

## Return to school risk assessment - Full Opening of Schools

School	St Gregory's Bath	Assessment Date	22 July 2020 Reviewed 27 July 2020 Reviewed 1 <sup>st</sup> September 2020 Sept 11 <sup>th</sup> 2020 ACU reviewed Oct 12 <sup>th</sup> 2020 reviewed Nov 26 <sup>th</sup> 2020 ACU reviewed Dec 3 <sup>rd</sup> 2020 ACU reviewed and updated Jan 11 <sup>th</sup> 2021 ACU reviewed and updated	Completed by:	ACU ACU/KHO Circulated to Chair of Governors and all staff 27 July 2020 On going circulation.
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**THIS MODEL RISK ASSESSMENT NEEDS TO BE UPDATED REGULARLY IN ACCORDANCE WITH GOVERNMENT ADVICE.**

**IT SHOULD SUPPLEMENT ANY EXISTING RISK ASSESSMENTS IN EDUCATIONAL SETTINGS.**

**IT IS NOT A GENERIC RISK ASSESSMENT THAT JUST APPLIES TO EVERY SETTING. IT IS IMPORTANT THAT HEADTEACHERS/MANAGERS GO THROUGH AND ADAPT THE RISK ASSESSMENT FOR THEIR OWN SCHOOL OR EARLY YEARS SETTING.**

**IT IS STRONGLY RECOMMENDED THAT YOU INVOLVE EMPLOYEES IN THE RISK ASSESSMENT PROCESS. ONCE COMPLETE SHARE THE FINDINGS AND PROVIDE ANY INSTRUCTION NEEDED TO IMPLEMENT MEASURES. LOCAL MONITORING MUST ALSO FOLLOW TO ENSURE MEASURES ARE IMPLEMENTED AND CONTROLLING THE RISKS.**

What are the hazards?	Who might be harmed?	What are you already doing?	What further action is necessary?	What is in place and or Action by whom and by when?	Date Completed /Outcome
Incomplete H&S compliance checks	All attending school	<ul style="list-style-type: none"> <li>School has ensured all statutory compliance checks are up to date</li> <li>prior to reopening for the autumn term, all the usual pre-term building checks are undertaken to make the school safe, including legionella checks. Advice on this can be found in the guidance</li> </ul>	<ul style="list-style-type: none"> <li>HSE's <u>classroom checklist to be completed</u></li> <li>Additional advice on safely reoccupying buildings can be found in the Chartered Institute of Building Services Engineers' guidance on <u>emerging from lockdown</u></li> <li>Also refer to Refer to LCA document '<u>LCA Guidance for members on Reopening Buildings</u>'</li> </ul>	<p>School before return date.</p> <p><b>SLE/KHO</b> SLE on going checks throughout summer as part of established routine and reported to KHO. 12<sup>th</sup> and 13<sup>th</sup> August 2020 site check ACU/SLE/KHO. GCO from 30/11/20</p>	<p>W/C 24 August KHO/SLE site check for opening 1 September 2020 GCO 30/11/20</p>

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		on <u>Legionella risks during the coronavirus outbreak.</u>			Ongoing GCR/SLE
<b>Contracting Covid 19 virus</b>	<ul style="list-style-type: none"> <li>• All attending school by contracting the virus through:</li> <li>• contact with an infected person</li> <li>• poor hygiene</li> <li>• not social distancing</li> </ul>	<p><b>Following up to date Government guidance by –</b></p> <ul style="list-style-type: none"> <li>○ minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges</li> <li>○ raise awareness of signs and symptoms</li> <li>○ cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered</li> <li>○ Reviewing <u>guidance on hand cleaning</u></li> <li>○ ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments</li> <li>○ clean hands on arrival at the setting, before and after eating, and after sneezing or coughing when returning from breaks, when changing rooms and after using the toilet</li> </ul>	<p><b>The following applies to all hazards listed -</b></p> <p><b>School to provide training, supervision, information.</b></p> <p><b>Some children and young people will need additional support to follow these measures (for example, routes round school marked in braille or with other meaningful symbols, and social stories to support them in understanding how to follow rules)</b></p> <p><b>School to issue regular reminders to both staff and pupils</b>  <b>Posters to be displayed in line with Government <u>advice</u></b></p> <ul style="list-style-type: none"> <li>• Regular and thorough hand cleaning is going to be needed for the foreseeable future.</li> <li>• Points to consider and implement:</li> <li>• supervision of hand sanitiser use given risks around ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative</li> <li>• building these routines into school culture, supported by behaviour expectations and helping ensure younger children and those with complex needs</li> </ul>	<p><b>Schools as and when necessary</b></p> <p>All staff and students/families have received PH Flow diagram.</p> <p>Guidance on communicated via website, return to school booklet and briefings. Coms/ACU</p> <p>Signage reviewed and clear. SLE/KHO</p> <p>Pastoral plans and PSHE adapted to ensure clear messages/training for students and staff. SHA/KMD Additional hand washing facilities have been purchased (mobile) and plumbed in installed. SLE Hand sanitiser and stations throughout school SLE Term 1 changing rooms not being used students wearing PE kit to school. Pedal bins/bins SLE KSE and KST/AMO to support young people with complex needs to maintain good hygiene. Assembly/start of term programme to support student understanding of good hygiene. KSE</p> <p>Classroom layout altered forward facing. SLE</p>	<p>July 2020</p> <p>Reissued Sept 20.</p> <p>Aug 20</p> <p>Aug 20</p> <p>Aug 20</p> <p>Aug 20</p> <p>Sept 20</p> <p>Sept 20</p> <p><b>On going</b></p>

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	<ul style="list-style-type: none"> <li>• <b>touching contaminated surfaces</b></li> </ul>	<ul style="list-style-type: none"> <li>○ encourage not to touch their mouth, eyes and nose</li> <li>○ ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</li> <li>○ Ensuring enough bins and tissues are available throughout school</li> <li>○ Assisting young pupils and those with complex needs maintain good respiratory hygiene</li> <li>○ minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)</li> <li>○ Staff aware of access to testing arrangements</li> <li>○ follow the <u>COVID-19: cleaning of non-healthcare settings guidance</u> and further guidance issued by PHE SW <a href="http://thehub.bathnes.gov.uk/Services/4636">http://thehub.bathnes.gov.uk/Services/4636</a></li> <li>○ cleaning frequently touched surfaces often using standard products, such as detergents and bleach.</li> <li>○ clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal</li> </ul>	<p>understand the need to follow them</p> <ul style="list-style-type: none"> <li>• All doors to be closed in event of fire evacuation and at end of day</li> </ul>	<p>Year groups bubbled. KS3 Home Rooms (Kelly Block) EMI (Y7) &amp; CRI (Y8). Y9 top of maths block SDU (Y9)  KS4 and 5 circulating to key rooms bubbling as much as possible. Y 10 SBR Y RPR  Yr12/13 LBU/BAC</p> <p>Staggered break and lunch.  ACU/MDA- organisation/planning Management Hof Y, LSAs, duty teams and RWE/EMI/ZJE  Cleaning –  SLE/KHO working with contractors. Additional onsite cleaner added rotating between toilets. 10am-2pm</p> <p>All staff advised to ventilate classrooms/offices/workspaces all doors and windows to be open. Not fired doors.  JCL/KHO/CLG (HoF) and classroom teachers.</p> <p>Hand sanitiser in every classroom/work space. Additional handwashing stations purchased. Students also asked to carry hand sanitiser.  Staff to receive COVID pack. KSE to put packs together/coordinate.  Hand cleaning built into daily routines start and end of lessons/lunch/school day.  SLE – stock control  All staff to establish student routines</p>	<p>Sept 20</p> <p>Sept 20</p> <p>Sept 20</p> <p>Sept 20</p> <p>Sept 20</p>

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		<ul style="list-style-type: none"> <li>○ discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this</li> <li>○ prop doors open during the school day, where safe to do so (not fire doors), consider fire and safeguarding issues, to limit use of door handles and aid ventilation</li> <li>○ cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered. This should include when they arrive at school, when they return from breaks, when they change rooms before and after eating and after using the toilet</li> <li>○ engaging parents and children in education resources such as <u>e-bug</u> and <u>PHE schools resources</u></li> </ul> <p>shared resources such as books and games:</p> <ul style="list-style-type: none"> <li>○ can be used and shared within the bubble</li> <li>○ these will be cleaned regularly along with all frequently touched surfaces</li> <li>○ Pupils and teachers can take books and other shared</li> </ul>		<p>Sharing resources Updated guidance shared with all staff. Hof F to manage resources in their departments and add to risk assessments. Individual and regularly used equipment should not be shared and students encouraged to use own resources and kept to minimum. Resources such as textbooks can now be shared with in bubbles (DFE July 20) If resources shared across bubbles 48 hr period of non-use 72 for plastics. (DFE July20)</p> <p>Marking and Feedback policy adapted JCL</p> <p>Minimise student hand ins to Google Classroom as far as possible.</p> <p>KSE to liaise with PHA to ensure up</p>	<p>Sept 20</p> <p>Sept 20</p> <p>Sept 20</p> <p>Sept 20 On going</p>

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		<p>resources home, although unnecessary sharing will be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation will apply to these resources.</p> <ul style="list-style-type: none"> <li>○ Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</li> <li>○ Individual and very frequently used equipment, such as pencils and pens, will not be shared. Staff and pupils will have their own</li> </ul>		<p>to date PHE information and resources on the COVID page of website. SHA to incorporate as necessary in PSHE programme/H of Y to incorporate into Pastoral Programme.</p> <p>Additional cleaning stations in place for use before and after school, breaks etc. As detailed previously.</p> <p>All procedures to be embedded and ongoing. Clear advice given to all community members on how to mitigate risk and in line with Public Health and Gov guidance.</p> <p>Updated teacher check list to be circulated 1 Sept. KHO/ACU</p> <p>Updated guidance circulated to all staff and Heads of Faculty to be included in faculty risk assessments and actioned before the start of</p>	<p>Sept ongoing</p> <p>Sept 20</p> <p>Ongoing from September</p>

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				<p>term.</p> <p>HoF in art and Tech, PE and Performing Arts. To include in RA. RA's to be updated in line with DFE notifications</p> <p>Start of term booklet/guidance for parents ensured all students and parents know equipment such as pens, pencils will not be shared. PP students will be supplied with a basic start of term kit. SGO/KCO/HTO (1/5 additional days)</p> <p>Additional pencils bought for all classrooms to be given to a student if they have not got a pen. SGO ordering.</p>	<p>Sept 20</p> <p>Sept 20</p> <p>August 20</p> <p>July 20</p>
<p><b>Infection outbreak/ cases</b></p>	<p><b>All attending school or in class/ bubble</b></p>	<ul style="list-style-type: none"> <li>Schools will take swift action when aware that someone who has attended has tested positive for coronavirus (COVID-19)</li> <li>School will ensure they understand the NHS Test and Trace process and how to contact their local <u>Public Health England health protection team</u></li> <li>School will engage with the NHS Test and Trace process <a href="https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works">https://www.gov.uk/guidance/nhs-test-and-trace-how-it-</a></li> </ul>	<p>In the event of a local outbreak, the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission. Schools will also need a contingency plan for this eventuality. This may involve a return to remaining open only for vulnerable children and the children of critical workers, and providing remote education for all other pupils.</p>	<p>Scenario planning in place and school clear plans on how to close site down and move to remote or blended learning as required. ACU/SLT/HoF/SLE If required Key worker/vulnerable student Hub to be set up JCL Blended/remote learning JCL</p> <p>Flow diagram circulated to all staff, students and families re Covid 19 symptoms and what to do.</p> <p>Banes circulated briefing re Covid Outbreak/ Track &amp;Trace. KMD/KSE</p>	<p>July 20</p> <p>If needed</p> <p>July 20</p>

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		<p><a href="#"><u>works#people-who-develop-symptoms-of-coronavirus</u></a></p>		<p>26/11/20 JCL/ACU link contacts re reported cases SLT rota re out of hours reporting. Contingence plan Year Group bubble to work from home until guidance track and trace completed if positive case reported at the weekend, Updated Jan 2020 see Testing in schools JCL</p>	<p>Ongoing from 26/11/20</p>
<b>Cleaning</b>	<b>Cleaners and all others attending school</b>	<ul style="list-style-type: none"> <li>Following PHE and PHE SW guidance having a cleaning schedule, correct cleaning materials, disposal clothes, colour coded clothes for different areas etc.</li> </ul>	<ul style="list-style-type: none"> <li>School should have a 'Cleaning specific' risk assessment.</li> <li>St Gregory's Environmental cleaning support – Covid-19 plan attached</li> </ul>	<p>SLE/GCO (30/11/20) and Direct Cleaning RA.</p> <p>Visitor/Contractor self -declaration to be provided to all visitors before entry and collected before entry. SLE/COB day to day management to report KHO</p>	<p>March 2020</p>
<b>Waste</b>	<b>All attending the school who may be in contact with it.</b>	<ul style="list-style-type: none"> <li>Following PHE and PHE SW guidance</li> <li>adequate facilities for the disposal of waste and PPE and adequate storage procedures prior to collection.</li> </ul>		<p>SLE organising and monitoring. Line Manager GCO 26/11/20 onwards</p>	<p>March 2020 onwards</p>
<b>Class sizes</b>	<b>All attending school by close contact with pupils/staff and being unable to keep a minimum of two meters distance apart</b>	<ul style="list-style-type: none"> <li>Reduce the number of contacts between children and staff which will be achieved by either keeping groups separate and small (could be size of a full class) or maintaining distance between individuals</li> <li>Year group sized bubbles may be implemented, older children encouraged to keep distance</li> </ul>	<ul style="list-style-type: none"> <li>consideration will be given on keeping groups separate while offering a broad curriculum</li> <li>Dealing with pupils with complex needs will</li> </ul>	<p>ACU School bubbled Contact between students to be minimised as far as possible. Year group bubbles and staggered break and lunch. Staggered end of day.</p> <p>Bubbled in school transport by year group. KHO Seat allocation KMD/STU</p>	<p>Sept 2020</p> <p>Sept2020</p>

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		<p>between others in group</p> <ul style="list-style-type: none"> <li>• Where possible, school will limit interaction, sharing rooms and social spaces between groups as much as possible</li> <li>• Staff to maintain distance from pupils, staying at front of class and away from colleagues and pupils where possible, ideally 2 metres where possible</li> <li>• Avoid face to face contact</li> <li>• Minimise time spent within 1 metre of anyone</li> <li>• Pupils should not touch staff or peers where possible</li> <li>• Where possible, seat pupils side by side and facing forward</li> <li>• ensure that wherever possible children and young people use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day. In schools and colleges, consider seating students at the same desk each day if they attend on consecutive days</li> <li>• Desks to be spaced 2 metres apart or as far apart as possible (this also includes workshops and science labs in secondary schools)</li> <li>• refresh the timetable: <ul style="list-style-type: none"> <li>○ decide which lessons or activities will be delivered</li> <li>○ consider which lessons or</li> </ul> </li> </ul>	<p>need further risk assessment</p> <ul style="list-style-type: none"> <li>• School will ensure wider adherence to the approaches set out in the <u>protective measures guidance</u>, to minimise transmission risks</li> <li>• Some schools may keep children in their class groups for the majority of the classroom time, but also allow mixing into wider groups for specialist teaching, wraparound care and transport. Siblings may also be in different groups. Endeavouring to keep these groups at least partially separate and minimising contacts between children will still offer public health</li> </ul>	<p>Year groups bubbled. SLT</p> <p>Limited sharing rooms to KS4 and 5 Computers in library used by KS3 for SEND interventions. Covid risk assessment in place and shared with parents.</p> <p>KS3 Home Rooms teachers moving to students. Specialist areas additional risk assessment in place. PE Perf Arts Art and Tech Sci. ASP/CMH/JBO/SBU</p> <p>Staff briefed and protocols clearly explained. All staff to be issued with a Covid Bag, (masks, visor if requested, hand sanitiser, tissues,) ...KSE</p> <p>All classrooms to have a COVID Grab bag with additional PPA KSE</p> <p>LSAs to be issued with a mask/visor to be worn. KSE/AMO</p> <p>Classrooms organised to sit students' side by side. Students with SEND and complex needs additional support organised through SEND Manager and AMO SENCO. All LSAs offered enhanced protection if they require, e.g. PPE</p> <p>Additional SEND space for KS4 to be sourced ACU/KHO porta cabin S1 Additional intervention space</p>	<p>From Dec 2020</p> <p>To be updated as Guidance changes.</p> <p>Sept 20</p> <p>Sept 20</p> <p>Nov 2020 onwards</p> <p>Sept 20</p>



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		<p>classroom activities could take place outdoors</p> <ul style="list-style-type: none"> <li>○ use the timetable and selection of classroom or other learning environment to reduce movement around the school or building</li> <li>○ stagger assembly groups</li> <li>○ stagger break times (including lunch), so that all children are not moving around the school at the same time</li> <li>○ plan parents' drop-off and pick-up protocols that minimise adult to adult contact</li> <li>● remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere</li> <li>● remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts)</li> <li>● use outside space for outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff</li> </ul>	<p>benefits</p> <ul style="list-style-type: none"> <li>● Additional risk assessment/procedures required for pupils with complex needs/close contact care</li> </ul>	<p>Term 2 onwards.</p> <p>Reviewed end of Term 1 ongoing</p> <p>Updated following additional guidance clarification 26/11/20</p> <p>KS3 Home Rooms Separate break and lunch Zoned line up and playgrounds.</p> <p>KMD SENCO till 31 August AMO SENCO 1 September KST Send Manager</p>	<p>Sept 20</p> <p>Sept 20</p> <p>Sept 20</p>

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				<p>All desks facing front.</p> <p>Food Room – Visors bought for students to use. KS3 12/13 students at a time. KS4 additional risk assessment in place for managing numbers and movement ZAU/JBO</p> <p>All classrooms organised by teaching staff at the end of term in preparation for September. Hof F and all staff. Site check 12/13 August 20</p> <p>Desks cannot be 2 metres apart. Rooms have been organised as far as possible to have as much distance as possible.</p> <p>Timetable Reviewed timetable following school timetable to ensure a broad and balanced curriculum. Curriculum Think Tank (CCT) Consideration has been given to outdoor activities and planned for PE/Performing Arts/Art CCT and H of F RA Potential marquee to create an additional outside teaching space. Not viable July 20 Year groups bubbled to minimise movement and numbers using classrooms. Assemblies vis Teams to tutor rooms. Liturgy and Mass via Teams to tutor</p>	<p>June 20</p> <p>Sept 20</p> <p>Sept 20 onwards and reviewed as per change in Guidance</p>

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				<p>groups. Break and Lunch staggered, and zones designated. KHO liaising with Sodexo re food offer. End of day staggered to allow steady flow to park and ride. School coaches organised in year group bubbles students to wear masks and hand sanitize. Parents have been communicated with. KHO Transport Team. DME Transport coordinator Oct 2020 onwards</p> <p>All classrooms cleared by teaching staff at the end of term.</p> <p>SEND have organised resources. AMO/KST/ LSAs Organise KS4 SEND Bubble AMO/KST</p> <p>Actioned and planned for in department curriculum planning for September. ASP/CMH/JBO/SBU</p>	<p>ACU/KHO/ SLE site check 12 and 13 Aug 20</p> <p>Sep 20</p>
<b>Teachers and other staff operating</b>	<b>Teachers and other staff and pupils</b>	<ul style="list-style-type: none"> <li>Staff to try to keep distance from pupils and other staff, ideally 2 metres from other</li> </ul>		<p>All staff advised of guidance. MJA/JCL/KHO Visual reminders in place. SLE</p>	<p>Sept 20 Ongoing updates</p>

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across different classes		adults		<p>All areas, classrooms and offices risk assessed by key managers. <b>All staff</b> Additional PPE bought and provided (LSAs and teaching staff) KSE</p> <p>Overall resp ACU/KHO/MJA all staff Staff to updated regularly by SLT/Hof F/PLG staff briefings ongoing</p>	and reviews
Pupils arriving/leaving school at start and end of day	All parents/ carers/pupils being dropped off at school or arriving by school transport e.g. buses taxis	<ul style="list-style-type: none"> <li>School will consider how children and young people arrive at the education or childcare setting, avoiding peak times, and reduce any unnecessary travel on coaches, buses or public transport where possible. This may not be possible for secondary school pupils so school to ensure that the use of public transport to travel to and from school is minimised as far as possible. Where it is totally necessary, this should not be during peak times. School to introduce staggered start and end times as appropriate to help achieve this. See <a href="#">Coronavirus (COVID-19): safer travel guidance for passengers</a> for further details</li> <li>Secondary schools to consider how pupils travel to and from school. Pupils will be</li> </ul>	School to give clear messages to pupils about minimising the use of public transport and how to reduce the risks of transmission outside of school. School to consider the potential for broader social mixing outside school when deciding their approach and communicate with pupils about not socialising with each other in groups outside school.	<p>Clear guidance given and will be reinforced. Year Groups to have different entrances, End of day KS4 leaving L5 early to clear site. KS3 being escorted off site staggered exit. 6<sup>th</sup> Form Term attending lessons only. LBU Behaviour code modified and includes students to leave school site and not gather STU School transport coaches – DME and Team liaised with coach companies and have agreed protocols. Year Group bubbling on coaches. Students to wear masks and hand sanitise as per public transport. Letters sent direct to parents. Bus behaviour code of conduct to be updated STU/KMD issued 20 Sept</p>	<p>All staff Sept 20 Reviewed end of Term 1</p> <p>Sept 20</p>

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		<p>encouraged to walk or cycle where possible.</p> <ul style="list-style-type: none"> <li>• stagger start/drop-off and end/collection times</li> <li>• parents and pupils advised of their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)</li> <li>• access rooms directly from outside where possible</li> <li>• if pupil needs to be accompanied to the education or childcare setting, only one parent can attend</li> <li>• made clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)</li> <li>• If required, 2m markings by entrance to ensure social distancing and/or display guidance</li> </ul>		<p>Guidance given to parents re Back to school booklet. ACU/PHA Pupils/parents advise to walk or cycle. On-going guidance given to parents ACU/PHA</p> <p>Staggered start not viable because of coaches and the other schools in Banes. BET meeting update July 20</p> <p>Parents advised re drop off and collection. School website and September Newsletters.</p> <p>Where possible classrooms to be accessed via external doors. Students to be briefed start of term when appropriate by class teachers.</p> <p>Internal meetings to be arranged as appropriate and Microsoft Teams to be utilised. External meetings to be kept to a minimum and external porta cabin to be used. COB to manage bookings and be responsible for communicating cleaning needs to SLE/on site cleaner.</p> <p>Porta cabin to be used as staff rest room at lunch time. SLE to manage cleaning.</p> <p>Parents evenings to be virtual HQU</p>	<p>July 20</p> <p>Sept 2020</p> <p>Sept 2020</p>

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				<p>to manage role out of new software and parents' evenings. JCL</p> <p>Clear guidance issued to parents re drop off and pick up. This point relates more to primary schools than secondary.</p> <p>Markings in place 2m SLE</p>	
<p><b>A pupil routinely attending more than one school</b></p>	<p><b>All staff and pupils</b></p>	<ul style="list-style-type: none"> <li>School will work through the system of controls collaboratively to address any risks identified allowing to deliver a broad and balanced curriculum for the child.</li> </ul>		<p>Clear systems and routines in place and will be embedded from September.</p> <p>KMD to monitor and action. SLT to be informed of any students fitting this criteria.</p> <p>STU monitoring from 1<sup>st</sup> Jan 2021</p>	<p>Sept 2020</p>
<p><b>Pupils/staff arriving at school wearing face masks</b></p>	<p><b>Pupils and staff due to possible contamination</b></p>	<ul style="list-style-type: none"> <li>School has a process for removing face coverings which is communicate it clearly to everyone</li> <li>Pupils are instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their</li> </ul>		<p>Clear protocol re disposable face coverings. To be removed and put in bin. Hands to be washed. Additional handwashing stations in place.</p> <p>If students using a cloth mask this needs to be removed and placed in plastic zip wallet and stored for the day. Hand washing to take place.</p> <p><b>Posters to be placed at all entrances.</b></p> <p><b>Bins and sanitation stations in place.</b></p>	<p>Sept 2020</p>

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		<p>classroom</p> <ul style="list-style-type: none"> <li>Guidance on <u>safe working in education, childcare and children's social care</u> provides more advice.</li> </ul>			
<p>Supply teachers, peripatetic teachers and/or other temporary staff who move between schools</p>	<p><b>All staff and pupils</b></p>	<ul style="list-style-type: none"> <li>School will minimise the numbers of temporary staff entering the school premises</li> <li>Tell visitor not to enter the education or childcare setting if they are displaying any symptoms of coronavirus. Inform all visitors, suppliers, and contractors that only pre-arranged calls will be allowed on site</li> <li>Covid 19 posters displayed in reception area</li> <li>Risk assessment from the contractor is viewed by the school before appointment (sent electronically)</li> <li>Contractor will be expected to comply with the school's arrangements for managing and minimising risk</li> <li>A copy of this risk assessment is available to view or can be sent electronically before visit</li> <li>Physical distancing and hygiene is explained to visitors on or before arrival.</li> <li>Contractors/school to ensure that they minimise contact and maintain as much distance as possible from other staff</li> <li>Record date, contact name and contact details for visitor, and</li> </ul>	<ul style="list-style-type: none"> <li>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. A separate risk assessment/procedures will be in place</li> </ul>	<p>Supply teachers, peripatetic teachers and/or other temporary staff who move between schools</p> <p>Music Peripatetic teachers HTO separate RA produced and protocols communicated with staff and students. LAMDA RA ASP liaised with Curtain Up to produce a RA. RA circulated. ASP to ensure communication with parents re Performing Arts Peri lessons.</p> <p>RA to be made available on request. SGO (KHO/ACU to authorise sharing)</p> <p>SLE/COB to ensure contractors and visitors complete COVID declaration and that school's arrangements are forwarded to them prior to any visit.</p> <p><b>If an unannounced visitor arrives they are not to be admitted on site.</b> Receptionist to clarify reason for visit and notify relevant staff. If they need to access site then a self-declaration needs to be made, copied and filed.</p> <p>COVID self-declaration to be</p>	<p>All staff and pupils</p> <p>Sept 2020</p> <p>Sept 2020</p>

What are the hazards?	Who might be harmed?	What are you already doing?	What further action is necessary?	What is in place and or Action by whom and by when?	Date Completed /Outcome
		request they contact the school if they subsequently become symptomatic.		completed prior to visit, returned, copied and filed. COB/SGO.	
Extra-curricular provision-including breakfast club and after school provision	<b>Pupils and staff</b>	<ul style="list-style-type: none"> <li>Schools will carefully consider how to make such provision work alongside the wider protective measures, including keeping children within their year groups or bubbles where possible.</li> <li>If it is not possible to maintain bubbles being used during the school day then schools will use small, consistent groups.</li> <li>As with physical activity during the school day, contact sports should not take place.</li> </ul>		<p>Term 1 no extra curricula activities except MEP. To be reviewed as term commences. Any after school activity to remain in bubbles. ie MEP.</p> <p>School has planned for year group bubbles.</p> <p>PE Risk assessment completed CMH Regularly updated as per Gov Guidance and circulated. CMH</p>	<p>Sept 2020 Onwards</p> <p>July 2020 ongoing in line with guidance.</p>
<b>Other visitors including parents/suppliers/contractors arriving at school</b>	<b>All staff, pupils and visitors/contractors</b>	<ul style="list-style-type: none"> <li>Tell visitor not to enter the education or childcare setting if they are displaying any symptoms of coronavirus. Inform all visitors, suppliers, and contractors that only pre-arranged calls will be allowed on site</li> <li>Covid 19 posters displayed in reception area</li> <li>Inform any visitor, suppliers, contractors of any infection control procedures on site e.g. site guidance on physical distancing and hygiene is explained to visitors on or before arrival</li> <li>Deliveries arranged at quiet times or before or after school opening/closing.</li> <li>Agreement from Suppliers of</li> </ul>	<ul style="list-style-type: none"> <li>If possible provide separate toilet &amp; hand washing facilities for visitors and contractors.</li> <li>Provide visitor / supplier / contractor with a designated point of contact and phone number</li> <li>Unless an emergency ensure all contractors works are carried out 'outside of normal working hours'</li> </ul>	<p>Provided additional hand washing sanitisers at reception.</p> <p>Costing a Porta-Loo. SLE/KHO</p> <p>Reception/SLE as appropriate</p> <p>SLE to manage</p> <p>Additional porta cabin rented for external meetings. Additional porta-loo rented for visitors.</p> <p>Office/SLE to brief visitors as appropriate.</p> <p>Sodexo TMI manger to organise</p>	<p>May 2020</p> <p>Aug 2020</p> <p>May 2020</p> <p>Sept 2020</p> <p>Sep 2020</p>



What are the hazards?	Who might be harmed?	What are you already doing?	What further action is necessary?	What is in place and or Action by whom and by when?	Date Completed /Outcome
		<p>their confirmation and understanding of the new arrangements should ideally be sought</p> <ul style="list-style-type: none"> <li>Record date, contact name and contact details for visitor, and request they contact the school if they subsequently become symptomatic.</li> </ul>		<p>kitchen deliveries. SLE to organise for other school deliveries.</p> <p>COB Office Manager to coordinate and be responsible for maintaining record.</p>	
<b>Entering and exiting school/classrooms</b>	<b>All staff, pupils, visitors/contractors</b>	<ul style="list-style-type: none"> <li>avoid creating busy corridors, entrances and exits</li> <li>access rooms directly from outside where possible</li> <li>consider one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors</li> <li>staggering breaks to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time</li> <li>staggering lunch breaks (see below)</li> </ul>		<p>One-way system in place. All staff and pupils reminded to use one way system.</p> <p>KS3 Home Rooms teaching staff moving to them.</p> <p>Break and lunch staggered.</p>	Sept 2020
<b>Large gatherings in school hall/dining area/internal and external sports facilities</b>	<b>All staff, pupils, visitors, contractors</b>	<ul style="list-style-type: none"> <li>Use room/space at half capacity</li> <li>staggering lunch breaks</li> <li>children and young people should clean their hands beforehand and enter in the groups they are already in,</li> <li>groups should be kept apart as</li> </ul>		<p>Minimise any gatherings following guidance September 2020. Assemblies etc virtual via teams. Break and lunch staggered.</p> <p>Additional MDSAs being recruited. Extended hours of MDSAs to support additional management and cleaning.</p>	<p><b>Sept 2020</b></p> <p>Aug 2020</p> <p>Sept 2020</p>

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		<p>much as possible and</p> <ul style="list-style-type: none"> <li>• tables should be cleaned between each group.</li> <li>• If such measures are not possible, children should be brought their lunch in their classrooms</li> </ul>		<p>MJA</p> <p>SMSA ZJE Family Support and Attendance Officer to line manage. KMD to complete ZJE induction.</p>	
<b>Using toilets</b>	<b>All staff, pupils, visitors, contractors</b>	<ul style="list-style-type: none"> <li>• ensuring that toilets do not become crowded by limiting the number using them. A 1 in 1 out system may be necessary</li> <li>• pupils are encouraged to clean their hands thoroughly after using the toilet</li> <li>• regular cleaning of area</li> </ul>	<ul style="list-style-type: none"> <li>• If possible provide separate toilet/ handwashing facilities for visitors and contractors.</li> </ul>	<p>Staggered break and lunch to minimise toilet use. Toilets bubbled lower and upper school, boys and girls.</p> <p>Additional hand cleaning stations in place.</p> <p>Outside handwashing facilities added to end of Upper School toilets.</p> <p>Additional cleaner employed rotation between toilets 10-2pm.</p> <p>Review of toilets Term 2 GCR</p>	<p>Sept 2020</p> <p>May 2020 August 2020</p> <p>Sept 2020</p> <p>Dec 2020</p>
<b>Pupil behaviour</b>	<b>All staff pupils, visitors, contractors</b>	<ul style="list-style-type: none"> <li>• Behaviour policy updated due to the need of pupils to behave differently when they return to school, this includes all new systems put in place due to Covid 19</li> <li>• Communicated changes to pupils, parents and staff.</li> </ul>		<p>STU/KMD to update relevant policies to include COVID amendments</p> <p>Behaviour For Excellence</p> <p>Anti-Bullying</p> <p>Home School Agreement</p> <p>Home to School Transport Agreement</p> <p>Any other policy that reflects or governs student behaviour and interactions.</p> <p>EMI/STU implementing additional training and guidance with Y7</p>	<p>Sept 2020</p>

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				<p>students and parents regarding expectations on google classrooms as this would be their first experience.</p> <p>All policies need updating as normal plus a COVID 19 addendum to cover the implications of the pandemic.</p>	
<b>Meeting in staff room and offices</b>	<b>All staff, visitors and contractors</b>	<ul style="list-style-type: none"> <li>Stagger use of rooms to limit occupancy and consider using other rooms to maintain social distancing</li> </ul>		<p>Limits placed on use of staff and meeting rooms.</p> <p>All adults to maintain 2m social distancing were possibly.</p> <p>Visitors to use external meeting room (Costs and availability being explored. July 2020)</p>	Sept 2020
<b>Transporting pupils to school via school transport</b>	<b>Driver, guide escort and pupils</b>	<ul style="list-style-type: none"> <li>encouraging parents and children and young people to walk or cycle to their education setting where possible</li> <li>making sure schools, parents and young people follow the <u>Coronavirus (COVID-19): safer travel guidance for passengers</u> when planning their travel</li> <li>ensuring that transport arrangements cater for any changes to start and finish times</li> <li>making sure transport providers do not work if they or a member of their household are displaying any symptoms of coronavirus</li> <li>making sure transport providers, as far as possible, follow hygiene rules and try to</li> </ul>	<p>B&amp;NES Contracted taxi / minibus / coach routes:</p> <p>The Passenger Transport team will issue a detailed protocol in order to keep B&amp;NES Contracted Home-to-School transport as safe as possible. This will include guidance (where applicable) on:</p> <ul style="list-style-type: none"> <li>Social Distancing</li> <li>Mixing year groups / 'Bubbles'</li> <li>Face coverings and PPE</li> <li>Boarding / alighting</li> <li>Same driver where possible</li> <li>Deep cleaning</li> <li>Car seats / seatbelts</li> <li>Guide Escorts</li> <li>C-19 outbreaks</li> <li>Ventilation</li> </ul>	<p>BANES responsible for all non-school provided transport arrangements other than public transport.</p> <p>Finance and Transport Team have worked through use of coaches. KHO/SKI/DME</p> <p>School coaches Bubbling year groups Designating seats to students SKI to provide plans of coaches. KMD to work with Pastoral Team to create designated seating plan.</p> <p>DME to communicate seat allocation to parents/carers.</p> <p>Face coverings being used on all school transport as per public transport.</p>	Sept 2020 On going

What are the hazards?	Who might be harmed?	What are you already doing?	What further action is necessary?	What is in place and or Action by whom and by when?	Date Completed /Outcome
		<p>keep distance from their passengers</p> <ul style="list-style-type: none"> <li>• taking appropriate actions to reduce risk if hygiene rules and social distancing is not possible, for example when transporting children and young people with complex needs who need support to access the vehicle or fasten seatbelts</li> <li>• local authorities or transport providers could consider the following: <ul style="list-style-type: none"> <li>○ guidance or training for school transport colleagues</li> <li>○ substituting smaller vehicles with larger ones, or running 2 vehicles rather than one, where possible, to reduce the number of passengers per vehicle and increase the amount of space between passengers</li> <li>○ cordoning off seats and eliminating face-to-face seating, where vehicle capacity allows, to help passengers spread out</li> </ul> </li> <li>• communicating revised travel plans clearly to contractors, local authorities and parents where appropriate (for instance, to agree pick-up and drop-off times)</li> </ul> <p>Consideration is also given to:</p> <ul style="list-style-type: none"> <li>• how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within</li> </ul>		<p>School Minibus RA SLE completed. protocols in place for use and additional cleaning. No mixing of year bubbles when using minibus. SLE responsible for managing minibus. KCO responsible for bookings.</p> <p>All travel information has been shared with parents/carers and all stakeholders. KHO/SKI</p>	<p>July 2020</p>

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		<p>school</p> <ul style="list-style-type: none"> <li>• use of hand sanitiser upon boarding and/or disembarking</li> <li>• additional cleaning of vehicles</li> <li>• organised queuing and boarding where possible</li> <li>• distancing within vehicles wherever possible</li> <li>• the use of face coverings for children over the age of 11, where appropriate, for example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet</li> </ul>		<p>As outlined pupils will be in year group bubbles with allocated seats from September 2020. Students will be wearing face coverings and will be asked to carry additional hand sanitiser. Coach companies have already put an additional cleaning regime in place to meet COVID requirements.</p>	<p>Sept 2020</p>
<p><b>Use of public transport</b></p>	<p><b>Staff/pupils</b></p>	<ul style="list-style-type: none"> <li>• Advised to keep use to an absolute minimum, particularly during peak times</li> <li>• the use of face coverings for children over the age of 11</li> <li>• School encourages parents, staff and pupils to walk or cycle to school if at all possible.</li> <li>• consider using 'walking buses'</li> <li>• parents drive to children to school</li> </ul>	<p>Advice by B&amp;NES council -</p> <ul style="list-style-type: none"> <li>• Where possible, students are encouraged to use Active Travel options such as walking or cycling</li> <li>• 1m+ Social Distancing and Face covering rules apply</li> <li>• Where large groups (&gt; 10) of Entitled students are normally carried on Public transport, provision will be made temporarily to transport these children in dedicated closed-door services separate to the Public bus network, in order to ease overcrowding</li> </ul>	<p>Staggering end of day to support use of Park and Ride. All parents and students have been advised of public transport regulations and this is a regular item in the newsletter. Students encouraged to cycle and walk when possible. All students to use face covering on public transport. Additional public transport added to Park and ride DME Oct onwards</p>	<p>Sept 2020</p>

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			<ul style="list-style-type: none"> <li>Where small numbers (&lt; 10) of Entitled students are normally carried on Public transport, this will continue</li> </ul>	Tutors and Pastoral Teams	
<b>Use of play equipment including outdoor playground equipment</b>	<b>Staff/Pupils from contaminated surfaces</b>	<ul style="list-style-type: none"> <li>Equipment is appropriately cleaned more frequently. This includes resources used inside and outside by wraparound care providers</li> <li>Equipment is cleaned appropriately between each group use</li> <li>multiple groups do not use it simultaneously</li> </ul>		<p>All faculties completed Risk Assessment and identified additional cleaning regimes and how to minimise risk.</p> <p>SLE to manage cleaning of outdoor gym equipment. Signage to remind students to hand sanitiser before and after use. Plus to wash hands after use.</p>	Sept 2020
<b>Poor mental health and pupil wellbeing and support</b>	<b>Staff/pupils due to concerns over Covid 19 and changes being made in schools</b>	<ul style="list-style-type: none"> <li>Talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful</li> <li>Keep staff and pupils informed about changes <ul style="list-style-type: none"> <li>School will consider the provision of pastoral and extra-curricular activities to all pupils designed to:</li> <li>support the rebuilding of friendships and social engagement</li> <li>address and equip pupils to respond to issues linked to COVID-19</li> <li>support pupils with approaches to improving their physical and mental</li> </ul> </li> </ul>		<p>Students PSHE programme in place to support wellbeing and mental health. SHA Retreat days scheduled on a rolling programme for all year groups starting with Year 7 to support socialisation, wellbeing and mental health. MRO/CRU/SHA Back to school booklet circulated to parents and asked to go through with students prior to September. ACU Pastoral/PSHE Programme to be reviewed and resources prepared for the start of term to support wellbeing, mental health and resocialisation of students. SHA Additional support from pastoral team for students mental health. Mental Health First Aider RWE student support School Medical Response Officer KSE to support.</p>	Sept 2020

What are the hazards?	Who might be harmed?	What are you already doing?	What further action is necessary?	What is in place and or Action by whom and by when?	Date Completed /Outcome
		<p style="text-align: center;">wellbeing</p> <ul style="list-style-type: none"> <li>• School and school nurses will need to work together to ensure delivery of the healthy child programme (which includes immunisation), identifying health and wellbeing needs which will underpin priorities for service delivery.</li> <li>• Situations to be monitored and appropriate actions taken in line with school wellbeing policies for staff and pupils</li> <li>• Systems in place to deal with bereavements</li> <li>• Referring staff and pupils to information about the <u>extra mental health support for pupils and teachers</u> provided by the DfE</li> </ul>		<p>Senate and House Meetings to support student wellbeing JCL/ACU Staff  HR signposting support available to staff. MJA  HR and SLT to monitor staff wellbeing look out for signs of stress. JCL Staff wellbeing group. JST Wellbeing Governor to support staff via wellbeing drop ins and sessions.  Staff wellbeing INSET day planned for Jan 2021. JCL/ACU/JST Workload to be monitored and managed through Hof F MERs and SLT.  Maintain flexibility with virtual meetings plus for those that can (support staff) the ability to work from home if appropriate.</p> <p>Additional support and guidance from DfE circulated and sign posted. ACU ongoing</p> <p>Matt MRO Bereavement counselling.</p> <p>Additional counselling support 2 days a week from Jan 2021 ZJE</p> <p>Letter to parents and students week beginning 18/01/21 with advice on wellbeing and mental health and signposting to help seek help.</p> <p>Instagram page set up with regular posts regarding wellbeing and mental health tips run by pastoral team week beginning 18/01/21</p>	<p>April 2020</p>

What are the hazards?	Who might be harmed?	What are you already doing?	What further action is necessary?	What is in place and or Action by whom and by when?	Date Completed /Outcome
<p><b>Pupils and families who are anxious about return to school</b></p>	<p><b>Pupils including those who:</b></p> <ul style="list-style-type: none"> <li>• have been shielding previously but have been advised that this is no longer necessary.</li> <li>• those living in households where someone is clinically vulnerable, or</li> <li>• those concerned about the comparatively increased risk from coronavirus (COVID-19), including those from Black, Asian and Minority Ethnic (BAME) backgrounds or</li> <li>• who have certain conditions such as obesity and diabetes.</li> </ul>	<ul style="list-style-type: none"> <li>• School will identify those who are concerned and put the right support in place to address this</li> <li>• School to discuss their concerns and provide reassurance of the measures being put in place to reduce the risk in school.</li>   <li>• Specific risk assessment completed for those from BAME backgrounds</li> </ul>		<p>Pastoral Team Aware of all students that have been shielding or are in a shielding household. Contact maintained throughout period of remote learning. STU/EMI (ZJE) plus Heads of Year.</p> <p>FSAO (ZJE) to work with identified families to support. KSE to work with and complete RA on medically vulnerable.</p> <p>STU Director of Pastoral Care responsible for attendance and the implementation of interventions/support for identified families/students. Back to school booklet included govt advice for BAME families. Offered additional support vis key websites. Any family with concerns should contact link SLT member STU Director of Pastoral Care. ACU</p> <p>RA medical KST RA pastoral STU</p> <p>KSE to work with students who have certain conditions such as obesity and diabetes as normal to support management and healthy living plans. To communicate all plans with line manager KMD for SLT.</p>	<p>March 2020 – ongoing</p> <p>March 2020 onwards updated for Sept 2020</p> <p>July 2020</p> <p>Sept 2020</p> <p>Sept 2020</p>



What are the hazards?	Who might be harmed?	What are you already doing?	What further action is necessary?	What is in place and or Action by whom and by when?	Date Completed /Outcome
<b>Staff returning from holidays (including travel abroad)</b>	<b>All staff and pupils</b>	<ul style="list-style-type: none"> <li>School will advise staff to follow government requirements for people returning from some countries to quarantine for 14 days on their return. The latest guidance on quarantine can be accessed at <a href="#">coronavirus (COVID-19): how to self-isolate when you travel to the UK.</a></li> </ul>		<p>All staff have been advised re safe travel and quarantine requirements. MJA/ACU</p> <p>MJA to monitor govt guidance and email all staff as appropriate. MJA to update PHA for website advice if govt guidance changes for parents.</p> <p>Additional coms with parents and on website. PHA/ACU</p>	July 2020 onwards
<b>Clinically extremely vulnerable pupils and staff</b>	<b>Staff/pupils</b>	<ul style="list-style-type: none"> <li>Parents and staff to follow medical advice if in this category</li> <li>Read the <a href="#">current advice on shielding &amp;</a></li> <li><a href="#">COVID-19 - 'shielding' guidance for children and young people</a></li> </ul>		<p>Pastoral team, KSE and ZJE to support and liaise. KMD HR to support staff. MJA All staff are responsible for notifying HR of any medical advice given. Risk Assessments to be completed MJA to lead</p>	Sept 2020
<b>Clinically vulnerable individuals (including pregnant staff)</b>	<b>Staff/pupils</b>	<ul style="list-style-type: none"> <li>Parents and staff to follow medical advice if in this category</li> <li>Read the <a href="#">clinically-vulnerable people &amp; COVID-19 - 'shielding' guidance for children and young people.</a></li> </ul>		<p>Pastoral team, KSE and ZJE to support and liaise. KMD HR to support staff. MJA All staff are responsible for notifying HR of any medical advice given. <b>Risk Assessments to be completed MJA to lead</b></p>	Sept 2020
<b>Safeguarding</b>	<b>Pupils</b>	<ul style="list-style-type: none"> <li>Schools should consider revising their child protection policy to reflect the return of more pupils.</li> </ul>		<p>KMD completed and reviewing safeguarding policy. KMD staff training July 2020 Ongoing actions as needed as per govt guidance. KMD DSL STU DDSL</p>	Sept 2020

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				<p>From Jan 1<sup>st</sup> 2020 STU DSL STU delivered staff training in a hotspot on 15/01/2021. Training on myconcern offered on Wednesdays for staff with sign up on google forms. Weekly pastoral and safeguarding updates sent to staff.</p>	
<p><b>Changes to building use being safe for pupils &amp; staff– e.g. storage, one way systems, floor tape</b></p>	<p><b>Staff/pupils by being unfamiliar with new layout of school</b></p>	<ul style="list-style-type: none"> <li>• The Fire Risk assessment must be updated if changes are made to the use of rooms or escape routes eg through measures to provide segregation of routes.</li> <li>• Specifically revise Fire evacuation routes and drill</li> <li>• Ensure fire, first aid and other Health &amp; Safety needs are met and that all risk assessments have been updated</li> </ul>	<ul style="list-style-type: none"> <li>• Consider providing risk assessment for changes resulting in unfamiliar configurations.</li> </ul>	<p>SLE to complete RAs where appropriate to liaise with KHO</p> <p>One-way system already in place due to age of building and capacity in corridors stair wells.</p> <p>Fire routes unchanged assembly points on field to be bubbled by year group. Top of Field 6<sup>th</sup> Form. Yr11 and Yr10 Bottom of Field Yr7. 8 and 9</p> <p>Left hand side of field Staff not tutors.</p> <p>KHO/SLE</p> <p>Reviewed SLT</p>	<p>July 2020</p> <p>In place and established</p> <p>Sept 2020</p>
<p><b>Member of a class becoming unwell with COVID19</b></p>	<p><b>Staff/pupils by possible contamination</b></p>	<ul style="list-style-type: none"> <li>• PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found in the <a href="#">safe working in education, childcare and children's social care</a></li> </ul>		<p>Banes briefing ACU circulated. Flow diagram in place Contact points noted and accessible.</p> <p>KSE to create an implementation plan with key contacts identified.</p>	<p>July 2020</p> <p>Sept 2020</p>

What are the hazards?	Who might be harmed?	What are you already doing?	What further action is necessary?	What is in place and or Action by whom and by when?	Date Completed /Outcome
		<p><u>settings, including the use of personal protective equipment (PPE) guidance</u></p> <ul style="list-style-type: none"> <li>• if direct personal care is required, a fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn</li> <li>• Area to be cleaned in accordance with government guidelines <u>COVID-19: cleaning of non-healthcare settings guidance</u></li> <li>• If toilet needed whilst waiting for collection, a separate toilet will be used if possible. It will be cleaned and disinfected using standard cleaning products before being used by anyone else.</li> </ul>		<p>KSE fully prepared with PPE and plan.</p> <p>KSE leading on PPE RA completed and updated as necessary KSE/SLE</p>	<p>July 2020</p> <p>Sept 2020</p>
PPE	Staff/pupil by incorrect use or no appropriate	<ul style="list-style-type: none"> <li>• Staff appropriately trained in correct use</li> <li>• Adequate supplies maintained</li> <li>• Guidance from B&amp;NES Public</li> </ul>		Day 1 training JCL for use of PPE KSE Supplies SLE/KSE Circulated to all	

What are the hazards?	Who might be harmed?	What are you already doing?	What further action is necessary?	What is in place and or Action by whom and by when?	Date Completed /Outcome
	<b>PPE available</b>	<p>Health being followed</p> <ul style="list-style-type: none"> <li>Guidance on <u>safe working in education, childcare and children's social care</u> is followed</li> </ul>		HR guidance and advice MJA	
<b>Legionella</b>	<b>All staff/pupils/visitors/contractors due to legionella bacteria</b>	<ul style="list-style-type: none"> <li>Regular temperature checks and flushing of the hot and cold water systems 'little used outlets' is being undertaken in accordance with legionella written scheme and risk assessment.</li> </ul>	<ul style="list-style-type: none"> <li>Consider additional water system re-commissioning works if water systems haven't been in regular use / periodically flushed prior to re-opening of the School.</li> <li>Refer to LCA document '<u>LCA Guidance for members on Reopening Buildings</u>' 13/05/20</li> </ul>	SLE Maintaining ongoing regular site checks	<b>Ongoing</b>
<b>Lack of qualified first aiders</b>	<b>All staff/pupils due to limited access to appropriately qualified staff</b>	<ul style="list-style-type: none"> <li>A first aid risk assessment has been completed to confirm the number of first aiders required on site at one time</li> </ul> <p>For early years, in addition to the above, at least one paediatric qualified first aider is available on site at all times or if this not possible, it is currently acceptable to have a fully qualified first aider (3 day course) or an emergency paediatric first aider (6 hour course) <ul style="list-style-type: none"> <li>Expiry date of qualifications have been checked and evidence available to confirm that arrangements were in place to update any qualification that was due to expire during lock down.</li> </ul> </p>	<ul style="list-style-type: none"> <li>Arrangements to be put in place to ensure that expired qualifications will be updated by the end of September 2020</li> </ul>	KSE first aider KSE and MJA to ensure First Aider qualifications in date and arrange renewal training. Additional staff first aiders to be sought. First aiders to ensure certification in date.	Sept 2020
<b>Educational visits</b>	<b>Staff and pupils</b>	<ul style="list-style-type: none"> <li>School will not be participating</li> </ul>		Educational Visits Coordinator MLE to advise ACU of all activities and	Sept 2020

What are the hazards?	Who might be harmed?	What are you already doing?	What further action is necessary?	What is in place and or Action by whom and by when?	Date Completed /Outcome
		<p>in domestic (UK) overnight and overseas educational visits at this stage see <a href="#">coronavirus: travel guidance for educational settings</a></p> <ul style="list-style-type: none"> <li>• non-overnight domestic educational visits may commence from the Autumn term. This will be done in line with protective measures, such as keeping children within their consistent group, and the COVID-secure measures in place at the destination</li> <li>• schools will undertake full and thorough risk assessments in relation to all educational visits to ensure they can be done safely. As part of this risk assessment, schools will need to consider what control measures need to be used and ensure they are aware of wider advice on visiting indoor and outdoor venues. Schools should consult the <a href="#">health and safety guidance on educational visits</a> when considering visits including advice from the <a href="#">OEAP</a></li> </ul>		<p>guidance updates.</p> <p>Guidance to be issued to all staff on educational visits.</p> <p>No overnight or overseas visits Term 1 and 2</p> <p>Full RA to be completed by any trip leader MLE to monitor planning and RA. All trips to be approved by SLT. International trips to be approved by governors.</p> <p>EMC responsible for DofE RA and planning.</p>	
Physical activity	Pupils and staff	<ul style="list-style-type: none"> <li>• Pupils will be kept in consistent groups,</li> <li>• sports equipment will be thoroughly cleaned between each use by different individual groups</li> <li>• contact sports avoided.</li> </ul>		<p>CMH Head of PE responsible for PE risk assessment completed. PE plans for Term 1 and 2 in place and circulated.</p>	Sept 2020

What are the hazards?	Who might be harmed?	What are you already doing?	What further action is necessary?	What is in place and or Action by whom and by when?	Date Completed /Outcome
		<ul style="list-style-type: none"> <li>• Outdoor sports will be prioritised where possible</li> <li>• large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene</li> <li>• School will refer to and follow the following guidance <u>guidance on the phased return of sport and recreation</u> and guidance from <u>Sport England</u> for grassroot sport advice from organisations such as the <u>Association for Physical Education</u> and the <u>Youth Sport Trust</u></li> </ul>			
Music Lessons	<p><b>Pupils and staff</b></p> <p>There may be an additional risk of infection in environments where people are singing, chanting, playing wind or brass instruments or shouting. This applies even if individuals are at a distance</p>	<ul style="list-style-type: none"> <li>• School to consider how to reduce the risk, particularly when pupils are playing instruments or singing in small groups such as in music lessons by, for example: <ul style="list-style-type: none"> <li>○ physical distancing and playing outside wherever possible,</li> <li>○ limiting group sizes to no more than 15</li> <li>○ positioning pupils back-to-back or side-to-side</li> <li>○ avoiding sharing of instruments</li> <li>○ ensuring good ventilation.</li> <li>○ Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school</li> </ul> </li> </ul>	More further detailed DfE guidance to be published shortly	ASP Head of Performing Arts HTO Head of Music RA in place and plan actioned for September.	Sept 2020

What are the hazards?	Who might be harmed?	What are you already doing?	What further action is necessary?	What is in place and or Action by whom and by when?	Date Completed /Outcome
		assemblies.			
Localised lockdown	<b>Students/staff</b>	<ul style="list-style-type: none"> <li>Guidance circulated re actions needed wearing of masks.</li> </ul>	Ongoing work with BANES Public Health	Guidance circulated re wearing masks in communal areas in the event of a localised lockdown.  Dec 2020 new tiers – information circulated and RAs updated.	Sept 2020 updated as per changes in ties ref gov.uk
<b>Other higher risk activity lessons including: DT Science</b>	<b>Staff and pupils</b>	<ul style="list-style-type: none"> <li>School will follow up to date advice from relevant national bodies including:</li> <li><u>CLEAPSS (DT and science)</u></li> </ul>	Specific risk assessments to be produced by school Further guidance to be issued by CLEAPSS	PE RA CMH DT – new subject Term 1 and 2 adapted to low risk activities no machinery. RPR/SDU Science RA in place SBU	Sept 2020
<b>Catering facilities</b>	<b>If meals are being produced at the school an additional risk assessment will be required to ensure safe practices are being observed. School must comply with the <u>guidance for food businesses on coronavirus (COVID-19)</u>.            Sodexo – TMI            School KHO</b>				

#### 4<sup>th</sup> Jan 2021 3<sup>rd</sup> National Lockdown

In light of changes as outlined by Government the RA has been reviewed. Any in school activities such as Student Hubs and Admin support will follow all RA as outlined above.

Lateral Flow Testing was set up in school as per Government Guidance on the 4<sup>th</sup> Jan 2021 and testing is taking place.

Teaching and Learning has moved on line via Google Classroom, this is embedded into the schools operational procedures and the transition has been smooth. As far as possible all lessons are live unless staff are in school testing or working in Keyworker/Vulnerable Hubs then work will be set on Google Classroom and an out of office set.

What are the hazards?	Who might be harmed?	What are you already doing?	What further action is necessary?	What is in place and or Action by whom and by when?	Date Completed /Outcome

Asymptomatic Students/staff	Covid 19 may spread to other members of the school body that are on site in Key worker/vulnerable hubs	<p>LFT set up in school as per govt guidance. Staff being tested once a week. Students tested twice when returning to school as per guidance. Repeat testing being offered as per guidance.</p> <p>LFT Risk Assessment completed and in place JST</p> <p>Training has taken place JST/JCL KTE Coordinator</p> <p>Parents informed and consent forms. ACU/PHA</p> <p>All established protocol's in place re cleaning SLE/GCR</p> <p>Keyworker/vulnerable student Hubs in place RA completed JCL</p>	<b>To be reviewed as per DFE Guidance changes.</b>	<p>School Hall set up for LFT JST/KTE On line training LFT 4/12/21 JST/JCL/ KTE</p> <p>Parents/carers coms actioned ACU/PHA SLE/GCR lead re site and cleaning</p>	<p><b>4<sup>th</sup> Jan 2021</b></p> <p><b>4<sup>th</sup> Jan 2021</b></p> <p><b>7<sup>th</sup> Jan 2021</b></p>
On line learning	Student and staff wellbeing	<p>SLT reviewed lessons learnt resulting in changes to school day to allow for screen breaks between live lessons. Protocols reviewed from last lock down and in place.</p> <p>Public Health advice circulated to all staff and students regularly.</p> <p>Safeguarding STU Director of Pastoral Care lead.</p> <p>Engagement with live learning ESA leading Survey of digital equipment and wifi GCR PP student HTO FSM HTO/KTY PSHE SHA Lead</p>		<p><b>Leadership STU – DSL (SBR and ZJE Deputy DSLs)</b></p>	<p><b>Updated/reviewed w/c 4<sup>th</sup> Jan 2021 by SLT and leads.</b></p>



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## **Saint Gregory’s Environmental cleaning support – Covid-19**

### *Environmental Cleaning Policy*

St Gregory’s should have a local protocol clearly defining the schedule for cleaning of surfaces and rooms used for clinical and decontamination processes, and staff involved should receive appropriate training. The protocol should include the requirements for record-keeping.

Materials and equipment used to clean clinical and other high-risk areas should be stored separately from those used in general and non-clinical areas. The NPSA recommends colour-coding of cleaning equipment and materials to avoid confusion:

- Red- for washrooms
- Blue – for offices
- Green – for kitchens
- Yellow – for clinical and decontamination areas

Equipment should be stored outside of areas used for Covid-19 testing.

Commercial bactericidal agents and wipes are available for surface cleaning although alcohol wipes should be avoided as alcohol binds to blood, protein and stainless steel. Research supports the use of microfiber cloths in effective removal of infectious agents from surfaces; used either wet or dry. Cloths should be laundered after each session or more often if visibly contaminated.

An additional cleaning operative will be onsite daily specifically to provide additional decontamination any touch surfaces that have a high volume of traffic. This will include, but is not limited to:

- Door handles
- Hand rails
- Sanitiser dispensers
- Reception area
- Toilets

This does not replace the cleaning routine for the whole school. This has its own policy set out and will continue in the usual manner.

### **During Testing Session -**

For the area used as a **testing station**, staff who are testing will be responsible for cleaning down their own station using surface decontamination wipes provided between each individual test that takes place. This will include:

- All hard Surfaces
- Tube rack
- Mirrors

### **At The End of Each Testing Session –**

#### **Testers:**

- Testers to decontaminate testing station using antibacterial wipes provided at each station
- Dispose of all used PPE in the Tiger bags
- Used Packaging in the black bags

#### **Cleaning Operative:**

- Floors to be cleaned in testing area – Mop handles should be wiped down after use.
- Seats to be decontaminated

### **Positive Test Result:**

In the event of a positive test result staff should ensure that all touch surfaces (outlined above) where the positive case has travelled are decontaminated accordingly, minimising the possibility of an outbreak. This will require good communication with the cleaning operative onsite. The positive case should be directed offsite ASAP where possible. If this is a student and there is a requirement for them to wait for a parent/carer to collect them please ensure:

- The case is isolated – Medical room
- Ventilate the isolation area
- Make contact with parent carer to inform them of situation
- Send case home with guidance to obtain PCR test. (we can provide this if necessary)

Assessment Next Review Date: Ongoing

Assessor: ACU/JED

Manager: ACU/KHO