

Educational Setting	Cambourne Village College
Activity / Task	COVID-19 Risk Management Assessment for school opening from 8 th March 2021
Revised & Date	James Russen, Cambourne Village College 2 nd March 2021
Review Date	April 2021
Actioning Personnel Key	CC – Claire Coates - Principal JB- Julie Barker- School Nurse PB - Philippa Boyns- Deputy Principal EM – Emily Moody- Deputy Principal JR- James Russen, Assistant Principal with responsibility for Health and Safety SM- Susanne Mallet- Assistant Principal LB- Leigh Bellis- Assistant Principal CP- Chris Piekuta- Campus Manager FG- Francisco Garcia- Librarian (Acting) LH- Lesley Harvey- SENCO
Circulated to	Health and Safety Committee, SLG Team. A copy is available for all staff via the CATalogue: https://catrustorg.sharepoint.com/sites/CAM-Policies/ and for parents/community on the school website.

Area of focus	Who might be harmed and how?	Steps taken in order to open safely in September, including additional measures for local restrictions as applied.	Action by whom?	Action by when?	Done
Bringing disease onto school site; Transmission of Disease	All present on school site through transmission of disease.	Parents, staff and pupils are all familiar with symptoms of disease and aware that no one with any symptoms of either high temperature, new continuous cough, or loss or change to sense of taste or smell must attend site. All such cases to seek testing and isolate until confirmed safe to return to school.	All of school community.	Ongoing	Ongoing

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		<p>Staff with symptoms are expected to cooperate with NHS Test and Trace systems.</p> <p>Seating plans must be used in order to aid the NHS Track and Test process.</p> <p>Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.</p>			
Contingency planning for a further outbreak	Members of school if an outbreak occurs	<p>The College continues to update the mandatory DfE return of pupil attendance during the pandemic.</p> <p>In the event of a local outbreak, the NHS Business Services Authority, working to agreed PHE and DfE guidance, or local authority may advise a school or number of schools to close temporarily to help control transmission. Schools will need a contingency plan for this eventuality.</p> <p>We will:</p>	SM/LB HoDs/PSAs	Ongoing	

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		<p>1- Revert to online learning. All lessons should be published via Teams, to facilitate learning beyond the classroom.</p> <p>2- Reinstate key worker scheme. Risk Assessment for this is in place-see LINK</p> <p>Where pupils may be self-isolating, standardised packs of work will be produced for core subjects in each year group.</p>			
Preventing transmission through good hand hygiene	All site uses	<p>Pupils clean their hands regularly, including when they arrive at school, return from breaks/toilet, change rooms, before and after eating. The school has a large supply of soap and access to warm water for washing hands. Hand hygiene and cough/sneeze protocols insisted upon. Posters displayed around school.</p> <p>iPads have front screen message reminding people to use the hand sanitiser before signing in. New screen erected in foyer for transmission of information.</p> <p>Additional tamper-proof automatic hand sanitiser station tested for suitability for additional units on entry to canteen. Where possible, staff distribute sanitiser upon entry of dining areas. As much as possible, supervision of pupil sanitiser use given ingestion risks. Reminders via tutor time presentations, and to staff.</p> <p>Sanitiser, wipes and tissues in every classroom.</p> <p>Hand-dryers recommissioned further to current guidance.</p> <p>Pupils encouraged to bring a high-alcohol sanitiser to school to have on their person.</p>	<p>CP/PB</p> <p>CP</p> <p>Class teachers</p> <p>Tutors</p>	Reviewed regularly	In place and on-going

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Prevention of disease during pupil travel to and from school	Any pupil	<p>Cambourne pupils encouraged to cycle, scoot and walk to school.</p> <p>Pupils leave school at staggered intervals to avoid overcrowding of College concourse, bike sheds and pathways</p> <p>Hardwick and Cambourne Primary's arrangements have been discussed and do not coincide with our timings.</p> <p>Those who have to travel by car advised in writing to be dropped off near Swansley lane, and pupil to walk remaining distance.</p> <p>One-way passage around open air bike sheds/additional staff present to supervise their use.</p> <p>Pupils to access social areas via walkway near school field; wait in fresh air to enter building.</p>	<p>CC/PB</p> <p>PB</p> <p>JR</p> <p>Duty staff</p> <p>PB</p>	<p>On-going</p> <p>In place</p>	<p>Done and on-going</p>
Social distancing in school.	All on site	<p>Expectations and measures in place for rigorous social distancing; adults to maintain 2 metre distance from children and each other as much as possible, or a minimum of 1m+, where this cannot be achieved.</p> <p>Consistent year group 'bubbles' reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group. Groups are kept apart and movement around the school site kept to a minimum.</p> <p>Procedures: One-way flow of students updated in corridors and stairwells, reducing passing of students. Site corridor blocked off for access to music block.</p> <p>Pupil movement around school reduced by assigning to individual rooms, moving between rooms only where specialist spaces are needed. This will be predominantly for KS4. Staff movement between groups to deliver specialist teaching of full range of curriculum subjects. Pupils remain in their seats and do not approach teacher to ask a question.</p> <p>Staff supervision of pupils within and outside classrooms and during movement times, including as pupils leave building. Staff on duty to stay in place until all pupils have left (as opposed to leaving 2 mins early)</p>	<p>PB/EM</p> <p>EM/HoDs/JR</p>	Reviewed regularly	In place and on-going

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		<p>Large gatherings e.g. assemblies, will not be permitted but will take place remotely in tutor rooms. Stringent procedures communicated clearly to all pupils and reinforced regularly.</p> <p>Vulnerable staff, who may be anxious in this situation, are not expected to do corridor supervision but may do so if they are happy to, observing social distancing.</p> <p>Every member of staff has been allocated a personal workspace.</p> <p>Teachers given training/guidance during training day on use of specialist rooms.</p> <p>Pupil groupings for lessons are consistent where possible, to minimise mixing and contacts within the strict year-group bubble. Within this, seating plans are kept consistent across the lessons where a group is taught, as much as is possible given different permutations of roomings. In Year 7, pupils are taught in tutor groups, except for Maths, DT and PE, and, after Christmas, Science. In Year 8, as for Year 7 with the additional exception of MFL and English. In Year 9, as for Year 8 except that rather than being taught in tutor groups, pupils are taught in teaching groups.</p> <p>Where possible, practical work avoided at KS3 until the guidance changes. Specialist rooms (e.g. science, DT) free for KS4 use. Practical activities using specialist rooms or facilities to be fully risk- assessed. RA in place where practical activities require additional control measures.</p> <p>In Music/ Drama, the subjects should continue as prior to the latest national lockdown. However, no performances should be hosted with an audience. 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 and mitigation can be maintained.</p> <p>In PE, pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups. PE lessons can be held indoors, including those that involve activities related to team sports, for example practising specific techniques, within your own system of controls. Although, outdoor sports should be</p>	<p>PB</p> <p>PB/Tutors</p> <p>JR/PB</p> <p>PB/EM/HoD S</p> <p>CP</p> <p>LH</p> <p>Teaching staff</p>		

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		<p>https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf</p> <p>Staff desktops in classrooms removed; staff to use their own laptop to connect to whiteboard.</p> <p>Individual and frequently used equipment, (e.g. pencils and pens), are not to be shared between pupils or with teacher. Pupils encouraged to bring their own equipment. Scissors and glue allocated to year group.</p> <p>Classroom-based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. Cleaning products/wipes made available in classrooms for teacher use if they wish to.</p> <p>Teachers are permitted to clean items between year group use. Resources shared within classes and bubbles (sports, art, music and science equipment) to be cleaned frequently and meticulously. Resources shared across bubbles must be rested for 48 hours (72 hours for plastics).</p> <p>Management of equipment made clear to staff during training day. When items need to be handed out, sanitiser is used and movement is fleeting. Worksheets should be single use and the sharing of textbooks avoided. Pupils' iPads to be fully charged every evening and they should bring their own headphones to school. When pupil work is collected by teacher, it is quarantined before and after assessment; wherever possible, assessment conducted via Teams.</p> <p>COVID-19 COSHH regulations consulted for workshop and laboratory use.</p> <p>Use of library limited to designated year group bubbles. Masks to be worn at all times and hands sanitised before books are touched. Returned books rested for 72 hours before re-shelving.</p>	<p>Science/DT FG PB HC Tutors</p>		

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		<p>Toilets and bottle-filling points are segregated by year group. Pupils encouraged to bring enough water for the day.</p> <p>Use of changing rooms permitted. Cleaned between year groups. Teaching of PE and other practical subjects very carefully managed. For PE, weather permitting, lessons to be outside. On days when students have PE, they will be required to attend in their PE Kits.</p> <p>Teachers should instruct pupils not to leave any bags or personal possessions around school, except those kept in lockers.</p> <p>Private Instrumental lessons to be risk-assessed separately.</p> <p>Pupils accessing areas such as Centre/Link/BR to be carefully managed.</p>	<p>GP</p> <p>LH/PB</p>		
Prevention of transmission at break/lunch times	All users of the site	<p>From 8th March, face mask coverings are required in indoor communal spaces, classrooms and teaching spaces for staff and students, unless 2m social distancing can be maintained. Ideally, this should be a three-ply mask. The current guidance is ‘we recommend that face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. Face coverings do not need to be worn by pupils when outdoors on the premises”</p> <p>“In addition, we now also recommend in those schools, that face coverings should be worn in classrooms or during activities unless social distancing can be maintained. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons.”</p> <p>https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf</p> <p>Pupils supervised with removal of masks when queuing for lunch facilities. Sanitiser distributed following mask removal.</p> <p>Breaks to be taken outside, weather permitting, accessed through end of corridor doors. Dining hall/new hall each divided, to accommodate 2 year groups, one space per year group for eating.</p> <p>Additional duties to be put in place. More duty staff to be present around school.</p>	<p>PB</p> <p>CC</p> <p>CC/JR</p> <p>CC/PB</p>	On-going monitoring	In place

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		<p>Designated use of hard courts and outside spaces by year group. Rota applied where possible and communicated to staff and students.</p> <p>Catering fully risk-assessed by Pabulum. Risk Assessments provided and Covid compliant. Pabulum Risk Assessments published on school website.</p> <p>Additional marquees to extend space during breaks/dining have been requested.</p>			
Cleaning	<p>All present on school site through transmission of disease. Skin conditions exacerbated due to more frequent exposure to cleaning chemicals.</p> <p>Asthmatics due to dust collected in shut-off wings</p>	<p>Frequent and rigorous cleaning procedures are in place, particularly in communal areas and at touch points including:</p> <p>On-going: taps and washing facilities, toilet flush and seats, door handles and push plates, handrails on staircases and corridors, lift and hoist controls, machinery and equipment controls, keyboards, photocopiers, telephones and other office equipment, classroom desks and chairs. Disposable cleaning cloths and mops used where possible (or sterilised in Milton after each use if not)</p> <p>A rolling 28 day 'misting' cycle with Zoono antiviral sanitiser is in place, which claims to be effective as an antiviral for the duration of time (this is currently awaiting nationally verified certification). This is applied to all classroom/teacher desks and other high-touch areas. COSHH risk assessment for cleaning/caretaker activities has identified the correct process and PPE to be worn (disposable gloves, aprons etc)</p> <p>Cleaning to take place throughout day, cleaners to do 'laps' of the building or designated to a wing each/ 2 wings each. Cleaning planned between any change of bubble in an area or room.</p> <p>Clear-desk policy communicated to staff to assist cleaning.</p> <p>If area heavily contaminated, cleaners to wear mouth/nose protection and follow additional guidance issued by DfE. Training given in correct use of a mask/visor.</p>	<p>CP/JR</p> <p>CP</p> <p>CP</p> <p>PB</p> <p>CP</p>	<p>Enhanced cleaning already in action</p> <p>Application on a monthly basis</p>	In place
Access/Egress of school building	Transmission of disease- all	Corridor usage marked to maximise social distancing.	JR/PB	Prior to re-opening	In place

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	user of the site	<p>Where possible, fire doors propped open to reduce the need for touching</p> <p>Wipes and sanitiser available in reception for visitors</p> <p>Increased and enhanced cleaning of handles and touch plates.</p> <p>Priority given to disabled users and those identified as having health-related issues.</p> <p>Movement around school/one-way system instigated to avoid face to face passing. Rota for corridor supervision devised. Signage/floor markings in place.</p> <p>Guidance given to parents on drop off and pick up arrangements. Parents/visitors not to be allowed to congregate in small reception but to wait outside where possible</p> <p>Visitors to school to attend via invitation only. Visitor Protocol written.</p> <p>Staff can now sign in and out by scanning a QR code on name badges to negate touching screen.</p>	<p>CP</p> <p>LB</p>		
Personal Protective Equipment	Anyone attending to a suspected case of Covid-19	<p>From 8th March, face mask coverings are required in indoor communal spaces, classrooms and teaching spaces for staff and students, unless 2m social distancing can be maintained. Ideally, this should be a three-ply mask. All staff have also been issued a visor.</p> <p>Guidance delivered to staff and pupils for the safe use of masks, in order to reduce the risk of bacterial cross contamination as a result of misuse.</p> <p>In addition, PPE is necessary for the following situations:</p> <ul style="list-style-type: none"> where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained where a child or young person already has routine intimate care needs that involves the use of PPE Personal Protective Equipment should not be used as an alternative to social distancing, except where there is no other practical solution. 	<p>JR/JB</p> <p>JB</p>	Upon re-opening/on-going	In place

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		<ul style="list-style-type: none"> Where close proximity working (school Site Team) is required for longer than 15 minutes, the need to issue employees with appropriate Personal Protective Equipment is assessed. Re-usable PPE should be thoroughly cleaned after use and not shared between staff. <p>From the 8th March, pupils must wear a mask when browsing books in the library and when doing some kinds of practical work in lessons. Ideally, this should be a three-ply mask.</p> <p>Temporary face-coverings should be disposed of in a 'black bag' waste bin (not recycling bin) or reusable face coverings placed in a plastic bag that pupils can take home with them. Hands to be cleaned after handling masks. A small supply of face coverings and sealable bags will be available.</p> <p>In the case of suspected COVID-19 case, used PPE to be double-bagged and stored for 72 hours before putting in communal bin area. The following guidance should be used for guidance https://www.gov.uk/government/publications/coronavirus-covid-19-lateral-flow-tests-waste-codes/waste-codes-for-mass-testing-with-lateral-flow-antigen-testing-devices</p>			
Fire Safety		<p>Personal Emergency Evacuation Plans (PEEPs) continue to be in place for relevant staff and pupils.</p> <p>Ensure all emergency escape routes / doors are fully operational and kept clear. Review Fire Safety Policy with regards evacuation areas and how this can be achieved with whole school. Drill organised.</p> <p>Reminders to staff and pupils that if the fire alarm is activated that they must still observe social distancing when at the evacuation point.</p>	PB/JR	Reviewed in Autumn term	In place
First Aid	Pupils	<p>First aid cover for all staff and students is provided by the School Nurse and School Medical Assistant, or in their absence, by appropriately trained first aiders. Access to first aid facilities is maintained and the school suitably stocked with first aid equipment. There will be a trained first aided in the school at all times.</p>	JB	In place prior to re-opening	In place

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	School nurse/first-aiders	<p>Staff or pupils with medical needs have been assessed and relevant risk assessments/consents are in place. Staff have been trained in the use of medications and increased level of control applied, to include the use of PPE if required.</p> <p>First Aid policy reviewed to include consideration of the risk of infection of Covid-19. Procedure for dealing with suspected Covid 19 patients clearly communicated. Wearing of fluid resistant surgical masks when needed.</p> <p>Higher threshold for sending pupils to medical room communicated to staff to avoid over-crowding in medical room.</p>	JB/PB		
Waste	Users of the site through Transmission of disease	<p>Relocate waste bins to key strategic positions both in school buildings and in external areas in order that waste materials can be managed safely</p> <p>Bins emptied daily.</p> <p>Staff to ensure they wear protective gloves and or wash hands immediately after carrying out this activity</p> <p>Where there is a suspected case of COVID-19, used PPE must be stored safely for 72 hours before being disposed of with waste</p> <p>The school is aware that there is going to be an increase in waste whilst pupils and some staff have their in school lateral flow tests.</p> <p>Waste disposal from the test centre will follow the guidelines from the government document https://www.gov.uk/government/publications/coronavirus-covid-19-lateral-flow-tests-waste-codes/waste-codes-for-mass-testing-with-lateral-flow-antigen-testing-devices</p> <p>Home Testing Kit disposal should follow the guidance from the following NHS document https://www.england.nhs.uk/coronavirus/wp-content/uploads/sites/52/2020/12/NHS-Test-and-Trace_HEE_PC-staff-testing-LFD.pdf</p>	CP to ensure PPE available and monitored	In place prior to re-opening	

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Staff/Pupils within the shielded group	Transmission of disease to Vulnerable staff/ family members	<p><u>Clinically Extremely Vulnerable Staff</u> Any member of staff identified by their doctor as Clinically Extremely Vulnerable are advised not to attend the workplace. Staff who are CEV will previously have received a letter from the NHS or their GP telling them this (no new letter is required), and there is guidance for everyone in this group. It provides advice on what additional measures individuals in this group can take. Those living with someone who is CEV can still attend work where home-working is not possible and should ensure they maintain good prevention practice in the workplace and home settings. This letter should be shared with the employer.</p> <p><u>Clinically Vulnerable and Other Staff</u> Risk assessments for clinically vulnerable and other staff should include how social distancing will be maintained in a Covid-19 safe workplace. This should identify any suitable control measures that must be in place before returning to work/school. Risk assessments for clinically extremely vulnerable staff should continue to be reviewed regularly.</p> <p><u>Pregnant staff</u> Pregnant women are considered ‘clinically vulnerable’ or in some cases ‘clinically extremely vulnerable’ to coronavirus (COVID-19) and therefore require special consideration as set out in the guidance for pregnant employees. Employers should carry out a risk assessment to follow the Management of Health and Safety at Work Regulations 1999 (MHSW). Information contained in the Royal College of Obstetricians and Gynaecologists, Royal College of Midwives guidance on coronavirus (COVID-19) in pregnancy should be used as the basis for a risk assessment.</p> <p>Pregnant women of any gestation should not be required to continue working if this is not supported by the risk assessment.</p> <p>Women who are 28 weeks pregnant and beyond, <u>or</u> are pregnant and have an underlying health condition that puts them at a greater risk of severe illness from COVID-19 at any gestation, should take a more precautionary approach. Employers should ensure pregnant women are able to adhere to any active national guidance on social distancing and/or advice for pregnant women considered to be clinically extremely vulnerable (this group may previously have been advised to shield). The following document should be used as guidance https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees</p>	JB/PB/JR	Prior to re-opening On-going	Staff survey complete On-going

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		<p>Risk assessments for clinically vulnerable staff and pregnant staff should be reviewed regularly. The latter is in addition to the risk assessment for expectant mothers.</p> <p><u>Support for staff working from home</u> Safe Home Working Practice training is available via Smart-log. This training offers instruction for working in the home environment, using Display Screen Equipment training, lone working and mental health awareness. A link to this training should be sent to all CEV staff that are working from home as soon as reasonably practical.</p> <p><u>Attendance</u> Attendance for pupils = mandatory</p> <p>It is parents' duty to secure their child's regular attendance at school (where the child is a registered pupil at school and they are of compulsory school age). The school will follow recommended procedures to manage attendance.</p> <p><u>Clinically Extremely Vulnerable Children</u></p> <p>The advice for pupils who have been confirmed as clinically extremely vulnerable is to shield and stay at home as much as possible until further notice. They are advised not to attend school while shielding advice applies nationally. These pupils will continue with remote working.</p>			
SEN Students	SEN departmental staff and students	<p>SEND Risk Assessment sent round to staff where required for identified individuals.</p> <p>Continual review of SEND students</p>	LH	On-going	
Visitors/ Contractors/	Users of the site through	All contractors must provide a suitable and sufficient risk assessment for the activities they carry out which must include Covid-19 . All contractors must wear a face mask when on site, ideally this should be a three-ply mask.	CP, Reception staff	On-going	Protocol in place

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Property Compliance	All members of the school community	<p>The school has ensured that relevant property statutory compliance checks have been completed and records updated.</p> <p>Daily and weekly compliance checks are in place. All serious property concerns have been raised with the school's Property Management Adviser and appropriate steps are in place to ensure the safety of all building occupants.</p> <p>Following recent inspection, a Fire Safety plan has been drawn up and continues to be actioned and reviewed.</p>	JR CP JR/CP	In place	Reviewed on an ongoing basis
Accident reporting Covid-19 incidents	Staff members	The Health & Safety Executive have recently updated the Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR) to include the requirement to report possible or actual exposure to the Covid-19 virus as a result of, or in connection with, a work activity. For further advice and guidance you should contact your competent Health & Safety Adviser. A new protocol for accidents at work has been implemented in order to enhance communication and speed up any remedial actions that might be required.	JB/CP, overseen by JR	Protocol reviewed and adjusted in Autumn term	Ongoing
Admin support staff	Administrative Staff	Staff shift rota to be in place so as to keep social distances and allow school office to function. The Reception is a designated work area and therefore staff in general should not be accessing it. A small number of support staff who share small offices will be designated as staff 'bubbles'. The two workspaces on the front reception are separated by screens.	PB	September	Ongoing
Behaviour	All members of the school community	<p>Staff/Pupil behaviour and cooperation will be the key to implementing all of the controls.</p> <p>School will carry out inductions to inform staff and pupils of the changes. Addendum to Pupil Discipline and Behaviour Policy approved by Governors on ongoing basis.</p> <p>For single lesson change-overs, before exiting room, teacher settle students with silent reading or other appropriate task, to maintain orderly behaviour for next teacher.</p> <p>A member of staff is present in each corridor during lesson change-over, with classroom doors left open.</p>	PB SLG	Protocols in place prior to reopening	Ongoing

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		<p>Strict protocols in place to remove any students from school who compromise the health and safety of other site users. This will be clearly communicated to parents in advance, and all pupils on their first day in school.</p> <p>Middle leaders within wings will be clearly signposted to staff for higher support in lessons.</p> <p>On-call/Isolation procedures in place Behaviour support detention system have been adapted to observe year group bubbles. Pupils who are not following school behaviour policy, and putting others at risk may be sent home. They will make up the time lost in school in out-of-hours detentions.</p> <p>Homework support detentions adapted to observe year group bubbles. Pupils may be sent out of a room for a discreet conversation with a teacher, but must never be left in corridor alone- teacher to speak to immediately, while observing social distancing.</p>	<p>PB</p> <p>MCC</p>		
Transmission between staff	Staff members through transmission of disease.	<p>Arrangements in place to ensure staffrooms are not overcrowded and social distancing can be achieved.</p> <p>Allocated staff work areas confirmed to ensure minimal cross over/limited traffic</p> <p>Teaching staff may be permitted to work from home during free periods, if not needed in school.</p> <p>Numbers limited in smaller staff working areas. Covid compliancy signage visible. Staff encouraged not to share cutlery/crockery.</p> <p>Identification of additional spaces for staff to work/staff encouraged to work in classrooms or 'spill out' spaces. where possible. Mental health implications to be considered.</p>	JR/PB/CP	In place prior to re-opening	Ongoing

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Transmission through staff travel	School staff	All staff to avoid using public transport for journeys to and from school if at all possible. Lift sharing is strongly discouraged except by members of same household. Where lift-sharing has to happen, all occupants of car must wear masks and keep vehicle well ventilated.	Travelling staff	All school journeys	Ongoing
In school Lateral Flow Testing Centre and Volunteer's working in the Test Centre	All members of the school community	Staff are now invited to take a lateral flow test for Covid-19, as provided by the Government in the school testing centre, as an additional control measure. Once staff have been tested on site, they will then be moving to home testing as per the government guidelines. Upon returning to school on 8th March, on-site pupils are now invited to take three lateral flow tests for Covid-19 at intervals between three-five days and the results are reported to parents/guardians. Pupils who are on-site for irregular times will be tested where possible. Anyone who tests positive must complete a PCR test and follow the government guidance. Once pupils have conducted three lateral flow tests in school, they will then move to home testing as per the government guidelines. All risks have been assessed in the 'COVID_19_Testing_RA' individual document. This is a live document that will be updated and reviewed on a regular basis. <u>Volunteers</u> Volunteers working in the test centre must have had an induction, completed their training modules and provided certification of this. Alongside this, they must have read and signed the 'COVID_19_Testing_RA' individual document. Documentation of this will be kept. More information on this can be found on the 'COVID_19_Testing_RA' individual document. This is a live document that will be updated and reviewed on a regular basis.	JR/JB/ PB	ongoing	ongoing

Useful Guidance

The Government Guidance for implementing protective measures in educational and childcare settings can be found [here](#)

The NASUWT has also produced a useful checklist for reopening of schools which can be found [here](#).

CLEAPSS [Guide to doing practical work in a partially reopened school Science](#)

CLEAPSS [Guidance for science departments returning to school after an extended period of closure](#)

Conducting a SEND risk assessment during the coronavirus outbreak guidance can be found [here](#)

COVID-19: guidance on supporting children and young people's mental health and wellbeing can be found [here](#)

General staff and pupil advice on limiting the spread of coronavirus in the Educational Setting

Government advice is clear PPE, including facemasks should be taken into account where employees could be put at risk. The use of such PPE does not replace or reduce the need to follow the government guidance in relation to hygiene practices

Frequently clean and disinfect objects and surfaces that are touched regularly, using your recommended cleaning products.

- Wash your hands with soap and water often – do this for at least 20 seconds.
- Use hand sanitiser gel if soap and water are not available.
- Staff and Pupils should wash their hands as soon as they get to school and when they arrive home, after they blow their nose, cough or sneeze, before they eat or handle food.
- Cover mouth and nose with a tissue or a sleeve (not hands) when you cough or sneeze.
- Put used tissues in the bin immediately and wash your hands afterwards.

Handwashing techniques advice can be found [here](#)

Engage with the NHS test and trace

Schools must ensure they understand the NHS Test and Trace process and how to contact their local [Public Health England health protection team](#). Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to:

- [book a test](#) if they are displaying symptoms. 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, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit
- provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace
- [self-isolate](#) if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test

Manage confirmed cases of COVID 19 amongst the school community

Through the NHS Business Services Authority, a dedicated team of advisors will 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.

Based on the advice from the health protection team, 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 in close contact with that person when they were infectious. Close contact means:

- 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)
- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- travelling in a small vehicle, like a car, with an infected person

We recommend schools keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups.

Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.