



South Manchester Learning Trust Risk Assessment – Phase 1 Wider Re-opening of Schools for Years 10 & 12

RVHS COVID-19 - HEALTH & SAFETY RISK ASSESSMENT

School	Reddish Vale High School	Date of Assessment	02/06/20
Assessment Completed By	L Hanson		

Staying COVID Secure – Our Commitment

- ✓ We recognise the risk posed by Coronavirus (COVID-19) to our staff, pupils 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 staff and pupils.
- ✓ We will share this Risk Assessment and its findings with employees and parents and consult on its contents.
- ✓ We will continue to comply with all relevant Health and Safety Legislation.

Our Employees

Ref	Control Measure	Yes	No	N/A	Actions Taken Further Actions Required
01	All Clinically Extremely Vulnerable employees are required to self-isolate and must not attend school/setting. Where possible they are required to work from home.	✓			<ul style="list-style-type: none"> ▪ Audit undertaken to identify this group of staff. ▪ All staff will be informed of this directive.
02	All employees who live with a person who is Clinically Extremely Vulnerable should work from home where possible, if they do attend work then stringent social distancing measure must be adhered to.	✓			<ul style="list-style-type: none"> ▪ Audit undertaken to identify this group of staff. ▪ All staff will be informed of this. ▪ SLT risk assessment will demonstrate our ability to facilitate social distancing measures.

03	All Clinically Vulnerable employees are required to take extra care in observing social distancing and should work from home where possible. If unable to work from home, they should be offered the safest on site role, ensuring that they adhere to stringent social distancing.	✓			<ul style="list-style-type: none"> ▪ Audit undertaken to identify this group of staff. ▪ Monitor daily updates from the DFE on the status of different vulnerable groups including BAME groups ▪ Individual risk assessment regarding returning to school will be carried out with BAME colleagues ▪ All staff will be informed of this. ▪ SLT/HR will work with individual staff members who come to school, to identify 'safe role' on site.
04	All employees, themselves or persons within their household, who have COVID-19 symptoms, should self-isolate and should not attend school/ setting until they can be tested. If test is negative they can return to work.	✓			<ul style="list-style-type: none"> ▪ All staff will be informed of this directive. ▪ Staff 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 https://self-referral.test-for-coronavirus.service.gov.uk/.
05	We regularly contact / keep in touch with colleagues who are self- isolating/ working from home and monitor / support both their Physical and Mental Health & Wellbeing	✓			<ul style="list-style-type: none"> ▪ We will nominate the line-manager as the named person responsible and provide guidance for making contact by email or phone. They will be expected to do this once per week as a minimum expectation. ▪ Employees have access to Employee Assistance Programmes if required.

Ref	Control Measure	Yes	No	N/A	Actions Taken Further Actions Required
06	We provide suitable information and equipment to work at home safely and effectively, including those staff who require additional aids and adaptations.	✓			<ul style="list-style-type: none"> ▪ Provide all staff with 'Guidance Notes' on 'Working from Home'. ▪ Ask all staff to inform HR if they have concerns or require further advice. ▪ Ask staff to inform HR with any resource concerns.
07	Amendment to signing in/out procedures.	✓			<ul style="list-style-type: none"> ▪ Receptionist to manually record staff named on entry/exit to school to avoid use of touch screen. ▪ Sign instructing this over screen.
08	Support for staff wellbeing and mental health	✓			<ul style="list-style-type: none"> ▪ Regular communication with staff ▪ Follow guidance regarding supporting well being ▪ Limited in school face to face contact time to support balance of workload and allow continued remote learning planning and review to flourish ▪ Share and encourage positive strategies for managing well being ▪ Regular contact and check in as teams ▪ Colleague of the week continued remotely ▪ Fair rotation of staff working face to face ▪ HR and school mentor support offered
09	Ensure social distancing in staff areas	✓			<ul style="list-style-type: none"> ▪ Signage displayed as reminder ▪ Restrict numbers of staff in school at any one time using rota system ▪ Guidance given on safe working practice ▪ Continue with virtual meeting(Zoom/teams) for meetings ▪ Inset day rotation plan for face to face updates

Our Students

Ref	Control Measure	Yes	No	N/A	Actions Taken Further Actions Required
10	All <u>Clinically Extremely Vulnerable</u> pupils are required to self-isolate and must not attend school/setting.	✓			<ul style="list-style-type: none"> ▪ Audit using schools medical register. ▪ All parents will be informed by letter of Government guidelines. ▪ Contact with LA and Dr Baxter regarding any queries
11	All pupils who live with a person who is Clinically Extremely Vulnerable should work from home if possible, if they do attend school/setting then stringent social distancing must be adhered to	✓			<ul style="list-style-type: none"> ▪ All parents will be informed by letter of Government guidelines. ▪ Young carers ongoing support and regular contact from pastoral team

12	All <u>Clinically Vulnerable</u> pupils should follow medical advice for their individual circumstances. (NB if a child lives with a person who is Clinically Vulnerable they can attend their school/setting).		✓		<ul style="list-style-type: none"> ▪ All parents will be informed by letter of Government guidelines. ▪ Monitor daily updates from the DFE on the status of different vulnerable groups including BAME groups ▪ Individual risk assessment regarding returning to school will be carried out with BAME colleagues ▪ School nurse consulted regarding any concerns
13	All pupils, or persons within their household that have COVID 19 symptoms should not attend school/ setting until they can be tested. If test is negative they can return to their school/setting.	✓			<ul style="list-style-type: none"> ▪ All parents will be informed by letter of Government guidelines. ▪ Notice on school website ▪ Signage on pupil gates/main entrances ▪ Parents and students will also be advised that if they are showing symptoms they are able to book a test for the student or members of their household. All parents will be informed by letter of Government guidelines.
14	We provide on-line/distance learning for all pupils who are not in school/ setting.	✓			<ul style="list-style-type: none"> ▪ On-going as per current provision for all year group e.g. google classrooms, Century, Mathswatch, Seneca, GCSE Pod, language nut ▪ Work packs available for those requesting them ▪ Additional applications and provision for pupil laptops and dongles
15	Students in school must not exceed 25% of cohort in Year Groups 10 & 12, including vulnerable/key worker provision.	✓			<ul style="list-style-type: none"> ▪ Audit parent survey regarding intentions to attend face to face offer ▪ Pupil rota drawn up in response to survey to restrict numbers on site and prevent crossover of pupils within a day(two week timetable) ▪ Follow up checks by subject staff to confirm attendance and devise further rotation of pupils should indicated numbers rise ▪ Continued offer of provision for key worker/vulnerable pupils ▪ Limited in school time daily to 2 hours to avoid break/lunch large gathering issues
16	Support for student wellbeing and mental health	✓			<ul style="list-style-type: none"> ▪ Continued provision of well-being and support sessions remotely for pupils already in support groups ▪ Referrals for in school provision or to group or key worker remotely where need identified

					<ul style="list-style-type: none"> ▪ Engagement scores and rewards awarded weekly, non engagement recorded on CPOMS and follow up contact made ▪ Daily tutor check ins ▪ Pastoral team follow up contact and home visits as appropriate and safe ▪ Safeguarding team checks on vulnerable pupils and communication with encompass and social services. Meetings continue remotely. ▪ SEN remote key worker support, in school provision and referrals to inclusion panels as appropriate ▪ Strategies for managing well- being shared, through google classrooms and on website PSHCE and assembly topics continue remotely ▪ Sharing good practice through website and newsletter ▪ School mentors continue to have remote contact with timetabled pupils
17	Support for Parent/Carer anxiety on return to school		✓		<ul style="list-style-type: none"> ▪ Strategies for supporting well-being shared on website and contact points for support sign posted ▪ Regular contact and communication with home vis tutors, pastoral team and subject teachers
18	School Behaviour Policy reviewed to ensure pupils follow guidance regarding social distancing rules and safe conduct .	✓			<ul style="list-style-type: none"> ▪ Amendments to policy to be made and submitted for ratification ▪ Staff training - Inset ▪ Letter to parents. ▪ All students made aware on initial visit to school. ▪ Pupil standards and expectations PowerPoint shared by all teachers on return to school ▪ Key worker/vulnerable pupils expectations, timetable and rules shared and displayed with pupils and staff on rotation

Our School Site

Capacity, Access and Egress					
Ref	Control Measure	Yes	No	N/A	Actions Taken Further Actions Required
19	Designated Entrance and Exit Points to the Building (for each cohort of pupils where possible).	✓			<ul style="list-style-type: none"> ▪ Main gate and additional gates/ staggered start and finish times for key worker and Yr 10 / social distance rule/ markings on floor. ▪ Identified entry gate and staff plan for managing and supervising supervised exit of pupils ▪ Draft plan facilitate limited pupils maximum numbers arriving and leaving at any one time. ▪ 2m spacing at entry points to filter pupils as arrive
20	Increased number of Entrance and Exit Points to the Building (external classroom doors should be used where possible).			✓	<ul style="list-style-type: none"> ▪ Small numbers – entering/exiting via different routes off school, open up 3 gate points and stagger key worker/Yr10 times.
21	Develop, share and display drop off/collection protocols, e.g. one way system and one parent/carer only to drop off/collect child.	✓			<ul style="list-style-type: none"> ▪ Letter to parents. ▪ Clear signage on main doors/gates. ▪ Timetable includes entry points for specific classes
22	Ensure schools, parents and young people follow the Coronavirus (COVID-19): safer travel guidance for passengers when planning their travel		✓		<ul style="list-style-type: none"> ▪ Letter to parents. ▪ Link to guidance on website. ▪ Communicate numbers to bus company in advance

Ref	Control Measure	Yes	No	N/A	Actions Taken Further Actions Required
23	Restrictions on access to school/setting by third parties (parents, members of the public, visitors etc).	✓			<ul style="list-style-type: none"> ▪ Clear notice on Website. ▪ Clear signage on main entrance doors. ▪ Reception support to control visitor numbers ▪ Visitors on site restricted
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"> ▪ Clear entrance and exit strategy communicated to pupils, parents and staff. ▪ Staff supervision rota to be in place ▪ Key worker and vulnerable plan in place ▪ Yr 10 reduced contact time to avoid break and lunch times in school
25	Safe provision and arrangements for break and lunch.	✓			<ul style="list-style-type: none"> ▪ Yr 10 reduced contact time to avoid break and lunch times in school ▪ Toilet passes and supervision plan in place in school
26	Minimise opportunity for students to gather in larger groups off-site at the end of the school day.	✓			<ul style="list-style-type: none"> ▪ Escorted exit plan in place and duty rota. ▪ Pupil expectations presentation shared and reinforced by all staff. ▪ Parent/pupils letter reminding of standards and expectations an warning of ongoing risk
27	Update fire evacuation procedures to ensure compliance with Covid19 guidance	✓			<ul style="list-style-type: none"> ▪ Reviewed fire evacuation plan to be shared at Inset with staff and with pupils on daily return as part of presentation to pupils. ▪ Display revised plans ▪ Ensure amended fire marshall staff present in school and aware of responsibility

Physical / Social Distancing in the Building

Ref	Control Measure	Yes	No	N/A	Actions Taken Further Actions Required
28	Classrooms/Offices re-organised maintaining space between seats/desks to ensure social distancing (2 metres where possible) or occupancy limited to ensure 2 metre gap between individuals	✓			<ul style="list-style-type: none"> ▪ Plan identifies rooms to be used and cleaning and set up planned for used classroom settings. ▪ Training for staff. ▪ Site/IT to move desks where appropriate.
29	Social distancing message is re-enforced to pupils/staff at regular intervals	✓			<ul style="list-style-type: none"> ▪ Teachers trained to ensure this message constantly shared. ▪ All classrooms have notices displayed. ▪ Signage throughout school. ▪ Regular reminders via briefing notes. ▪ Behaviour policy adjusted to reflect this and staff reminded of expected conduct

30	Outside space is used wherever possible for learning.	✓			<ul style="list-style-type: none"> ▪ Will be used at breaktime for key worker/vulnerable. ▪ Staff using external space must ensure 2 m distancing rules apply
31	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"> ▪ Classrooms used where wide corridor spacing allows safer movement. Single file keep to the left hand side plan in place ▪ Specific labelling of corridors to facilitate student movement. ▪ All students made aware of routes, social distancing expectations. ▪ Specific student groups identified – staggered entry times, break times, finish times and classroom identified.
32	Communal spaces such as dining room, assembly hall to be used at half capacity.	✓			<ul style="list-style-type: none"> ▪ Separate arrangements for key worker/vulnerable pupils. ▪ Dinner hall not in use during shorted day and reduced numbers, cleaning rota in place, no daily crossover ▪ Shorter day Yr 10 to negate the need for communal area gatherings
33	Stagger the use and limit the occupancy of staff room and offices by employees.	✓			<ul style="list-style-type: none"> ▪ Staff trained in light of COVID-19. ▪ Staff room closed to social gatherings. ▪ Continue virtual meetings as appropriate
34	Kitchen/Cleaning staff maintain social distancing of 2 metres 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"> ▪ SBM to ensure employees are aware (in writing) and acting on. ▪ Designated cleaning spaces identified to avoid need to social distance

Ref	Control Measure	Yes	No	N/A	Actions Taken Further Actions Required
35	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"> ▪ Staff trained in light of COVID-19. ▪ Signage in rooms ▪ Wipes provided for printers. ▪ Hand sanitiser available.
36	Non Essential repair / contracted works in buildings to be carried outside school hours.	✓			<ul style="list-style-type: none"> ▪ Site Manager to arrange for such visitors to attend out of school hours/ when pupils not in school.
37	Staff movement around school, use of classrooms to be limited.	✓			<ul style="list-style-type: none"> ▪ Staff trained in light of COVID-19. ▪ Staff encouraged to limit movement around school to essential journeys. ▪ Staff encouraged to use telephones/radios to communicate instead. ▪ Floor markings in corridors to assist with social distancing when moving around school.

Additional Physical / Social Distancing Measures applies (please detail below)

Infection Control, Cleaning and Hygiene Arrangements

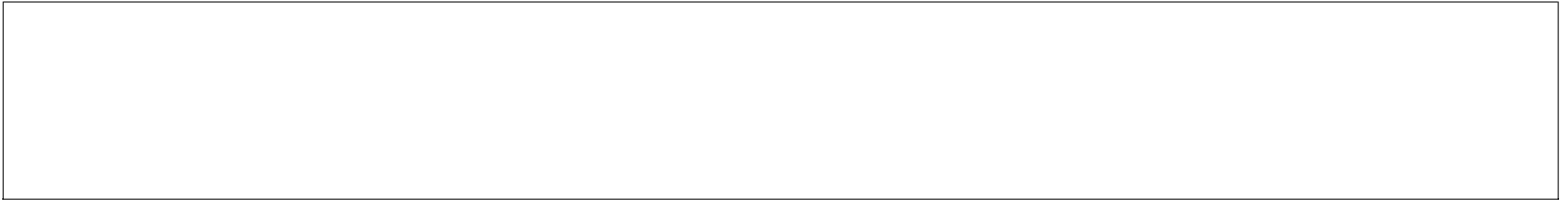
Ref	Control Measure	Yes	No	N/A	Actions Taken Further Actions Required
38	Staff and/or pupils who are experiencing symptoms associated with COVID-19 are instructed not to attend the school/setting and to <u>refer to current advice and guidance</u> .	✓			<ul style="list-style-type: none"> All staff will be informed of this directive. Staff 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 https://self-referral.test-for-coronavirus.service.gov.uk/.
39	Staff 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"> All staff advised accordingly
40	Pupils who experience COVID-19 symptoms should be collected from school/setting as soon as possible. They should be kept 2m apart from all other pupils and staff whilst on site. If pupil needs direct personal care until they can return home, staff should wear the appropriate PPE.	✓			<ul style="list-style-type: none"> Isolation Room identified – current Interview Room off reception. Will ensure deep cleaning following use. Gloves/Aprons/Face Masks received from LA. Eye protection – use of new Science Goggles. Parents of children experiencing symptoms – advised to have child tested. All staff and students, who have been in contact, advised to get tested. 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. Deep clean takes place as appropriate.
41	Provision of hand-washing / hand-hygiene facilities at entrances and throughout school/setting (regular monitored & maintained).	✓			<ul style="list-style-type: none"> Staff training Hand Sanitiser available at key points and in classrooms Students will be instructed on when, where and how to wash hands throughout the day.
42	All staff and pupils are encouraged to regularly wash their hands with soap and water, especially upon arrival at school/setting, prior to eating, following break/lunch time and any other time deemed necessary (after coughs/sneezes).	✓			<ul style="list-style-type: none"> Students will be directed, in relation to when/where and how, hand-washing will take place. Hand Sanitiser at key points and in classrooms Staff to be advised. Signage up around school. Soap will be provided and replaced as necessary throughout the day.
43	Different hand wash facilities should be available for each cohort/group within school/setting where possible.	✓			<ul style="list-style-type: none"> School toilets will be zoned. Students will be made aware of arrangements regarding use of toilets. Regular cleaning and monitoring of toilets

44	Remove unnecessary items from classrooms / desks / offices and soft toys that are hard to clean.	✓			<ul style="list-style-type: none">▪ Staff training in light of COVID-19.▪ Regular daily thorough cleaning of school.▪ On-site daily cleaning provision throughout day.
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Ref	Control Measure	Yes	No	N/A	Actions Taken Further Actions Required
45	Use of fingerprint payment machine.	✓		N/A at present but plan for wider return	<ul style="list-style-type: none"> Machine out of use
46	Sharing of pencils/pens and other items of stationery is avoided where possible. (Pupils have their own stationery in their own pencil case as they do in Secondary Schools).	✓			<ul style="list-style-type: none"> Pupils bring own equipment into school. School will provide pencil cases with pens/pencils. Students to label and retained in school. Resources to be provided electronically wherever possible.
47	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"> Regular cleaning after each use – wipes available. Signage displayed. Daily cleaning with disinfectant – monitored by supervisor / site manager.
48	All staff and pupils are encouraged to cough/sneeze into tissues and dispose of these in appropriate waste disposal bins. Catch it, Kill it, Bin it)	✓			<ul style="list-style-type: none"> Staff and students trained in light of COVID-19. Tissues in all teaching rooms / offices.
49	Additional lidded bins and increased emptying / replacement are provided / in-place.		✓		<ul style="list-style-type: none"> Bins in all teaching rooms / offices. Bins emptied at end of each session.
50	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"> Staff and students training in light of COVID-19.
51	<p>Increased frequency of cleaning of communal areas and locations / high contact points (using detergent and hot water, followed by a chlorine based disinfectant solution) including:</p> <ul style="list-style-type: none"> Toilets Door Handles / Access Buttons Kitchen areas and associated equipment Water dispensers / coolers Printers / Photocopiers White Boards Light Switches hand rails on stairs Desks Chairs 	✓			<ul style="list-style-type: none"> Water dispenser will be switched off. Pupils to bring in bottled water and spare if needed. Adults encouraged to provide own drinks for personal use. Cleaning team advised to undertake frequent cleaning of these areas and checklist provided. Spot checks by Site Team

Ref	Control Measure	Yes	No	N/A	Actions Taken Further Actions Required
52	If staff bring in their own food, this should be food which does not require heating or additional preparation in kitchen / canteen / staff room areas.	✓			<ul style="list-style-type: none"> ▪ Staff kitchen / microwave – closed for heating food. ▪ Signage on walls and equipment.
53	Use of kitchen areas to be limited to preparation of hot drinks, cleaning of cups / mugs etc. Employees to use own designated cup or mug.	✓			<ul style="list-style-type: none"> ▪ As above. ▪ Staff training in light of COVID-19.
54	Employees to store, where possible, coats, bags and non-work essential items in personal lockers. Where lockers are not provided, employees will not use shared coat racks / stands and will store coats on the back of their chairs and bags safely under their desks.	✓			<ul style="list-style-type: none"> ▪ Lockers not available for all. ▪ Staff to keep coats, bags in classroom at teacher's desk. ▪ Classrooms to be locked when not in use.
55	Staff and pupils 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"> ▪ Posters displayed in classrooms/toilets. ▪ Teachers to make all students aware. ▪ Staff and pupil briefing
56	Office 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"> ▪ Staff Training ▪ Cleaning products available at key points ▪ Cleaning Procedures identified or goods stored for 3 days before being distributed
57	Increased frequency of toilet inspections and checks to ensure sufficient supplies of liquid soap and paper towels are maintained. Staff to report shortages to site staff.	✓			<ul style="list-style-type: none"> ▪ Site Manager monitors throughout the day. ▪ Minimum cleaning of staff toilets - 3 x per day. ▪ Cleaning log in all toilets. ▪ Staff to notify on-site cleaner if pupil uses toilet during teaching time, so cleaning can take place.
58	Suppliers and Contractors and visitors advised, if attending premises, of infection control arrangements, no-access areas and expectations around personal hygiene. List of visitors to be kept.	✓			<ul style="list-style-type: none"> ▪ Guidance on social distancing to be explained prior to visit or on arrival by reception staff. ▪ Signage placed in reception. ▪ Reception to keep daily visitor list.
59	Reduce opportunity/need for external visitors to school	✓			<ul style="list-style-type: none"> ▪ Site staff to arrange visits after school hours/ when pupils not in school ▪ Meetings and visits to be conducted by email, phone call, zoom and teams where possible ▪ Website and google classrooms used for parental and pupil notifications

Additional Infection Control, Cleaning and Hygiene Measures applied (please detail below)



Key Roles and Responsibilities					
Ref	Control Measure	Yes	No	N/A	Actions Taken Further Actions Required
60	Sufficient staffing / resources are in place to maintain the security of the building and its occupants.	✓			<ul style="list-style-type: none"> ▪ Audit carried out. ▪ Rota in place for teaching and support staff ▪ Fire evacuation procedure reviewed ▪ Survey update on anticipated pupil numbers
61	Sufficient staffing / resources are in place to maintain the cleanliness of the building and to carry out necessary inspections of consumables needed to maintain hygiene (including their replenishment).	✓			<ul style="list-style-type: none"> ▪ Site Manager to ensure site team issue SLT with cleaning criteria for SBM signing off ▪ Site Manager monitoring cleaning provision throughout. ▪ Site Manager reporting to SBM.
62	Sufficient numbers of trained staff are in place to provide Emergency First Aid.	✓			<ul style="list-style-type: none"> ▪ Audit carried out by SLT / Health & Safety Manager. ▪ Face Mask / Mask / Apron / Gloves to be worn – and disposed of following use. ▪ First aid officer on rota whilst pupils in school
63	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"> ▪ Audit carried out by SLT / Health & Safety Manager. ▪ Clear routes and social distancing measures adhered to. ▪ Staff supervision of students. ▪ Revised fire evacuation procedures and marshalling

Statutory Premises Compliance and Maintenance					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
64	PPM (Planned Preventative Maintenance) work continues to be delivered for critical building systems (Life-Safety) including: <ul style="list-style-type: none"> ▪ Fire Alarm and Detection ▪ Powered Doors / Gates ▪ Legionella and Water Testing ▪ Electrical Safety ▪ Gas Safety ▪ PAT Testing ▪ Asbestos Management 	✓			<ul style="list-style-type: none"> ▪ All maintenance contracts continue for critical building systems. ▪ Statutory testing and checks continue. ▪ Site manager supervises safe working practices adhered to
65	Defect Reporting arrangements are in place.	✓			<ul style="list-style-type: none"> ▪ All staff aware, but to be reminded.

Additional Statutory Compliance and Maintenance issues

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Any Additional Information and Control Measures (Detail Below)

Ref	Control Measure	Yes	No	N/A	Actions Taken Further Actions Required
66	School Transport Arrangements meet Covid 19 Guidance				<ul style="list-style-type: none"> ▪ Audit of Yr10 pupils using school bus carried out by SLT ▪ Liaison with Bus Company to negotiate times required. ▪ Parents/pupils informed of expected conduct on buses and adherence to social distancing. ▪ Pupils and parents informed of requirements to wear face coverings on public transport

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Approved by (Headteacher/Chair of Governors/CEO):	Linda Hanson Headteacher Malcolm Stansfield Chair of Governors Peter Brooks CEO	Date of Approval:	5/06/20
Date Provided to Staff/Unions:	5/06/20	Date of Review:	Weekly in line with updated guidance
Date shared with Parents/Carers	8/6/20	Date shared with LA	05/06/20