

<b>Educational Setting</b>	<b>Cambourne Village College</b>
<b>Activity / Task</b>	COVID-19 Risk Management Assessment for school – May 17 <sup>th</sup> Update
<b>Revised &amp; Date</b>	James Russen, Cambourne Village College, 17 <sup>th</sup> May 2021
<b>Review Date</b>	21 <sup>st</sup> June
<b>Actioning Personnel Key</b>	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
<b>Circulated to</b>	Health and Safety Committee, SLG Team. A copy is available for all staff via the CATalogue: <a href="https://catrustorg.sharepoint.com/sites/CAM-Policies/">https://catrustorg.sharepoint.com/sites/CAM-Policies/</a> and for parents/community on the school website.

<b>Area of focus</b>	<b>Who might be harmed and how?</b>	<b>Steps taken in order to open safely in September, including additional measures for local restrictions as applied.</b>	<b>Action by whom?</b>	<b>Action by when?</b>	<b>Done</b>
<b>Bringing disease onto school site; Transmission of Disease</b>	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>negative, provided it was taken within two days of the positive LFD, it overrides the lateral flow test and close contacts can stop self isolating):</p> <ul style="list-style-type: none"> <li>• face-to-face contact including being coughed on or having a face-to-face conversation within 1 metre</li> <li>• been within 1 metre for 1 minute or longer without face-to-face contact</li> <li>• been within 2 metres of someone for more than 15 minutes (either as a one-off contact or added up together over 1 day)</li> <li>• travelled in the same vehicle or a plane</li> </ul> <p>All staff and pupils have now moved to home testing as per the government guidelines. Staff and pupils are now invited to take a lateral flow test at home every Wednesday and Sunday evening. Pupils aged 12 to 17 should self-test and report with adult supervision. Pupils aged 11 should be tested by an adult.</p> <p>Anyone who tests positive must complete a PCR test and follow the government guidance.</p> <p>A centralised log is kept of anyone with symptoms, distributed at the start of each day to highlight those who should not be on site. Staff are encouraged to update the school to report health daily, especially if experiencing symptoms.</p> <p>Step by step information is provided to parents if a case/ symptoms arise.</p> <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>			



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<b>Prevention of disease during pupil travel to and from school</b>	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>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>
<b>Social distancing in school.</b>	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> <p>PB</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 rooming's. 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. The latest guidance can be found on page 55 and 56 of the following document: <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/985138/10_May_Schools_Guidance.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/985138/10_May_Schools_Guidance.pdf</a></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</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>those that involve activities related to team sports, for example practising specific techniques, within your own system of controls. Although, outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising natural ventilation flows</p> <p>Floor markings are laid in all classrooms, so staff have a clear area where they can be socially distanced from pupils. The first row of tables in a classroom should be behind the marker across the room.</p> <p>Pupils accessing areas such as Centre/Link/BR during lessons to be carefully managed under the principle of reducing numbers and by marking out designated areas for year group areas.</p> <p>The library can be used by one year group at a time. Different year groups throughout the school day can use the library. However, surfaces need to be wiped down in-between the different sessions.</p> <p>Clubs/extracurricular activities only permitted for single year groups.</p> <p>All staff provided with visors as supplementary protection. Pupils needing support to be seated at the end of rows.</p> <p>Staff (except those in 'Vulnerable groups') are generally expected to escort their class to their social area at the end of day and encourage them to leave the site quickly.</p> <p>Provision of extra-curricular recreational clubs, held outside of normal school hours, is in line with government guidance.</p>	CP, FG		
<b>Management of Areas and Equipment</b>	All members of school community.	<p>Class furniture rearranged/removed where necessary to ensure free movement. Classroom tables set as far back as possible to give teacher space for 2m social distancing. Pupils seated side by side and facing forwards, rather than face to face or side on where possible. Soft furnishings removed. Manual handling implications of this considered.</p> <p>Most corridor doors are on hold-open mechanism. Doors propped open to reduce handles being touched (currently permitted by fire regulations). External doors propped open whilst</p>	PB/EM	Reviewed regularly.	In place

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		<p>weather permits. These may be closed during lesson time, but reopened at change of lesson. Natural and mechanical ventilation in use; air conditioning is now permitted.</p> <p>The government have recommended “natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air” as can be found in the following document <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf</a></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>CP</p> <p>HoDs</p> <p>Science/DT</p> <p>FG</p> <p>PB</p>		

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		<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>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>HC</p> <p>Tutors</p> <p>GP</p> <p>LH/PB</p>		
<p><b>Prevention of transmission at break/lunch times</b></p>	<p>All users of the site</p>	<p>From 17<sup>th</sup> May as per the government guidance, face coverings will no longer be required for pupils in classrooms or communal areas in school, and for staff in classrooms.</p> <p>Face coverings should continue to be worn by staff and visitors in situations outside of classrooms where social distancing is not possible (for example, when moving around in corridors and communal areas).</p> <p>Where staff or pupils do wish to wear a face covering in a classroom and around the school site, this option currently remains permitted.</p> <p>The requirement for social distancing remains in place. Staff may continue to make fleeting walks around rooms and give brief feedback by asking the pupil to bring their work to the front of the room and to stand to one side. Staff must not lean over desks to give face-to-face feedback.</p>	<p>PB</p> <p>CC</p> <p>CC/JR</p> <p>CC/PB</p>	<p>On-going monitoring</p>	<p>In place</p>

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		<p>Teachers and TAs should remain aware that if they are within one metre of a child for one minute or more, or within 2 metres for 15 minutes, and the child subsequently tests positive, they will have to isolate for ten days.</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. 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	All present on school site through transmission of disease. Skin conditions exacerbated due to more frequent exposure to cleaning chemicals.	<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>CP/JR</p> <p>CP</p> <p>CP</p>	<p>Enhanced cleaning already in action</p> <p>Application on a monthly basis</p>	In place

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	Asthmatics due to dust collected in shut-off wings	<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>PB</p> <p>CP</p>		
Access/Egress of school building	Transmission of disease- all user of the site	<p>Corridor usage marked to maximise social distancing.</p> <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>JR/PB</p> <p>CP</p> <p>LB</p>	Prior to re-opening	In place
Personal Protective Equipment	Anyone attending to a suspected	From 17 <sup>th</sup> May as per the government guidance, face coverings will no longer be required for pupils in classrooms or communal areas in school, and for staff in classrooms.	JR/JB	Upon re-opening/on-going	In place

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	<p>case of Covid-19</p>	<p>Face coverings should continue to be worn by staff and visitors in situations outside of classrooms where social distancing is not possible (for example, when moving around in corridors and communal areas).</p> <p>Where staff or pupils do wish to wear a face covering in a classroom and around the school site, this option currently remains permitted.</p> <p>All staff have also been issued a visor. 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"> <li>• 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</li> <li>• where a child or young person already has routine intimate care needs that involves the use of PPE</li> <li>• Personal Protective Equipment should not be used as an alternative to social distancing, except where there is no other practical solution.</li> <li>• 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.</li> <li>• Re-usable PPE should be thoroughly cleaned after use and not shared between staff.</li> </ul> <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 <a href="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">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</a></p>	<p>JB</p>		

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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	<p>Pupils</p> <p>School nurse/first-aiders</p>	<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> <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 overcrowding in medical room.</p>	<p>JB</p> <p>JB/PB</p>	In place prior to re-opening	In place
Waste	<p>Users of the site through Transmission of disease</p>	<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>	CP to ensure PPE available and monitored	In place prior to re-opening	

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		<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 <a href="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">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</a></p> <p>Home Testing Kit disposal should follow the guidance from the following NHS document <a href="https://www.england.nhs.uk/coronavirus/wp-content/uploads/sites/52/2020/12/NHS-Test-and-Trace-HEE-PC-staff-testing-LFD.pdf">https://www.england.nhs.uk/coronavirus/wp-content/uploads/sites/52/2020/12/NHS-Test-and-Trace-HEE-PC-staff-testing-LFD.pdf</a></p>			
Staff/Pupils within the shielded group	Transmission of disease to Vulnerable staff/ family members	<p><b><u>Clinically Extremely Vulnerable Staff</u></b> Shielding advice has been paused nationally from 31 March. CEV individuals are no longer advised to shield but must continue to follow the rules in place for everyone under the current national restrictions. Staff in schools who are CEV will be advised to continue to work from home where possible, but if they cannot work from home should attend their workplace.</p> <p><b><u>Clinically Vulnerable and Other Staff</u></b> 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 be reviewed regularly.</p> <p>Staff who live with those who are CV can attend the workplace but should ensure they maintain good prevention practice in the workplace and at home.</p> <p><b><u>Pregnant staff</u></b> 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 <a href="#">guidance for pregnant employees</a>. Employers should carry out a risk assessment to</p>	JB/PB/JR	Prior to re-opening  On-going	Staff survey complete  On-going

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		<p>follow the Management of Health and Safety at Work Regulations 1999 (MHSW). Information contained in the <a href="#">Royal College of Obstetricians and Gynaecologists, Royal College of Midwives guidance on coronavirus (COVID-19)</a> 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 <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees">https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees</a></p> <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><b><u>Support for staff working from home</u></b> 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><b><u>Attendance</u></b> 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>			

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		<p><b><u>Clinically Extremely Vulnerable Children</u></b></p> <p>Any clinically extremely vulnerable pupils will follow the latest government guidance. This guidance can be found here; <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance</a></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 Transmission of disease	<p>All <a href="#">contractors</a> must provide a suitable and sufficient risk assessment for the activities they carry out which must <a href="#">include Covid-19</a>. All contractors must wear a face mask when on site, ideally this should be a three-ply mask.</p> <p>All planned/reactive maintenance to be undertaken outside of school hours unless emergency.</p> <p>Clear guidance for visitors on hygiene set up/ record of their visit/ contact number for NHS Test and Trace protocol.</p> <p>Visitors and guest speakers to the school will be permitted, provided they maintain social distancing at all times. This will allow them to deliver multiple sessions to different years groups during the school day. All guests must read the visitor protocol before they enter the site at reception. Visitor and guest speakers must adhere to the latest government guidance on the use of face masks.</p> <p>A separate RA for community use of the school is in place. All community sports groups and competition between different schools are currently suspended.</p> <p>Contractors to be questioned whether they have any symptoms of Covid-19, and refused entry to site if so. Contractor pack given- contains our RA and extra appendix with protocols needed to avoid infection of Covid-19. Contact number taken on signing in and person seeing must be taken on sign in app</p>	<p>CP, Reception staff</p> <p>All staff</p> <p>LB</p>	On-going	Protocol in place

# RISK ASSESSMENT

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		<p>Parents only on site when strictly necessary, by appointment only and preferably limited to a single person. Planned parental meetings should happen virtually. This is likewise the case for multi-agency meetings. Parents only on site when strictly necessary, by appointment only and preferably limited to a single person. Parents should wear masks at all times on site, and staff must wear a mask for the meeting. Ideally, this should be a three-ply mask.</p> <p>Parent consultations will continue in a virtual format.</p> <p>Professionals supporting the work of staff and students may continue to attend school where phone-calls or Teams meetings are not appropriate. Visitors will need to be issued with a copy of the COVID-19 Visitors Protocol upon arrival and required to observe all its protocols.</p>			
Classroom Observations	Trainee Teachers, mentors, teaching staff	When observing a lesson, trainees or the staff observing must sit at the front of the class, socially distanced from both the pupils and the member of staff teaching. Staff should also follow the guidance on wearing a face mask.	BG	In place	Protocol in place
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 on-going basis
Accident reporting Covid-19 incidents	Staff members	The Health & Safety Executive have recently updated <a href="#">the Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR)</a> 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.	JB/CP, overseen by JR	Protocol reviewed and adjusted in	On-going

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		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.		Autumn term	
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 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 changeovers, 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> <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</p> <p>Behaviour support detention system have been adapted to observe year group bubbles.</p> <p>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.</p> <p>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>SLG</p> <p>PB</p> <p>MCC</p>	Protocols in place prior to reopening	On-going

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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
Transmission through staff travel	School staff	<p>All staff to avoid using public transport for journeys to and from school if at all possible.</p> <p>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.</p>	Travelling staff	All school journeys	Ongoing
Educational Visits	School Staff and Pupils	<p>The College will follow the latest government guidance for educational day visits, domestic residential educational visits and international visits – the latest guidance can be found here on page 48 and 49;  <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/985138/10_May_Schools_Guidance.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/985138/10_May_Schools_Guidance.pdf</a></p>	JR, PN, PB	On-going	On-going

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Transitional, taster and open days	School Staff and Pupils	The school will complete thorough risk assessments before running transitional, taster and open days to ensure that they are run in line with our system of controls and align with the advice contained within DfE guidance and the roadmap out of lockdown.	JR, PN, PB	On-going	On-going
Extra-Curricular	School Staff and Pupils	<p>From 17 May, in line with the commencement of Step 3 of the roadmap, where wraparound and other extra-curricular activities for children are taking place indoors, they will be able to take place in groups of any number. However, it remains important to continue to minimise mixing between children, where possible. This can be achieved by continuing to keep children in consistent groups every time they attend the setting. Smaller groups should be considered when it is not possible to do this. When considering appropriate group sizes it will be important to take into account factors such as the recommended occupancy levels of the premises you are operating from and levels of ventilation. For example, guidance for providers of grassroots sport and sport facilities recommends that the maximum occupancy of an indoor facility should be limited by providing a minimum of 100sqft per person.</p> <p>This information can be found on page 50 and 51 on the following document;  <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/985138/10_May_Schools_Guidance.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/985138/10_May_Schools_Guidance.pdf</a></p>	JR, PB	On-going	On-going

## 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:

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- 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.