

School Reopening

Secondary (COVID-19) Risk Assessment

In relation to working in schools, whilst it is not possible to ensure a totally risk-free environment, the Office of National Statistics analysis on [coronavirus \(COVID-19\) related deaths linked to occupations](#) suggest that staff in educational settings tend not to be at any greater risk from the disease than many other occupations

<p>Documents considered:</p> <ul style="list-style-type: none"> ● ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ ● arrange to have a test ● safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE) ● COVID-19: cleaning of non-healthcare settings guidance. ● safe working in education, childcare and children’s social care ● Public Health England health protection team ● testing and tracing for coronavirus website ● self-isolate ● current advice on shielding ● clinically-vulnerable, including pregnant women ● guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 ● COVID-19: review of disparities in risks and outcomes report ● Coronavirus (COVID-19): safeguarding in schools, colleges and other providers ● guidance for food businesses on coronavirus (COVID-19). 	<p>How this was created and how to use the form:</p> <ul style="list-style-type: none"> ● This Risk Assessment has been written by the SLT at Newbridge and overseen by the Apollo Leadership Team ● Newbridge is using this R.A. to prepare for a whole school opening from Tuesday 1st September. ● It is the Head of Schools overall responsibility for the implementation of the actions identified within this risk assessment, however these actions can be delegated to an appropriate staff member for action.
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NB This Risk Assessment is a live document which will be reviewed continuously and in line with additional government guidelines and updates.

The measures set out in this risk assessment are based upon the guidance from the government providing a framework to put in place proportionate protective measures for children and staff in welcoming all children back this autumn. We have been asked to minimise the number of contacts that a student has during the school day as part of implementing the system of controls outlined below to reduce the risk of transmission. While the aim is to have all pupils back at school in the autumn, we will also need to plan for the possibility of a local lockdown and how we will ensure continuity of education remotely. All elements of the system of controls are essential. All schools must cover them all. Essential measures include:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable

How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:

- grouping children together
- avoiding contact between groups
- arranging classrooms with forward facing desks
- staff maintaining distance from pupils and other staff as much as possible

Close Contact Definition:

- 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

Risk Assessment written by: KFa and NFx	Date assessment written: August 2020
Position: Head of School & Deputy Head	Date Reviewed: September 11th
Activity/Area: Whole school COVID-19 infection reduction	People at Risk: Students, Staff, Parents

Risk Rating Definitions	
Low	This is a satisfactory level of risk. The risk rating cannot be reduced any further and no further controls are required. However, it is advised that continual monitoring occurs in order to ensure that no deviation of control measures occur.
Medium	It is recommended that further controls are implemented to reduce the risk rating to as low a level as possible. If the risk rating cannot be reduced to a medium or lower, then monitoring should occur to ensure that all specified controls are being adhered to.
High	This is an unsatisfactory risk rating. Urgent interim action/controls should be implemented to reduce the risk rating so far as is reasonably practicable. If the risk rating cannot be reduced to lower than a High, then a documented safe system of work should be implemented to control this activity. Further professional advice may be required. Serious consideration should be given to the validity of carrying out the activity at all. Monitoring of the activity should occur.

Risk	Hazard	Initial Rating L, M, H	Control Measures	Final Rating L, M, H	Additional Action Required (by whom and completion date)
Infection with COVID-19 spreading amongst students, staff and parents	Students attending with symptoms	H	Clear communication with parents/carers that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, <u>do not attend school</u>	M/ L	<ul style="list-style-type: none"> Parent reopening letters by post, email, and website. KFa / JPa July / Aug 2020. Follow up letters and communication through August pre - school opening. KFa / JPa
			Systems in place for parents/carers to		<ul style="list-style-type: none"> Red Zone is MEDICAL ROOM - only students with COVID symptoms to

Including transmission			contact the school immediately on discovering symptoms		<p>be placed in this room - window open at all times and door closed, cleaning to follow any suspected case and the normal routine.</p> <ul style="list-style-type: none"> ● Should a toilet be required the DISABLED TOILET IN THE MAIN BUILDING should be used and then be locked off and cleaned and disinfected before it is used by anyone - all surfaces to be cleaned ● Cleaning to be indicated on the door (Medical and Disabled) whilst in process to stop anyone else from entering until cleaning has been carried out to avoid cross contamination. ● Immediate communication with home to collect by SLT / PM/ GBr. No phone contact pastoral leader will home visit to ensure parent accepts responsibility of collection (not to offer lift back to school) ● PPE available in medical rooms and to be worn (face shield & gloves) ● Ensure all staff know what to do if a student feels unwell (training days) or display symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test & Trace. ● Any student or member of staff who has tested positive whilst not experiencing symptoms but then develop symptoms during the isolation period, they should restart the 10 day isolation period from the day they develop symptoms
			Tutors are responsible for asking students each morning how they are and check for any symptoms and onwardly communicate to pastoral staff via email.		<ul style="list-style-type: none"> ● Tutor time consistent slide daily re: symptoms reminder and not attending school as they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household with no symptoms (including any siblings) should self-isolate for 14 days, if they then develop symptoms they should self-isolate for 10 day from the first day they are symptomatic. ● If pastoral staff are asked to collect a student who has symptoms or a family member a face shield and gloves should be worn and they must remain at least 2m from a student whilst escorting them to the MEDICAL ROOM (red zone)
		H	Systems in place for staff and students/parents to indicate their	M/L	<ul style="list-style-type: none"> ● Staff to stay at two metres from children when teaching ● Desk, keyboard, mouse, interactive remote to be cleaned before and

	'Clinically vulnerable' and 'clinically extremely vulnerable' staff and pupils exposed to COVID-19		status. HoS to be proactive in monitoring this.		<p>after use by each member of staff</p> <ul style="list-style-type: none"> ● Staff to remain at least 2m from each other at all times ● Staff Rooms to have a limited number of people in at any time, any surface used should be cleaned prior to and after use e.g kettle, microwave, biscuit tin, fridge handle. ● Staff to be guided as to which staff room to use for refreshments ● Students place their phone inside envelopes in their tutor box, then collected by SM to keep safe. PM to return to tutor rooms at the end of the day for students to take home. ● iPad on a long term loan to be handed in to the same box at the end of the day and plugged in ready for use the next day.
		H	<p>Staff in non-contact roles work from home where this is practicable.</p> <p>Staff needed in the building offered roles where it is possible to maintain social distancing.</p>	L	Additional risk assessment for all staff previously clinically vulnerable and clinically extremely vulnerable (or living with)
	Staff are concerned they may have been infected with COVID-19	H	Staff to be encouraged to seek a COVID-19 test and report the outcome to school	M	<ul style="list-style-type: none"> ● If contacted by Test and Trace staff must contact school immediately and inform us of their advice re: self-isolation ● If symptoms develop whilst at school the member of staff must self-isolate and arrange for a test ● If a staff member tests positive they should inform school immediately and self-isolate for 10 days ● They can return to work after 10 days even if a cough or the loss of taste or smell persists ● The staff member will need to provide the email or text evidence for the NHS as evidence of a positive test result, which clearly states their name.
	A student or staff member has tested positive for COVID-19	H	<p>School contacted the local health protection team.</p> <p>The PHE team will contact school directly if they become aware that someone who has tested positive for</p>	M	<ul style="list-style-type: none"> ● School records absence as COVID related and do not allow back for the period of 10 days from the day of absence ● The health protection team 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

		coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.		<p>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</p> <ul style="list-style-type: none"> ● Timetable and record of staff and student contacts to be maintained daily by main office ● Template letter is provided by PHE to send home and seek a test; no staff or student to be named ● https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ask-for-a-test-to-check-if-you-have-coronavirus/
		Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms.		<ul style="list-style-type: none"> ● If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’. They should get a test, and: <ul style="list-style-type: none"> ● If the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days. ● if the test result is positive, they should inform their setting immediately, and must immediately isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’
Two or more confirmed cases within 14 days or an overall rise in sickness absence		Contact local Health Protection Team and follow their advice		<ul style="list-style-type: none"> ● Contact local health protection team 0344 2254 524 Option 1 or 0344 2254 524 (Out of Hours) ● School Nursing Team 01482 336634 or 344301 M-F 8.30am-5pm)
		Health protection teams recommend that a larger number of other pupils self-isolate at home as a precautionary		<ul style="list-style-type: none"> ● Communicate with class/year group parents for immediate self-isolation for 14 days ● Organise remote teaching immediately for pupils

	where COVID is suspected		measure		
			Mobile testing unit sent to school for multiple testing where an outbreak in a school is confirmed.		<ul style="list-style-type: none"> Follow advice of the local Public Health Protection Team. Testing will first focus on the person's class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice Inform all parents and offer testing of all students and family members plus all staff
Social Distancing	H	M	Whole year groups are bubbles	M	All in place as per school TT - KFa All communicated to staff/parents
			Year group bubbles will remain in the same classroom / area for the whole day, staff will move around to the bubble		Year 7: H1, H2, Library, PD, Art (until new build ready) - Toilets ADT Year 8: M1-4, H4, H3 - Main school Toilets Year 9: E1, E2, E3, Music, L1, L2 - Main school toilets Year 10: S1 -4, PC3/4, Food - ADT toilets
			Bubbles do not mix at any time. Allocated areas for break and lunch		BREAK / LUNCH: Year 7- CL /Hall Year 8- Top half of Diner/Beside Sports Hall Year 9- Quad/ Adventure Play half of playground Year 10 - Outside diner/Science half of playground
			Bubbles use only identified toilets as designated to their bubble		Year 7: ADT Toilets/Y7 Base Year 8: Main School Toilets Year 9: Main school toilets Year 10: ADT toilets
			Where toilets shared		ADT temporarily - Y7 early break/lunch, cleaned afterwards During lessons allocated cubicles and enhanced cleaning Main building - corridor controlled system to manage numbers going into the toilets. A side each allocated, enhanced cleaning throughout the day
			Bubbles are assigned a controlled entrance and exit into the school site		No entry to school until 8.15 all to line up for school entry Year 10: Student entrance gate - ushered to outside diner/ Front of ADT Year 9: Side entrance gate (E2) Year 8: White double doors Year 7: Student entrance gate ushered to MUGA / Sports hall
			If staffing reduces, a designated group may not be able to attend and parents informed ASAP.		<ul style="list-style-type: none"> Plans in place for immediate remote teaching If a staff member is self-isolating but has not tested positive should remote follow the remote teaching plans.

					<ul style="list-style-type: none"> ● Rotation plans in place for year group attendance and communicated to staff and parents
			Bubbles move for practical lessons		<p>Resources that are shared between classes or bubbles, such as sports, art and science equipment to be cleaned frequently and meticulously and always between bubbles,</p> <p><u>Or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between uses by different bubbles.</u></p> <p>Year Group lead SLT to ensure all subjects have a clear and precise, well communicated system for ensuring this happens so it can NEVER fail</p> <p>PE: Outside or whole SH for no more than 2 groups</p> <p>Music: No singing inside.</p> <p>Peri lessons to happen in the PAV, remote iPad to be set up or screens used in practise rooms to keep teachers safe. Rooms to be locked when not in use. No practice rooms used at lunchtime or outside of school hours</p> <p>Art: Art packs for Y10, so no sharing of equipment, spaced out around the room</p> <p>Dance: Outside or whole spaced out SH/PA for one class or classroom and content based</p> <p>Drama: Not to include exercise or heavy exertion; plays could be read and in classroom, Y10 practical to be non-contact, expressional, movement, not face to face.</p> <p>IT: Planned cleaning of rooms in between use</p> <p>Food: Demos and theory, practical cooking at home</p> <p>PE: Contact sports should not take place, students wear PE kit on the days they have PE to avoid use of the changing rooms.</p>
			Staff to remain at front of room and 2m from pupils and other adults		<ul style="list-style-type: none"> ● All classrooms to be risk assessed ● All desks as much as is possible to face forward; students seated side by side ● Unnecessary furniture will be moved from all classrooms to make

				<p>more space. These will be moved to social areas in the first instance.</p> <ul style="list-style-type: none"> ● Tissues to be available in all classrooms (Catch it, Bin it, and Kill it!) ● Lidded bins for disposal, double bagged.
			Staff to remain 2m from other adults	<ul style="list-style-type: none"> ● Office restrictions (see additional sheet) ● Increased numbers of staff rooms and reduced numbers in each ● Non-teaching time, staff rooms to be used, if not enough room a space classroom
Measures elsewhere: Moving around school brings students into contact with each other	H	L	Assemblies	Any assemblies will be delivered remotely into classrooms during tutor times, or pre-recorded.
			Groups should be kept apart and movement around the school site kept to a minimum.	<ul style="list-style-type: none"> ● Different entrances ● Signage for each group to line up on entry to allow for social distancing between classes within year group bubble ● Allocated break and lunch time areas as above ● Allocated toilets as above ● Pastoral Leaders/ SLT will patrol during lessons to ensure students are not flaunting social distancing rules in toilet areas
			Supervisor limits the number of students in the toilets at any one time.	<ul style="list-style-type: none"> ● Staff not to allow large numbers of students to use toilet at any one time; ● Students to be encouraged to wash hands regularly ● Students to be encouraged to use the hand sanitiser around site where hand washing facilities are not readily available
			When queuing outside for the register to be taken, class lines are 2m distance apart.	Different entrances for each year group bubble
			Students will be informed not to touch each other, hug or comfort each other	Staff expectation PP / guidelines - Teacher day KFa
Student's congregate around school grounds before their allocated start time	H	L	Students and parents informed of entrance times and places requirements	<ul style="list-style-type: none"> ● Effective communication with parents takes place to set expectations - including a letter, regular reminders and signage. ● Phased re-opening for year groups provides time and space to ensure that students understand what and how it is expected of them for entry and movement around school
			Signage at entrances to the school site and the school building reinforces social distancing messages to parents/students.	<ul style="list-style-type: none"> ● Site team to organise external signage; Some external signage already in place ● Staff duties before school to support enforcement

			1 parent only during drop-off and collection.		<ul style="list-style-type: none"> ● School rota for entry and exit in place. ● Year 7/8 leave at 2:50, year 9 at 3pm, year 1 at 3:10pm ● Pastoral team / SLT to support arrival/exits of students. ● SLT duty enforces parental drop off ● Encourage students to cycle, walk or scooter to school
	Visitors introduce COVID-19 to the school		Peri lessons are conducted in the practice rooms		<ul style="list-style-type: none"> ● Individual lessons in Pavilion ● Different peri teacher per day and at minimum and hour in between teachers ● Main rooms to have screen separator ● Peri teacher to arrive at office and be escorted via gates by E2, student to be sent directly ● Peri teacher not to walk around the school ● Doors to be propped open, or handles wiped by them
	Transport arrangements involve social mixing	H	Parents are discouraged from allowing their children to use public transport to get to school	M	<ul style="list-style-type: none"> ● Parent reopening letters. ● Must wear a face mask and use the sanitisation and hand washing facilities immediately on entry to school
Students are actively encouraged to travel to school on foot or on bicycle / scooter if applicable			<ul style="list-style-type: none"> ● Parent reopening letters ● Email/Text reminders. ● Staff are on route on the first few weeks of phased return to school 		
Parents are advised not to car share with other families.			<ul style="list-style-type: none"> ● Parent reopening letters Email/Text reminders. 		
Parents are discouraged from allowing their children to travel to school in a taxi unless essential			<ul style="list-style-type: none"> ● Parent reopening letters. ● Must wear a face mask and use the sanitisation and hand washing facilities immediately on entry to school 		
School Buses year groups bubbles will apply on all school transport			<ul style="list-style-type: none"> ● use of hand sanitiser will be provided on all routes and students will use upon boarding and disembarking ● Students must line up in year group order at each bus stop and the queues should be 1+plus socially distanced from each bubble. A suitable KS4 student will be allocated as bus stop monitor to organise queuing and boarding at each stop; boarding will be in year group order Y7, Y8, Y9, Y10, Y11 (or depending on seating plan) ● distancing within vehicles will occur by students having an allocated seat on the bus and all students will be seated in year group bubbles 		

				<ul style="list-style-type: none"> As year group bubbles will be mixed on the bus the use of face coverings for the travel to and from school will be compulsory CCTV is in operation on all buses. Students who fail to comply with the requirements of social distancing on the school bus will have parents contacted and warning issued. Bus rules communicated to parents pre-September and enforced with students on phased entry to school
Social distancing is not happening out of school	H	Schools communicate clear expectations for how family based social distancing will support school.	M	Parent reopening letters Email/Text reminders
Students don't follow new rules and expectations	H	Schools create and communicate a COVID-19 addendum to their behaviour policy which will identify new rules and procedures and will retain the sanction of withdrawing a student from school if they refuse or are unable to comply.	L	NSc to draft and share with staff in place for wc 26/08/20 to be shared with staff on teacher days
Students having an emotional outburst or poor behaviour	H	Staff to contact pastoral team via email / stage 3 alert on PARSs	L	<ul style="list-style-type: none"> Pastoral Managers / SLT rota of patrol (ensures no more than 3 in office at any one time) Staff to remain 2m from students Possibility of outside conversation should be preferable first option for all staff when talking to students Students who are shouting should be directed outdoors and staff to remain in front of and at least 3m from student
		Internal Isolation, lunch & after school detention with PM/SLT linked to the Yr Gp bubble and after school supported by MLs.		<ul style="list-style-type: none"> Pastoral staff to work with students Social distanced detention to be used as means of punishment Home contact to be made immediately regardless of incident Detention room - same as the catch-up rooms
Fires safety	M	Fire evacuation policy/procedure reviewed, same evacuation routes and	L	<ul style="list-style-type: none"> Fire Evacuation Procedure- year groups to space out in their lines to allow for social distancing

	plans need amending	M	assembly points but to comply with social distancing.	L	<ul style="list-style-type: none"> • Signage to be organised by site staff • To be addressed and communicated to staff • To be practiced by all students during their phased re-entry to school • Doors of rooms to be closed on exit and closed at the end of the day by staff
	Use of staff bases		Staff will limit their use of these areas and follow stringent social distancing practices.		<ul style="list-style-type: none"> • Staff to remain at least 2m from each other at all times • Staff Rooms to have only a comfortable number of people in so the 2 metre rule can apply at any one time. Any surface used should be cleaned prior to and after use e.g kettle, microwave, biscuit tin, fridge handle, computer/keyboard, surface and chair
			Lunches are to be taken outdoors whenever possible.		<ul style="list-style-type: none"> • Weather permitting packed lunches and sandwiches to eat outside in designated space. • Hot meals leave the dining area as soon as finished lunch and remain outside.

Activity/Area: Hygiene	People at Risk: Students, Staff, Parents
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Risk	Hazard	Initial Rating L, M, H	Control Measures	Final Rating L, M, H	Additional Action Required (by whom and completion date)
Infection with COVID-19 spreading amongst students, staff and parents	Students are unaware of rules	H	Signage around school - classrooms, toilets, shared rooms and in all entrances and on all digital signage	L	<ul style="list-style-type: none"> • Digital signage reminders to be created re: symptoms, self-isolation, test and trace, hygiene • KFa, KTh, TSm to identify signage around school for symptoms, self-isolation, test & trace, hygiene
			Staff remind students of rules, and additions to the behaviour policy, with tutor time expectation slide		Tutor time expectation slide distributed and weekly reminder provided to staff <ul style="list-style-type: none"> - Symptoms - Self-isolation requirements for self and family - Hygiene - Social distancing
			Regular whole school update on COVID-19		<ul style="list-style-type: none"> • Weekly briefing note from KFa

		H&S.		<ul style="list-style-type: none"> Briefing to be remote weekly
Students touching each other	H	Staff to discourage this when it happens and remind students of the risks	L	<ul style="list-style-type: none"> Daily reminder on tutor time slide Behaviour referral as Social Distancing (NSc to amend Behaviour Policy accordingly) Parental and pastoral intervention only with multiple infractions within year group bubble Outside of year group bubble immediate pastoral intervention
Students don't clean hands well enough	H	Staff reinforce previously delivered handwashing messages. Wash for 20 seconds in the prescribed way ensuring all parts of the hands are covered.	L	<ul style="list-style-type: none"> Soap available in all toilets Signage (CGO and CRU) reminds pupils how to wash hands properly Duty people remind students of proper hygiene measures.
	H	Students use soap and water, and where this is not available hand sanitiser. Additional hand sanitiser points available	L	<ul style="list-style-type: none"> All in place
Students don't use good respiratory hygiene	H	Staff promote the 'catch it, bin it, kill it' message. Tissues are to be available for all students at all times for coughing and sneezing.	L	<ul style="list-style-type: none"> Tissues available in every classroom Signage reminds pupils of catch it, bin it, and kill it!
Incorrect disposal of used tissues	H	All used tissues to be placed in a flip top bin.	L	<ul style="list-style-type: none"> New pedal bins in all classrooms - Kth / TSm
	H	Flip top bins emptied and double-bagged daily.	L	Cleaning plan and actions written in a separate risk assessment.
Insufficient ventilation	H	Open windows and prop open doors where it is safe to do so	L	<ul style="list-style-type: none"> All doors to be wedged open by site staff daily (closed if a fire alarm, and at the end of the day) All windows on corridors and in rooms to be opened daily by site staff to allow good ventilation through school
Touching face, eyes, mouth and nose	H	Students will be reminded not to touch face, eyes, mouth and nose	M	<ul style="list-style-type: none"> Digital and physical signage Tutor time expectation slide
Wearing facemasks	M	All students who travel on public and school buses will be required to wear a	L	<ul style="list-style-type: none"> In parents letters pre-opening. KFa / JPa Staff also informed through staff training pre-school opening.

			face covering		
			Any student and staff member who wishes to use a face covering will be allowed		<ul style="list-style-type: none"> • Face coverings are not compulsory but visors will be allowed for all staff and students who want to wear them
	Staff	H	Teachers should make sure they wash their hands and clean their desk and IT surfaces, before and after their session.	L	<ul style="list-style-type: none"> • Cleaning products in every classroom • Staff to wash hands before and after entering a classroom
	School uniform		Normal uniform policy to be in place		Uniforms don't need to be cleaned more often or in special methods than normal

Activity/Area: Classrooms	People at Risk: Students, Staff, Parents
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Risk	Hazard	Initial Rating L, M, H	Control Measures	Final Rating L, M, H	Additional Action Required (by whom and completion date)
Infection with COVID-19 spreading amongst students, staff and parents	Lack of ventilation	M	Windows to be open at all times where weather permits, in classrooms and on corridors (doors to be wedged open).	L	<ul style="list-style-type: none"> • All doors to be wedged open by site staff daily (reduces transmission risk on handles) • All windows on corridors and in rooms to be opened daily by site staff to allow good ventilation through school
	students forget new school rules and routines	H	Staff make a daily reminder of the expectations in the classroom, around school, hygiene and drop-off / pick up routines.	L	<ul style="list-style-type: none"> • Digital and physical signage • Tutor time expectation slide
		H	Each classroom has relevant displays to reinforce key messages.	L	NSc - Classroom Expectations
		H	Key messages are reinforced in a regular update to Parents	L	Weekly email updates in for first half term (regularity to be reviewed after first half term)
	Sharing equipment and resources	H	Student have their own equipment in school - where they have to use school equipment	L	<ul style="list-style-type: none"> • Classroom based resources, such as books and calculators, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. • Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48

				<ul style="list-style-type: none"> hours (72 hours for plastics) between use by different bubbles. No coloured pencils or pens in classroom for sharing Scissors on 72 hour rotation
		H	Desks and other equipment to be cleaned at the end of the day.	L Clear cleaning expectation for tables, chairs and teachers desk, chair and computer, mouse to be communicated and checked off; cleaning check to be provided to site manager at the end of each day
		H	Students have their own desk and chair in their allocated classroom.	L <ul style="list-style-type: none"> Seating plan in operation Seating plans to mirror exact pairing locations in all classes, where setting allows Seating plans ensure same pairing across all classes where possible to reduce transmission risks At the end of each day used chairs should be placed on top of desk as priority cleaning overnight
		H	Photocopying	L <ul style="list-style-type: none"> NO student to be sent out of lesson to collect
		H	Pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationary and mobile phones. Bags are allowed.	L <ul style="list-style-type: none"> Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources.
		H	Resources that have been cleaned and quarantined for 72 hours may be used by another group.	L <ul style="list-style-type: none"> System in place for cleaning and rotation use by subjects for subject hed equipment IT services to maintain their own rota; IPADs per bubble (so long as cleaned across classes do not have rotate on 72 hours) Students without their own iPad to be allocated a school one on lone term loan, to stay in school
	Shared use of halls and other spaces	H	Outdoor playground equipment should be more frequently cleaned (currently not to be used)	L <ul style="list-style-type: none"> Trust training for cleaning teams supporting external areas usage with expectations Cleaning rota in place for break time cleaning
	Leaving the classroom to visit the toilet	H	Students are permitted to use the toilet if absolutely necessary, but teachers should limit this to 1 student at a time	L Toilets to be cleaned regularly through the day Year 7: ADT Toilets/Y7 Base Year 8: Main school Toilets Year 9: Main school toilets

					Year 10: ADT toilets
	Behaviour Management	H	Stage 2 Move Seat now withdrawn from sanctions	L	<ul style="list-style-type: none"> Staff in ALL circumstances should remind pupils of expected behaviour Should staff require support to manage any pupil then request for pastoral support / SLT should be requested by email No pupil should be sent out of the room No member of staff should accept/allow a pupil outside of the bubble into their class
	Marking of Work		Assessed work and assessment should be set where possible on google classroom		<ul style="list-style-type: none"> Work should be marked in exercise books where it can during the lesson from identified marking station (pupil put book there and teacher marks) Teacher to use feedback booklet for whole class marking and feedback When marking book hands should be washed before and after marking Exercise books should be marked where possible in the school building (not taken home) in the bubble classrooms Exercise books under NO circumstances should be removed from one year group bubble classroom to another year group bubble classroom Exercise books can be taken into staff rooms, but the desk must be wiped down afterwards
	Work scrutiny		Conducted by leaders within bubble classrooms and SLT Line manager		<ul style="list-style-type: none"> Hands washed before and after handling exercise books Work scrutiny will be conducted in the bubble with 2m social distancing between adults

Activity/Area: Break and movement time, including time outdoors	People at Risk: Students, Staff, Parents
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Risk	Hazard	Initial Rating L, M, H	Control Measures	Final Rating L, M, H	Additional Action Required (by whom and completion date)
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Infection with COVID-19 spreading amongst students, staff and parents	Mixing of groups	H	Groups not to mix at any time.	L	BREAK & Lunch Yr 7 - CL& Hall Yr 8 - top of diner / outside diner Yr 9 - quad / playground Yr 10 - outside diner / playground / behind S4 Areas to be cleaned INSIDE AND OUTSIDE:
			Staggered Exit		Yr 7 - 2:55pm Yr 8 - 3pm Yr 9 - 3.05pm Yr 10 - 3:10pm
	Unintended sharing of equipment	H	Bubbles will have own equipment	L	<ul style="list-style-type: none"> Resources must be frequently and meticulously cleaned between different groups in the same bubble Resources that have been cleaned and quarantined for 48/72 hours may be used by another bubble.
		H	All exercise will be non-contact	L	<ul style="list-style-type: none"> No contact games will be played Any equipment will be used will either be sterilised before next used or left for 72 hours
Students coming into contact with each other			Students will be outside as much as possible		<ul style="list-style-type: none"> Indoor eating spaces to be well ventilated. After eating students encouraged to leave zoned eating area for the outdoors - Seating where possible to be spaced Toilets are monitored for only 1 per cubicle at any time Lunch: Only hot meals seat in area sandwiches and all others into zoned area
Staggered and organised movement between lessons for different bubbles			Students will be directed which way to move around school if moving within lessons		Movement between core classrooms outside of break and lunchtimes should be via the set out entry/exit door as first preference Teachers to see pupils exit and ensure pupils move in specified direction

Activity/Area: Catering	People at Risk: Students, Staff, Parents
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Risk	Hazard	Initial Rating	Control Measures	Final Rating	Additional Action Required (by whom and completion date)
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		L, M, H		L, M, H	
Infection with COVID-19 spreading amongst students, staff and parents Guidance for food businesses on coronavirus (COVID-19).	Serving	H	Breaks and lunch times will be in different places.	L	BREAK/Lunch Y7 CL/Hall Y8 Diner Y9 Quad Y10 Diner
			Food Provision		Hot & cold can be offered by order only Risk Assessment to be completed by Sarah Nash Perspex screens in place in diner As a matter of good hygiene practice anyone handling food must wash their hands frequently with soap and water for at least 20 seconds. This should be done routinely, including: <ul style="list-style-type: none"> ● before and after handling food ● when moving between different areas of the workplace, and especially after being in a public place ● after blowing your nose, coughing or sneezing. Coughs and sneezes should be caught in a tissue or the crook of your elbow
			Staffing		<ul style="list-style-type: none"> ● Free fruit on arrival ● Food items which are pre packed and pre ordered to be served e.g. waffles, pasta pots etc... from all venues ● Lunch - Hot meals in take-out containers, sandwiches meal deal and cakes, pre ordered and delivered to all Year group venues. ● Outdoor sinks have been installed to provide easy handwashing stations.

Activity/Area: Cleaning	People at Risk: Students, Staff, Parents
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Risk	Hazard	Initial Rating L, M, H	Control Measures	Final Rating L, M, H	Additional Action Required (by whom and completion date)
Infection with COVID-19	Premises are not cleaned often	H	Premises will be cleaned at the end of the school day and frequently	L	<ul style="list-style-type: none"> ● Toilets, door handles of toilets, sinks to be cleaned regularly ● Teacher to clean desk and computer surfaces during the day;

spreading amongst students, staff and parents	enough		used classrooms, touched surfaces (such as doors) regularly throughout the day using standard products, such as detergents and bleach.		cleaning staff to clean after and before school <ul style="list-style-type: none"> • Tables tops and chairs to be cleaned at the end of each day and before the start of each day • All dining surfaces are cleaned after every pupil group, outside areas are cleaned after every pupil group. Site staff and SLT support cleaning of lunch areas.
		H	Increased cleaning hours where required.	L	KTh & TSM to produce rota for September 2020.
	Premises are not cleaned well enough		Staff training is conducted and each member of staff provided with a clear expectation of cleaning for a) classroom b) corridor c) shared space		<ul style="list-style-type: none"> • Staff to understand the importance of cleaning for germ reduction and not for cleanliness • Staff to clean all surfaces as required - e.g. chairs and tables tops and not just table tops • Staff to sign off rooms and expectations within rooms every shift so we know what have been completed in each room

Activity/Area: Staffing	People at Risk: Students, Staff, Parents
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Risk	Hazard	Initial Rating L, M, H	Control Measures	Final Rating L, M, H	Additional Action Required (by whom and completion date)
Infection with COVID-19 spreading amongst students, staff and parents	Staff need training in new rules, routines and risk assessment			L	Risk Assessment Issued to SLT SLT to meet with Teams and ensure they read through with them and explain each aspect KFa to hold staff meeting during training days to explain it again Provide maps and talk through procedures on training / induction days
	Staff not maintaining 2m social distancing from others at all times	H	Offices rearranged for social distancing	L	<ul style="list-style-type: none"> • Please refer to office list of alterations • Minimum 2m social distancing to be in place
Safeguarding/ GDPR and staff well-being is not monitored			Staff Rooms to have minimal members of staff in at a time, dependant on size of the room		<ul style="list-style-type: none"> • Staff to clean surfaces used before and after use • 4 staff rooms in use - staff to be allocated to a particular area to use
	Staff to have break	H	Break duties will be allocated by	L	<ul style="list-style-type: none"> • NSc to produce a duty rota

	of reasonable time during the day		year group; SLT / PMs will do all lunch duties		<ul style="list-style-type: none"> Duties to be shared with staff on training days
	Staff unavailability - short term	M	Staff inform school immediately on any change to their health status and availability.	L	<ul style="list-style-type: none"> Staff to inform school of need to isolate from positive test or from NHS Track and Trace
		M	Supply Teachers used to support teaching if required (COVID secure provider)	L	<ul style="list-style-type: none"> COVID secure supply teachers used
		M	Isolation as directed but not symptomatic and/or tested negative	L	<ul style="list-style-type: none"> Lessons to be delivered remotely
	Staff to comply fully with expectations		Prevention & response to infection		<p>Prevention:</p> <ol style="list-style-type: none"> 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school 2) clean hands thoroughly more often than usual 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach 5) minimise contact between all staff and students and maintain 2m social distancing wherever possible 6) where necessary, wear appropriate personal protective equipment (PPE) <p>Response to any infection</p> <ol style="list-style-type: none"> 7) engage with the NHS Test and Trace process 8) manage confirmed cases of coronavirus (COVID-19) amongst the school community 9) contain any outbreak by following local health protection team advice <p>Numbers 7 to 9 must be followed in every case where they are relevant. People with significant risk factors should discuss concerns with LM/HT and an individual risk assessment be agreed; additional reasonable</p>

					measures as far as are practicable will be put in place
	Staff Well-being		Group and individual support is offered to staff		<ul style="list-style-type: none"> Individual support available Government mental health resources adopted Well Being covered on Day 1 Training Day in September
	ITT and SCITT Trainees		Full guidance and training is provided for all trainees to ensure they are COVID aware and know their expectations and responsibilities as a member of staff		<ul style="list-style-type: none"> Training conducted remotely prior to attendance in school Training for remote teaching to be in place; class teacher to retain control of google classroom and meet sessions Safeguarding training for remote teaching to be explicit in induction training
	Staff Training and Meetings		Staff to remain 2m from other adults at all times		Meetings and Training which cannot ensure 2m social distancing from others should be remote
	Photocopying				<p>Photocopying should be emailed to reprographics</p> <p>Staff should not use photocopiers on a regular basis for large copying; staff must clean before and after use and wash hands before and after use</p> <p>Signage on photocopier - DO NOT USE MACHINE UNLESS YOU HAVE WASHED YOUR HANDS</p> <p>No student should be sent out of class to photocopy for a teacher (disable copiers for students except in IT?)</p>

Activity/Area: Attendance	People at Risk: Students, Staff, Parents
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Risk	Hazard	Initial Rating L, M, H	Control Measures	Final Rating L, M, H	Additional Action Required (by whom and completion date)
Infection with COVID-19 spreading	Students missing in education	M	Attendance will be recorded via SIMS in the usual way	L	Attendance team on rota NSc to lead School attendance will therefore be mandatory again from the beginning of the autumn term. This means from that point, the usual

amongst students, staff and parents Contact with school/ Home deteriorates.	(CME)				rules on school attendance will apply, including: <ul style="list-style-type: none"> • parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age; • schools' responsibilities to record attendance and follow up absence • the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct
		M	Normal attendance monitoring will follow for those students who are expected but who do not attend.	L	Daily checks/phone calls in place by attendance
		M	Weekly checks by designated Pastoral and Student support team / DSL on possible CME students and following agreed procedures.	M	<ul style="list-style-type: none"> • Home visits to check for identified pupils • See separate risk assessment
	Nervous/anxious about return		Phased return to school for all year groups		<ul style="list-style-type: none"> • Measures communicated to all parents - email and letter • Pastoral staff work with identified families (EMA and pastoral staff to identify families pre September to start immediate work with them to support their return) • Individual strategies put in place - meet on walk to school, come before others return, come with parents to the front door after others have arrived, shorten the first day etc. Catch up funding can be used to support this.

Activity/Area: Supporting and monitoring vulnerable students not in school	People at Risk: Students, Staff, Parents
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Risk	Hazard	Initial Rating L, M, H	Control Measures	Final Rating L, M, H	Additional Action Required (by whom and completion date)
Vulnerable students not in school are not	Staff not available due to self-isolation		Staff to work remotely if required	L	<ul style="list-style-type: none"> • Vulnerable database of contact to remain in place for the academic year 20/21 • Vulnerable database to be maintained and discussed weekly

adequately supported or monitored Safeguarding and staff well-being is not monitored					<ul style="list-style-type: none"> Pastoral staff work with identified families (GBr / NSc and pastoral staff to identify families pre September to start immediate work with them to support their return) Individual strategies put in place - meet on walk to school, come before others return, come with parents to the front door after others have arrived, shorten the first day etc. Catch up funding can be used to support this.
	DSL not available due to self-isolation	L	DSL to work remotely as required if not positive test result	L	Safeguarding Policy reviewed and amended as appropriate for the full return of pupils and the possibility of class and bubble lockdown Roles to be interchangeable to ensure concern of child is not a risk to child

Activity/Area: Supporting and Monitoring Home Learners	People at Risk: Students, Staff, Parents
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Risk	Hazard	Initial Rating L, M, H	Control Measures	Final Rating L, M, H	Additional Action Required (by whom and completion date)
Students working from home not in school are not adequately supported or monitored Safeguarding and staff well-being is not monitored	Partial or whole bubble lockdown	M	Designated members of staff assigned to contact families / students.	L	<ul style="list-style-type: none"> Pastoral mentors to take responsibility for their year group in first instance Admin member of staff to be allocated to a year group as support back up for welfare calls should a bubble lockdown occur
		M	Remote Teaching Continues	L	<ul style="list-style-type: none"> Plans to be in place and well communicated for remote learning from the end of September Immediate remote plans instigated for any student, class or bubble requiring self-isolation with or without a positive covid test.
	Curriculum adaptation for remote education	M	Live Lessons/remote learning plan to be delivered by staff as per timetable for that student, group or bubble	L	Google Meet sessions set up when student or PHE informs school of need to self-isolate

Activity/Area: Curriculum	People at Risk: Students, Staff, Parents
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Risk	Hazard	Initial Rating L, M, H	Control Measures	Final Rating L, M, H	Additional Action Required (by whom and completion date)	
Curriculum Expectations not adapted for COVID disruption	Curriculum plan not adapted nor time used flexibly to create time to cover the most important missed content	M	Use assessment to create a starting point for intervention and mastery teaching of content covered during lockdown	L	<ul style="list-style-type: none"> Normal TT returns Autumn term 2020 Assess what students have done first prior to re-teaching what they know and have learned; test/assess their understanding by using application questioning Prioritise content rather than remove subjects subjects contribute to the gaps in knowledge with an emphasis on reading aloud Regular formative assessment with short quizzes rather than long tests should be a feature of all curriculum plans for COVID recovery plan 	
	Transmission of virus in food prepared and taken home		Food preparation, initially not to take place. In Y7-9 to be reviewed		<ul style="list-style-type: none"> Y10 Practical's to be done on rotation to ensure cleaning of equipment between groups Demonstrations where groups cannot do practicals and some home practical sessions to take place. 	
	Transmission on equipment		Cleaning rota and out of commission rota in place and well communicated		As above	
	Educational Visits/visitors/		M	Full risk assessment to be completed prior to request for trip	L	Essential trips will be considered so long as a full COVID risk assessment is in place, incorporating venue requirements
			M	Careers appointments to be remote from careers office or additional measures to be used.	L	TA/technician support to log students on and off remote meetings from google with the careers advisor. 2m social distancing can be in place - student by door
				Additional measures to be used for Peri lessons		See plans under 'Whole school reduction control'

	Exam Board adaptations		Remove sections of syllabus no longer required from scheme of learning		Currently in consultation phase - Y11 only currently
	Further disruptions to teaching		Develop remote education		<ul style="list-style-type: none"> ● Plan to ensure any/all students can be educated at home in all subjects to be in place by end of September ● Plans should be able to be initiated immediately ● RSE should continue
			Contingency plans in place for class, bubble, school and local lockdown		<ul style="list-style-type: none"> ● A curriculum sequence that allows access to high-quality online and offline resources and teaching videos, and that is linked to the school's curriculum expectations will be in place by end of September ● give access to high quality remote education resources using Oak Academy as well as own resources ● select the online tools that will be consistently used across the school in order to allow interaction, assessment and feedback; staff are trained in google classroom and the academic content of the curriculum plans during the training days ● printed resources, such as textbooks and workbooks, are provided for students who do not have suitable online access ● Suitable adaptation to the curriculum are made for SEND and communicated to families as SEND may not be able to access remote education without adult support <p>When teaching pupils remotely</p> <ul style="list-style-type: none"> ● assignments will be set so that pupils have meaningful and ambitious work each day as per their TT ● teach a planned and well-sequenced curriculum so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to be taught and practised in each subject i.e. LIVE lessons ● provide frequent, clear explanations of new content, delivered by a teacher in the school or through high quality curriculum resources and/or videos ● gauge how well pupils are progressing through the curriculum, using questions and other suitable tasks and set a clear expectation on how regularly teachers will check work ● enable teachers to adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary,

					<p>revising material or simplifying explanations to ensure pupils' understanding</p> <ul style="list-style-type: none">● plan a programme that is of equivalent length to the core teaching pupils would receive in school, ideally including daily contact with teachers <p>Not all teaching has to be live, some can be activities on google classroom, through videos or a mixture of all.</p> <p>DfE has produced a quality assured list of remote education resources</p> <p>Oak National Academy will make available video lessons covering the entire national curriculum, available to any school for free.</p> <p>Oak National Academy specialist content for pupils with SEND. This covers communication and language, numeracy, creative arts, independent living, occupational therapy, physical therapy and speech and language therapy.</p> <p>Their provision for next academic year will include an expanded range of content for the specialist sector.</p>
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August 2020

Head of School

<https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak>