupils presenting with symptoms at the start of the school day are isolated and taken to a separate room and next of kin/parents contacted.• Pupils, Parents/Carers to be continually reminded via school communication links to maintain social distancing when entering the school site.• Year group bubbles introduced and maintained during the day as much as possible.• The Head Teacher will communicate plans with parents/carers prior to the start of the new term.• School entrances and site secured at the start of the school day.				
--	---	--	--	--	--

	<ul style="list-style-type: none"> • Staff, Pupils, Visitors/Parents/Carers will be informed to only bring essential items. • Posters maintained around the site. 				
9. Access to school for non-pupils or staff					
Visitors/Contractors, Agency Staff, Volunteers and Support Agencies working in the building contracting/transmitting COVID-19	<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 sanitising and social distancing procedures in place at the school. • Visitors to the school are by appointment only. Visitors must confirm using Inentry that they are Covid19 secure (no symptoms for self / others) and leave their contact details for Track and Trace purposes. Details are stored for 21 days as per guidelines from ICO. • Where possible Contractors to carry out activities outside of school hours. • Hand sanitiser station located at the main entrance. All Visitors sanitise their hands prior to entering the school building. • A register of all Visitors/Contractors /Agency Staff and Support Agencies maintained, including their contact details. 	1	4	4	LOW

	<ul style="list-style-type: none"> • If agency support is required, where possible it is the same member of staff each time. • All visitors are accompanied when moving about the building. • Parents/Carers discouraged from accessing the main reception area without an appointment. • Main reception area spot cleaned throughout the school day. • Tissues located at the main reception area with a lidded waste bin. • Waste bins emptied at the end of the school day. • Face coverings not to be worn in the school building. As agreed, visors may be worn, where required, following completion of a request form and signed agreement. Forms can be obtained from the Head Teacher. • When using Inventory, visitors are asked to sanitise hands before and after use. Regular cleaning of the screen is carried out throughout the day. • Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They are responsible for ensuring that they minimise contact and maintain social distancing as much as possible from pupils and staff when working in school buildings. 				
<p>Initial Teacher Training Students</p>	<ul style="list-style-type: none"> • Allocated a class/year group to work with within the school. • ITTS staff receive a full induction and shown how to wash their hands for 20 seconds and advised on good respiratory hygiene. 	1	4	4	LOW

	<ul style="list-style-type: none"> • Shown welfare facilities available to Staff members. • Shown own workspace (where applicable) • Reminded what the symptoms of COVID-19 are. • Mentor provided who will support them throughout their time in school. 				
10. Maintaining infection control /hygiene standards during the school day.					
COVID-19 spreading from person to person within the school building	<ul style="list-style-type: none"> • A member of the cleaning team will carry out spot cleaning and removal of waste from the school site, where need identified during the day. • Staff to take responsibility for their own personal hygiene throughout the school day. • Use of hand towels will continue and hand dryers will remain out of use. • Waste bins will be emptied throughout the school day and placed in the external bin store. • The Site Manager/Senior Site Supervisor will maintain stock levels of all cleaning, sanitising equipment and will regularly check stock in all areas to top up 'stations'. • Pupils will eat lunch at dedicated seating in halls and tables and surfaces cleaned afterwards. 	3	4	12	MEDIUM

	<ul style="list-style-type: none"> • All bins emptied at the end of each school day and placed in the external bin store. • Parents advised to ensure that pupils wash their hands when they return to the home environment. • <u>The Board of Directors are to be informed of Staff members and Parent/Carers concerns.</u> 				
<p>Maintaining infection control in the Classrooms and during break periods</p>	<ul style="list-style-type: none"> • Staff to ensure that hand sanitisation is carried out upon entry/exit for each lesson. Staff to leave enough time for desk cleaning by pupils at this time. • Pupils will be asked to provide their own pencil case and stationery to avoid sharing equipment. (Packs to include pen, pencil, rubber, sharpener, ruler and clear plastic pencil case). School have spare sets for pupils who do not have them. • Pupils/Parents/Carers continually reminded that pupils bring in filled water bottles each day. • Where mixing into wider groups for specialist teaching, wraparound care and transport, pupils must maintain social distancing and endeavor to prevent physical contact between pupils. • Mixed groups are to be closely supervised to ensure that close contact is avoided – ie. Separate tables during breakfast club for each year group, year group bubble areas on transport and pupils alight in year group order. • Where such groups are needed to be formed ensure that robust hand washing guidance is followed and Pupils and Staff follow the 	3	4	12	MEDIUM

	'Catch it, Bin it, Kill it', guidance and avoid touching their faces, noses etc. practice followed whilst at school.				
11. Pupils and Staff working in identified bubbles/groups					
Breakfast Club/After School Club	<ul style="list-style-type: none"> • Current guidance advises that Breakfast Club/After School Clubs can re-commence. • Groups and bubbles that pupils are in during the school day should be maintained as much as possible. • Social distancing of pupils and staff is maintained. • Staff endeavor to prevent physical contact between pupils. • Mixed groups are to be closely supervised. Separate tables used to offer distance between groups. • Where such groups are needed, robust hand washing/hand sanitisation guidance is followed. Pupils and Staff follow the 'Catch it, Bin it, Kill it', guidance and avoid touching their faces, noses etc. practice followed whilst at school. Posters and guidance is available around the building for information. 	3	4	12	MEDIUM
Maintaining Year Group bubbles to reduce transmission of COVID-19	<ul style="list-style-type: none"> • Consideration to options for staggering entry and exit of the building. Year groups wait in different areas of the grounds and are supervised during entry to the building. Possible consideration of staggered leaving times at the end of the day to ensure no large gatherings outside of the gates. • Contact between different year groups will be reduced as much as possible including 'Zoning' social areas, so that where pupils from 	1	4	4	LOW

	<p>different year group bubbles who are on break or lunch at the same time, are kept separate from one another.</p> <ul style="list-style-type: none"> • There is no way to avoid different year groups using the same classrooms, but all will be given a tissue and sanitiser spray to clean workstations and chairs before use. • Hand sanitiser is available in all classrooms and will be used by everyone upon entry. The teacher will hold the bottle and provide sanitiser to pupils' open hand to avoid contact with the bottle by many people. 				
12. Impact of pupils and staff moving about the building/school site					
<p>Moving about the building/school site-Covid-19 transmission</p>	<ul style="list-style-type: none"> • Clear direction given to parents via the school's communication links for the start and end of the school day. • Rota in place for break times and the lunchtime periods to reduce the flow of pupils in the corridor areas as much as possible. • Where need identified, some pupils will eat their lunch in their classrooms. • Social distancing measures adhered to where possible. • Posters in place reminding pupils to maintain social distancing. • One-way system in place throughout the building. • Pupils and staff advised to use the left-hand side of corridor areas. 	1	4	4	LOW

	<ul style="list-style-type: none"> • Directional signs have been placed around the building. • Pupils supervised by members of staff when moving about the building to ensure that distancing is maintained as much as possible. • Hand sanitiser dispensers located around the school site, including classroom and offices. • Use of hand sanitizer supervised by Staff members. 				
Lifts	<ul style="list-style-type: none"> • Lift to be operational only where necessary. • Maximum occupancy to two people. • Occupants to stand next to each other, side by side, but ensuring that they are not touching. • Hand sanitiser station located at the entrance/exit points of the lift. • Tape and signage in/around lift reminder of social distancing requirements. 	1	4	4	LOW
Access to Welfare facilities for Staff and Pupils	<ul style="list-style-type: none"> • Staff supervise pupils when washing their hands in the toilet areas/sink areas. • Cubicles in place. • Instructions on safe use of school welfare facilities will be provided to pupils. 	1	4	4	LOW

	<ul style="list-style-type: none"> • Toilet facilities cleaned at regular intervals throughout the school day (door handles, toilet cubicle locking mechanisms and flushers). • Staff and pupil toilet facilities cleaned following break and lunch periods. • Lunch time and breaktime rota in place for staff accessing the staff room area. -Consideration be given to additional eating spaces created within the school e.g. library, activity hall. • Windows are opened in all occupied areas as much as possible. Open when leaving the room to aid ventilation. • Position of furniture within staff room areas reviewed to ensure social distancing. • Increased cleaning regime. 				
Break and Lunch periods	<ul style="list-style-type: none"> • Packed lunches only in both schools with the exception of ability to provide 'grab bags'. To be updated in second half term if determined that limited menu lunches can be provided. • Seating determined to maintain year group bubbles and ensure pupil and staff social distancing can be attained. • Staggered break times and lunch times agreed for year groups. • Pupils directed to wash their hands during break/lunchtime periods. 	1	4	4	LOW

	<ul style="list-style-type: none"> • Areas zoned off for use by specific year groups/bubbles. Head Teacher to determine and communicate. • When using large congregation areas inside, doors and windows are opened to allow natural ventilation. • Outdoor areas accessed as much as possible. Areas zoned off for use by specific year groups/bubbles. • Spot cleaning carried out. • Surfaces are cleaned following each group/bubble use. • Increased cleaning schedule in place. 				
13. Pupil behaviour during the school day					
Pupils refusing to social distance/follow hand washing procedures	<ul style="list-style-type: none"> • Parents/Carers advised prior to the pupils returning to the school that <u>all</u> pupils will need to adhere to hand washing and social distancing measures to ensure pupil and staff safety. • Hand sanitiser made available where pupils refuse to wash hands. • Pupils are supervised when using hand sanitiser considering risks around ingestion. Sanitiser is located around the building in common areas in plain sight. In classrooms, the teacher will supervise its use. Staff may consider being the only one to hold the bottle of sanitiser and to pump a portion on to pupil hands upon entry to the room. 	3	4	12	MEDIUM

	<ul style="list-style-type: none">• Individual needs of pupils identified and managed where need identified.• Cleaning schedule in place for the whole school.• Staff supporting pupils continue to adhere to regular hand washing.• A review undertaken of the Behaviour Policy to include Covid19.• Refusal to hand wash and follow instruction will be deemed defiant behaviour and will be dealt with in line with the school behaviour policy.• Where need identified Individual Pupil risk assessments are to be put in place/reviewed to manage pupils whilst they attend the school. This is managed by the SEND team. Consideration be given to a phased return for identified pupil to manage risk.• Where pupils have refused to wash their hands and refuse to social distance, movement around the building to be restricted where possible.• Area where the pupil has been located within the building to be thoroughly cleaned.• Where need identified support be sought from the SEND Team and Educational Psychologist Team if required.• Where need identified, staff requirement for wearing PPE will be determined by the HT/EHT.				
--	--	--	--	--	--

Pupil-Challenging behaviours displayed	<ul style="list-style-type: none"> • Pupils with challenging behaviours identified. • Where need identified individual risk, assessments/behaviour plans are in place for pupils who demonstrate challenging behaviours. SEND/Behaviour team will coordinate this. • Relevant staff are Team Teach Trained and where, need identified, Team Teach techniques are applied, including restraint. • General Infection Control risk assessment in place. • Where behaviours exhibited by pupils potentially exposes staff to sputum/bodily fluids staff are advised to change into alternative clothing when arriving at work each day and change clothing before they leave work. Placing soiled clothing in a pillowcase and washing the clothing when they return home. Staff are advised to shower when they return home from work each day. • Where need identified, face visors be made available to specific staff. Please discuss with HT/EHT. • Staff and pupils to wash their hands when safe to do so after a physical restraint has been carried out. • Where restraint has had to be carried out review the pupil risk assessment in place. • Continually review whether PPE is required when managing challenging behaviours. 	3	4	12	MEDIUM

	<ul style="list-style-type: none"> Where need identified, review the Behaviour Policy. 				
Pupils absconding from the school site	<ul style="list-style-type: none"> Security checklist and Policy in place for the school. Pupils are met from transport vehicles each day by a member of staff working in their group/bubble. Pupils access the building by an identified door and are met by a member of staff. Perimeter gates are secured at the start of the school day. Fob access control around the building Class groups/bubbles agreed, with a suitable number of staff supervising the class. Individual risk assessments in place for pupils who present challenging behaviours and further controls identified. Procedures in place should pupils abscond from the school building/site. Where need identified pupil information to be shared 	1	4	4	LOW
14. Supporting pupils during the school day					
Pupils that have an EHCP that require staff support throughout the day	<ul style="list-style-type: none"> Identified staff work with pupils. Staff wash/sanitise their hands before and after working with a pupil 	1	4	4	LOW

	<ul style="list-style-type: none"> • A space is identified for the intervention to take place, and set up with two separate desks placed a suitable distance apart. • Staff go to the pupil's classroom, standing at the entrance to collect the pupil (when not working in the classroom supporting them) • The intervention is provided at a distance where possible. • Following the intervention Staff and Pupil wash their hands. • The member of staff cleans the desk area and washes any equipment that needs to be used by another pupil. • Staff provided with access to hand sanitiser at all times. Staff can carry their own small bottle of sanitiser with them if preferred. Staff should inform the SENDCO if they opt to do this. 				
<p>Pupils accessing alternative education provision</p>	<p>The school has agreed the following control measures with the alternative provision:</p> <ul style="list-style-type: none"> • The school has issued a copy of their COVID-19 risk assessment where the Pupil attends both settings during the week. • Any concerns with the identified Pupils health and wellbeing is to be communicated immediately via telephone by the school/alternative provision. • The Pupil will wear clean clothing each day when attending alternative provision. 	1	4	4	LOW

	<ul style="list-style-type: none"> • Sickness absence procedure in place for pupils. • Alternative provision is to make the school aware if the pupil does not attend the setting. • The school is to request a copy of the COVID-19 risk assessment for the alternative provisions that Pupils attend. • Spot check to be carried out on alternative provision to ensure pupil safety 				
Intervention groups	<ul style="list-style-type: none"> • The school will review groups so that each small group receiving support is drawn from year group bubble at a time. • Interventions will take place in an identified area, where the member of support staff will maintain a distance from the pupils, where possible. • Pupils will bring all equipment they require with them to the intervention area. • The area will be cleaned by the member of staff using the area, before pupils from another bubble use the area. • Staff wash their hands between each intervention group. • Where possible, staff will remain in year groups when providing intervention. SENDCO to arrange timetable to allow this. Identified concerns to be raised with HT/EHT. 	3	4	12	MEDIUM

	<ul style="list-style-type: none"> Robust hand washing guidance is followed and pupils and staff follow 'Catch it, Bin it, Kill it' guidance and avoid touching their faces, nose etc. Practice is followed throughout school. 				
Pupils not currently attending the school (but well, e.g. home working/shielding)	<ul style="list-style-type: none"> Resources available through the individual academy school website. Academy to provide online work for pupils who are required to remain at home. Remote education to be made available to pupils not attending the school. See mental wellbeing. Head teacher/SLT are aware of the needs of pupils not currently attending the school. 				
15. Subject area needs					
Subject specific risks	<ul style="list-style-type: none"> Head of Department to identify risks and actions for their department and ensure that they are recorded on a risk assessment document, in conjunction with Operations Manager. All risk assessments must be reviewed and agreed by the Executive Team before they are shared widely. All risk assessments should be in place for September 2020 and shared with all staff. All staff remain responsible for themselves and others while in school. All staff should consider specific needs and risk assessments for their own classroom and the pupils in their care. 	1	4	4	LOW
Classroom resources	<ul style="list-style-type: none"> Resources that are shared between classes or bubbles, such as sports, art and science equipment, should be identified by the Head of Department and included in the risk assessment. Cleaning 	1	4	4	LOW

	<p>requirements and list of items can be added as appendix where necessary.</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. Head of Department is responsible to ensure this cleaning is carried out and records are maintained. 				
<p>PE Activities / Lack of changing room space</p> <p>See specific Risk Assessment for more detail</p>	<ul style="list-style-type: none"> Consider allowing pupils to wear their school PE kit and not school uniform when PE lessons are timetabled. The Head Teacher will make this decision and it will be communicated with staff and pupils. Consider identifying alternative changing facilities within the school that can be easily accessed and ensure safeguarding measures. Parents/Carers and Pupils advised what PE kit pupils should bring to school. Items should not be shared and school cannot provide spares when a pupil does not have equipment (unless left for 72 hours afterwards). Consideration be given to undertaking the Summer Term PE programme for the start of September. The curriculum will be amended by the PE department, according to DfE guidance, and will be shared with the Head Teacher. PE Guidance available -<u>guidance on the phased return of sport and recreation</u> and guidance from <u>Sport England</u> for grassroot sport is available .<u>Association for Physical Education</u> and the <u>Youth Sport Trust</u> 	1	4	4	LOW

	<ul style="list-style-type: none"> • Where SLA in place for any PE support activity risk assessments clearly detailing the controls in place for COVID-19 must be shared with the school. i.e. specific sports coaches. 				
Music lessons	<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. • Wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies. • 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. The academy is following current guidelines and allows pupils to sing/play only in smaller groups. Groups have been reduced to ratio of 2:1 for these activities. As guidance for schools is released, we will amend the risk assessment for music delivery in school. • Where instruments are to be played consideration be given to lessons taking place outside. • Singing is not permitted at this time. This will be reviewed as guidance changes. 	3	4	12	MEDIUM

	<ul style="list-style-type: none"> • Further guidance is to be issued by the DfE in due course. 				
Art, Science and D&T	<ul style="list-style-type: none"> • Departments should provide their risk assessment based on CLEAPPS guidance found in the links below: http://dt.cleapss.org.uk/Resource/GL346-School-Extended-Closure-Arrangements.aspx http://dt.cleapss.org.uk/Resource-File/GL347-returning-to-school-after-an-extended-period-of-closure.pdf http://dt.cleapss.org.uk/Resource/GL342-Eye-and-Face-protection-in-D-T-Food-and-Art.aspx http://dt.cleapss.org.uk/Resource/3D-printing-in-schools-and-colleges-managing-the-risks.aspx http://dt.cleapss.org.uk/Resource-File/GL344-Guidance-on-practical-work-during-the-COVID-19-pandemic-D-T.pdf http://dt.cleapss.org.uk/Resource-File/G235-Management-of-Risk-Assessment-in-D-T.pdf http://dt.cleapss.org.uk/Resource/G225-Local-Exhaust-Ventilation-in-D-T.aspx http://dt.cleapss.org.uk/Resource/E171-Using-Model-Risk-Assessments-in-D-T-Spreadsheet.aspx 				

	<ul style="list-style-type: none"> • Head of Department should include seating arrangements in their risk assessment (as they are often fixed in the classrooms so cannot face forward as per guidance). • Further guidance is to be issued by the DfE in due course. 				
Educational Visits	<ul style="list-style-type: none"> • Domestic (UK) overnight and overseas educational visits at this stage are not permitted at the present time. • The Trust have taken the decision to cancel all trips booked 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. Please consult with HT regarding this if required. • Daily visits must be uploaded to the EVOLVE system and the risk assessment must take Covid19 into consideration. A risk assessment (including Covid secure circumstances) must be received from venues prior to visits taking place. • Please see notes about transport. • Where possible, the school is making use of local outdoor spaces. • Hand sanitiser should be carried by staff for use during the visit. 	1	4	4	LOW

16. School Community Activities

<p>School Assemblies/Worship- Large gatherings</p>	<ul style="list-style-type: none"> • Continue to use digital technology within school in order to maintain a sense of community when large gatherings are not possible. • Consider Class-based assemblies led by members of the SLT via TEAMS. • Consider planning a timetable for class assemblies, worship and whole school assemblies, all involving interaction from different classes, with MS Teams etc. • Consider virtual assemblies will take place through the classes. Classes host this on rotation to promote the sense of cross-class links in a safe manner. • Therapeutic cross class initiatives through virtual models (video conference in classroom) to bring classes together whilst remaining in their individual bubble classroom. 	<p>1</p>	<p>4</p>	<p>4</p>	<p>LOW</p>
<p>Use of Welfare facilities for Staff and Pupils</p>	<ul style="list-style-type: none"> • Staff supervise pupils when washing their hands in the toilet areas/sink areas. • Cubicles in place in toilet areas • Urinals taken out of use/l instruction given to pupils how to safely use them. • Toilet facilities cleaned at regular intervals throughout the school day (door handles, toilet cubicle locking mechanisms and flushers). 	<p>1</p>	<p>4</p>	<p>4</p>	<p>LOW</p>

	<ul style="list-style-type: none">• Pupil, Staff and Visitor Toilet facilities cleaned following break and lunch periods.• Lunch time and breaktime rota in place for staff accessing the staff room area. Staff encouraged to clean as they go when accessing the staff room.• Windows are opened in the staff room when it is occupied by staff members.• Position of furniture within staff room areas reviewed to ensure social distancing.• Cleaning schedule in place• Areas immediately outside of toilet areas clearly marked to allow for social distancing and movement in and out of the facilities.• Staff encouraged to bring flasks into school for personal use.• Alternative space made available to staff for break periods.• Possible zoning of toilets per year group (IR) but cleaning after use for one year group at VB. Staff/Visitor toilets not to be used by pupils.• Robust cleaning schedule is 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.				
--	--	--	--	--	--

Personal care	<ul style="list-style-type: none"> • Personal care takes place in identified toilet areas within the school. • PPE readily available in toilet areas. • Staff wear appropriate PPE when carrying out personal care tasks. • Resources required to support personal care readily available. • Face visors available to staff where need identified. • Where windows are available, they are opened whilst personal care taking place. • Area cleaned after each use. • Included in the cleaning schedule for the school. • Staff concerns to be raised with the Head teacher in the first instance and the EHT and Executive Trust Team after that. 	1	4	4	LOW
Personal Protective Equipment (PPE)	<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 <u>washing practice</u> prior to wearing PPE. 	1	4	4	LOW

	<ul style="list-style-type: none"> • Individual risk assessments in place for pupils who have special educational needs / challenging behaviours/require support with personal care. • Site Manager and Senior Site Supervisor will maintain a stock of disposable gloves/aprons and face masks. • Staff wishing to wear PPE whilst in the school building are to discuss their concerns/wishes in the first instance with the EHT. • Where staff are supporting pupils, who present challenging behaviours and pupil individual risk assessments are in place, PPE requirements to be discussed with staff to ensure their safety. 				
First Aid Provision and support with medication	<ul style="list-style-type: none"> • PPE is available for use by first aiders on site. • Risk assessments 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. 	1	4	4	LOW

	<ul style="list-style-type: none"> • Administering Medications in school policy in place. • Staff to wash their hands prior to and following support with medication. • Where pupils have medical needs Individual Health Plans reviewed prior to them returning to school. Risk assessments in place where necessary. • Medication stored in a dedicated area. • Identified staff support pupils with medical needs. • 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. • A review of first aid training has been carried out, refresher training online has been made available to staff where face to face refreshers are not possible. 				
<p>Congestion at the exit gates around the school site</p>	<ul style="list-style-type: none"> • Pupils and staff will wash their hands before they leave the school site. • Pupils advised not to congregate at exit doors and gates. 	1	4	4	LOW

	<ul style="list-style-type: none"> • Pupils supervised to ensure that they leave the school site swiftly and not in groups. • Where staff have had to change into clothing when they arrived at the school, they are to change out of clothing and place clothing in to a pillowcase before leaving. • Water bottles and lunch bottles taken home from school each day. • Staff control the flow of pupils leaving the school building to encourage social distancing. • Gates are secured to the school site at the end of the school day. • Gates and entrance doors are included in the cleaning regime at the school. • Pupils and staff reminded to maintain social distancing when supervising pupils off the school site. • 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 and lunch boxes wiped over with anti-bacterial spray when they arrive home. 				
<p>Staff Wellbeing</p>	<ul style="list-style-type: none"> • Staff have been provided with Public Health England <u>Guidance for the public on the mental health and wellbeing aspects of coronavirus (COVID-19).</u> • Staff have been provided with <u>COVID-19 mental health link</u> 	1	4	4	LOW

	<ul style="list-style-type: none"> • The Trust has provided staff with a free helpline for school staff and targeted support for mental health and wellbeing counselling service. • Each school has a staff wellbeing forum. • Staff members with health concerns to speak with the Head Teacher or Executive Head Teacher if they have concerns regarding returning to school. • Where need identified staff are to be referred to the Occupational Health Team. • HR colleagues contacted for support where need identified. 				
<p>Pupil Wellbeing</p>	<ul style="list-style-type: none"> • Focused pastoral support in place • Regular contact made with pupils' parents/carers who are currently not attending the school. • Safeguarding Policy in place. • Staff report concerns with pupils' behaviour via the usual routes, including Safeguarding using CPOMS. • The school to contact the agencies who regularly support their pupils with social and emotional support. • Additional counselling support considered for September 2020. 	1	4	4	LOW

<p>Deep Clean</p>	<ul style="list-style-type: none"> • At the end of the summer term, Public Health England will publish 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 the guidance provided and where need identified the current cleaning regimes reviewed. • Deep clean of all areas within the summer holidays. • Catch up clean in own areas to refresh before the start of the new term in September. 	1	4	4	LOW
<p>Site Risk Register</p>	<ul style="list-style-type: none"> • School Building Checklist to be completed by Site Manager and Senior Site Supervisor. 	1	4	4	LOW
<p>Emergency Situations</p>	<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. • Regular in house testing is completed weekly and records maintained. • In the event of the fire alarm sounding Staff and Pupils are to evacuate the building via the nearest available fire exit. Please see fire evacuation plan. • Staff are to monitor the flow of traffic in the corridor areas when evacuating to reduce congestion and bottle necks. One way system will not be followed in the event of an emergency. Staff and pupils should leave by the nearest exit and make their way to the assembly point. Please see individual fire evacuation plans. 	1	4	4	LOW

	<ul style="list-style-type: none"> • Re-entering the building when safe to do so, is to be staggered. • Staff and pupils are to wash their hands /apply hand sanitiser when they enter the building. • Where need identified Personal Emergency Evacuation Plans put in place/reviewed. • Staff will be provided with a copy of Emergency Plan in September to refresh their memories and ensure they are familiar with their roles and responsibilities. Any questions should be directed to the Operations Manager and/or HT. 				
<p>Main reception and entrance doors around the school.</p>	<ul style="list-style-type: none"> • Clear signage in place prompting Staff/Pupils /Visitors to maintain social distancing measures. • Clear signage in place prompting hand washing/use of hand sanitiser. • Hand sanitiser station in place. Visitors apply hand sanitiser when they enter the school building. • Visitors sign in using Inentry after they have applied hand sanitiser. After touching the screen, they should sanitise again before entering the building. • Main reception area spot cleaned throughout the school day. • Tissues located at the main reception area with a lidded waste bin. • Face coverings not to be worn in the school building. 	1	4	4	LOW

	<ul style="list-style-type: none"> • Visitors are to be advised not to attend the school if they are unwell. Must confirm this before entry. • Visitors well being monitored when attending the school. • Visitors to be advised that face coverings are not permitted within the school building. • Parents to be 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 so that meeting rooms can be set up to ensure social distancing. • Reception area, including the electronic signing in screens cleaned regularly. 				
Office areas	<ul style="list-style-type: none"> • The maximum occupancy of the office areas should be maintained to ensure social distancing in accordance with latest DFE guidance. • Signage in place on office doors indicating the maximum occupancy number. • Where possible desks have been placed side by side • View panels located in office doors utilised 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. 	1	4	4	LOW

	<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 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 where possible. • Clear desk policy in place in each office area. • Where waste bins do not have lids, place an object over the waste bin to act as a lid including paper. • None office staff encouraged not to access office areas unless essential. 				
Toilet Areas/Personal Care changing facilities	<ul style="list-style-type: none"> • Allocated to identified groups of pupils. • Cleaned following each year group use. • Waste bins regularly emptied, and waste taken to external bin area. • PPE readily available for personal care. 	1	4	4	LOW

	<ul style="list-style-type: none"> Sanitary bins located in identified and have closed lids. SLA in place. 				
Meeting Rooms	<ul style="list-style-type: none"> Timetabled access only in most circumstances to allow cleaning between uses. Cleaning stations in the rooms for use if necessary. 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. 	1	4	4	LOW
Catering facilities	<ul style="list-style-type: none"> External Catering contractor to provide a copy of their COVID-19 risk assessment for the kitchen area for September. (IR) No plates or cutlery will be used at this time, decreasing the risk of contamination. Ventilation switched on whilst kitchen staff are in the kitchen. Identified number of staff work in the main kitchen area to ensure social distancing. Staff start times are staggered to ensure social distancing. 	1	4	4	LOW

	<ul style="list-style-type: none">• Main Kitchen floor space clearly marked to ensure social distancing.• Handwashing and hand sanitiser 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 pupils.• When staff are serving, they stand side by side ensuring social distancing can be maintained.• Staff should be rotated every 15 minutes when directly serving pupils.• Kitchen deliveries made directly to the kitchen area.• Water fountains taken out of use around the school site.• None kitchen staff prohibited from entering the main kitchen area.• Catering Contractor/Cook to discuss with the Head teacher what food will be able to be provided to pupils once hot meals are served again with limited choices to be agreed.• Where need identified the number of staff in the kitchen area is to be reduced. Kitchen staff will be identified using a rota to clean				
--	---	--	--	--	--

	<p>tables and chairs between sittings. PPE will be provided for this purpose.</p> <ul style="list-style-type: none"> Contractors that run the kitchen are responsible for completing their own risk assessment to ensure the safety of their staff. (IR) 				
Deliveries to the school site	<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. Upon decanting products, products are to be wiped down and stored away. Packaging to be placed in the external bin store. 	1	4	4	LOW
Waste Management on the school site	<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. 	1	4	4	LOW
External Lettings	<ul style="list-style-type: none"> Access only permitted outside of school hours from September and will follow guidance for each activity 	1	4	4	LOW

	<ul style="list-style-type: none"> • Questionnaire sent to all lettings in July to verify needs. Meetings planned virtually with 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. 				
<p>Close contact of adults and children on and outside the school site.</p>	<ul style="list-style-type: none"> • Pupils reminded not to congregate outside the school gates or on the school site. • Social distancing measures are in place on the school site. • Parents/Carers are continually reminded to safely park around the school site. • Head teacher to remind Parents/Carers not congregate on the school site or around the school site. • School gates locked to all parents (unless by prior agreement to enter site). Must wait inside their vehicle if accessing the site to avoid contact with any pupils outside of their household. 	1	4	4	LOW

Appendix 1-Guidance Documents from the Health and Safety Executive, Public Health England, The Government and the NHS.

Guidance
Guidance for full opening: schools
Supporting children and young people with SEND as schools and colleges prepare for wider opening
Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak
Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE)
Coronavirus (COVID-19): guidance on isolation for residential educational settings
Extranet cleaning schedules
NHS Test and Trace
Coronavirus symptoms
Pregnancy and coronavirus.
Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19
PE Guidance- guidance on the phased return of sport and recreation and guidance from Sport England for grassroots sport
Association for Physical Education and the Youth Sport Trust
Further and higher education: coronavirus (COVID-19)
Remote education support.
Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection
CLEAPPS Guidance for subject areas

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

[HSE guidance on working safely.](#)

[Coronavirus \(COVID-19\): safer travel guidance for passengers](#)

[Staying alert and safe \(social distancing\)](#)

[Extra mental health support for pupils and teachers](#)