



South Manchester Learning Trust Risk Assessment – Full pupil return to school – September 2020

**RVHS COVID-19 - HEALTH & SAFETY RISK ASSESSMENT**

<b>School</b>	Reddish Vale High School	<b>Date of Assessment</b>	Updated 05/03/21 following return from Lockdown 3.0
<b>Assessment Completed By</b>	L Hanson		

**Staying COVID Secure – Our Commitment**

- ✓ We recognise the risk posed by Coronavirus (COVID-19) to our individuals, students and families. Control measure to minimise the risk of infection and the transmission of the virus are provided in this Risk Assessment.
- ✓ We will ensure, as far as is reasonably practicable, the Health, Safety and Wellbeing of our individuals and students.
- ✓ We will share this Risk Assessment and its findings with individuals and parents and consult on its contents.
- ✓ We will continue to comply with all relevant Health and Safety Legislation.

**Our Staff and Visitors**

Ref	Control Measure	Yes	No	N/A	Actions Taken Further Actions Required
01	On return to school all staff and visitors including clinically and extremely clinically vulnerable adults, should ensure they follow strict COVID guidance regarding social distance, hand hygiene and wear a face covering as per the current guidance – see point 11 below	✓			<ul style="list-style-type: none"> <li>▪ Audit undertaken to identify clinically and Extremely Clinically vulnerable.</li> <li>▪ All individuals have been informed of this directive.</li> <li>▪ Whole school plan formulated to reflect current guidance and recommendations. Shared with all stakeholders.</li> <li>▪ Individual risk assessments in place where required; adjustments to setting, rooming, groupings, routines, reduced contact with others etc.</li> <li>▪ Monitor daily updates from the DFE on the status of different vulnerable groups including BAME groups</li> <li>▪ New and expectant mother risk assessments carried out</li> </ul>

					<ul style="list-style-type: none"> <li>▪ Where possible further reasonable adjustments made to working environment</li> </ul>
02	When returning to the school site all individuals, including those who live with a person who is Clinically Extremely Vulnerable should adhere to stringent social distancing, hand hygiene and wear a face covering as per the current guidance – see point 11 below.	✓			<ul style="list-style-type: none"> <li>▪ Audit undertaken to identify this group of individuals.</li> <li>▪ All individuals informed of this.</li> <li>▪ Whole school plan formulated to reflect current guidance and recommendations. Shared with all stakeholders.</li> <li>▪ Individual risk assessments reviewed.</li> </ul>
03	If a staff member displays COVID-19 symptoms they should self-isolate and apply for a confirmatory PCR test immediately. They should not attend school until they can be tested and have received the results. If the PCR test is negative they can return to school. If the test is positive the member of staff should self-isolate for the recommended period within the current DfE guidance – advice should always be sought from the NHS Helpline. Evidence of test and test results must be forwarded to HR for our records.	✓			<ul style="list-style-type: none"> <li>▪ All individuals informed of this directive.</li> <li>▪ Individuals also informed that they are able to book a test for themselves by using the website or calling 119</li> <li>▪ HR support offered and available from HR or the Wellbeing Lead</li> <li>▪ School to contact LA and PH in the event of multiple staff absences due to positive tests.</li> </ul>
04	If a member of a staffs household displays COVID-19 symptoms all household members should self-isolate and apply for a confirmatory PCR test immediately. Staff should not attend school until they can be tested and have received the results. If all PCR test results for all household members are negative staff can return to school. If any member of the household receives a positive PCR test, staff should self-isolate for the recommended period within the current DfE guidance – advice should always be sought from the NHS Helpline. Evidence of test and test results must be forwarded to HR for our records.	✓			<ul style="list-style-type: none"> <li>▪ All individuals informed of this directive.</li> <li>▪ Individuals also informed that they are able to book a test for themselves by using the website or calling 119</li> <li>▪ HR support offered and available from HR or the Wellbeing Lead</li> <li>▪ School to contact LA and PH in the event of multiple staff absences due to positive tests.</li> <li>▪</li> </ul>
05	We regularly contact / keep in touch with staff who are self-isolating/ working from home and monitor / support both their Physical and Mental Health & Wellbeing	✓			<ul style="list-style-type: none"> <li>▪ HR and well-being lead available to support staff.</li> <li>▪ Individual staff have access to Employee Assistance Programmes if required.</li> </ul>

Ref	Control Measure	Yes	No	N/A	Actions Taken Further Actions Required
06	Where staff are well and are self-isolating whilst awaiting test results, suitable information and equipment will be available if required to work at home safely and effectively.	✓			<ul style="list-style-type: none"> <li>▪ Provide all individuals with 'Guidance Notes' on 'Working from Home'.</li> <li>▪ Staff requested to inform HR if they have concerns or require further advice.</li> <li>▪ HR to maintain regular contact during absence</li> <li>▪ Staff briefing and trained on expectations regarding administering remote learning from home</li> </ul>
07	Signing in/out staff procedures. Signing in and out of computer screens	✓			<ul style="list-style-type: none"> <li>▪ Procedure in place for sanitising before entering the building, clear signage.</li> <li>▪ Hand sanitiser and anti- bacterial wipes are available – clear signage</li> <li>▪ All staff and visitors asked to sanitise hands when entering building and before using inventory system to log in / out</li> <li>▪ Single sign in plan for staff logging into computers; opens Sims, emails CPOMS, Class charts etc.</li> <li>▪ Strict adherence to locking screens or logging out when leaving PC unattended</li> </ul>
08	Support for staff wellbeing and mental health	✓			<ul style="list-style-type: none"> <li>▪ Regular communication with staff</li> <li>▪ Well Being lead identified in school</li> <li>▪ Employee Assistance Programme available for staff</li> <li>▪ Follow guidance regarding supporting well being</li> <li>▪ Share and encourage positive strategies for managing well being</li> <li>▪ Regular contact and check in as teams</li> <li>▪ HR support offered for staff</li> <li>▪ Online training for staff available</li> <li>▪ Staff movement plan to restrict crossover with pupils</li> <li>▪ Wellbeing initiatives offered in school</li> </ul>
09	Ensure social distancing, good hand hygiene and wear face coverings where possible	✓			<ul style="list-style-type: none"> <li>▪ Clear signage displayed around school as reminder</li> <li>▪ Staggered start, end, break and lunch times</li> <li>▪ Year group bubbles and zones</li> <li>▪ Staff on duty to reinforce and monitor safe movement</li> <li>▪ Department leads to ensure staff teams follow guidance and staff rooms are COVID safe</li> <li>▪ Strict social distance rules 2m staff 1 m students</li> <li>▪ One way system in place</li> <li>▪ Minimise personnel in social and working settings where possible</li> <li>▪ Guidance given on safe working practice</li> <li>▪ Visitors information booklet on reception,</li> <li>▪ Signage asking visitors/ staff to sanitise on entry to building, and</li> </ul>

					<ul style="list-style-type: none"> <li>before using inventory system to log in / out</li> <li>▪ Continue with staff and external virtual meeting( Zoom/teams) for meetings as appropriate</li> <li>▪ Inset day rotation plan for face to face updates</li> <li>▪ Continued communication with staff reminding of guidance</li> <li>▪ Minimise large group meetings, suspend staff briefings, use alternatives</li> <li>▪ Whole school plan formulated to reflect current guidance and recommendations. Shared with all stakeholders.</li> </ul>
10	All staff offered Lateral Flow Test				<ul style="list-style-type: none"> <li>▪ Testing team established and all staff completed mandatory training</li> <li>▪ Lateral Flow Tests offered to all staff</li> <li>▪ Testing slots offered to those who consent in school prior to full school return</li> <li>▪ Home testing kits distributed to consenting staff</li> <li>▪ Advice given to test twice weekly</li> <li>▪ Advice given regarding a positive test result or experiencing symptoms</li> <li>▪ Covid Testing Risk Assessment completed and circulated</li> </ul>
11	Staff are encouraged to wear visors/face masks in the classroom, but it is not compulsory to do so as long as staff maintain a distance of at least 2 meters from pupils.				<ul style="list-style-type: none"> <li>▪ Staff advised to wear visors/face mask in classrooms where possible</li> <li>▪ Face visors offered to all staff</li> <li>▪ Staff advised to maintain 2 meter distance from pupils</li> <li>▪ Staff advised to ensure classroom is ventilated with open doors and windows where possible</li> </ul>

### Our Students

Ref	Control Measure	Yes	No	N/A	<b>Actions Taken</b> <b>Further Actions Required</b>
10	On return to school all students, including clinically and extremely clinically vulnerable should ensure they follow strict COVID guidance regarding social distance, hand hygiene and wear a face covering where possible.	✓			<ul style="list-style-type: none"> <li>▪ Audit of clinically/extremely clinically vulnerable completed using schools medical register.</li> <li>▪ School Nurse to provide support and advice where needed</li> <li>▪ All parents will be regularly informed and updated regarding Government guidelines.</li> <li>▪ Individual risk assessments completed where required</li> <li>▪ Regular contact with LA and PH</li> <li>▪ Whole school plan formulated to reflect current guidance and recommendations. Shared with all stakeholders.</li> <li>▪ Adjustments to settings, rooming, groupings, routines, reduced contact with others etc.</li> <li>▪ Monitor daily updates from the DFE on the status of different</li> </ul>

					<ul style="list-style-type: none"> <li>▪ vulnerable groups including BAME groups</li> <li>▪ Clear signage around school</li> <li>▪ Staff enforcing COVID measures around school</li> </ul>
11	When returning to the school site all students, including those who live with a person who is Clinically Extremely Vulnerable should adhere to stringent social distancing, hand hygiene and wear a face covering where possible.	✓			<ul style="list-style-type: none"> <li>▪ All students informed of this.</li> <li>▪ Whole school plan formulated to reflect current guidance and recommendations. Shared with all stakeholders.</li> <li>▪ Audit –completed to be continually reviewed</li> <li>▪ All parents regularly informed and updated of Government guidelines.</li> <li>▪ Adjustments to settings, rooming, groupings, routines, reduced contact with others etc.</li> <li>▪ Monitor daily updates from the DFE on the status of different vulnerable groups including BAME groups</li> <li>▪ Clear signage around school</li> <li>▪ Staff enforcing COVID measures around school</li> </ul>
12	If a Student displays COVID-19 symptoms they should self-isolate and a confirmatory PCR test applied for immediately. They should not attend school until they can be tested and have received the results. If the PCR test is negative they can return to school. If the PCR test is positive the Student should self-isolate for the recommended period within the current DfE guidance – advice should always be sought from the NHS Helpline	✓			<ul style="list-style-type: none"> <li>▪ All parents will be informed and updated regarding Government guidelines.</li> <li>▪ Notice on school website</li> <li>▪ Signage on Student gates/main entrances/classrooms</li> <li>▪ Parents and Students will also be advised that if they are showing symptoms they are able to book a test for the student.</li> <li>▪ School process in place for recognising, reporting and addressing Covid 19 related symptoms</li> </ul>
13	If a member of a Students household displays COVID-19 symptoms all household members should self-isolate and apply for a confirmatory PCR test immediately. Students should not attend school until they can be tested and have received the results. If the PCR test results for all household members are negative Students can return to school. If any member of the household is tested positive Students should self-isolate for the recommended period within the current DfE guidance – advice should always be sought from the NHS Helpline.				<ul style="list-style-type: none"> <li>▪ All parents will be informed by letter of Government guidelines.</li> <li>▪ Notice on school website</li> <li>▪ Signage on Student gates/main entrances/classrooms</li> <li>▪ Parents and Students will also be advised that if they are showing symptoms they are able to book a test for the student.</li> <li>▪ School process in place for recognising, reporting and addressing Covid 19 related symptoms</li> </ul>
14	Where Students are well and are self-isolating whilst awaiting test results, suitable online learning will be provided and expected to be completed. Equipment or work packs will be available if required.	✓			<ul style="list-style-type: none"> <li>▪ On-going use of current provision for all year group e.g. Google Classrooms, Century, Maths watch, Seneca, GCSE Pod, language nut</li> <li>▪ Work packs available where required</li> <li>▪ Provide IT equipment where required</li> </ul>

					<ul style="list-style-type: none"> <li>▪ Provide pastoral support and guidance for students – maintain regular contact with students to ensure they are completing work and are safe and well</li> </ul>
15	Minimise contact between students in school	✓			<ul style="list-style-type: none"> <li>▪ Year group bubbles, separate areas of school, toilets, dining spaces. social areas etc.</li> <li>▪ Mixed ability class sets mirror forms in Year 7 &amp; 8</li> <li>▪ Social time in Year group bubbles</li> <li>▪ Pupils advised to access outside spaces at social times</li> <li>▪ Staggered lunch, break, start and finish times</li> <li>▪ One way system implemented</li> <li>▪ Designated lunch areas and times</li> <li>▪ Phased induction completed to share standards, expectations and routines</li> <li>▪ Restructure rooming- staff move not Students for core and class room based subjects</li> <li>▪ Room layout ( front facing) and seating plans in place</li> <li>▪ Clear signage around school</li> <li>▪ All persons to wear face coverings when moving around the school</li> <li>▪ Continuous review of practice and guidance</li> <li>▪ Staff on duty to manage and supervise Student movement</li> <li>▪ Separate computer hubs set up for year groups and catch up work</li> <li>▪ Resources and equipment shared within bubble and cleaned where this is not possible</li> <li>▪ Review of behaviour policy</li> <li>▪ Cleaning/sanitising practices in place for entry and changeover</li> <li>▪ Wipes, sanitiser and tissues available in every room</li> </ul>
16	Support for student wellbeing and mental health	✓			<ul style="list-style-type: none"> <li>▪ Continued provision of well-being and support sessions</li> <li>▪ Young carers ongoing support and regular contact from pastoral team</li> <li>▪ Referrals for in school mentoring support provision or to group or key worker where need identified</li> <li>▪ External support provisions promoted and referrals made e.g. Kooth, wellbeing agencies</li> <li>▪ Rewards weekly for positive attitudes and behaviour</li> <li>▪ School mentor support offered for students</li> <li>▪ CPOMS logs for concerns and follow up</li> <li>▪ Pastoral and Tutor support for Students</li> <li>▪ SEN /LBM Briefings and support for Students</li> <li>▪ Daily tutor check ins</li> </ul>

					<ul style="list-style-type: none"> <li>▪ Pastoral team follow up contact</li> <li>▪ Safeguarding team checks on vulnerable students and communication with encompass and social services.</li> <li>▪ Strategies and resources for managing well-being shared, through training, classrooms, website, Briony Cook secondary package</li> <li>▪ PSHE topics reviewed and staff trained to deliver</li> <li>▪ Assembly topics continued, via Tutor bubbles –</li> <li>▪ School mentors to support</li> <li>▪ Explore catch up programmes for individual needs</li> </ul>
17	Support for Parent/Carer anxiety on return to school	✓			<ul style="list-style-type: none"> <li>▪ Return to school plan and risk assessment shared</li> <li>▪ Clear continued communication with parents as required</li> <li>▪ Q&amp;A booked appointments with SLT offered to parents</li> <li>▪ Strategies for supporting well-being shared on website and contact points for support sign posted</li> <li>▪ Regular contact and communication with home via tutors, pastoral team and subject teachers</li> <li>▪ Additional recruitment to pastoral and learning support teams</li> </ul>
18	School Behaviour Policy reviewed to ensure students follow guidance regarding social distancing, hand hygiene and face covering rules and safe conduct.	✓			<ul style="list-style-type: none"> <li>▪ Amendments to policy have been made and submitted for ratification</li> <li>▪ Staff training completed – Inset and ½ year group induction assemblies</li> <li>▪ Letter to parents issued.</li> <li>▪ All students made aware on initial induction visit to school.</li> <li>▪ Pupil standards and expectations PowerPoint shared by all teachers on return to school</li> <li>▪ Additional Covid 19 related exclusion codes added</li> </ul>
19	Curriculum review and adjustments	✓			<ul style="list-style-type: none"> <li>▪ Ofqual updated guidance consulted and adjustments made to curriculum accordingly; geography field work, history choice of units, speaking elements of language removed etc.</li> <li>▪ Department risk assessments in place for high risk and practical subjects e.g. PE; Changing, equipment, non-contact sports. Music; singing and wind instruments. Science –demonstrate rather than perform experiments, Drama and dance practical elements etc.</li> <li>▪ End of year exams and assessments completed to identify gaps and plan to remedy</li> <li>▪ Diagnostics used to set summer catch up plan using century tech</li> <li>▪ Week 5 plan to engage with learners that have not responded well to Year 10 in school and online learning platforms</li> <li>▪ Careers interviews- Year 11 leavers</li> <li>▪ Catch up programme explored and implemented</li> <li>▪ Additional recruitment of pastoral, learning support and progress</li> </ul>

					<ul style="list-style-type: none"> <li>lead roles</li> <li>Additional Inset days July and September for curriculum review and assessment</li> <li>CAT Testing for Year 7 completed at start of term</li> <li>Year 11 Assessments completed at start of term</li> <li>Whole school literacy and numeracy assessments HT1</li> </ul>
20	Education provision during local restrictions – Arrangements to be put in place to ensure continuation of quality education should school encounter local restrictions. Measures to be adjusted dependent on the Tier of restriction and the current DfE guidance				<ul style="list-style-type: none"> <li>Consult DfE guidance to implement the appropriate practice relevant for each Tier</li> <li>On-going use of on-line provision for all year group e.g. Google Classrooms, Century, Maths watch, Seneca, GCSE Pod, language nut</li> <li>Draft rotation plan in place relevant to circumstances</li> <li>Ensure all new staff are trained on use of online platforms</li> <li>Update audit on student needing IT equipment or work packs</li> <li>Work packs available where required</li> <li>Provide IT equipment where required</li> <li>Provide pastoral support and guidance for students</li> <li>Maintain regular contact with students to ensure they are completing work and are safe and well</li> <li>Prioritise Vulnerable and key worker students for any face to face provision</li> <li>Ensure students entitled to FSM receive vouchers</li> <li>Maintain regular updated contact with parents/carers</li> </ul>
21	All pupils offered Lateral Flow Test				<ul style="list-style-type: none"> <li>Testing slots offered to all staff</li> <li>Testing slots offered in school prior to full school return</li> <li>Lateral Flow Tests offered to all consenting staff</li> <li>Have testing slots offered in school for consenting pupils</li> <li>Have testing regarding a positive test result to consenting pupils following a third test</li> </ul>
					<ul style="list-style-type: none"> <li>Advice given to test twice weekly</li> <li>Advice given regarding a positive test result or experiencing symptoms</li> </ul>
					<ul style="list-style-type: none"> <li>Covid Testing Risk Assessment completed and shared on website/social media</li> </ul>
22	All pupils must wear a face mask in the classroom as well as corridors and in indoor social spaces. There are exceptions for those with a medical reason. Facemasks will not be required for any PE/Sport practical sessions or in outside spaces.				<ul style="list-style-type: none"> <li>All parents and pupils informed of this</li> <li>Briefing delivered to all pupils on return to school</li> <li>Staff supervision and management to ensure pupils wearing masks</li> <li>Gate checks to ensure pupils wearing masks on entry to school</li> <li>Masks available for any pupils who do not have them on the day</li> <li>PE/Practical sessions to be delivered ensuring safe COVID practice</li> </ul>



## Our School Site

Capacity, Access and Egress					
Ref	Control Measure	Yes	No	N/A	Actions Taken Further Actions Required
21	Designated Entrance and Exit Points to the Building (for each cohort of students where possible).	✓			<ul style="list-style-type: none"> <li>▪ Main gate and additional gates/ staggered start and finish times for year groups / social distance rule/ Hand Hygiene/ markings on floor.</li> <li>▪ Identified entry gate and individuals plan for managing and supervised exit of students</li> <li>▪ 1m spacing at entry points to filter students as arrive</li> <li>▪ One way system</li> <li>▪ Staff on duty to manage safe entry/exit of students</li> </ul>
22	Ensure schools, parents and students follow the <a href="#">Coronavirus (COVID-19): safer travel guidance for passengers</a> when planning their travel	✓			<ul style="list-style-type: none"> <li>▪ Letter to parents.</li> <li>▪ Link to guidance on website.</li> <li>▪ Communicate numbers and times to bus company in advance</li> <li>▪ Inform students of requirement</li> </ul>

Ref	Control Measure	Yes	No	N/A	Actions Taken Further Actions Required
23	Restrictions on access to school by third parties (parents, members of the public, visitors etc).	✓			<ul style="list-style-type: none"> <li>▪ Reception support to control visitor numbers</li> <li>▪ Clear signage in and around school</li> <li>▪ Visitors on site restricted</li> <li>▪ Phone or remote meetings where possible</li> <li>▪ Careful planning and management of school building project and work force</li> <li>▪ Signage reminding visitors to sanitise hands on arrival, before using inventory system to log in</li> <li>▪ Guidance booklet with information on reception for visitors</li> <li>▪ Visitors to wear face covering when moving around the school in communal areas</li> </ul>
24	Manage drop off and exit times, lunch and break times for each cohort/group to avoid gathering of larger groups.	✓			<ul style="list-style-type: none"> <li>▪ Clear entrance and exit strategy communicated to students, parents and individuals.</li> <li>▪ Duty rota in place to supervise student movement</li> <li>▪ Staggered break and lunch to reduce contact time</li> <li>▪ Designated lunch queues and seating groups linked to year group bubble</li> </ul>

					<ul style="list-style-type: none"> <li>▪ One way system</li> <li>▪ Limited movement around school as lessons bubble hub based except for specialist subjects</li> <li>▪ Teacher escort plan in place for moving students around site for specialist/option subjects</li> <li>▪ Clear signage around school</li> <li>▪ Toilet plan in place with additional student toilets identified</li> </ul>
25	Minimise opportunity for students to gather in larger groups off-site at the end of the school day.	✓			<ul style="list-style-type: none"> <li>▪ Escorted exit plan in place and duty rota.</li> <li>▪ Students expectations presentation shared and reinforced by all staff.</li> </ul>
26	Review fire evacuation and lock down procedures to ensure compliance with Covid19 guidance	✓			<ul style="list-style-type: none"> <li>▪ Reviewed fire evacuation and lock down plan shared at Inset with staff and with students on return.</li> <li>▪ Practice fire evacuation to be completed during half term 1</li> </ul>

<b>Physical / Social Distancing in the Building</b>					
Ref	Control Measure	Yes	No	N/A	<b>Actions Taken</b> <b>Further Actions Required</b>
27	Classrooms/Offices re-organised maintaining space between seats/desks to ensure social distancing or occupancy limited. Space left at front of room for staff to maintain 2 m distance	✓			<ul style="list-style-type: none"> <li>▪ Rooms identified to be used and set up in accordance to guidance.</li> <li>▪ Staff briefed during Inset Day</li> <li>▪ Maintained communication with staff</li> <li>▪ Seating plans in place</li> <li>▪ Visors available for staff as required</li> <li>▪ Support staff offices are organised to maintain social distancing</li> </ul>
28	Social distancing message is re-enforced to students/staff at regular intervals	✓			<ul style="list-style-type: none"> <li>▪ Staff briefed to ensure this message constantly shared.</li> <li>▪ All classrooms and communal areas have notices displayed.</li> <li>▪ Signage throughout school.</li> <li>▪ Regular reminders via briefing notes.</li> <li>▪ Behaviour policy adjusted to reflect this and individuals reminded of expected conduct</li> <li>▪ Single file, keep left approach adopted by all</li> </ul>
29	Outside space is used wherever possible for learning and social times.	✓			<ul style="list-style-type: none"> <li>▪ Outside zones identified for each bubble at break/ lunch time.</li> <li>▪ Staff using external space for teaching must ensure social distancing rules are implemented</li> </ul>

					<ul style="list-style-type: none"> <li>▪ Staff on duty to supervise pupil movement</li> </ul>
<b>30</b>	Reduced movement around school - ensure group / cohort move around school together and limit contact with other groups/cohorts within the school/setting.	✓			<ul style="list-style-type: none"> <li>▪ Year group hubs created pupils stay for core and classroom based subjects. Staff move before pupils. Students escorted to and from specialist lessons</li> <li>▪ One way, single file ,keep to the left hand side plan in place</li> <li>▪ Specific labelling of corridors/zones to facilitate student movement and identify break and lunch zones</li> <li>▪ Designated dinner queues and seating areas.</li> <li>▪ All students made aware of routes, social distancing expectations.</li> <li>▪ Specific student groups identified – staggered entry times, break times, finish times and classroom identified.</li> </ul>
<b>31</b>	Communal spaces such as dining room, assembly hall to be used at half capacity.	✓			<ul style="list-style-type: none"> <li>▪ Assemblies in half groups or virtually</li> <li>▪ Split lunch and designated zones</li> <li>▪ All hand sanitised before entry to canteen area</li> <li>▪ Limited meal options for faster service</li> <li>▪ Staff briefing suspended using alternative methods</li> <li>▪ Staff room restricted use</li> <li>▪ Reprographics restricted use</li> <li>▪ Identified staff / department bubbles for meetings, marking and planning</li> </ul>
<b>32</b>	Stagger the use and limit the occupancy of staff room and offices by individuals.	✓			<ul style="list-style-type: none"> <li>▪ Staff trained in light of COVID-19</li> <li>▪ Staff room closed to social gatherings</li> <li>▪ Continue virtual meetings as appropriate</li> <li>▪ Identified department hubs located for non-contact time</li> <li>▪ Students mostly remain in one room</li> <li>▪ Cleaning plan in place between use of desk</li> <li>▪ Wipes provided for in every room for staff to clean desks before and after use</li> <li>▪ Clean/clear desk policy has been introduced as teaching staff are sharing desks</li> <li>▪ Personal equipment packs given to staff</li> </ul>
<b>33</b>	Kitchen/Cleaning staff maintain social distancing in the kitchen where possible. Kitchen/Cleaning staff to be advised of the school's expectation re: self-isolation/social distancing and hygiene requirements.	✓			<ul style="list-style-type: none"> <li>▪ SBM to ensure staff are aware and acting on.</li> <li>▪ Cleaners allocated own areas to minimise contact with others.</li> <li>▪ Protective screens in place for serving food</li> <li>▪ Clear signage in school</li> <li>▪ Split lunches introduced to reduce pupil contact numbers</li> <li>▪ Additional serving areas identified</li> </ul>

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Ref	Control Measure	Yes	No	N/A	Actions Taken Further Actions Required
34	Use of Small Meeting Rooms and Confined Areas (including Photocopier / Printer / Storage areas) by more than one person prohibited.	✓			<ul style="list-style-type: none"> <li>▪ Staff trained in light of COVID-19.</li> <li>▪ Signage in rooms</li> <li>▪ Wipes provided for printers.</li> <li>▪ Hand sanitiser available.</li> <li>▪ Limited access in rooms</li> </ul>
35	Staff movement around school, use of classrooms has been limited.	✓			<ul style="list-style-type: none"> <li>▪ Whole school hub based year group plan implemented</li> <li>▪ Staff trained in light of COVID-19.</li> <li>▪ Staff encouraged to limit movement around school to essential journeys.</li> <li>▪ Staff encouraged to use email/radios to communicate</li> <li>▪ Floor markings in corridors to assist with social distancing when moving around school.</li> <li>▪ One way system</li> <li>▪ Staff movement plan in place to avoid crossover with pupils</li> <li>▪ Clinically vulnerable staff identified and bespoke timetable to limit movement</li> </ul>

### Infection Control, Cleaning and Hygiene Arrangements

Ref	Control Measure	Yes	No	N/A	Actions Taken Further Actions Required
36	If a staff member or student displays COVID-19 symptoms they should self-isolate and apply for a confirmatory PCR test immediately. They should not attend school until they can be tested and have received the results. If the PCR test is negative they can return to school. If the test is positive the member of staff should self-isolate for the recommended period within the current DfE guidance – advice should always be sought from the NHS Helpline. Evidence of test and test results must be forwarded to HR for our records.	✓			<ul style="list-style-type: none"> <li>▪ All individuals will be informed of this directive.</li> <li>▪ Individuals will also be informed that they are able to book a test for themselves or members of their household who have symptoms by using the website or calling 119</li> </ul>

37	Individuals who experience symptoms as above whilst at work, should immediately go home and follow the guidance set out above.	✓			<ul style="list-style-type: none"> <li>▪ Move to external area or isolation room as appropriate</li> <li>▪ Report Covid related symptoms to HR/first Aid</li> <li>▪ All individuals advised accordingly</li> <li>▪ Deep clean of room to be completed once vacated</li> </ul>
38	Students who experience COVID-19 symptoms should be collected from school as soon as possible. They should be kept apart from all other students and individuals whilst on site. If student needs direct personal care until they can return home, First Aid should wear the appropriate PPE.	✓			<ul style="list-style-type: none"> <li>▪ Isolation Room identified – current Interview Room off reception. Will ensure deep cleaning following use.</li> <li>▪ Student will be supported by First Aid, who will wear full PPE and dispose appropriately</li> <li>▪ Gloves/Aprons/Face Masks received from LA.</li> <li>▪ Parents of student experiencing symptoms – advised to collect student and arrange an immediate test.</li> <li>▪ Any siblings in school must also be collected.</li> <li>▪ All staff and students who have been in direct contact with a positive case must be tested.</li> <li>▪ Governors and LA informed if any cases tested are positive, names will not be given unless essential in accordance with data protection. School will then work with Public Health England.</li> <li>▪ Deep clean takes place as appropriate.</li> </ul>
39	Provision of hand-washing / hand-hygiene facilities at entrances and throughout school (regularly monitored & maintained).	✓			<ul style="list-style-type: none"> <li>▪ Staff and students briefed on expectations</li> <li>▪ Clear signage throughout school</li> <li>▪ Hand Sanitiser available at key points and in all classrooms and offices</li> <li>▪ Students will be instructed on when, where and how to wash hands throughout the day.</li> </ul>
40	All staff and students are encouraged to regularly wash their hands with soap and water, especially upon arrival at school, prior to eating, following break/lunch time and any other time deemed necessary (after coughs/sneezes).	✓			<ul style="list-style-type: none"> <li>▪ Students will be directed, in relation to when/where and how, hand-washing will take place.</li> <li>▪ Hand Sanitiser at key points and in classrooms</li> <li>▪ Staff and students briefed on expectations</li> <li>▪ Clear signage up around school.</li> <li>▪ Soap will be provided and replaced as necessary throughout the day.</li> <li>▪ Regular cleaning and monitoring of toilets</li> </ul>
41	Remove unnecessary items from classrooms / desks / offices and soft furnishings that are hard to clean.	✓			<ul style="list-style-type: none"> <li>▪ Staff briefed in light of COVID-19</li> <li>▪ Clean/ clear desk policy</li> <li>▪ Regular daily thorough cleaning of school</li> <li>▪ Wipes, tissues and sanitiser available in every room</li> </ul>

					<ul style="list-style-type: none"> <li>▪ On-site daily cleaning provision throughout day</li> <li>▪ Classroom set ups reviewed and set up in accordance with guidance</li> </ul>
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Ref	Control Measure	Yes	No	N/A	Actions Taken Further Actions Required
42	Use of fingerprint payment machine.	✓			<ul style="list-style-type: none"> <li>▪ Limit contacts of entering cash by encouraging use of parent pay</li> <li>▪ Each pupil sanitises hands before entering canteen</li> <li>▪ Sanitiser available between uses</li> </ul>
43	Sharing of pencils/pens and other items of stationery is avoided where possible.	✓			<ul style="list-style-type: none"> <li>▪ Students bring own equipment into school.</li> <li>▪ Resources to be provided electronically wherever possible.</li> <li>▪ Staff welcome packs of equipment to be supplied</li> </ul>
44	Equipment that may need to be shared (laminators, guillotines etc) should be cleaned and sanitised before and after use.	✓			<ul style="list-style-type: none"> <li>▪ Regular cleaning after each use – wipes and sanitizer available.</li> <li>▪ Signage displayed</li> <li>▪ Daily cleaning of equipment</li> <li>▪ Staff briefed on expectations</li> </ul>
45	All staff and students are encouraged to cough/sneeze into tissues and dispose of these in appropriate waste disposal (Catch it, Kill it, Bin it)	✓			<ul style="list-style-type: none"> <li>▪ Staff and students trained in light of COVID-19.</li> <li>▪ Tissues in all teaching rooms / offices</li> <li>▪ Signage to reinforce</li> <li>▪ Promotion of catch in, bin it, kill it</li> </ul>
46	Additional bins provided	✓			<ul style="list-style-type: none"> <li>▪ Bins in all teaching rooms / offices</li> </ul>
47	All working areas within the building should be well-ventilated (windows and doors open), where safe and appropriate to do so.	✓			<ul style="list-style-type: none"> <li>▪ Staff and student trained in light of COVID-19.</li> </ul>

48	<p>Increased frequency of cleaning of communal areas and locations / high contact points</p> <ul style="list-style-type: none"> <li>• Toilets</li> <li>▪ Door Handles / Access Buttons</li> <li>▪ Kitchen areas and associated equipment</li> <li>▪ Water dispensers / coolers</li> <li>▪ Printers / Photocopiers</li> <li>▪ White Boards</li> <li>▪ Light Switches</li> <li>▪ hand rails on stairs</li> <li>▪ Desks</li> <li>▪ Chairs</li> </ul>	✓			<ul style="list-style-type: none"> <li>▪ Students encouraged to bring in bottled water and spare if needed</li> <li>▪ Staff encouraged to provide own drinks for personal use</li> <li>▪ Cleaning team advised to undertake frequent cleaning of these areas.</li> <li>▪ Cleaners had two meetings with SBM prior to full school opening to discuss cleaning requirements</li> <li>▪ Information re cleaning displayed in cleaners room</li> <li>▪ Increased cleaning hours</li> <li>▪ Training delivered to Cleaning Team by Health and Safety Consultant</li> <li>▪ Continued dialogue with Cleaning Team to identify and address any areas of concern</li> <li>▪ Spot checks by Site Team</li> <li>▪ On site cleaner for full day undertaking regular cleaning and spot checks</li> <li>▪ Increased cleaning of Toilets and check system in place</li> <li>▪ Wipes and sanitizer available in all rooms</li> <li>▪ Risk Assessments in place for all high activity lesson i.e. PE, Music etc.</li> </ul>
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Ref	Control Measure	Yes	No	N/A	Actions Taken Further Actions Required
49	Use of kitchen areas to be limited to preparation of hot drinks, cleaning of cups / mugs etc. Individuals to use own designated cup or mug.	✓			<ul style="list-style-type: none"> <li>▪ As above.</li> <li>▪ Staff briefed in light of COVID-19.</li> <li>▪ Kitchen spaces allocated to each bubble</li> </ul>
50	Staff and students to store, where possible, coats, bags and non- work essential items in form rooms or identified work spaces.	✓			<ul style="list-style-type: none"> <li>▪ Staff and students to keep coats, bags in classroom at own desk.</li> </ul>
51	Staff and students are provided with instructions on how to achieve effective hand-washing; for example, in the form of posters, written guidance and video clips etc.	✓			<ul style="list-style-type: none"> <li>▪ Posters displayed in classrooms/toilets.</li> <li>▪ Staff and pupils briefed on expectations.</li> </ul>
52	Support staff who receive deliveries, post etc, are encouraged to wash their hands more frequently and are provided with sanitiser.	✓			<ul style="list-style-type: none"> <li>▪ Staff briefed</li> <li>▪ Sanitizer and wipes and gloves available at key points</li> </ul>

53	Suppliers and Contractors and visitors advised, if attending premises, of infection control arrangements, no-access areas and expectations around personal hygiene.	✓			<ul style="list-style-type: none"> <li>▪ Guidance on social distancing, Hand Hygiene and wearing of masks to be explained prior to visit or on arrival</li> <li>▪ Signage placed in reception.</li> <li>▪ Leaflet produced and available on reception</li> <li>▪ Visitors sign in at reception</li> </ul>
54	Reduce opportunity/need for external visitors to school	✓			<ul style="list-style-type: none"> <li>▪ Meetings and visits to be conducted by email, phone call, zoom and teams where possible</li> <li>▪ Website and Google Classrooms used for parental and pupil notifications where possible</li> <li>▪ Remote parental meetings where possible</li> <li>▪ Virtual tour of school produced</li> <li>▪ Staggered meetings for open evening events</li> </ul>

### Key Roles and Responsibilities

Ref	Control Measure	Yes	No	N/A	Actions Taken Further Actions Required
55	Sufficient teaching and support staff available to deliver quality education and supervision of students				<ul style="list-style-type: none"> <li>▪ Attendance monitoring</li> <li>▪ Implementation of Covid safety measures and guidance</li> <li>▪ Regular dialogue with staff</li> <li>▪ HR support and guidance</li> <li>▪ Staff well-being lead identified and support in place</li> <li>▪ Supply staff back up provision available and Covid briefing plan in place</li> <li>▪ Appointment of additional cover supervisor and pastoral staff</li> <li>▪ Child care arrangements due to Covid to be reviewed on an individual basis</li> <li>▪ Google classroom and remote learning blended and embedded into the curriculum</li> </ul>
56	Sufficient staff and resources are in place to maintain the cleanliness and site management of the building and to carry out necessary inspections of consumables needed to maintain hygiene (Including their replenishment).	✓			<ul style="list-style-type: none"> <li>▪ Site Manager to ensure site team issued with cleaning areas for SBM signing off – all areas reviewed to ensure full school coverage</li> <li>▪ SBM briefed all site staff – cleaners, caretakers, catering</li> <li>▪ Site Manager and SLT monitoring cleaning provision throughout.</li> <li>▪ Site Manager reporting to SBM.</li> <li>▪ Maintaining sufficient stock of cleaning materials by Site Manager</li> </ul>
57	Sufficient numbers of trained staff are in place to provide Emergency First Aid.	✓			<ul style="list-style-type: none"> <li>▪ Audit carried out to identify first aid trained staff.</li> <li>▪ Face Mask / Mask / Apron / Gloves to be worn – and disposed of following use.</li> <li>▪ First aid officers on rota whilst students in school</li> <li>▪ COVID briefing given to first aid should someone display</li> </ul>



					symptoms
58	Sufficient numbers of staff are in place to enable safe evacuation of the building in the event of an emergency.	✓			<ul style="list-style-type: none"> <li>▪ Clear routes and social distancing measures adhered to.</li> <li>▪ Staff supervision of students.</li> <li>▪ Reviewed fire evacuation procedures and marshalling</li> <li>▪ Staff briefed on expectations</li> </ul>

### Any Additional Information and Control Measures (Detail Below)

Ref	Control Measure	Yes	No	N/A	<b>Actions Taken</b> <b>Further Actions Required</b>
59	School Transport Arrangements meet Covid 19 Guidance				<ul style="list-style-type: none"> <li>▪ Audit of students using school bus by year group</li> <li>▪ Liaison with Bus Company to negotiate times required and capacity.</li> <li>▪ Parents/students informed of expected conduct on buses and adherence to social distancing.</li> <li>▪ Students and parents informed of current requirements regarding wearing of face coverings on public transport</li> </ul>
60	<p><b>Use of the NHS COVID-19 app in Schools and Further Education Colleges.</b></p> <p><a href="https://www.gov.uk/government/publications/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges">https://www.gov.uk/government/publications/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges</a></p> <p>The NHS COVID-19 APP  <a href="https://covid19.nhs.uk/pdf/introducing-the-app.pdf">https://covid19.nhs.uk/pdf/introducing-the-app.pdf</a>            Is available to download for anyone aged 16 or over if they choose.</p> <p>For some young people (SEND) parents will need to decide whether this is appropriate for their child.</p> <p>Staff will also be able to use the app.</p> <p>Guidance and further information for Students and parents</p>	✓			<p><b>All school staff have been made aware of the features of the app and the processes to follow within school in regards to the app and any notifications received by themselves or a student;</b></p> <ul style="list-style-type: none"> <li>• Trace – alerts the individual if they were in close contact with a confirmed case</li> <li>• Alert – provides the individual with the risk level associated with coronavirus (COVID-19) in their local area, based on the postcode district they enter</li> <li>• Check in – allows the individual to check in to locations via the app and official NHS QR codes</li> <li>• Symptoms – allows the individual to check symptoms against government guidance and to get advice</li> <li>• Test – allows the individual to order a free test and to receive results and advice via the app</li> <li>• Isolate – provides an isolation ‘companion’, which counts down how many days they have left to isolate and provides links to useful advice</li> <li>• Bluetooth must be enabled for the app to work</li> </ul>

<p><a href="https://covid19.nhs.uk/">https://covid19.nhs.uk/</a></p> <p>School will continue to engage with NHS test and Trace alongside the app being used.</p> <p><b>The use of the app does not replace the procedures which the school follows in the case of the setting being notified of a student or staff member testing positive for covid. Escalation processes remain the same.</b></p> <p><b>The use of the app does not replace the requirement for social distancing</b></p> <p><b>Individuals must still report a positive case to the school setting</b></p> <p><b>Staff members receiving a notification via the app must still notify an appropriate person at the school setting before leaving to self-isolate</b></p> <p><b>Under 16's</b> The app is available to over 16's but it may happen that a younger student has downloaded the app. In this instance if they inform you of a notification you should follow your usual procedures.</p> <p>The app has a check-in feature which enables a venue to register for an official NHS QR code and allows users to 'check-in' to participating venues on their app by scanning that code. <a href="https://covid19.nhs.uk/pdf/user-qr-guide.pdf">https://covid19.nhs.uk/pdf/user-qr-guide.pdf</a></p> <p>If the Schools/FE premises comes within the scope of the current guidance for maintaining records of staff, customers and visitors to support the NHS Test and Trace we will display an NHS QR poster in line with the 'working safely during coronavirus (COVID-19) outbreak' <a href="https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace">https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace</a></p> <p>When needed the schools/college will create an NHS QR code posters online for free:</p>				<ul style="list-style-type: none"> <li>• If an individual tests positive for COVID-19, the app will ask them to allow others they have been in contact with to be alerted.</li> <li>• The tracing function can be paused</li> <li>• A reminder can be set to switch the app back on</li> <li>• The app does not work if the phone is switched off</li> </ul>
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<a href="https://www.gov.uk/create-coronavirus-qr-poster">https://www.gov.uk/create-coronavirus-qr-poster</a>					
And display it					



<b>Approved by (Headteacher/Chair of Governors/CEO):</b>	Linda Hanson Headteacher Malcolm Stansfield Chair of Governors Peter Brooks CEO	<b>Date of Approval:</b>	Current version 5/3/2021
<b>Date Provided to Individuals/Unions:</b>	School Opening Plan Inset Day 16/7/20 School Opening Plan Inset Day 1/9/20 Updated following further guidance 10/9/20 Updated following Track and Trace guidance 2/10/20 Updated following return to school after Lockdown 3.0 5/3/2021	<b>Date of Review:</b>	In line with published updated government guidance
<b>Date shared with Parents/Carers</b>	School Opening Plan Inset Day 16/7/20 School Opening Plan Inset Day 1/9/20 Updated following further guidance 10/9/20 Updated following Track and Trace guidance 2/10/20 Updated following return to school after lockdown 3.0 5/3/2021	<b>Date shared with LA</b>	School Opening Plan Inset Day 16/7/20 School Opening Plan Inset Day 1/9/20 Updated following further guidance 10/9/20 Updated following Track and Trace guidance 2/10/20 Updated following return to school after lockdown 3.0 5/3/2021