


THE NEWBRIDGE SCHOOL – COVID-19 Secondary School Full Opening Autumn 2020				
Activity being assessed:	FULL OPENING OF SCHOOL DURING THE COVID 19 PANDEMIC	Location(s) affected:	Whole School	
Person(s) completing assessment:	Katrina Farragher – Co-Head of School Natalie Fox – Co-Head of School	Date original assessment completed:	August 2020	
Date of review:	Sept 11th, Oct 24th, Nov 5 th , 8 th Jan, March 2nd, April 9 th ,	Review completed by:	Katrina Farragher Natalie Fox	

This risk assessment has been developed on best available scientific guidance and industry best practice, information and should be read in conjunction with the government guidance document, this document cannot be considered to cover every risk and control possible and must be reviewed and made specific by the end user.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf

https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020?utm_source=7427a8d7-6fbd-4315-b29f-2c648cfb91a1&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate#schools

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

[https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-setting/s/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#effective-infection-protection-and-control](https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#effective-infection-protection-and-control)

<http://science.cleapss.org.uk/resources/resource-search.aspx?search=COVID-19>

<http://dt.cleapss.org.uk/Resources/All/?search=covid+19>

Safeguarding and Stress Management					
What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
Ineffective safeguarding measures	<i>Students may be more vulnerable during times of uncertainty, stress, or financial strain</i>	School has robust safeguarding measures in place that have been (reviewed in line with additional risks that may be encountered during the Covid-19 outbreak), with a Designated Safeguarding Lead who is available. All staff have had safeguarding training. Staff have been reminded of the importance to look out and notice changes to “normal” behaviours of Students and report any concerns immediately Safeguarding Policy reviewed and amended as appropriate for the full return of pupils and the possibility of class and bubble lockdown	<i>Safeguarding Measures reviewed in readiness for return in September.</i> DSL to continue to be contactable and work from home if not symptomatic or Roles to be interchangeable e.g. another DSL to pick up the concern to ensure child is not at risk <i>All staff received refresher training during the August Training Days. and January</i> <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 	Nick Schober	August 2020
Stress and anxiety of staff due to uncertainty,	<i>Staff may experience higher levels of</i>	Schools have stress and wellbeing procedures in place with staff able to access resources to gain support both via school and externally.	Staff know of their LM structures and staff wellbeing is on the agenda of all meetings and is communicated to SLT where necessary.	All Line Managers All Staff	On going

<p>changes to working arrangements, changes to home arrangements and concern about contracting COVID-19</p>	<p>stress and anxiety Potential increase in incidents of Domestic violence</p>	<p>Mental health and wellbeing information has been shared with staff. SLT regularly check on staff and have an open door policy to discuss concerns. SLT reassuring staff and communicating thoroughly and opening all measures, controls, and arrangements in place to maintain safety (SFAIRP).</p>	<p>Mental Health information to be displayed - sign posts to our in house school counsellor and Mental Health Practitioner made clear. Crunchies and other such initiatives encourage positivity as well as chip cob days and other in house pick me up days to support staff wellbeing.</p>		
<p>Stress and anxiety of students due to uncertainty, changes to working arrangements, changes to home arrangements and concern about contracting COVID-19</p>	<p>Students may be anxious and worried about returning, may not cope with the change in learning environments and structure of day</p>	<p>Discuss and communicate to parents/carers how school will work and ask them to discuss with their child(ren). Structure into school return wellbeing conversations and activities to enable students to talk about any concerns.</p>	<p>Letter to parents asking for concerns to be shared. Tutor sessions to look at wellbeing and opportunities for students to speak to their tutors. Information signposting students to places online and in school where they can get help if needed. Regular communication with parents' information of providers who can support students and parents/carers with anxiety/mental and emotional health needs</p>	<p>KFa Tutors NSc KF Trust</p>	<p>August 2020 Ongoing</p>

Students with medical needs unable to access medicines / support	Students with medical needs	<p>Medications continue to be held in main school office, Admin Team/SLT to administer</p> <p>First Aider on site at all times – communicated with staff</p>	Ensure that SLT/Admin Team are aware of any students on site that need medication	SLT/Admin Team	Ongoing
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Management of COVID in School

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
Infection with COVID-19 spreading amongst students, staff and parents	Staff, Students by picking up the infection	<p>Lateral Flow Testing as per latest guidance from Government during National Lockdown</p> <p>3 onsite test for all students, followed by Home Testing Kits to be distributed</p> <p>Staff to commence home testing from 8th March 2021</p>	<p>All positive results identified from LFT tests, must be followed by a PCR test within 2 days, whether the test was completed at home or at school.</p> <p>Whilst awaiting the result of the PCR test person testing positive and all close contacts should continue to self isolate until the result is confirmed.</p>	Dth / Volunteers	Ongoing
Infection with COVID-19 spreading amongst students, staff and parents	Staff, Students, by picking up the infection	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>	<ul style="list-style-type: none"> Communication to be via email, and website. Follow up letters and communication throughout the year Parents to report to school any positive test results from their LFT tests 	KFa JPa	Aug 2020/ongoing

	<p>Students, by picking up the infection</p>	<p>Systems in place for parents/carers to contact the school immediately on discovering symptoms</p>	<ul style="list-style-type: none"> ● Red Zone is MEDICAL ROOM - only students with COVID symptoms to be placed in this room - window open at all times and door closed, cleaning to follow any suspected case and the normal routine. ● 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 GBr or PM. No phone contact, to be kept in a Medical room until a relative can be contacted to collect. ● 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 ● If a member of staff has symptoms, but returns a negative test, they should remain at home until they are well. 	<p>Ongoing</p>
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	<p>Students, by picking up the infection</p>	<p>Staff are responsible for asking students each morning how they are and check for any symptoms and onwardly communicate to pastoral staff via radio.</p>	<ul style="list-style-type: none"> ● 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) 	
	<p>Staff/Students, by picking up the infection</p>	<p>Systems in place for staff and students/parents to indicate their status. HoS to be proactive in monitoring staff and pupil survey undertaken to determine individuals that are clinically vulnerable/ clinically extremely vulnerable. Where identified in an at-risk category an individual risk assessment will be put in place to provide adequate controls within school.</p> <p>Where pupil's health is such that they are required to remain at home, suitable home learning support covering whole curriculum to be developed on an individual basis.</p> <p>Staff and students who are clinically extremely vulnerable or have underlying health conditions must continue to shield in line with government advice.</p> <p>Clinically vulnerable staff can attend the workplace. While in school they must follow the system of controls to minimise the risks of transmission.</p> <p>Bubbles must be established to ensure that students do not mix with the whole school</p>	<ul style="list-style-type: none"> ● Staff to stay at two metres from children when teaching, within their teaching box ● Desk, to be wiped down when students leave the classroom. ● Staff to ensure students wear masks at all times whilst inside, one way systems are followed and students keep moving while in the corridors. ● 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, ● Enhanced cleaning routines after break times to be introduced. ● 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. 	

		population. These maybe the same bubbles as the autumn term.			
‘Clinically vulnerable’ and ‘clinically extremely vulnerable’ staff and pupils exposed to COVID-19	Staff, students	<p>(ECV staff with shielding letters to work from home during national lockdown - teachers to remote in and lead lessons)</p> <p>(Students identified by the Gov as EVC by a shielding letter to remain at home during national lockdown and access remote learning)</p> <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> <p>Staff post 28 weeks pregnancy should be more formally distanced from direct working with students where possible. Any risk assessments to be reviewed regularly.</p>	<p>Additional risk assessment for all staff previously clinically vulnerable and clinically extremely vulnerable (or living with)</p> <p>EVC staff to work from home during national lockdown.</p> <p>Within all new COVID Alert levels (medium, high, and very high) all staff can continue to attend school. All students, including those who are clinically extremely vulnerable can continue to attend school at all local COVID alert levels unless they are one of the small number of students under paediatric care (such as recent transplant or very immunosuppressed children) and have been advised specifically by their GP or clinician not</p> <p>Seek medical advice where needed:Where pregnancy risk assessments have been completed, ensure these are reviewed regularly in line with risks and guidance. See specific guidance for pregnant employees.</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees</p>	Aug 2020	Ongoing as need arises
Staff are concerned they may have been infected	Staff, students	Staff to take an LFT COVID-19 test on a Sunday & Wednesday afternoon and report the outcome to the HofS	<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 		ongoing

with COVID-19		If a relative has symptoms they should self isolate while awaiting the outcome of the relatives test result.	<ul style="list-style-type: none"> • 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	Student, Staff, families	<p>School to contact the DfE Helpline on 0800 046 8687 and select option 1 for advice on the action to take in response to a positive case</p> <p>The PHE team will contact school directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.</p> <p>School to follow the advice of the Dfe/PHE advice and act accordingly. - Isolating where needed, use of mobile testing is required.</p> <p>Parents to be informed as necessary.</p>	<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 Dfe 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 • 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/ 		Ongoing
		Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or	<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 10-day isolation period they should follow 		ongoing

		staff member who is self-isolating subsequently develops symptoms.	<p>‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’. They should get a test, and:</p> <ul style="list-style-type: none"> • If the test delivers a negative result, they must remain in isolation for the remainder of the 10-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 10-day isolation period). Their household should self-isolate for at least 10 days from when the symptomatic person first had symptoms, following ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ 		
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Mitigating risk in school – Partial Reopening

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
Excessive numbers of staff on site	Students/ Staff	Staff Rota in place to ensure minimal staffing during any National Lockdown	<ul style="list-style-type: none"> • The Heads of school or SLT will need to review and monitor staff requests to attend the building if they are not on the rota to be at school (for social distancing reasons) and make suitable arrangements. 	HsoS / SLT	Ongoing

		Only staff on rota should attend school unless prior permission received from Heads of School / SLT	<ul style="list-style-type: none"> Access for teaching staff will be the responsibility of the Heads of school or SLT. Any staff attending will need to be given an induction on temporary rules/procedures. (See staff procedures / expectation sheet.) 		
Spread of infection	Students/ Staff	Social Distancing - in year group bubbles	<ul style="list-style-type: none"> All in place as per school TT - KFa All communicated to staff/parents Regular reminders to students about the importance of socially distancing through tutor times and supervision at break 	SLT	Aug 2020
Excessive numbers of students needing to be isolated, staff off self-isolating		Only children of key workers and identified as vulnerable to be in school during national lockdown. Year group bubbles will remain in the same classroom / area for the whole day, staff will move around to the bubble	<p>Year 7: Y7 building, Hall & CL Year 8: M1, PC1 - Main school Toilets Year 9: E1, Media - Main school toilets Year 10: PC3/4 - ADT toilets</p> <p>Students to be allocated work stations, as much as possible the same to be used each day.</p> <p>Students to use only their equipment, should any be needed then they should be given equipment and they leave this at their work station</p>	Ongoing	
		Bubbles do not mix at any time. Allocated areas for break and lunch	<p>BREAK / LUNCH: Year 7 & 9 - CL /Hall (year groups at either end of room) Year 8 & 10- Diner (year groups at either end of Diner)</p>		
Enhanced toilet cleaning throughout the day.		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			

		Year groups allocated to use of specific toilets.		
		Bubbles are assigned a controlled entrance and exit into the school site	<p>No entry to school until 8.15 all to line up for school entry Year 10: Side Gate Year 9: Library Year 8: White double doors Year 7: Entry through Humanities Students collected from Hall / Diner and escorted to allocated classrooms</p>	
		<p>Practical lessons</p> <p>All subjects individually risk assessed</p>	<p>Resources that are shared between classes or year groups, such as sports, art and science equipment to be cleaned frequently and meticulously</p> <p>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.</p> <p>Clear records to be kept so staff are aware when equipment last used / cleaned</p> <p>Subject lead to ensure all risk assessments are clear and adhered to, signed off by HofS.</p> <p>PE: Contact sports should not take place, students wear PE kits on the days they have PE to avoid use of the changing rooms-Face coverings do not need to be worn for PE and physical activities</p>	

		<p>Face Coverings: <i>Face coverings do not need to be worn by students when outdoors on the premises.</i></p> <p><i>Face coverings should be worn in classrooms or during activities unless social distancing can be maintained. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons.</i></p>	<ul style="list-style-type: none"> • Students and staff to wear face coverings in corridors and all indoor communal areas and classrooms 	
		<p>Hand washing: To be encouraged by all staff, regularly reminding students. Outside wash basins installed in all areas</p>	<ul style="list-style-type: none"> • 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 	
		<p>Staff to remain at front of room and 2m from pupils and other adults</p>	<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 more space. These will be moved to social areas in the first instance. • Tissues to be available in all classrooms (Catch it, Bin it, and Kill it!) • Lidded bins for disposal, double bagged. 	Ongoing
		<p>Staff to remain 2m from other adults</p>	<ul style="list-style-type: none"> • Teaching spaces to be demarcated at the front of the classroom for teachers and support staff to deliver learning from • Office restrictions (see additional sheet) • Increased numbers of staff rooms and reduced numbers in each 	

			<ul style="list-style-type: none"> Non-teaching time, staff rooms to be used, if not enough room a space classroom 	
		Assemblies	Any assemblies will be delivered remotely into classrooms during tutor times, or pre-recorded.	
Student's congregate around school grounds before/after their allocated start/finish time	Student, staff, parents, visitors	<p>Students and parents informed of entrance times and places requirements</p> <p>Signage at entrances to the school site and the school building reinforces social distancing messages to parents/students.</p> <p>1 parent only during drop-off and collection.</p>	<ul style="list-style-type: none"> Students to enter through their year group entrances and wait within their year group bubbles. 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	Staff, Students	<p>Peri lessons are conducted in the practice rooms (when full school in)</p> <p>Elite athlete coaching (if applicable) will take place after school on a one to one basis by prior agreement with sporting body. A separate risk assessment will be in place to cover specific coaching activities and a signed hire agreement will be in place.</p>	<ul style="list-style-type: none"> Individual lessons in Practice rooms Different peri teacher per day per room Screen separator between teacher and student Peri teacher to be timetabled to arrive/leave via office after main school is in and settled, student to be sent directly, fixed lesson times Peri teacher not to walk around the school, radio provided if student does not arrive Doors to be propped open, handles, seats etc.. wiped by them in between students Elite athlete coaching to take place after school. Site Technicians available to ensure equipment is in place and cleaned after the coaching session. 	

		<p>Parents are discouraged from allowing their children to use public transport to get to school</p> <p>Students are actively encouraged to travel to school on foot or on bicycle / scooter if applicable</p> <p>Parents are advised not to car share with other families.</p> <p>Parents are discouraged from allowing their children to travel to school in a taxi unless essential</p>	<ul style="list-style-type: none"> • Parent reopening letters. • Must wear a face mask and use the sanitation and hand washing facilities immediately on entry to school 		
		<p>School Buses year groups bubbles will apply on all school transport</p>	<ul style="list-style-type: none"> • use of hand sanitiser will be provided on all routes and students will use upon boarding and disembarking • 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 (Mandatory during national lockdown) • 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 		
Students don't follow new	Students, Staff	Schools create and communicate a COVID-19 addendum to their behaviour policy which will identify new rules and procedures and will	Staff procedures and expectations shared with all staff – clear expectations outlined. Exclusions to be used if persistent repeat offenders	NSc	Ongoing

rules and expectations		retain the sanction of withdrawing a student from school if they refuse or are unable to comply.			
Students having an emotional outburst or poor behaviour	Staff	Staff to contact SLT/pastoral team via radio	<ul style="list-style-type: none"> Each room has a radio, behaviour expectations as usual and SLT to remove where necessary, detentions will mean loss of freetime and warnings home for us not to accommodate if behaviour persists. 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 	Staff	
	Students/ Staff	key worker students - Internal Isolation with PM/SLT All students in - as above with lunchtime/ after school detentions running .	<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 	SMs	
Fires safety plans need amending	All staff and students	Fire evacuation policy/procedure reviewed, same evacuation routes and assembly points but to comply with social distancing.	<ul style="list-style-type: none"> Fire Evacuation Procedure- year groups to space out in their lines to allow for social distancing Signage to be organised by site staff To be addressed and communicated to staff Doors of rooms to be closed on exit and closed at the end of the day by staff 	SLT Sept 2020	4 practices throughout the year

			<ul style="list-style-type: none"> Unoccupied rooms to have doors closed, staff taking a group to another room to close the door behind them. 		
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Hygiene Measures to reduce risk

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
Infection with COVID-19 spreading amongst students, staff and parents	Students are unaware of rules	Signage around school - classrooms, toilets, shared rooms and in all entrances and on all digital signage	<ul style="list-style-type: none"> Digital signage reminders to be created re: symptoms, self-isolation, test and trace, hygiene 	KFa, KTh, TSm	Aug 2020
		Staff remind students of rules, and additions to the behaviour policy, with tutor time expectation slide	Students reminded of expectations and rules - Symptoms - Self-isolation requirements for self and family - Hygiene - Social distancing		
		Regular whole school update on COVID-19 H&S.	<ul style="list-style-type: none"> Weekly briefing note from KFa Briefing to be remote weekly 		
	Students touching each other	Staff to discourage this when it happens and remind students of the risks <ul style="list-style-type: none"> Daily reminder Behaviour referral as Social Distancing (NSc to amend Behaviour Policy accordingly) Parental and pastoral intervention only with multiple infractions within year group bubble 			

		<ul style="list-style-type: none"> ● Outside of year group bubble immediate pastoral intervention 		
Students don't clean hands well enough	Staff reinforce previously delivered handwashing messages. Wash for 20 seconds in the prescribed way ensuring all parts of the hands are covered.	<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. 		
	Students use soap and water, and where this is not available hand sanitiser. Additional hand sanitiser points available	<ul style="list-style-type: none"> ● All in place 		
Students don't use good respiratory hygiene	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.	<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	All used tissues to be placed in a flip top bin.	<ul style="list-style-type: none"> ● Pedal bins in all classrooms 		
	Flip top bins emptied and double-bagged daily.	Cleaning plan and actions written in a separate risk assessment.		
Insufficient ventilation	Open windows and prop open doors where it is safe to do so. Rooms not in use to be left closed	<ul style="list-style-type: none"> ● All doors of regularly used rooms to be wedged open by site staff daily (closed if a fire alarm, and at the end of the day) ● Unoccupied rooms to have doors closed, staff taking a group to another room to close the door behind them ● Some windows in rooms to be opened daily by site staff to allow good ventilation through school 		

	Touching face, eyes, mouth and nose	Students will be reminded not to touch face, eyes, mouth and nose	<ul style="list-style-type: none"> Digital and physical signage Daily reminder 		
	Wearing facemasks	All students who travel on public and school buses will be required to wear a face covering	<ul style="list-style-type: none"> In parents letters 		
		Any student and staff member who wishes to use a face covering will be allowed , in corridors and communal areas when not eating they are compulsory (mandatory by law during national lockdown)	<ul style="list-style-type: none"> Face coverings are compulsory in corridors and classrooms but visors will be allowed for all staff and students who want to wear them 		
	Staff	Teachers should make sure they wash their hands and clean their desk and IT surfaces, before and after their session.	<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 During colder months, guidance given to families to encourage extra layers under uniform and relaxation on the use jumpers worn.	Uniforms don't need to be cleaned more often or in special methods than normal		
	Attendance	Only students whose parents are key workers and those identified as vulnerable to attend school during National Lockdown. Remote Learning in place for all students during National Lockdown	<ul style="list-style-type: none"> Attendance registers will be taken via GoogleSheet by 9.10am daily. Attendance reporting as per latest DfE Guidance followed during National Lockdown. Remote Tutor Time daily for all students and systems in place to identify and contact non-attenders as 	NSc/ GDa	ongoing

			per Communication Plan shared with all staff.		
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Mitigating risk in classrooms					
What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
Infection with COVID-19 spreading amongst students, staff and parents	Lack of ventilation	Ensuring there is through ventilation some windows and doors to be open at all times, in classrooms and on corridors (doors to be wedged open).	<ul style="list-style-type: none"> Doors of communal areas to be wedged open by site staff daily (reduces transmission risk on handles) Windows in rooms to be opened daily by teaching staff to allow good ventilation through school Y7 aircon/heating is ok to use, windows should still be opened to allow for ventilation 	Staff Aug 2020	ongoing
	students forget new school rules and routines	Staff make a daily reminder of the expectations in the classroom, around school, hygiene and drop-off / pick up routines.	<ul style="list-style-type: none"> Digital and physical signage Tutor time expectation slide 	SMA	
		Each classroom has relevant displays to reinforce key messages.	Classroom Expectations	NSc	
	Sharing equipment and resources	Student have their own equipment in school - where they have to use school equipment	<ul style="list-style-type: none"> Students to use only their equipment, should any be needed then they should be given equipment and they leave this at their work station. 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 	students	

			always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.		
		Desks and other equipment to be cleaned at the end of each lesson.	<ul style="list-style-type: none"> All tables, to be wiped down at the end of the lesson, computer room cling film to be changed at break and lunch and thoroughly at the end of the day. Hand routinely sanitised on entry to a classroom. Seating plan clearly stated in each lesson. 	Teachers	
		Photocopying	<ul style="list-style-type: none"> NO student to be sent out of lesson to collect Photocopying should be emailed to reprographics 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 Signage on photocopier - DO NOT USE MACHINE UNLESS YOU HAVE WASHED YOUR HAND 		
		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.	<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. 	Students	
		Resources that have been cleaned and quarantined for 72 hours may be used by another group.	<ul style="list-style-type: none"> System in place for cleaning and rotation use by subjects for subject held equipment 	See department risk assessments	ongoing

			<ul style="list-style-type: none"> 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	Outdoor playground equipment should be more frequently cleaned (currently not to be used)		<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 	Aug 2020	Ongoing
Leaving the classroom to visit the toilet	Students are permitted to use the toilet if absolutely necessary, but teachers should limit this to 1 student at a time		<p>Toilets to be cleaned regularly through the day</p> <p>Year 7: Y7 Base Year 8: Main school Toilets Year 9: Main school toilets Year 10: ADT toilets</p>	Site	Ongoing
Behaviour Management	Stage 2 Move Seat now withdrawn from sanctions		<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 via radio 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 	Teachers	
Marking of Work	Assessed work and assessment should be set where possible on google classroom		<ul style="list-style-type: none"> Teacher to be encouraged to use feedback booklet for whole class marking and feedback When marking book hands should be washed before and after marking 	Teachers	ongoing

			<ul style="list-style-type: none"> Exercise books should be marked where possible in the teachers classroom, but can be taken home Exercise books can be taken into staff rooms, but the desk must be wiped down afterwards In current lockdown, all work is submitted on google classroom or via email 		
	Work scrutiny	<p>Conducted by leaders within bubble classrooms and SLT Line manager</p> <p>Lessons and work are monitored remotely during lockdown</p>	<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 	Teachers	ongoing
	Staff Training, Meetings, briefings	Online meetings and workshop trainings to reduce numbers	Meetings and Training which cannot ensure 2m social distancing from others should be remote	Staff	ongoing

Mitigating Risks in Catering/Cleaning

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
Infection with COVID-19	Staff, Students through	Breaks and lunch times will be in different places.	Y7 CL/Hall, Y8 Diner, Y9 PA, Y10 Diner	Jan 2021	ongoing
		Food Provision/Service	Hot & cold can be offered by order only	Sarah Nash	Ongoing

spreading amongst students, staff and parents	poor hygiene	(COVID-19).Guidance for food businesses on coronavirus	<p>Risk Assessment to be completed by Sarah Nash</p> <p>Perspex screens in place in diner</p> <p>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:</p> <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. <p>Coughs and sneezes should be caught in a tissue or the crook of your elbow</p>		
		Staffing	<ul style="list-style-type: none"> ● 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. 	Diner staff	
Infection with COVID-19 spreading amongst students, staff and parents	<p>Staff, students</p> <p>Premises are not cleaned often enough</p>	<p>Premises will be cleaned at the end of the school day and frequently used classrooms, touched surfaces (such as doors) regularly throughout the day using standard products, such as detergent.</p> <p>Increased cleaning hours where required.</p>	<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; cleaning staff to clean after and before school ● 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 food service ● Site staff support cleaning of lunch areas. 	Site Team	Ongoing

		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 	Site, diner staff	
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Remote/Blended/Distance Learning

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
Students continue to get a quality education	Students missing large parts of their education	<p>Partial or whole bubble lockdown Designated members of staff assigned to contact families / students.</p> <p>Remote Teaching Continues</p> <p>Live Lessons/remote learning plan to be delivered by staff as per timetable for that student, group or bubble</p>	<ul style="list-style-type: none"> Shared risk assessment with all staff for Video Calls / delivery of 'live' lessons Clear Communication Plan shared with all staff to ensure that all students attendance is monitored and plans in place for Pastoral / SENDCo / SLT / Admin Staff to follow up with any concerns School MIS updated to be able to record student attendance / submittal of work which can be communicated to staff and parents. Work with IT Department to ensure that all students have remote access. 	Jan2021	Ongoing


			<ul style="list-style-type: none"> Paper work pack to be provided in rare instances where students cannot access remote/live learning. 		
Students working from home are not learning or adequately monitored	Safeguarding and staff well-being is not monitored	<p>Partial or whole bubble lockdown</p> <p>Designated members of staff assigned to contact families / students.</p>	<ul style="list-style-type: none"> Remote Tutor Time sessions to take place three times a week and clear expectations via Communication Plan for any follow up of students who do not attend. 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 students be identified as needing contact as per Communication Plan Plans to be in place and well communicated for remote learning from the end of September/ developed further as necessary. 	Teachers SMs SLT Admin Staff	
Students/ Staff self Isolating due to being exposed to another person with symptoms	Students missing large parts of their education	<p>Whole school in:</p> <p>Ensure all staff know the plans and procedures</p> <p>Ensure google classroom is ready for students to access learning week by week and that it is of good quality</p> <p>Whole school staff training on remote delivery of lessons.</p> <p>Development of online learning provided to ensure</p>	<p>STUDENTS: If off school self isolating or on the mend having had a positive test result, they will be given a google classroom code to access learning to do at home and submit to their teacher.</p> <p>TEACHER: If off self isolating and well enough to work, the staff member is expected to still provide work and for any Y10 lesson to remote into the classroom to deliver live teaching. A facilitator will be put into the classroom to support the learning.</p>	Teachers	ongoing

			<p>ALL TEACHERS: To monitor who is off school and is fit to learn, via the home learning spreadsheet. Once per week as a minimum to give feedback and log whether work has been submitted for monitoring purposes.</p>		
Students continue to get a quality education	<p>Tier 2 Lockdown Procedures:</p> <p>As directed by the DfE, should cases of COVID be too high to continue with whole school openings.</p> <p>2 year groups at a time to be on site on two weekly rotation Y7&10 (Vulnerable Y9 Media/ Y8 PC1) Y8&9 (Vulnerable Y10 PC3/Y7 Library)</p> <p>Vulnerable and students with no technology students to be in full time. PCs provided and a facilitator to assist in accessing the learning).</p> <p>Staff and students follow the timetable as it is. Students in school are taught face to face as per normal. Students at home to access learning during lesson time staff to communicate to students during lesson time via google classroom or email or live lesson</p>	<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 When teaching pupils remotely 	Teachers SLT	As applicable	

			<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, revising material or simplifying explanations to ensure pupils' understanding ● 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>		
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			<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. Their provision for next academic year will include an expanded range of content for the specialist sector.</p>		
<p>Education al Visits/visit ors/</p>	<p>Risk of exposure to COVID from external venues</p>	<p>Full risk assessment to be completed prior to request for trip, Insurance needs to be checked to see the location would be covered.</p> <p>Careers appointments to be remote from careers office or additional measures to be used</p> <p>Additional measures to be used for Peri lessons</p>	<p>Essential trips will be considered so long as a full COVID risk assessment is in place, incorporating venue requirements</p> <p>Educational Visits are NOT advised to take place at this time</p> <p>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</p> <p>See above for Peri lessons</p>	<p>Teachers</p>	<p>As and when</p>
<p>Exam Board adaptation s</p>	<p>Managing changing goal posts</p>	<p>Remove sections of syllabus no longer required from scheme of learning</p>	<p>Currently in consultation phase - Y11 only currently</p>		



Signature of Senior Leadership Team: 			Date: 9/4/2021
Date review required: September 2020	Date review required: October 2020	Date review required: January 2021	Date review required: Ongoing as guidance changes