

Educational Setting	Cambourne Village College
<p>Summary</p>	<p>Current setting: This risk assessment outlines the necessary measures to reduce the risks of COVID-19 for all members of Cambourne Village College community. The school is following the COVID-19 guidelines from the DFE, HSE and government and these are outlined in the COVID-19 October 2021 risk assessment below. It is understood that temporary controls could be reintroduced on a regional and temporary basis, to suppress the spread of the virus – if there are developments in infection rates or strains of the virus.</p> <p>Fundamentally, all members of the Cambourne Village College community have a duty of care to manage any potential COVID-19 symptoms which may present prior to or during the school day. It is essential that individuals follow the national guidance on the appropriate procedures (which may include testing, isolation and support for the NHS track and trace system). The College will work closely with medical professionals and Public Health England, when managing any suspected (or tested cases which are positive). It remains imperative that the system of controls, as outlined in this risk assessment, continues to be rigorously applied to enable the safest possible environment. The ongoing use of Asymptomatic LFD (Lateral Flow Device) testing programme is an important control to further support the continuity of education through the pandemic.</p> <p>Key features of our system of controls:</p> <ul style="list-style-type: none"> • Most significantly, the natural flow of air through buildings is essential to reduce the risks to users of indoor spaces. • Hand hygiene and sanitising remain the key controls to reducing the spread amongst students and staff within the school setting. • Staff should socially distance from one another within the school buildings, including in shared spaces such as staff rooms, where possible – ideally 2 metres, where possible. • Lateral Flow Device testing to remain as another means of mitigating against the spread of the virus amongst the members of the school community. In conjunction with TestRegister, the school will continue to monitor for positive cases and the rate of home testing (voluntary, but strongly encouraged to be twice weekly for staff and students). • The corridors will work in a one-way system to manage the flow of people. • It strongly recommended that face coverings should be worn by pupils and staff in communal areas. • Teachers will still have a 2m area at the front of the classroom to socially distance from pupils if they would like to. • Where possible, pupils should still sit side by side in a classroom. • Frequent and rigorous cleaning procedures are in place, particularly in communal areas and at high touch points and will continue.

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Activity / Task	COVID-19 Risk Management Assessment for school – October 2021 Update
Revised & Date	James Russen, Cambourne Village College, October 7 th 2021
Review Date	This is a live document and will be in constant review
Actioning Personnel Key	CC – Claire Coates - Principal JB- Julie Barker - School Nurse PB - Philippa Boyns - Deputy Principal EG – Emily Gildea - 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>Pupils will be receiving two in-school lateral flow tests 3-5 days apart on their return to school in September. 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. 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>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>	PB HoDs/PSAs	Ongoing	

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		If there were to be a further COVID outbreak within the College, the College will return to protocols and procedures previously in place from the May 2021 COVID risk assessment or the April 2021 COVID risk assessment depending on the circumstances.			
Preventing transmission through good hand hygiene	All site uses	<p>Pupils to 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 are encouraged to bring a high-alcohol sanitiser to school to have on their person. Parents and guardians are responsible for the provision and safe use of this.</p>	<p>CP/PB</p> <p>CP</p> <p>Class teachers</p> <p>Tutors</p>	Reviewed regularly	In place and on-going
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 school timings do not coincide with those of the College.</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>On-going</p> <p>In place</p>	Done and on-going

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			PB		
Management of Areas and Equipment	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 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 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>	PB/EG CP HoDs	Reviewed regularly.	In place

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Prevention of transmission at break/lunch times	All users of the site	<p>Face coverings are strongly recommended in communal areas for both pupils and staff. 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>Breaks to be taken outside, weather permitting, accessed through end of corridor doors. Dining hall/performance hall each divided, to accommodate 2-year groups, one space per year group for eating. The sixth form dining area will accommodate 1 year group.</p> <p>Catering fully risk-assessed by Pabulum. Risk Assessments provided and Covid compliant. Pabulum Risk Assessments published on school website.</p>	<p>PB</p> <p>CC</p> <p>CC/JR/PB</p>	On-going monitoring	In place
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.</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

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Access/Egress of school building	Transmission of disease- all user of the site	<p>Where possible, fire doors propped open to reduce the need for touching and allow natural ventilation into the building.</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>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 case of Covid-19	<p>As of 7th October, Public Health England have strongly recommended that face coverings are now worn by staff and pupils in 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>Guidance has previously been 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 • 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. 	<p>JR/JB</p> <p>JB</p>	Upon re-opening/on-going	In place

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		<ul style="list-style-type: none"> Re-usable PPE should be thoroughly cleaned after use and not shared between staff. <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>	PB/JR	Reviewed in Autumn term	In place
First Aid	Pupils School nurse/first-aiders	<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>	JB JB/PB	In place prior to re-opening	In place

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		Higher threshold for sending pupils to medical room communicated to staff to avoid over-crowding in medical room.			
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>Medical 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	
Staff/Pupils within the CEV group/ high risk staff/pupils and pregnant staff	Transmission of disease to Vulnerable staff/ family members	<p><u>Clinically Extremely Vulnerable Staff</u></p> <p>During the pandemic, the government has defined some people as clinically extremely vulnerable (previously described as shielded). Cambourne Village College will observe all guidelines for CEV staff, including the maintenance of individual risk assessments, and will work with affected individuals to maximise their well-being.</p> <p>CEV staff are at increased risk of severe illness from coronavirus. Since 1 April 2021, the UK government has said that anyone in England who is clinically extremely vulnerable is no</p>	JB/PB/JR	<p>Prior to re-opening</p> <p>On-going</p>	<p>Staff survey complete</p> <p>On-going</p>

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		<p>longer advised to shield. From 19 July 2021, social distancing guidance no longer applies in England and the UK government is no longer instructing people to work from home if they can. Employers are encouraged to talk to any clinically extremely vulnerable workers returning to their workplace, so they can explain the measures being taken to ensure where they are working safely.</p> <p>More information for clinically extremely vulnerable people, covering travel, socialising, educational settings and vaccination, is available from Public Health England.</p> <p>Higher Risk Staff 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>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>The higher-risk groups include those who:</p> <ul style="list-style-type: none"> • are older males • have a high body mass index (BMI) • have health conditions such as diabetes • are from some Black, Asian or minority ethnicity (BAME) backgrounds <p>There are currently no expectations of additional controls specifically for these groups. However, make sure existing controls identified by your risk assessment, for example adequate ventilation, good hygiene and cleaning, are applied strictly. As an employer, you can support these individuals/groups in your workforce by ensuring:</p> <ul style="list-style-type: none"> • you emphasise the importance of individual and wider workforce engagement, buy-in and cooperation to ensure controls are applied stringently • they have individual discussions with their managers around their particular concerns if desired. 			

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		<ul style="list-style-type: none"> • you/they discuss the risk management measures you have put in place to minimise transmission to keep them, and others, safe • you explain the controls you will put/already have in place to protect them and other workers <p><u>Pregnant staff</u> The College will follow all Government guidance in relation to pregnant staff. 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> <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</p>			

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		<p>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 is 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>Any clinically extremely vulnerable pupils will follow the latest government guidance. This guidance can be found here; https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance</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 contractors must provide a suitable and sufficient risk assessment for the activities they carry out which must include Covid-19 and they must wear a face covering whilst in the school building.</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. All guests must read the visitor protocol before they enter the site at reception and must wear a face covering whilst in the school building.</p> <p>A separate RA for community use of the school is in place.</p>	<p>CP, Reception staff</p> <p>All staff</p>	On-going	Protocol in place

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		<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>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 must follow the visitor protocol and must wear a face covering whilst in the school building.</p> <p>Holding of events for multiple visitors will be individually assessed according to local and national guidelines.</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. Professionals must wear a face covering whilst in the school building.</p>	LB		
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

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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	On-going
Transmission between staff	Staff members through transmission of disease.	Staff are encouraged to keep staff working areas well ventilated and to socially distance wherever possible. Staff will continue to be based in discrete department areas in order to minimise cross-over. Whole staff gatherings and meetings will be held virtually. Numbers limited in smaller staff working areas. Covid compliancy signage visible. Staff encouraged not to share cutlery/crockery. 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.	JR/PB/CP	In place prior to re-opening	Ongoing
Transmission through staff travel	School staff	The government still advises users of public transport to wear face coverings.	Travelling staff	All school journeys	Ongoing
Educational Visits	School Staff and Pupils	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 https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance#travel	JR, 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.	JR, PB	On-going	On-going
Extra-Curricular	School Staff and Pupils	The school will offer extra-curricular activities to all year groups in line with the latest government advice. This information can be found on the following document; https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/covid-19-actions-for-out-of-school-settings	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:

- 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.