

## WIDER SCHOOL REOPENING RISK ASSESSMENT

This is a live document and will be reviewed daily and amended as necessary by the Leadership Team

Through this risk assessment, the robust control measures in place along with the ongoing reviews, The Burgate School considers that the overall risk of Covid-19 transmission or contraction is currently **LOW**. However, we acknowledge that we cannot eliminate the risk, we can only put in place control measures to minimise the risk. Since the school has been open during the lockdown for keyworker children, vulnerable and Y10 and Y12 students, there have been no reported cases of COVID 19 arising from those attending the school. We have now considered additional measures to mitigate as best as possible the risk infection and transmission of the virus as the school opens to all year groups from September. The Burgate School Leadership Team and Trustees are taking practicable steps to keep all staff, students and visitors to the school site safe.

| What are the hazards or risks? | Who might be harmed and how?   | Level of risk:<br>High,<br>Medium<br>or Low? | What measures do we already have in place to control the risks?  | What further action do we need to take to control the risks?  | Who needs to carry out the action?  | When is the action needed by? | Done    | Level of risk once action taken |
|--------------------------------|--|--|--|---|---|-------------------------------|---------|---------------------------------|
| Transmission of Coronavirus    | Staff, Students, Parents, Visitors (including contractors and delivery drivers). |  | See Health & Safety Manual incorporating codes of good practice.   | WEEKLY REVIEW of RA safety procedures at the end of each week. Monitor Government updates and advice including DHSC, PHE and DfE guidance for schools to include updates on vulnerable groups. <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a><br>All policies have been amended prior to full- school reopening and will be amended as appropriate according to any new government guidance. | LT – The LT duty team on site each day are responsible for reviewing, updating and communicating any changes to the RA following government/PHE/WHO updates or stakeholder feedback | WEEKLY or as updates require  | Ongoing |                                 |
|                                |  |  | AMENDED FIRE DRILL   | Each year group to have a designated fire evacuation point a minimum 2 metres apart from any other year group. In the event of fire evacuation students and staff should try to maintain distance, however, not to such an extent that it delays exit. Equally the bubble system can be broken if it facilitates a more rapid exit. Amend registration format if necessary and make staff and students aware of the changes.  | BC  |                               | Done    |                                 |
|                                |  |  | AMENDED LOCKDOWN PROCEDURE   | Procedure includes advice on social distancing and other coronavirus precautions, however not to an extent such that a student or staff member may be at greater risk from lockdown threat.   |   |                               | Done    |                                 |
|                                |  |  | Minimising contact with individuals who are unwell by ensuring that all those who have coronavirus symptoms, or who have someone in their household who does, do not attend the school site. Following Government Guidelines for self-isolation and testing:<br><a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a><br><a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a> | Public spaces to continue to enforce social distancing guidance. Year group 'bubbles' to have to have their own teaching, recreation and toilet facilities with own entrance and exit. Classrooms to be organised so students are all front-facing. Teacher to remain at front of classroom 2 metres from student unless assistance required and then then to ensure 1m distance kept to a minimum - except where medical assistance may be required in which case staff provided with first aid protocol and any necessary PPE.  | SITE/LT<br>LT   | DAILY                         |         |                                 |
|                                |  |  | New protocol for staff, students and visitors arriving and leaving site to include separate entrances/exits for each year group bubble. And protocol for washing/sanitising hands upon arrival.  | Communicate arrival protocol to all staff, students and parents. Include in parent comms and guide for students. Confirm safeguarding registration protocol. Expand bicycle storage facilities if required.   | KG/HS/SITE  | PRIOR TO RE-OPENING           | Done    |                                 |
|                                |  |  | Outside Space marked. Each Year group to have their own designated outside space for break and lunch. Social distancing within year group bubble not required.   | Duty supervision of breaks  | LT/SITE   | PRIOR TO RE-OPENING           | Done    |                                 |

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|  |  |  | <p><b>Wherever possible we will avoid visitors entering the premises.</b><br/>Parents to be notified that there will be 'no walk in' callers. Parents must call for appointment or email. Protocol for all non-staff visiting site including deliveries, post, parents collecting or parent enquiries:<br/>No more than two people in reception area.</p> <p>Site team to be contacted to manage deliveries safely using guidance. Contractors and delivery drivers instructed to keep 2 metres away from other persons at all times and to use hand sanitizer.</p> <p>For large deliveries, plan arrangements with suppliers and ensure the company can follow social distancing and hygiene measures.</p> | <p>Include reminder within each parent comms<br/>Communicate protocols to all staff not just reception staff and ensure clear signage at gates and reception area.</p> <p>A record of all visitors must be kept. Visitor information provided at reception for Covid 19 measures taken.</p> <p>Limit visiting students to out of hours visits where possible and ensure that any student visiting during the school day is wearing a face covering and practicing good respiratory hygiene and frequent handwashing. No student visitor will be permitted where they have had any symptoms in the seven days prior to visiting the school.</p> | LT/SITE    | PRIOR TO RE-OPENING | Ongoing |  |
|  |  |  | <p><b>Washing hands thoroughly and regularly for 20 seconds with running water and soap or using hand sanitiser.</b> Hand sanitiser in all work/teaching spaces. POSTERS DISPLAYED ON WALLS AND IN CLASSROOMS/CORRIDORS for social distancing, good respiratory hygiene and handwashing. Parents to be encouraged to supply students with own hand sanitiser wherever possible reminders of safe usage Regular checks of hand sanitiser and hand washing facilities will be carried out by site staff.</p>  |  | LT/JF/SITE | DAILY               | Ongoing |  |
|  |  |  | <p><b>Ensuring good respiratory hygiene</b> – promote Government, 'catch it' 'bin it' 'kill it' approach. In good weather, try to leave windows and doors open in areas where people from different households come into contact, or move activity outdoors if you can.</p>   | <p>Provide tissues and hand sanitiser/cleaning station equipment and safe lidded bins in all rooms. Ensure windows and doors open. Site team to ensure that stock levels are sufficient and review frequently.</p>   | SITE/JF    | DAILY               | Ongoing |  |
|  |  |  | <p><b>Toilets – allocated for Year group for students.</b> Staff members to use facilities and observe social distancing a time where facilities shared.<br/>During break members of staff will supervise recreation zones.</p>   | <p><b>Safe use to be supervised. Additional cleaning throughout day</b></p>  | LT/SITE    | DAILY               | Ongoing |  |
|  |  |  | <p><b>Increased cleaning programme throughout the day</b> especially frequently touched surfaces using the appropriate cleaning products e.g. handrails, door handles, table tops, electronic devices. Deep clean at the end of each week. Thorough cleaning of all in-use work and teaching spaces each day. Deep clean of pod areas if suspected case. Teachers to wipe shared equipment (such as keyboard) before leaving a room.</p>  | <p>Regular cleaning of toilets and sinks throughout school day. Cleaning protocol for specialist rooms and equipment throughout the day. Classrooms cleaned at the end of each day. Disposable cleaning items to be used. Supplies of SOAP, PAPER TOWELS and BINS to be checked by Site Team THROUGHOUT DAY. Daily review of cleaning staff levels by Site Manager</p>   | SITE       | DAILY               | Ongoing |  |
|  |  |  | <p><b>Ensuring each staff members wipe down practical equipment that must be shared such as photocopiers, telephones, white board, keyboards with appropriate cleaning agent – this includes student work spaces where different year groups are taught in. This is the responsibility of the outgoing teacher.</b><br/>Limit groups using. Removing all personal clutter from shared work spaces.</p>  | <p>Posters up in staff work spaces and build staff cleaning and use of shared items protocol into reopening inset<br/>Staff not to share equipment in offices where possible. Where possible communicate electronically, rather than by paper include in staff comms and on-site protocol.</p>   | LT         | DAILY               | Ongoing |  |
|  |  |  | <p>Department offices may be used but staff must practice social distancing between other staff and students at all times.</p>  | <p>Each staff member to be responsible for cleaning any equipment used within these spaces. Cleaning staff to clean office space at the end of each day.</p>   | LT         |                     | Ongoing |  |
|  |  |  | <p>Restrict and coordinate movement and level of contact on site. Minimising contact and mixing by maintaining year group bubbles and consistent groupings, as much as possible, to own learning zone with staggered breaks, toilet breaks etc. Keep a record of students and staff in each group, and any close contact that takes places between children and staff in different groups.</p>  | <p>Gov 7 Aug - Where possible older children should be encouraged to keep their distance within groups. Maintain one way system alongside other social distancing systems as required. Mark with tape where necessary in public spaces. Contain movement around site to year group bubbles. One-way system adhered to by every person on site.</p>   | LT         | PRIOR TO RE-OPENING | Ongoing |  |

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|---------------|-------|--|--|---|----------|---------------------|--|--|
|               |       |  | Maintaining a distance between people whilst inside and reducing the amount of time they are in face to face to contact lowers the risk of transmission. Teachers should remain at the front of the class, and away from their colleagues where possible. Ideally, adults should maintain 2 metre distance from each other, and from children. In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone.   |   |          |                     |  |  |
|               |       |  | Students phones their own responsibility. Must remain on silent throughout school day and not used while on site. Students in the sixth form are permitted to use their phones during free periods/ breaks.  |   |          |                     | Ongoing                                  |  |
|               |       |  | <p><b>Face coverings –</b><br/>Face coverings are required at all times on public transport (except children under the age of 11)</p> <p>Some individuals are exempt from wearing face coverings The same exemptions apply in education settings, and we would expect teachers and other staff to be sensitive to those needs.</p> <p>When an area moves to the local COVID alert level 'high' or 'very high', face coverings should be worn by adults (staff and visitors) and pupils when moving around indoors, such as in corridors and communal areas where social distancing is difficult to maintain.</p>   | <p>Include regular updates for staff and parents on use of face coverings in general and on transport.</p> <p>It is vital that face coverings are worn correctly and that clear instructions are provided to staff, children and young people on how to put on, remove, store and dispose of face coverings in all of the circumstances above, to avoid inadvertently increasing the risks of transmission. Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully. <a href="https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education">https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education</a></p> | KG/HS/FW | PRIOR TO RE-OPENING | Ongoing – monitoring government guidance |  |
| Staff Anxiety | Staff |  | <p><b>Trustees and LT conscious of the wellbeing of all staff</b> and offer support and clear direction at all times.<br/><a href="https://www.gov.uk/government/news/8m-programme-to-boost-pupil-and-teacher-wellbeing">https://www.gov.uk/government/news/8m-programme-to-boost-pupil-and-teacher-wellbeing</a></p>  | <p>HODS and team leaders to make regular contact with team to ensure each are happy and confident with what is in place. All concerns to LT.</p> <p>Individual wellbeing checks week beginning 14 September</p>   | LT       | DAILY               | Ongoing                                  |  |
|               |       |  | <p><b>RA to be shared with staff and ongoing feedback invited</b></p>  | LT to share RA, invite feedback   | LT       | DAILY               | Ongoing                                  |  |
|               |       |  | <p><b>Assessment of staff to ascertain those identified as clinically or potentially more vulnerable to be given additional support and reassurance.</b> Conduct individual risk assessments for staff where mental or physical health warrant additional safety considerations and support. Ensure sensitive consideration of the needs and concerns of our BME and all other potentially more vulnerable staff, students and parents.</p> <p><b>New advice for those identified through a letter from the NHS or a specialist doctor as in the group deemed clinically extremely vulnerable (CEV or shielding list) was published on 13 October. The guidance provides advice on what additional measures individuals in this group can take tailored to each Local COVID Alert Level.</b></p> <p>All staff can continue to attend school at all Local COVID Alert levels.</p> <p>People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace unless advised otherwise by an individual letter from the NHS or a specialist doctor.</p> | Be aware of all clinically vulnerable and clinically extremely vulnerable staff or students and identify those living with a family members in this category. Adjust plans and support these staff and students in any additional ways necessary following latest government guidelines.  | FW/MH    |                     | Done – update as necessary               |  |

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|-----------------|----------|--|--|---|-------|---------------------|---------|--|
|                 |          |  | <p>Staff who are pregnant - guidance and advice on coronavirus (COVID-19) and pregnancy is available from the Royal College of Gynaecologists. All pregnant women should take particular care to practise frequent, thorough hand washing, and cleaning of frequently touched areas in their home or workspace.</p> <p>Beyond normal pregnancy risk assessments, the school will undertake an additional COVID risk assessment for new and expectant mothers</p>   |   |       |                     |         |  |
|                 |          |  | <p><b>Clear communication to all staff at all levels - STAFF BRIEFINGS TO REMAIN ON LINE.</b> Another lockdown situation occurs - Contact to be made to those not able to access work email from home to ensure they are included in updates.</p>  | Continue weekly update to include safety protocols.   | LT    | PRIOR TO RE-OPENING | Ongoing |  |
|                 |          |  | <p><b>PPE</b> - Most staff in education, childcare and children's social care settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others.</p> <p><b>PPE is only needed in a very small number of cases if:</b></p> <ul style="list-style-type: none"> <li>- an individual child, young person or other learner becomes ill with coronavirus (COVID-19) symptoms and only then if a distance of 2 metres cannot be maintained</li> </ul> <p>a child, young person or learner already has routine intimate care needs that involve the use of PPE, in which case the same PPE should continue to be used</p> | <p><b>PPE specification and guidance:</b></p> <p><a href="https://www.gov.uk/government/publications/technical-specifications-for-personal-protective-equipment-ppe">https://www.gov.uk/government/publications/technical-specifications-for-personal-protective-equipment-ppe</a></p>  | MH/FW | PRIOR TO RE-OPENING | Done    |  |
|                 |          |  | <p><b>- Appraisals and pay progression</b></p> <p>The school must continue to adhere to the School Teachers Pay and Conditions Document (STPCD) inc ensuring pay progression for teachers is linked to performance management. Schools to use discretion and take pragmatic steps, to adapt performance management and appraisal arrangements to take account of the current circumstances. Schools must ensure that teachers are not penalised during the appraisal process or in respect of any subsequent pay progression decisions as a result of lockdown. Appraisals and performance management for support staff should be carried out in accordance with the employee's contract of employment.</p>        |   |       |                     | Done    |  |
| Student Anxiety | Students |  | Students to be welcomed on to site at gate. Staff to provide overview and reassurance of routines and protocols to include new teaching zones, learning practices and expectations. To listen and respond also to students about their worries.  | Ongoing updates home to include reminders about what to bring to school e.g. drink, snacks and equipment and also to include dropping off and collection protocol as well as links to well-being support, info on travel, class plans, arrival and leaving site.<br><a href="https://www.gov.uk/government/news/8m-programme-to-boost-pupil-and-teacher-wellbeing">https://www.gov.uk/government/news/8m-programme-to-boost-pupil-and-teacher-wellbeing</a> | HS    | DAILY               | Ongoing |  |
|                 |          |  | <b>Additional professional knowledge and support for those identified as being more anxious</b> or having suffered bereavement.  | Time-out/wellbeing space created outside with necessary spacing   | HS/MH | DAILY               | Ongoing |  |
| Parent Anxiety  | Parents  |  | <b>Provide regular, clear and detailed communication</b> of re-opening, risk assessment and contingency plans  | Ensure latest Government advice is included in comms.   | HS    | PRIOR TO RE-OPENING | Ongoing |  |
|                 |          |  | Lack of technology to support student home learning for students needing to self-isolate. School to support with tech such as laptops wherever possible.   | Read the department's guidance on Getting technology support for children and schools during coronavirus.   | HS/VB |                     | Ongoing |  |
|                 |          |  | Parents to be reminded NOT to send child to school if displaying any symptoms  |   | LT    | DAILY               | Ongoing |  |
|                 |          |  | Parents to have access to RA and to provide feedback on reopening  | Protocol for feedback from students and parents   | LT    | DAILY               | Ongoing |  |
|                 |          |  | Be aware and sensitive to the needs and concerns of BME and all potentially more vulnerable students, staff and parents  | Monitor government updates and provide any additional support to any staff or students within any potentially more vulnerable group as required.  | LT    | DAILY               | Ongoing |  |



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|---|----------------------------------|--|---|--|----------|---------------------------|--------------------------|--|
| Lack of social distancing                                     | Staff, students, visitors        |  | We will apply the principals laid out by the government and reduce the number of contacts between students and staff as much as possible. Keep year groups in bubbles. Staff to observe 2m rule in classroom or minimum of 1 metre if student needs assistance but this proximity should be limited to no more than 15 minutes. All staff to be reminded to social distance. Use of staff rooms and offices will be minimised.  | Monitor and review   | FW/SITE  | DAILY                     | Ongoing                  |  |
| Vulnerable students   | Students                         |  | Assess the number of vulnerable students and ensure appropriate support is in place for them - continue monitoring engagement with school work and wellbeing support.<br><br>When a vulnerable child is asked to self-isolate, schools should notify their social worker (if they have one). School leaders should then agree with the social worker the best way to maintain contact and offer support to the vulnerable child or young person.  | Pastoral team have reviewed all students who have had counselling to assess their needs.   | HS/PB/MH | PRIOR TO RE-OPENING       | Done – ongoing review    |  |
|   |                                  |  | SEND - COVID-19 Individual RISK ASSESSMENT for SEND students  | Individual SEND risk assessments of any students in prior to full re-opening should be reviewed to ensure EHCP needs provision being met and to further mitigate any COVID risks. Individual Risk Assessments for children with complex medical needs and who require Aerosol Generating Procedures (AGP) inc - The availability of space for staff to carry out AGP s safely and in line with published guidance/appropriate PPE/Availability and sufficiency of suitably trained staff to both administer AGP.   | PB/HS    | PRIOR TO RE-OPENING       | Done - updated as needed |  |
|   |                                  |  | Visiting external agencies –<br>Continue online meetings where possible offered in school for children receiving or needing additional support and this to be facilitated by school staff in line with GDPR and standard safeguarding protocol or undertake individual risk assessment where key professional needs to visit.   | Consider protocols to enable key external professionals to visit the school to deliver specific EHC responsibilities i.e. speech and language, physio etc. This may include informing them of the schools expectations of face coverings and other PPE expectations or safety measures.  | HS       | AS REQUIRED               | Ongoing                  |  |
| Travel to school and increased traffic on school site         | Staff and Students               |  | Promote Government Safer Travel advice (21 Aug) to encourage walking or cycling where possible and liaise with HCC, DCC and Commercial route providers to update service availability and amendments<br><a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a> Remind all of social distancing advice and face-coverings on all public bus transport and school request that face covering be worn by all students on all other bus transport. Face covering exemptions<br>Some people don't have to wear a face covering including for health, age or equality reasons. Government and some operators have produced cards and badges which you can choose to wear to show you are exempt. There is no requirement to do this though, and if you rely on an exemption, transport staff should not ordinarily ask for evidence. Some transport staff may also not wear a face covering if it is not required for their job. | Protocols for arriving on and leaving site at start and end of the day. Ensure staffing to manage drop-off traffic/buses/ walkers and bikes Monitor traffic on site and make any adjustments as necessary<br><a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#exemptions-face-coverings">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#exemptions-face-coverings</a><br>Parents and carers must be advised that children or young people must not board home to school transport if they, or a member of their household, has symptoms of coronavirus (COVID-19):<br><a href="https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus">https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus</a><br>Children, young people, drivers and passenger assistants who have been in contact with someone who has developed symptoms whilst at school or on home to school transport do not need to go home to self-isolate unless (one of these): - they develop symptoms themselves (in which case, they should arrange a test) - the symptomatic person subsequently tests positive and they were in contact within 48 hours of them first displaying symptoms (see 8. Manage confirmed cases of coronavirus (COVID-19))<br>- if they have been requested to do so by NHS Test and Trace | LT       | DAILY                     | Ongoing                  |  |
| Increased risk of virus transmission – cleaning and First aid | Cleaning staff and general staff |  | Cleaning and first aid staff to adhere to and amend cleaning and first aid practices in line with guidance. To use appropriate cleaning agents and equipment and to ensure the correct use of PPE as required. Training and guidance for all site staff and first aid staff and access to PPE as required: Further training and   | Follow the COVID-19:cleaning of non-healthcare settings guidance<br><a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a><br>PLAN SAFE DISPOSAL OF CLEANING CLOTHS, TISSUES ETC<br>Ensure training and protocol based on guidance:<br><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-</a>  | FW/SITE  | DAILY PRIOR TO RE-OPENING | Done                     |  |

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|   |                                  |  | advice: <a href="https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe">https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe</a><br><a href="https://www.hse.gov.uk/news/using-ppe-at-work-coronavirus.htm">https://www.hse.gov.uk/news/using-ppe-at-work-coronavirus.htm</a>   | <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings">settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</a><br><b>CLEANING STATION GUIDANCE IN EACH ROOM</b>  |                            |               |                |  |
| <b>Storage of flammable substances</b>                                | All staff, students and visitors |  | -Site staff to ensure safe storage and disposal of flammable substances as per policy for storage/disposal of all other flammable substances on site.  |   | <b>SITE/LTFW/SITE</b>      | <b>DAILY</b>  | Ongoing        |  |
| <b>Storage, disposal and safe use of hand sanitiser</b>               | All staff, students and visitors |  | <ul style="list-style-type: none"> <li>It consists of ethanol, hydrogen peroxide, distilled water and glycerol and is 75% ABV. The hand rub is not for consumption as the alcohol has been denatured, nor should it be placed near any naked flames as it is flammable (ethanol within it).</li> </ul>   |   | <b>SITE/LT</b>             | <b>Weekly</b> | Ongoing        |  |
| <b>Deep Clean in the event of suspected or confirmed case</b>         | All staff, students and visitors |  | <p>Close workspace or classroom that student/staff member had access to for 72hrs. Deep clean after 72 hours. All spaces accessed by student or staff member to be closed for this period also and cleaned thereafter cleaning staff to follow guidance on deep cleaning in event of confirmed case. Deep cleaning and daily cleaning protocols for areas to be used and ensure enough stock.</p> <p><a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p>   | <p>Cleaning plan to include - frequency, staff, equipment, training, PPE requirements. Encourage staff to bring hand own hand sanitiser where possible. Update local supply chain.</p> <p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</a></p>   | <b>SITE</b><br><b>FWLT</b> | <b>Weekly</b> | Ongoing        |  |
| <b>First Aid – including staff and students that display symptoms</b> |                                  |  | <p><b>All staff to monitor and alert first aid coordinator of anyone displaying symptoms</b> – Ensure enough qualified first aid staff available for students/staff and that PPE available</p> <p>First Aid kits are up-to-date</p> <p>Agreed policy and procedures should a student or member of staff falls ill on site and use of PPE to include accessing of tests, contacting staff and parents, closing work space or classroom that student/staff member had access to for 72hrs. Deep clean after 72 hours. All spaces accessed by student or staff member to be closed for this period also and cleaned thereafter.</p> <p>SCHOOL MUST NOT NAME STUDENT OR STAFF MEMBER.</p> <p>If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be picked up.</p> <p>Suspected COVID-19 cases to be isolated in front meetings room. 999 will be called if they are seriously ill or injured or their life is at risk.</p> <p>If there are home testing kits available in school, these will be given to parents/carers collecting symptomatic children, and to staff who've developed symptoms at school, if providing one will increase the likelihood of them getting tested.</p> | <p>Include register of students displaying symptoms. Ensure parent contact details up-to-date</p> <p>Procedure attached to Risk Assessment to include cleaning and testing protocols :</p> <p><a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p> <p><a href="https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm">https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm</a></p> <p>All staff, parents and students to be reminded of protocol if they suspect they have symptoms and what to do if they have been in contact with anyone that has tested positive.</p> <p><b>If you develop symptoms of COVID-19, stay at home and self-isolate immediately. If you have a positive test result but do not have symptoms, stay at home and self-isolate as soon as you receive the results. Your household needs to isolate too.</b></p> |                            |               | Done - ongoing |  |

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|  | Staff, Students, visitors |  | <p>Only in exceptional circumstances will staff take symptomatic children home themselves, and in this case one of the following steps will be taken:</p> <ul style="list-style-type: none"> <li>• Use of a vehicle with a bulkhead (i.e. the driver is in a separate compartment to any passengers); or</li> <li>• The driver and passenger will maintain a distance of 2m from each other; or</li> <li>• The driver will use PPE) and the passenger will wear a face mask if they are old enough and able to do so</li> </ul> <p>A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following <a href="#">decontamination guidance</a>.</p> <p>If the school becomes aware that a pupil or a staff member has tested positive for coronavirus, the school will contact the <a href="#">local health protection team</a>. 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: The students and staff teaching each group/Any close contact that takes place between children and staff in different groups/Close contact means:</p> <ul style="list-style-type: none"> <li>• 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"> <li>○ Being coughed on,</li> <li>○ A face-to-face conversation, or</li> <li>○ Unprotected physical contact (skin-to-skin)</li> </ul> </li> <li>• Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person</li> <li>• Travelling in a small car with an infected person</li> </ul> <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>Arrange to have a PCR test for COVID-19 if you have not already had one. Stay at home while you are waiting for a home test kit, a test site appointment or a test result. You can leave your home in certain circumstances, but do not go to work, school, or public areas and do not use public transport or taxis. Only leave your home to get to your test if you need to, observe strict social distancing advice and return immediately afterwards.</p> <p>Your isolation period includes the day your symptoms started (or the day your test was taken if you do not have symptoms), and the next 10 full days. This means that if, for example, your symptoms started at any time on the 15th of the month (or if you did not have symptoms but your first positive COVID-19 test was taken on the 15th), your isolation period ends at 23:59 hrs on the 25th.</p> <p><b>Contact details:</b><br/>Public Health England (PHE) health protection team.<br/>Email: <a href="mailto:HIOW@phe.gov.uk">HIOW@phe.gov.uk</a>; <a href="mailto:phe.hiow@nhs.net">phe.hiow@nhs.net</a><br/>Telephone 0344 225 3861 (option 1 to 4 depending on area)<br/>test. Contact <a href="http://www.nhs.uk/coronavirus">www.nhs.uk/coronavirus</a> or call 119 if you have no internet access.</p> <p><b>PARENTS MUST BE REMINDED THAT ALL POSITIVE TESTS MUST BE REPORTED TO THE School IMMEDIATELY AND TO THE HSE</b></p> <p><a href="https://www.hse.gov.uk/coronavirus/riddor/index.htm">https://www.hse.gov.uk/coronavirus/riddor/index.htm</a></p> <p>Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.</p> |       |  |                |  |
| Contact with coronavirus when getting to and from school |                           |  | <p><b>Everyone will be encouraged to walk or cycle into school, and asked to avoid taking public transport during peak times if possible.</b> All students asked to wear a face covering when on any bus route.</p> <p>For dedicated school transport (i.e. buses, minivans), discussions will be held with the providers to make sure they have:</p> <ul style="list-style-type: none"> <li>• Good hygiene/cleaning on vehicles</li> <li>• No face to face seating</li> <li>• Do not work if they or a member of their household are displaying coronavirus symptoms</li> <li>• Good ventilation in the vehicle</li> <li>• Consistent driver</li> <li>• Provide safe means of disposal of tissues, wipes and masks on the vehicle</li> </ul> <p>In addition, the school will work with providers, students and parents/carers as appropriate to ensure that, wherever possible:</p> <ul style="list-style-type: none"> <li>• Students are grouped together on transport <i>where possible</i> to reflect their bubbles groups that are adopted within school – where this is not possible face masks and</li> </ul>   | <p>Work with transport providers to increase bus provision where possible and to ensure their staff follow hygiene guidance and keep their distance from our students where possible and do not work if they or a member of household has symptoms.</p> <p>Reminder sent to parents re: face coverings on transport.</p> <p>Ensure update information sent to parents.</p> <ul style="list-style-type: none"> <li>• Ensure hand sanitiser/handwashing when boarding and disembarking – request parents provide hand sanitiser this for their children wherever possible.</li> <li>• Ensure school minibus cleaned after each journey and other providers increase cleaning of buses.</li> <li>• Send reminders to parents about drop off and collection protocol to minimise adult contact and maintain social distancing. <b>Only one parent to drop off/collect and no gathering at gates. Students to be reminded of this too. Also walking to school to keep socially distanced if with</b></li> </ul>   | BC/CC |  | Done - ongoing |  |

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|  |  |  | <p>good respiratory hygiene must be maintained by passenger</p> <ul style="list-style-type: none"> <li>Hand sanitiser is available upon boarding and/or disembarking <i>where possible but that handwashing protocols will be in place on arrival at school</i></li> <li>There is additional cleaning of vehicles</li> <li>Queuing and boarding is well organised where possible – <i>departures from the school site of regular school buses will be supervised and organised.</i></li> <li>Students practise distancing within vehicles wherever possible</li> <li>Children over the age of 11 use face coverings where appropriate, such as if they're likely to come into very close contact with people outside of their bubble or who they don't normally meet</li> <li>Parents/carers who need to drop off and pick up pupils will be told through school comms and signage:</li> <li>The protocols for minimising adult to adult contact ie using different entrances and exits etc</li> <li>That only one parent/carer should attend</li> <li>Not to gather at entrance gates or doors, or enter the site unless they have a pre-arranged appointment</li> </ul> <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, <b>disposable face coverings, will be put in a covered bin.</b></p> <ul style="list-style-type: none"> <li>students 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.</li> </ul> <p><b>Students will be made aware that they mustn't touch the front of the covering during use or removal.</b></p> | <p><b>someone outside of bubble who is not a member of the same household.</b></p>   |            |  |         |  |
| Spreading infection due to touch, sneezes and coughs             |  |  | <p>Handwashing facilities and hand sanitiser will be provided. Each year group bubble will have own allocated facilities</p> <p>Everyone in school will:</p> <ul style="list-style-type: none"> <li>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</li> <li>Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing</li> <li>Be encouraged not to touch their mouth, eyes and nose</li> <li>Use a tissue or elbow to cough or sneeze, and use bins for tissue waste</li> </ul> <p>- Students will be encouraged to learn and practise these habits in lessons and by posters put up across the school.</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>Ensure posters and regular reminders for students and staff to wash hands more frequently – on arrival, at break, lunch and before leaving site as a minimum.</p> <p>Be aware of any students that may struggle to maintain good respiratory hygiene such as those with complex needs and consider additional support and safety measures as necessary.</p> <p><b>Lidded bins for tissues, preferably operated by a foot pedal, will be emptied regularly throughout the day.</b></p> | FW/HS/MH   |  | Ongoing |  |
| 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"> <li>Banisters</li> <li>Classroom desks and tables</li> <li>Bathroom facilities (including taps and flush buttons)</li> <li>Door and window handles</li> <li>Furniture</li> <li>Light switches</li> <li>keyboards etc</li> </ul>   | <p>Cleaning staff rota to be reviewed before start of term</p> <p>Staff to be reminded to clean all equipment after they use and to wash hands before and after handling students' books.</p> <p>Reminder to students/parents and staff to bring only essential equipment to school.</p> <p>HODs to carry out a risk assessment for their department and consider resources needed and protocol for cleaning between use.</p>  | SITE/FW/HS |  | Ongoing |  |



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|   |  |  | <p>Items that need laundering (e.g. towels, flannels, bedding) 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. Areas of the school that are used by students will be cleaned thoroughly at the end of the day.</p> <p>Any resources shared between groups, such as sports, art and science equipment, will be either:</p> <ul style="list-style-type: none"> <li>•Cleaned frequently and meticulously, and always between groups using them; or</li> <li>•Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups</li> </ul> <p>The same rules will be followed for books and other shared resources that pupils or staff take home. However, unnecessary sharing will be avoided, especially where it doesn't contribute student's education and development. 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> |  |    |  |         |  |
| Spreading infection due to excessive contact and mixing between students and staff in lessons |  |  | <p><b>Students to remain in Year group bubbles and learning,</b> recreation and toilet zones when on site and to adhere to one way systems in place. Good respiratory hygiene and frequent handwashing taught and reminded.</p> <p>Staff to remain and front of all lessons and at a distance of 2m from students wherever possible or minimise time spent any closer where unavoidable. Staff to maintain social distancing between each other and to adhere to one way system</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 pupils, and will take place outside wherever possible (if taking place inside, the space will be well ventilate. Students will be positioned either back-to-back or side-to-side at an appropriate distance. Instruments won't be shared.</p> <p>Singing, wind and brass playing should not take place in larger groups such as choirs and ensembles, or assemblies unless significant space, natural airflow and strict social distancing.</p> <p>For physical activity, contact sports will be avoided. Outdoor sports will be prioritised where possible, or large indoor spaces</p>   | <p>Students to be taught and reminded of the need to keep socially distanced from staff and other year group members wherever practicably possible.</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 and students</p> <p><a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts</a></p> <p>Remote interviewing should be considered but thereafter safeguarding checks may be done in person.</p> | LT |  | Ongoing |  |

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|  |  |  | <p>used where it is not. Distance between students will be maximised as much as possible.</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>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>  |  |                |  |                |  |
| <b>Spreading infection due to excessive contact and mixing between students and staff around and outside of the school</b> |  |  | <p>Students will be kept in the same groups at all times each day, and be kept separate from other groups when on site.</p> <p><b>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.</b></p> <p>Student groups will have staggered break times. Timetable has been built to support this. Movement around the school site will be kept to a minimum.</p> <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 <i>where possible</i>.</p> <p>All shared rooms will be cleaned between each use with the support of teaching staff and site team.</p> <p>In IT rooms students will be asked to clean the equipment at the end of the lesson.</p> <p>Students encouraged to take lunch to outside recreation zones or other agreed eating space within their zone. lunch will be brought to pupils in their classrooms.</p> <p>Toilet use will be managed to avoid crowding.</p> <p>Staff use of staff rooms and offices will be staggered or social distancing must be adhered to.</p> | <p>Reminders will be given to all students about the importance of maintaining bubbles.</p> <p>Staff may wear face coverings between lesson change over.</p> | <b>LT</b>      |  | Ongoing        |  |
| <b>Spreading infection due to the school environment</b>   |  |  | <p>Checks to the premises will be ongoing to ensure the school continues to meet 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. Areas in use will be well ventilated by opening windows or using ventilation units. Doors will be kept open, where fire safety and safeguarding wouldn't be compromised, with door release mechanism. The use of lifts will be avoided unless essential.</p> <p>Lidded bins will be provided in classrooms and other key locations to dispose of tissues and any other waste. Outdoor space will be used for exercise and breaks, and for education where possible.</p>  |  | <b>Site/FW</b> |  | Done - ongoing |  |
| <b>Spreading infection due to excessive contact and mixing in meetings</b>   |  |  | <p><b>Where possible, all meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents/carers, visitors and trustees.</b> Where this isn't possible, essential meetings will be conducted outside, or in a room large enough to allow for social distancing.</p>   | Staff briefing to go as memo each Monday.  | <b>LT</b>      |  | Ongoing        |  |

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| Individuals vulnerable to serious infection coming into school            |                              |  | All staff and pupils are expected to come into school, apart from staff who can work from home as agreed by LT (e.g. some admin staff).  | LT to conduct individual risk assessment where any staff member or student deemed clinically vulnerable or clinically extremely vulnerable   | LT    |                      | As required    |  |
| Re-opening of kitchen safely  | Staff and Students           |  | Canteen and vending machines open:<br>Sanitising station to be situated alongside vending machines<br>Students to wash or sanitise their hands before entering the canteen areas. Grab and go menu only – no plates and disposable cutlery to be used no sharing. Screens up in front of food serving area. Canteen staff to wear visors, aprons, gloves at all times when students are being served and increase frequency of hand washing. Biometric machines to be wiped regularly. Students to take food to their bubble zone.   | WATER FOUNTAINS AND OUT OF USE AND TAPED OFF.<br>Kitchen staff to maintain good hygiene in line with the school's HACCP. Posters promoting good hand hygiene displayed on food areas. A separate kitchen risk assessment to be completed<br><a href="https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19">https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19</a>  | CG/LT |                      | Done - ongoing |  |
| After school clubs/school trips/<br>Hiring of school facilities to public |                              |  | <b>Additional measures for breakfast club and after school clubs</b><br>As far as possible children can be kept in a group with other children from the same bubble they are in during the school day. If not possible, small consistent groups should be maintained. Non-overnight domestic educational visits can take place in the same student bubble groups, but only subject to a separate risk assessment that considers the coronavirus measures in place at the destination. Hire facilities open – strict cleaning and safety protocols on place   | <a href="https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak">https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak</a><br><br><a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities</a> |       |                      | Ongoing        |  |
| School open tours   | Students, Staff and families |  | All tours are <b>suspended</b> .   |  | CC/   |                      | Done           |  |
| Risk of Staff visiting families in own home                               | Students, Staff and families |  | <b>No home visit to be made unless absolutely necessary.</b><br>Make a clear judgement on a visit on a case by case basis. Initial risk assessment should take place by phone<br>Prior to visit ascertain if any member of the household is suffering symptoms. Take PPE as a precautionary measure  |  | HS/MH |                      | Ongoing        |  |
| Tiered Local restrictions/self-isolation contingency plans                |                              |  | Contingency plan in the event of local lockdown all staff to consider remote access/any tech issue/password contingency<br><a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#res">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#res</a>   |  | LT    |                      | Done - ongoing |  |
| Teacher trainees on placement   | Staff, students              |  | When observing, supporting and teaching lessons, it is expected that trainees will wear a visor. Trainees should maintain a 2 metre distance, wherever possible, between themselves and pupils / additional adults. Teaching staff should provide a designated seat / area for trainees to observe lessons which is 2 metres away from pupils / additional adults, wherever possible. Trainees to read and follow the school's Covid-19 risk assessment as sign posted by school. Trainees must follow the school's protocol for washing/sanitising their hands regularly (there are hand sanitisers in all teaching spaces) and for good respiratory hygiene. | Refer to the risk assessment from trainee provider   | SM    | <b>Review termly</b> | Ongoing        |  |
| Management of Confirmed case within school community                      |                              |  | <b>Ensure records kept of students and staff in each group, and any close contact that takes places between children and staff in different groups.</b>  | The advice service (or PHE local health protection team if escalated) will work with schools to guide them through the actions they need to take. Based on their advice, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last  | LT/MH | <b>DAILY</b>         | Ongoing        |  |

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| TEST AND TRACE  |                  |  | <p>Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools can contact the dedicated advice service introduced by Public Health England (PHE) and delivered by the NHS Business Services Authority. This can be reached by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case.</p> <p>Advisers will inform them of what action is needed based on the latest public health advice/carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate. If, following triage, further expert advice is required the adviser will escalate the school's call to the PHE local health protection team.</p> <p>Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> <li>• book a test if they or their child are displaying symptoms. The main symptoms are a high temperature, a new continuous cough and/or a loss or change to your sense of smell or taste. Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. All children can be tested if they have symptoms, including children under 5, but children aged 11 and under will need to be helped by their parents or carers if using a home testing kit</li> <li>• provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace</li> <li>• self-isolate if they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if anyone in their household develops symptoms of coronavirus (COVID-19)</li> </ul> | <p>in close contact with that person when they were infectious. Close contact means:</p> <ul style="list-style-type: none"> <li>- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</li> <li>- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</li> <li>- travelling in a small vehicle, like a car, with an infected person</li> </ul> <p>A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed. Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.</p> <p>If the school has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, it may be an outbreak.</p> |    |         |  |  |
| Lack of operational capacity e.g. High staff absence inc teachers, TA's, LT, catering, admin . site | Staff, students  |  | Additional cover staff recruited to support  | <p>LT to monitor:</p> <ul style="list-style-type: none"> <li>• required staffing levels for following day to ensure ratio</li> <li>• student numbers attending</li> </ul>   | LT | DAILY   |  |  |
| National Lockdown   | Staff, students  |  | <ul style="list-style-type: none"> <li>• All staff to work at home wherever possible</li> <li>• Online learning protocol</li> <li>• Staff who need to be on site but are not part of the skeleton school must ensure they work alone and observe all COVID safety precautions such as wearing masks when in corridors, indoor space, social distancing, sanitising hands frequently and ensuring work spaces are ventilated and cleaned down after use</li> </ul>  | <p>LT to monitor staff wellbeing</p> <p>HODS to monitor teams for any IT or wellbeing issues</p>  |    |         |  |  |
| Skeleton School   | Staff, students, |  | <ul style="list-style-type: none"> <li>• Wheeler building only</li> </ul>  |   | LT | Ongoing |  |  |



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|---|--|---------------------|--|--|----------------------------|----------------|----------------------------|
|   |  |                     | <ul style="list-style-type: none"> <li>• Regular cleaning of toilets throughout the day</li> <li>• Staggered breaks for each 'bubble'</li> <li>• Seating plans essential for track and trace</li> <li>• Staff rota – this includes LT, DSL, site, admin staff and first aid provision</li> <li>• Staff to remain 2m from students at the front of the classroom.</li> <li>• LSA should ensure they observe social distancing</li> <li>• Skeleton School Fire and emergency procedure communicated to staff and students</li> <li>• Staff to clean down work spaces and shared items after use</li> <li>• Limited places available for Key worker and vulnerable students – HS must confirm places.</li> <li>• Students and staff must hand sanitise when entering the building</li> <li>• Students and staff to wear masks in classrooms, corridors and other indoor areas.</li> <li>• Students in skeleton school to be tested in school once each week</li> <li>• Staff supporting skeleton school to be tested once a week or twice if in on more than one day</li> </ul> |  |                            |                |                            |
| <b>Lateral Flow Testing</b>   |  |                     | <ul style="list-style-type: none"> <li>• See separate testing RA for test centre and staff</li> <li>• Sixth Form Hall – designated test centre</li> <li>• One-way system</li> <li>• Room must be 15-30C for tests to be viable.</li> <li>• Room must be ventilated.</li> <li>• Staff must be fully trained and sign to say they have read and understood testing RA.</li> </ul>  |  | <b>FW/CC</b>               | <b>Ongoing</b> |                            |
| <b>Assessors comments:</b> This is a live document and updates are made daily as required to ensure the latest Government, PHE and WHO guidance is being considered an adhered to where it applies to our educational setting and concerns the safety of our students, staff, their families and our wider community. |  |                     |  |  |                            |                |                            |
| <b>Name of Assessor:</b> CC/FW  |  |                     | <b>Signature of Assessor:</b> Carolynne Connolly/ Fiona Wilcox   |  |                            |                | <b>Date:</b><br>25/01/2025 |
| <b>H&amp;S Co-ordinator's comments:</b>   |  |                     |  |  |                            |                |                            |
| <b>Name of H&amp;S Co-ordinator:</b>  |  |                     | <b>Signature of H&amp;S Co-ordinator:</b>  |  |                            |                | <b>Date:</b>               |
| <b>Trustee Signature to proceed:</b>  |  |                     | <b>Trustee Name:</b>   |  |                            |                | <b>Date:</b>               |
| <b>REVIEW DATE:</b>   |  | <b>REVIEWED BY:</b> |  |  | <b>REVIEWER SIGNATURE:</b> |                |                            |