



Blenheim

SEP20 COVID 19 Reopening Risk Assessment

COVID-19 risk assessment – Full re-opening of schools

Site / school name:	Blenheim High School		
Name(s) of person(s) covered by this assessment:	<ul style="list-style-type: none"> ▪ Students ▪ Staff: <ul style="list-style-type: none"> ▪ Operational Staff ▪ Support staff ▪ Cleaning staff ▪ Estates staff ▪ Contractors ▪ Visitors 		
Tasks and activities covered by this risk assessment:	<ul style="list-style-type: none"> ▪ Full re-opening of schools from September 2020 ▪ Cleaning and sanitisation ▪ Food provision ▪ Working of staff and students 		
Equipment and materials used:	<ul style="list-style-type: none"> ▪ General class and teaching materials ▪ Practical equipment and materials ▪ Sports and PE equipment ▪ Cleaning materials and equipment 		
Location(s) covered by this risk assessment:	<ul style="list-style-type: none"> ▪ All school premises and grounds 		
Position of person completing this risk assessment:		Date of completion:	
Risk assessment approved by:		Date of approval:	
Date risk assessment to be reviewed by:		Risk assessment no:	Version 1 – 17 July 2020

Introduction

The Governors and School are committed to maintaining a learning and working environment that is safe, secure and, as far as is possible, mitigates the risk to the health of students' staff and anyone else affected by our activities.

Blenheim High School is committed to maintaining a high quality learning environment. The school recognises it has a duty to ensure that its controls comply with the appropriate statutory, regulatory and corporate standards. The physical premises must provide a safe, secure and continuous operation of the school, taking into account building regulations and other non-education statutory requirements

The Prime Minister announced that all secondary schools should plan to open from 1st September 2020 and welcome all students back into school with their teachers, in line with the government guidance.

The mitigation of the risk of coronavirus infection in the school environment for school staff, students, contractors and other visitors is paramount and the following areas have been considered as priorities by the School.

This Risk Assessment (RA) identifies, measures and directly addresses:

- **Risks associated with coronavirus, so that sensible measures can be put in place to control these risks for students and staff.**
- **Implementing Protective Measures in Education and Childcare Settings on cleaning and handwashing, Personal Protection Equipment (PPE) and the steps to be taken in the event of a case of COVID 19 being confirmed.**
- **Specific routines to ensure the delivery of a broad and balance curriculum in all year groups.**

The following further summarises the measures that will be put in place to ensure that the identified risks are controlled, supported with a detailed risk assessment outlining the hazards and controls in place:

1. Members of our community who are regarded as being at increased risk are advised by current Government guidance will not be allowed in the school including contractors, visitors and parents.
2. All staff must be fully briefed on Covid-19 symptoms to assist in the early identification of affected people.
3. The transmission of Coronavirus is mainly through respiratory droplets from coughing and sneezing, and through contact with contaminated surfaces. Controls in place include:
 - a. Control of the temperature and air changes across the School can be controlled by the Building Maintenance System (BMS) but this is limited to certain parts of the building. To reduce risk of airborne contamination, where appropriate, available windows should be opened to circulate fresh air.
 - b. To reduce the risk of surface contamination there will be an increased frequency of the standard cleaning and sanitising procedures for hands and contact surfaces. The Estates Team will routinely clean key areas in use to support the risk of surface contamination. Surfaces to be sanitised frequently throughout the day and hands to be washed regularly. Equipment should not be shared and it is asked that iPads should be wiped down with anti-bacterial wipes by families and staff members each evening.

- c. There must be a plentiful supply of staff PPE (for those individuals that require it i.e. Estates and First Aid) which include, disposable gloves, aprons, mouth masks and eye goggles.
 - d. Individuals travelling to school on public transport must wear a face mask.
- 4. As far as possible social distancing must be observed. Through:
 - a. Staff to always social distance 2 metre social distancing at all times moving around the school, in classrooms and during meetings.
 - b. Restriction of visitors to the School to essential only. Any essential visitors will be strictly managed to reduce unnecessary movement around the School areas and to assist maintenance of social distancing from School staff.
 - c. Access to School will be confirmed as necessary by intercom at the main entrance.
- 5. For those individuals who require the use of PPE for standard operations, it must be available at the point of use, stored in a clean dry area, and be single use, changed regularly or as required. Disposal of PPE must be done in the same way as clinical waste.
- 6. Hand hygiene is essential to reduce the transmission of infection and is a critical element of normal daily hygiene. All staff and visitors must sanitise their hands with alcohol based hand sanitiser when entering and leaving the School premises.

Hand hygiene must be performed immediately before every activity or contact that potentially results in hands becoming contaminated, including the removal of personal protective equipment (PPE), use of equipment or interaction with external people. Anyone who wears PPE must be inducted by a suitably knowledge person (Site Supervisor).

- 7. Respiratory and cough hygiene – ‘Catch it, bin it, kill it’. All staff must be reminded of good respiratory hygiene measures:
 - a. Disposable, single-use tissues should be used to cover the nose and mouth when sneezing, coughing or wiping and blowing the nose. Used tissues should be disposed of promptly in the nearest waste bin.
 - b. Hands must be cleaned and sanitised after coughing, sneezing or using tissues.
 - c. Staff must be encouraged to keep hands away from the eyes, mouth and nose.
 - d. There will be signage posted around the school in every classroom of the Education Guidance published by Public Health England. This guidance will be given to every student and staff member on the first day.

8. Any staff who have had and recovered from COVID-19 must continue to follow infection control precautions.
9. The Risk Assessment is the primary policy tool for reopening the school but should be read in conjunction with The Child Protection & Safeguarding Policy, Health & Safety Policy and Behaviour Policy.

Summary - System of controls

This is the set of actions school must take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the sections below.

Prevention:

1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.
 2. Clean hands thoroughly more often than usual.
 3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
 4. Introduce enhanced cleaning, using standard products such as detergents and bleach.
 5. Minimise contact between individuals and maintain social distancing wherever possible.
 6. Where necessary, wear appropriate personal protective equipment (PPE).
- Numbers 1 to 4 must be in place, all the time.
 - Number 5 must be properly considered and the school must put in place measures that suit their particular circumstances.
 - Number 6 applies in specific circumstances.

Response to any infection:

7. Engage with the NHS Test and Trace process
 8. Manage confirmed cases of coronavirus (COVID-19) amongst the school community.
 9. Contain any outbreak by following local health protection team advice.
- Numbers 7 to 9 must be followed in every case where they are relevant.

Blenheim High School – Risk Assessment

Control measures

Mark up each control measure in the appropriate colour, to make it clear how prepared you are for each measure being in place for the autumn term.

- > **Red:** this measure cannot be put in place in our school
- > **Amber:** this measure isn't in place yet, but can be in place for the autumn term
- > **Green:** this measure is already in place

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
Contact with someone suffering from coronavirus	<ul style="list-style-type: none"> • Staff • Students • Contractors • Visitors 	<p>Everyone will be asked not to come into school if they need to self-isolate under current guidance. Regular reminders will be given about this.</p> <p>Anyone self-isolating with symptoms will be encouraged to access testing and engage with the NHS Test and Trace process. https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</p> <p>If anyone in the school becomes unwell (Appendix 1) 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 must be sent home and advised to follow government guidance. They must self-isolate for at least 7 days and should arrange to have a test to see if they have coronavirus. Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms. If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be picked up. The pastoral room in the humanities corridor will be used and be attended by a first aider.</p> <p>999 will be called if they are seriously ill or injured or their life is at risk.</p>	HT / DHTs / DFO	1 st Sep 2020	<p>Regular communication in place with all staff, Students, contractors and visitors via the weekly bulletin by the HT.</p> <p>Those staff that are self-isolating will be in contact with the DHT & DFO on a daily basis and anyone returning to work will undergo a return to work discussion with the HR Manager.</p> <p>PPE is available in the form of a disposable mask, gloves, aprons and eye protection glasses.</p> <p>The Estates team ensure the dispose of daily waste in line with the government guidelines.</p> <p>If a Student is awaiting collection, they should be moved, if possible, to the pastoral room where they can be isolated behind a closed door. An appropriate first</p>

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
		<p>In the case of a symptomatic student who needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> • If a distance of 2m can't be maintained, supervising staff will wear a fluid-resistant surgical mask • If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron • If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection • PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). • A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. • Any members of staff who have helped someone with symptoms and any students who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the 			<p>aider is present. The rooms' window should be opened for ventilation.</p> <p>If they need to go to the bathroom while waiting to be collected, they should use the medical room. The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>If required, the schools' minibuses could be used in these rare circumstances – will need a designated driver.</p> <p>PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained</p>

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		<p>symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace.</p> <p>Supervising staff will wash their hands thoroughly for 20 seconds after the student has been picked up.</p> <ul style="list-style-type: none"> • Only in exceptional circumstances will staff take symptomatic children home themselves, and in this case The driver and passenger will maintain a distance of 2 metre from each other; and/or • The driver will use PPE (the same PPE as when supervising a symptomatic student, as explained above) and the passenger will wear a face mask if they are old enough and able to do so <p>If the school becomes aware that a student or a staff member has tested positive for coronavirus, the school will contact the local health protection team - . The team will carry out a rapid risk assessment to confirm who's been in close contact with the person, and these people will be asked to self-isolate.</p> <p>To help with this, records will be kept of:</p> <ul style="list-style-type: none"> • The students and staff in each group (registers) • Any close contact that takes place between children and staff in different groups <p>Close contact means:</p>			<p>A deep clean will take place by the Estates Team in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following decontamination guidance.</p>

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		<ul style="list-style-type: none"> • Direct close contact – face-to-face contact with an infected person for any length of time, within 1 metre, including: <ul style="list-style-type: none"> ○ Being coughed on, ○ A face-to-face conversation, or ○ Unprotected physical contact (skin-to-skin) • Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person • Travelling in a small car with an infected person <p>If there are 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school will work with the local health protection team to decide if additional action is needed. Any advice given by the team will be followed.</p>			<p>PHE Surrey and Sussex Health Protection Team (South East), County Hall, Chart Way, Horsham, RH12 1XA Phone: 0344 225 3861 option 1 to 4 depending on area then option 1 Out of hours for health professionals only: please phone 0844 967 0069</p>
Contact with coronavirus when getting to and from school		<p>Everyone will be encouraged to walk or cycle into school, and warned to avoid taking public transport during peak times.</p> <p>For anyone who needs to take public transport, they will be referred to government guidance.</p> <p>If transport is used, then those using it must make sure they:</p> <ul style="list-style-type: none"> • Follow hygiene rules 	HT/ DHTs	1 st Sep 2020	<p>The HT via the communication to staff, students and parents will ask the use of public transport to and from school to be minimised as far as possible and to follow the government hygiene rules.</p> <p>Key designated areas will be sign posted and communicated to staff, students and parents on school timings and area of the building for entering and exiting.</p>

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		<ul style="list-style-type: none"> • Try to keep their distance from passengers where possible • Do not travel if they or a member of their household are displaying coronavirus symptoms <p>Staff to park in the main canteen car park to the rear of the school, then the small car park and finally to use the main car park leaving the spaces near the minibuses free to parents to drop off/pick up.</p> <p>For students that will need to be dropped off and picked up, parents will be told through messages and signage:</p> <ul style="list-style-type: none"> • Their allocated drop off area in the main car park will only be drop and go. At collection times, parents will be encouraged to park on the surrounding roads to stop any traffic movements within the main car park. • The protocols for minimising adult to adult contact will be maintained at all times by adhering to the 2 metre distance. No adult will be allowed to work closely to another unless there is appropriate PPE provided. • That only one parent should attend • Not to gather at entrance gates or doors, or enter the site unless they have a pre-arranged appointment <p>Other protocols and changes made to ensure controls are place:</p>			<p>HT to communicate only parent drop and collect.</p> <p>HT to communicate information Re: Face coverings.</p> <p>HT to communicate on start and finish time together with student expectations</p>

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		<ul style="list-style-type: none"> Students to adhere to the start times and familiar themselves with the entrance and exits to be used on arriving and departing each day. <p>Anyone wearing any sort of face covering when arriving to school will wash their hands on arrival (as all students will), dispose of/store the covering, and wash their hands again before going to their classroom.</p> <p>Students will be made aware that they mustn't touch the front of the covering during use or removal.</p>			<p>Anyone wearing non-disposable face coverings when arriving to school will be expected to bring a plastic bag to keep these in during the school day. If they're using disposable face coverings, these will be put in a covered bin.</p>
Spreading infection due to touch, sneezes and coughs		<p>Handwashing facilities will be provided to students within the washrooms located around the school.</p> <p>Staff will be able to use dedicated areas e.g. team bases, staff room, washrooms which are located around the building.</p> <p>Alternatively, hand sanitisers will be provided in each classroom and key areas of the building and regularly replenished during the day by the Estates team.</p> <p>Students will also be asked to bring their own hand sanitisers to use during the day.</p> <p>Everyone in school will:</p> <ul style="list-style-type: none"> Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using NHS guidelines, or use alcohol-based hand sanitiser to cover all parts of their hands 	HT / AHTs / DFO	1 st Sep 2020	<p>Site Supervisor to be responsible for regularly checking toilet hygiene.</p> <p>As per the Public Health England guidelines a handout will be given to every member of staff and students on arriving into the school day.</p> <p>This will provide information on the coronavirus symptoms, how to stop the spread of coronavirus, cleaning and disinfecting regularly.</p>

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		<ul style="list-style-type: none"> • Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing • Be encouraged not to touch their mouth, eyes and nose • Use a tissue or elbow to cough or sneeze, and use bins for tissue waste <p>Students will be encouraged to learn and practise these habits in lessons and by posters put up across the school.</p> <p>Help will be available for any students who have trouble cleaning their hands independently. Skin friendly cleaning wipes can be used as an alternative. Young children will be supervised during hand washing.</p> <p>Any students at the school that won't be able to maintain good respiratory hygiene, such as students with complex needs who spit uncontrollably or use saliva as a sensory stimulant then these students will be managed by the SEN department. These students will be known in advance of school opening and appropriate plans will have been agreed prior to arrival. These students will also be supporting by Teaching Assistants during the school day who will support and guide the individual students.</p> <p>Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Bins for tissues, will be emptied throughout the day.</p>			<p>SEN Department to identify and provide the appropriate information to the Leadership Team in advance of opening.</p> <p>The Estates team ensure the dispose of daily waste in line with the government guidelines.</p>

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
Spreading infection through contact with coronavirus on surfaces		<p>Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including:</p> <ul style="list-style-type: none"> • Banisters • Classroom desks and tables • Bathroom facilities (including taps and flush buttons) • Door and window handles • Furniture • Light switches • Reception desks • Teaching and learning aids • Books and other classroom-based resources • Computer equipment (including keyboards, mice and remote controls where present) • Sports equipment • Telephones • Fingerprint scanners <p>Items that need laundering (e.g. towels, flannels and sports kits) will be washed regularly in accordance with the manufacturer’s instructions, on the warmest water setting. These items will not be shared between children between washes.</p> <p>Students and parents/carers will be asked to limit the amount of equipment they bring into school each day to</p>	DFO	1 st Sep 2020	<p>A program will be in place where the Estates team will be routinely cleaning the mentioned areas in and across the school.</p> <p>Curriculum departments to make note of laundering</p>

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		<p>essentials like bags, lunch boxes, hats, coats, books, stationery.</p> <p>Areas of the school that are used by staff and students will be cleaned thoroughly at the end of the day. The Estates Team will daily clean the following areas:</p> <ul style="list-style-type: none"> • Banisters • Classroom desks and tables • Bathroom facilities (including taps and flush buttons) • Classroom door and window handles • Assembly, canteen and sports halls flooring • Corridors and stairwells • Main reception areas • Staff room, team bases and offices <p>There will no sharing of equipment and where possible all areas will be locked following cleaning.</p> <p>Areas of the school not in use will be shut off to make cleaning more manageable.</p> <p>Any resources shared between groups, such as sports, art and science equipment, will be either:</p> <ul style="list-style-type: none"> • Cleaned frequently and meticulously, and always between groups using them; or • Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups 			

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		<p>The same rules will be followed for books and other shared resources that students or staff take home. However, unnecessary sharing will be avoided, especially where it doesn't contribute to student education and development.</p> <p>Individual and very frequently used equipment, like pens and pencils, will not be shared.</p> <p>Shared rooms, such as halls and dining areas, will be cleaned between different groups using them.</p> <p>If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following decontamination guidance.</p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Teachers will wash their hands and surfaces before and after handling students' books.</p> <p>An enhanced cleaning regime must be in place that includes more frequent wipe down of high passage area and more frequent cleaning of rooms / shared areas that are used by different groups</p> <p>Different groups do not need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and students must be encouraged to clean their hands thoroughly after using the toilet.</p>			

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Spreading infection due to excessive contact and mixing between students and staff in school and lessons		<p>All Students will be kept in their year groups during the day and therefore maintaining distancing and offering a broad curriculum.</p> <p>Other protocols and changes made to ensure controls are in place:</p> <ul style="list-style-type: none"> • Staff and students to follow a one-way system, moving in the same direction. One-way system will operate with ground floor flowing anticlockwise, 1st floor clockwise and 2nd floor anti clockwise through the library • Students to carry their bags with them at all times • Duty staff at 'pinch points' for movement around school • All corridors to have arrows taped indicating flow of movement • All rooms set up in rows, facing the front, students sat next to each other, <u>no sharing of equipment</u> • Breaks and lunchtime arrangement made to enable each year group to be in a separate part of the school [arrangements have been considered for wet breaks] • A 2 metre zone around the teacher desk and at front of classroom • Hand sanitiser and cleaning materials in every classroom and replenished by the Estates Team 	HT/DHT	1 st Sep 2020	<p>HT to communicate to all parents that students should bring their own personal equipment. Also, to share the student expectations on the protocols in place to ensure the school is maintaining the controls to meet the government guidance.</p> <p>DHTs will consider the minimum size groups you can manage whilst delivering the curriculum.</p> <ul style="list-style-type: none"> • Can consistent groups be maintained wherever possible? • Groups should be kept apart from other groups. This will be through using different parts of the school for each group, limiting sharing of rooms and social spaces, varying break and lunch times and limiting movement between lessons. • Social distancing should be reinforced within groups, particularly for older students. • Where staff need to move between groups are they able to maintain their distance as much as possible and ideally 2 metres from students and other adults?

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		<ul style="list-style-type: none"> Classrooms will have doors opened, windows open for ventilation Where possible, smaller groups will be grouped to enable to deliver the full range of curriculum subjects and give students specialist teaching. <p>All students will be taught and reminded to maintain their distance and not touch staff or peers.</p> <p>Students will be seated side-by-side and facing forwards, and unnecessary furniture will be moved out of classrooms to allow for this.</p> <p>Lessons that involve singing, chanting, shouting or playing instruments (particularly wind or brass instruments) will be limited to no more than 15 students, and will take place outside wherever possible (if taking place inside, the space will be well ventilated). Students will be positioned either back-to-back or side-to-side at an appropriate distance. Instruments won't be shared. Singing or instrument playing won't take place in any larger groups such as choirs or assemblies.</p> <p>For physical activity, contact sports will be avoided. Outdoor sports will be prioritised where possible, or large indoor spaces used. Distance between students will be maximised as much as possible.</p> <p>Staff can work across different groups in order to deliver the school timetable, but they will keep their distance from students and other staff as much as they can (ideally 2 metres apart). This won't always be possible,</p>			

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		<p>particularly when working with younger children, but close face-to-face contact will be avoided, and time spent within 1 metre will be minimised.</p> <p>Any students with complex needs or who need close contact care will have the same support as normal as distancing isn't possible here. Staff will be rigorous about hand washing and respiratory hygiene.</p> <p>Supply teachers, peripatetic teachers and other temporary staff will be told to minimise contact and maintain as much distance as possible from other staff. The number of temporary staff entering the school premises will be kept to a minimum.</p> <p>Specialists, therapists, clinicians and other support staff for students with SEND should provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene.</p>			
Spreading infection due to excessive contact and mixing between students and staff around and outside of the school		<p>Students will be kept in the same groups at all times each day, and be kept separate from other groups.</p> <p>For students who routinely attend other settings on a part-time basis, such as an alternative provision setting, the school will work with these other settings to work out a system to keep these students safe.</p> <p>Student groups will have staggered timetables, to avoid too many students being in one place at the same time.</p> <p>Movement around the school site will be kept to a minimum.</p>	HT/ DHTs / ADHs	1 st Sep 2020	No contractor will be allowed unless H&S driven. If works are required these will be completed outside the normal teaching day.

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
		<p>Students will be supervised at all times to ensure mixing between groups doesn't occur, and they will be reminded about the rules throughout the day.</p> <p>Rooms will be accessed directly from outside where possible, and any corridors will have one-way circulation.</p> <p>All shared rooms, such as sport halls and dining areas, will be kept at capacity to allow groups to keep apart when using them.</p> <p>Toilet use will be managed to avoid crowding.</p> <p>Staff use of staff rooms and offices will be staggered to limit occupancy. The staff room is open for access to toilets, socially distanced plastic chairs and tea and coffee facilities.</p> <p>Visitors to the site, such as contractors, will have guidance on physical distancing and hygiene explained to them on or before arrival. Visits will happen outside of school hours wherever possible. A record will be kept of all visitors.</p> <p>Non-overnight domestic educational visits can take place.</p>			
Spreading infection due to the school environment		<p>Checks to the premises will be done to make sure the school is up to health and safety standards.</p> <p>Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with limited staff and changes to how the school space is being used.</p>	DFO	1 st Sep 2020	<p>The site team will routinely check the building on closing and opening each day with regular spot checks during the day.</p> <p>Fire Evacuations should be defaulted to normal procedures i.e. assembly point is</p>

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		<p>Areas in use will be well ventilated by opening windows or using ventilation units. Doors will be propped open, where fire safety and safeguarding wouldn't be compromised.</p> <p>The use of lifts will be avoided unless essential.</p> <p>Bins will be provided in classrooms and other key locations to dispose of tissues and any other waste and regularly emptied.</p> <p>Outdoor space will be used for exercise and breaks, and for education where possible.</p>			the tennis courts ensuring social distancing.
Spreading infection due to excessive contact and mixing in meetings		<p>Where possible, all meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents/carers, visitors and governors.</p> <p>Where this isn't possible, essential meetings will be conducted outside, or in a room large enough to allow for social distancing.</p>	HT	1st Sep 2020	
Individuals vulnerable to serious infection coming into school		<p>The school will continue to follow any shielding guidance in place to decide who should come into school.</p> <p>If the guidance is paused, all staff and students are expected to come into school, apart from staff who can continue to work from home (e.g. some admin staff).</p> <p>Staff who are clinically vulnerable or clinically extremely vulnerable and coming into school will be placed in the</p>	MND	1 st Sep 2020	The safeguarding lead is the point of contact for these type of individuals.

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
		safest possible on-site roles where it's possible to maintain social distancing.			
School Workforce	Staff	<ul style="list-style-type: none"> • Following the reduction in the prevalence of coronavirus (COVID-19) and relaxation of shielding measures from 1 August, staff are expected to attend school. • Wider government policy advises those who can work from home to do so. We recognise this will not be applicable to most school staff, but staff in exceptional circumstances should discuss with HT. • Where schools apply the full measures in this guidance the risks to all staff will be mitigated significantly, including those who are extremely clinically vulnerable and clinically vulnerable. We expect this will allow most staff to return to the workplace, although we advise those in the most at risk categories to take particular care while community transmission rates continue to fall. • Individuals who were considered to be 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. <ul style="list-style-type: none"> ▪ People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace. ▪ Governing boards and school leaders should have regard to staff work-life balance and wellbeing. 	HT	1 st Sep 2020	<ul style="list-style-type: none"> • Shielding ends on 1/8/20, therefore all staff expected back in school. • HR Manager to liaise with any individual staff members with particular concerns. <p>Be aware of the wellbeing of all staff, including senior leaders themselves, and the need to implement flexible working practices in a way that promotes good work-life balance and supports teachers and leaders.</p> <p>Workload should be carefully managed and assess whether staff who are having to stay at home due to health conditions are able to support remote education,</p>

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		<p>Schools should ensure they have explained to all staff the measures they are proposing putting in place and involve all staff in that process.</p> <ul style="list-style-type: none"> All employers have a duty of care to their employees, and this extends to their mental health. Schools already have mechanisms to support staff wellbeing and these will be particularly important, as some staff may be particularly anxious about returning to school. 			<p>while others focus on face-to-face provision.</p> <p>Consider where additional resource could be safely brought in if necessary.</p> <p>Ensure regular communication and consultation with all staff. Ensure staff know where to get additional support e.g. counselling or helplines.</p>
Catering	<ul style="list-style-type: none"> Staff Students Contractors Visitors	<p>We expect that kitchens will be fully open from the start of the autumn term and normal legal requirements will apply about provision of food to all students who want it, including for those eligible for benefits-related free school meals or universal infant free school meals.</p> <p>School kitchens can continue to operate but must comply with the guidance for food businesses on coronavirus (COVID-19).</p>	DFO	1 st Sep 2020	<p>Confirmed with catering provider that all relevant safety procedures are in place and that they are adhering to government guidelines</p> <p>Ensure that catering providers are aware of any changes to lunch times and operating practices you have made.</p>
Student wellbeing and support	Students	<p>Students may be experiencing a variety of emotions in response to the coronavirus (COVID-19) outbreak, such as anxiety, stress, or low mood. This may particularly be the case for vulnerable children, including those with a social worker and young carers.</p>	HT		<p>Consider the provision of pastoral and extra-curricular activities to all students.</p> <p>Provide more focused pastoral support where issues are identified that individual students may need help with.</p>

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					Consider support needs of particular groups they are already aware need additional help (for example, children in need), and any groups they identify as newly vulnerable on their return to school.
Behaviour expectations	Students	<p>The school has consider updating their behaviour policies with any new rules/policies and consider how to communicate rules/policies clearly and consistently to staff, students, and parents, setting clear, reasonable, and proportionate expectations of student behaviour.</p> <p>School behaviour policy to be reviewed to take account of COVID-19 and any new measures in place.</p>	HT/ LT		<p>Specific students with challenging behaviour should be identified and a risk assessment completed for each student with regards to the increased risk to others from the spread of coronavirus because of the behaviour.</p> <p>This could include students who would not normally require an individual approach but with the new measures in place may require an assessment.</p> <p>Additional measures and PPE may be required for staff in some circumstances.</p>
Open Mornings	All	We will hold socially distanced talks with limited numbers followed by an optional walkthrough of part of our school site. Visitors will be advised to sanitise their hands on arrival and check in to the school using the test and trace QR code. Tickets must be prebooked and will allow data to be collected for test and trace purposes. Only 2 tickets are bookable per family and	HT/DHTS/DF O	1 st Oct 2020	<p>Spare face coverings to be made available for those that do not have one.</p> <p>Visitors to be notified in advance of full social distancing and COVID secure arrangements. Virtual option available for those who do not wish to visit the school in person and Year 5 families.</p>

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
		<p>visitors will be limited to Year 6 students due to the forthcoming deadline. Visitors will be asked to wear face coverings during the walkthrough which will follow a strict one way system and which will be unguided. The walkthrough will be done in household groups of two. Open Mornings will be held during times where students are in lessons and visitors will not be allowed access to the site until after students enter their lessons. There will be no crossover with visitors and students and contact will be limited with staff. Areas will be thoroughly cleaned before and after the event.</p>			<p>Numbers will be limited to 40 tickets or 20 household pairs for each morning. Doorways will be propped open to minimise the touching of surfaces. Additional cleaning staff will be employed to undertake cleaning before, during and after each event.</p>
Open Evenings	Staff and Visitors	<p>We will hold two socially distanced talks per evening with limited numbers followed by an optional walkthrough of part of our school site. Visitors will be advised to sanitise their hands on arrival and check in to the school using the test and trace QR code. Tickets must be prebooked and will allow data to be collected for test and trace purposes. Only 2 tickets are bookable per family and visitors will be limited to Year 6 students due to the forthcoming deadline. Visitors will be asked to wear face coverings during the walkthrough which will follow a strict one way system and which will be unguided. The walkthrough will be done in household groups of two. Open Evenings will be held at the end of the school day to ensure no crossover with visitors and students and contact will be limited with staff. Areas will be thoroughly cleaned before and after each event. Separate car parks will be made available to each of the groups to limit contact between groups.</p>	HT/DHTS/DF O	1 st Oct 2020	<p>Spare face coverings to be made available for those that do not have one. Visitors to be notified in advance of full social distancing and COVID secure arrangements. Virtual option available for those who do not wish to visit the school in person and Year 5 families. Numbers will be limited to 60 tickets or 30 household pairs per evening. Doorways will be propped open to minimise the touching of surfaces. We will have 30 minutes between events to ensure adequate cleaning time. Additional cleaning staff will be employed to undertake cleaning before, during and after each event.</p>

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
Sixth Form Open Evening	All	<p>We will hold three socially distanced talks on 14th October 2020 with limited numbers followed by an optional walkthrough of part of our school site. Visitors will be able to ask questions to our HODs in our Sports Hall after their walkthrough and attend smaller talks given by our most popular subjects.</p> <p>Visitors will be advised to sanitise their hands on arrival and check in to the school using the test and trace QR code. Tickets must be prebooked and will allow data to be collected for test and trace purposes. Only 2 tickets are bookable per family. Visitors will be asked to wear face coverings during the walkthrough which will follow a strict one way system and which will be unguided. The walkthrough will be done in household groups of two. The Open Evening will be held at the end of the school day to ensure no crossover with visitors and students and contact will be limited with staff. Areas will be thoroughly cleaned before and after each event. Separate car parks will be made available to each of the groups to limit contact between groups.</p> <p>Subject specific ‘stalls’ will be set up in our Sports Hall with a clear one way system in place and designated and spaced floor markings to allow for queuing.</p>			<p>Department videos and full course information will be made available in advance of the event to minimise the need for questions and contact between staff and students. The majority of our prospective Sixth Form visitors are students at the school and are operating in a year group bubble.</p> <p>Spare face coverings to be made available for those that do not have one.</p> <p>Visitors to be notified in advance of full social distancing and COVID secure arrangements. Virtual option available for those who do not wish to visit the school in person.</p> <p>Numbers will be limited to 100 tickets or 50 household pairs per session. Doorways will be propped open to minimise the touching of surfaces. We will have 30 minutes between events to ensure adequate cleaning time.</p> <p>Additional cleaning staff will be employed to undertake cleaning before, during and after each session.</p>

Student displays symptoms

Teacher to send the student to medical room and to tell the student to keep 2 metres away from anyone they pass and not to touch anything



Teacher to inform Reception and Assistant Headteacher for Safeguarding so they can arrange for the student to be picked up and for the supervision of the student until then



Staff member to inform Reception and Assistant Headteacher for Safeguarding before leaving the school premises, avoiding contact with others



If teaching, staff member to wait until supervision has arrived for their class before leaving



Symptomatic student/staff member will be told by Assistant Headteacher for Safeguarding:

- To self-isolate for **7 days**
- To take a **coronavirus test** (if a home testing kit is available in school, this can be given to them to take home, if doing so would increase the likelihood of them getting tested)
- That members of their household should self-isolate for **14 days**



Areas that the symptomatic individual has come into contact with will be closed, so these can all be deep cleaned. If the individual is part of a class group, the rest of their group will be moved into an alternative location



Symptomatic student (via their parents or carer)/staff member to inform the school (via Assistant Headteacher for Safeguarding) of the coronavirus test result as soon as possible

The student/staff member can return

to school if they feel well and no

longer have symptoms

members of their household

stop self-isolating

students/staff in their

can continue to stay in

they display symptoms

If students or staff who are asked to self-isolate develop symptoms, they should get tested and inform the school of the result as soon as possible. Even if the result is negative, they should remain isolated for the full **14 days**

If there are 2 or more confirmed cases in 14 days, or an overall rise in sickness absence where coronavirus is suspected, the local health protection team will be contacted again to decide next steps

