

## Risk Assessment for full opening

Government guidance states that all pupils, in all year groups, will return to school full-time from the beginning of the autumn term 2020. Schools should **not** put in place a rota

In addition to this schools are expected to also plan for the possibility of a local lockdown and how to ensure continuity of education.

The way the guidance will be implemented will be for schools to decide based on the school's individual circumstances. There are some essential public health requirements.

Schools **must** comply with health and safety law, which requires them to assess risks and put in place proportionate control measures.

Schools should thoroughly review existing health and safety risk assessments.

Risk Assessments and Plans					
Theme/key actions/measures/mitigations		STAFF Action and Risk measure (low, medium high)	STUDENTS Action and Risk measure (low, medium high)	OTHERS Action and Risk measure (low, medium high)	By whom/ when
Schools <b>must</b> Review and update existing risk assessments to consider additional risks and control measures		<p>Existing risk assessments have been meticulously reviewed.</p> <p>In addition, the 200-point requirements from the unions have been interrogated and incorporated into planning wherever possible</p> <p>Low</p>	<p>Existing risk assessments have been meticulously reviewed.</p> <p>Low</p>	<p>Existing risk assessments have been meticulously reviewed.</p> <p>Low</p>	Helen Peace Harry Chikhosi Governors
Schools have a legal obligation to protect their employees and others from harm and should continue to assess health and safety risk and consider how to meet equality duties in the usual way	Employers have a legal duty to consult their employees on health and safety in good time.	<p>Staff have had 2 weekly, then 3 weekly, then 4 weekly updates.</p> <p>They have also received the details of some arrangements which will be in place from September.</p>	<p>Wherever possible, the timetable has been written to avoid contact between year groups.</p>	<p>Parents have been contacted by letter many times during lockdown.</p> <p>They have already been advised about some arrangements</p>	Paul Hughes Helen Peace

	<p>We should also communicate with parents/carers regarding arrangements around health and safety decisions to help them understand the reasons for the measures being put in place and to be able to advise their children.</p>	<p><b>A final update will be sent to them w/c 24/8/20. We will also hold meetings with all staff w/c 31/8/20.</b></p> <p><b>Wherever possible, the timetable has been written to minimise, or avoid, contact between year group bubbles.</b></p> <p><b>Staff in higher risk categories have had their timetables individually interrogated to enhance their protection.</b></p> <p><b>All new arrangements will be closely monitored, discussed weekly and updated immediately if monitoring identifies improvements.</b></p> <p><b>Low</b></p>	<p><b>All new arrangements will be closely monitored, discussed weekly and updated immediately if monitoring identifies improvements.</b></p> <p><b>Low</b></p>	<p><b>which will be in place from September.</b></p> <p><b>The website and social media accounts have been updated to advise that a letter with all arrangements will be sent out w/c 24/8/20.</b></p> <p><b>All new arrangements will be closely monitored, discussed weekly and updated immediately if monitoring identifies improvements.</b></p> <p><b>Low</b></p>	<p>Paul Hughes Helen Peace</p>
<p>Action plan for an eventuality of a local lockdown, include how to ensure continuity of education</p>		<p><b>During the national lockdown, staff held most discussions via Microsoft Teams.</b></p> <p><b>Staff are already very clear about their roles and the expectations during lockdowns, having experienced it during the national lockdown.</b></p>	<p><b>During the national lockdown, most students accessed their work via the VLE (Moodle).</b></p> <p><b>We have been enhancing the Teams package to ensure that, if another lockdown becomes necessary,</b></p>		<p>Paul Hughes Helen Peace Jerry Giles Teresa Ash Karen Wilkinson</p>

		<p><b>We will still be able to operate for key workers and vulnerable students.</b></p> <p><b>Low</b></p>	<p><b>we will be able to teach students via Teams, as well as continue to utilise the VLE.</b></p> <p><b>We will still be able to operate for key workers and vulnerable students.</b></p> <p><b>Low</b></p>		
Schools should share the results of their risk assessment with their workforce	If possible, they should consider publishing it on their website to provide transparency of approach to parents, carers and pupils (HSE would expect all employers with over 50 staff to do so).	<p><b>We have offered to meet with unions to discuss the risk assessment and that is being arranged for w/c 24/8/20.</b></p> <p><b>Once the risk assessment is finalised, we will share with all staff and upload to our website.</b></p> <p><b>Low</b></p>	<p><b>Once the risk assessment is finalised, we will upload to our website.</b></p> <p><b>Low</b></p>		<p>Paul Hughes Helen Peace</p>
It is important that employers know how effective their risk controls are.	They should monitor and review the preventive and protective measures regularly, to	<p><b>We will have a weekly monitoring and discussion programme in place, which will include feedback from the staff.</b></p>			<p>Paul Hughes Helen Peace Karen Wilkinson</p>

	ensure the measures are working, and taking action to address any shortfalls.	<b>Low</b>			
<p>Minimise contact with individuals who are unwell particularly those that are displaying symptoms of COVID -19 or who has someone in their household who does, by ensuring these people do not attend school</p> <p>This <b>must</b> be in place all of the time</p>		<p><b>Staff temperatures will be taken daily, by their line manager, and recorded. Abnormal increases in, or high temperature will be notified to HR.</b></p> <p><b>Our expectation that no one attends site, who has any symptoms which could be linked to Covid-19 will be very clear.</b></p> <p><b>We have introduced a COVID-19 flowchart for assessment.</b></p> <p><b>If staff become unwell during the day, and believe that they may have symptoms of Covid-19, they should immediately go to reception, to advise.</b></p> <p><b>Reception will follow procedures and ensure they are moved to one of the isolation rooms, if they need collecting, or will note that they are leaving site immediately.</b></p> <p><b>If the member of staff has a mask and gloves available to them, they should use these immediately, before going to reception.</b></p>			<p>Helen Peace Karen Wilkinson</p>

**No more than one person will be in any isolation room at any one time and it will be deep cleaned between use.**

**This flowchart is also applicable to all staff prior to actually attending work.**

**Staff will must not attend work if they have any symptoms**

**If staff call in, having displayed symptoms, test and trace will identify where others may be at risk.**

**Medium**

**Minimise COVID-19 risks**

Theme/key actions/measures/mitigations		STAFF Action and Risk measure (low, medium high)	STUDENTS Action and Risk measure (low, medium high)	OTHERS Action and Risk measure (low, medium high)	By whom/ when
<p>Minimise contact between individuals and maintain social distancing where possible Staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable</p> <p>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual</p>	<p>Avoid contact between groups</p>	<p><b>Wherever possible, the timetable has been written to minimise, or avoid, contact between year group bubbles.</b></p> <p><b>Staff in higher risk categories have had their timetables individually interrogated to enhance their protection.</b></p> <p><b>All classrooms have been set up to enable the staff to be at least 2 metres from the children.</b></p> <p><b>Staff will be provided with all the relevant PPE if they choose to use it, although this will not be mandated, in all cases.</b></p> <p><b>The medical office has been relocated, to enable a waiting area away from the main street of the college.</b> <b>This will enable students who are ill not to be at risk when there is a lengthy break and lunch process.</b></p> <p><b>The waiting room has had chairs placed 2 metres apart in case more</b></p>	<p><b>There will be 5 different start, break, lunch and finish times. The starts will be 15 minutes apart and all groups will go straight to their classrooms on arrival.</b></p> <p><b>There is an external queuing system which keeps students at a relevant distance and staff will be on duty monitoring this.</b></p> <p><b>All students will be provided with a coloured lanyard, relevant to their year group.</b></p> <p><b>All dedicated classrooms have also been colouring coded, to match the lanyards.</b></p>		<p>Paul Hughes Helen Peace Jerry Giles Teresa Ash Karen Wilkinson</p>

		<p><b>than one year group needs to attend, at the same time</b></p> <p><b>The medical officer will have full PPE mandated.</b></p>	<p><b>Year group toilets have also been colour coded.</b></p> <p><b>The colour coding will enable all staff to quickly identify if 2 groups are at risk of contact.</b></p> <p><b>There is no crossover between year groups as the timetable has been written in a way which avoids this.</b></p> <p><b>At the end of the day, students will leave site immediately.</b></p> <p><b>Students being dropped off with siblings will go straight to their class, whilst the sibling/s will go to a bubble waiting area, in the hall. They will remain there until it is their time to go to class.</b></p> <p><b>The 5 hall bubbles are a minimum of 2</b></p>		
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			<p><b>metres apart and it will be supervised.</b></p> <p><b>The medical office has been relocated, to enable a waiting area away from the main street of the college.</b></p> <p><b>This will enable students who are ill not to be at risk when there is a lengthy break and lunch process.</b></p> <p><b>The waiting room has had chairs placed 2 metres apart in case more than one year group needs to attend, at the same time.</b></p> <p><b>There will be a student manager for each year group and they will be seated in a separate room from everyone else.</b></p> <p><b>This will enable the children from that year group to see their student manager independently, without contacting any other groups.</b></p>		
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		<b>Medium</b>	<b>Medium</b>		<p>Paul Hughes Helen Peace Jerry Giles</p>
Avoid large groups, for example assemblies	<p><b>The hall will be set up for staff meetings, on Tuesday 1st September only, although this is limited to 80 people in the hall, due to social distancing.</b></p> <p><b>After these initial staff meetings, there will be no other large group meetings in the school. Meetings will be continued on Teams.</b></p> <p><b>All rooms and offices, apart from classrooms, will have number limiter signs on them.</b></p>	<p><b>There will be 3 assemblies, 20 minutes long and 30 minutes apart on the first day only, for Year 7 as they haven't been in the school for a normal induction.</b></p> <p><b>Only Year 7 and 11 are in the building and the movement times never clash on the day.</b></p> <p><b>After this, there will be NO assemblies.</b></p>			
	<b>Low</b>	<b>Low</b>			
When timetabling groups should be kept apart, movement around the school site should be kept to a minimum, avoid creating busy corridors and exits	<p><b>Staff will move between groups and a trolley to enable this more easily will be provided, if required.</b></p> <p><b>Staff will have the use of lockers, in 3 places, to leave personal belongings.</b></p>	<p><b>Each year group bubble has dedicated classrooms, near their dedicated toilets. Staff will travel to the classrooms, rather than the children moving unnecessarily.</b></p> <p><b>Year 7, 8 and 9 will leave their</b></p>			

			<p>classroom very infrequently. Year 9 and 10 move more frequently, due to options, but the 2 groups do not cross over at any point.</p> <p><b>Medium</b></p>		Duty Leads
<p>Staggered starts and finish times – without reducing the amount of overall teaching time. In addition drop off and collection by parents (consider impact on transport)</p>	<p><b>Staff will actually be on site less as the following will be the only requirements, on site:</b></p> <ul style="list-style-type: none"> <li>• <b>Start at 8.25 (8.50 on Thursday and Friday if you have a Year 11)</b></li> <li>• <b>Leave site in the afternoon, as soon as you finish teaching.</b></li> <li>• <b>Duties, as required, although we aim to keep these to the minimum possible and to spread them across ALL staff on site</b></li> <li>• <b>All other contact to be done via Teams</b></li> </ul> <p><b>Medium</b></p>	<p><b>Students will have 5 different start, break, lunch and finish times. These will be 15 minutes apart and all groups will go straight to their classrooms on arrival.</b></p> <p><b>Parental drop-off will be encouraged in order to minimise the number of students on the Tesco route and the canal path. This is to make things better for the community.</b></p> <p><b>Parents will not be permitted to leave their vehicles.</b></p> <p><b>Medium</b></p>	<p><b>Parental drop-off will be encouraged in order to minimise the number of students on the Tesco route and the canal path. This is to make things better for the community.</b></p> <p><b>Parents will not be permitted to leave their vehicles.</b></p> <p><b>Low</b></p>		
<p>Staggered break and</p>	<p><b>There will be 5 different breaks and lunches.</b></p>	<p><b>Students will have 5 different start, break, lunch and finish</b></p>			

	<p>lunch times if appropriate</p>	<p><b>Whilst the break are 15 minutes long, on the timetable, and the lunches 30 minutes long, these will, in reality, be 10 and 25 minutes respectively.</b></p> <p><b>This will allow 5 minutes for tables and chairs to be cleaned by catering/cleaning/lunchtime staff.</b></p> <p><b>It will also allow time for one year group to leave the area and go back to class, before another comes to the canteen.</b></p> <p><b>Staff will enter the canteen area, through the student exit route for cold food.</b></p> <p><b>They will wait for the route to be clear then the student queue will be stopped to allow them access.</b></p> <p><b>This will enable them to maintain a 2 metre, or 1 metre plus distance.</b></p> <p><b>Staff will have separate cutlery and napkins trays to the students.</b></p>	<p><b>times. Whilst the break are 15 minutes long, on the timetable, and the lunches 30 minutes long, these will, in reality, be 10 and 25 minutes respectively.</b></p> <p><b>Lunchtime Supervisors and SMT/SLT have been provided with whistles. This will encourage the students in the canteen or outside to move back to class without disturbing the rest of the school, who are still in lessons.</b></p> <p><b>This will allow 5 minutes for tables and chairs to be cleaned.</b></p> <p><b>It will also allow time for one year group to leave the area and go back to class, before another comes to the canteen.</b></p>		
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			<p><b>The break and lunch queues are barriered and has social distancing stickers in place.</b></p> <p><b>All will have hand sanitiser applied prior to entering the servery area.</b></p> <p><b>The cutlery trays are also colour coded and there is a separate napkin holder for each year group. These will be changed between groups and cleaned thoroughly before being used again at the next relevant session.</b></p>		<p>Harry Chikhosi Karen Street Liam Carter-Selwood Lunchtime Supervisors</p>
	Additional time allowed to thoroughly clean in between lunch sittings	<p><b>Low</b></p> <p><b>At break time, two cleaners and three members of catering staff will clean all tables and chairs between groups.</b></p> <p><b>At lunchtime, lunchtime supervisors and catering staff will be responsible for the cleaning of the tables and chairs.</b></p>	<p><b>High</b></p> <p><b>At break time, two cleaners and three members of catering staff will clean all tables and chairs between groups.</b></p> <p><b>At lunchtime, lunchtime supervisors and catering staff will be</b></p>		<p>Helen Peace Karen Wilkinson</p>

		<p><b>Medium</b></p>	<p><b>responsible for the cleaning of the tables and chairs.</b></p> <p><b>Students will be expected to either sit down in the canteen area, during break and/or lunch, or be outside.</b></p> <p><b>Lunch tables have been extended along the whole length of the street to enable better social distancing of the year group.</b></p> <p><b>The only access point to the external area will be via the doors at the far end of the street</b></p> <p><b>Low</b></p>		<p>Paul Hughes Jerry Giles Helen Peace All Duty Staff</p>
	<p>Staff rooms – set up and use to help staff distance from each other. Use of staff rooms should be minimised</p>	<p><b>As staff do not have their own classroom space, 4 rooms have been set up for them to work in or have lunch in. All 4 have setups which are compliant with social distancing.</b></p> <p><b>All rooms will have limits on numbers.</b></p>			<p>Helen Peace Karen Wilkinson</p>

		<b>Medium</b>			<p>Paul Hughes Helen Peace Karen Wilkinson All Staff</p>
Update communication to staff, pupils, parents and visitors	<b>Updated communication will be sent to stakeholders w/c 24/8/20 and then updated regularly. We will also ensure that the website and our social media platforms are updated.</b>		<b>Updated communication will be sent to stakeholders w/c 24/8/20 and then updated regularly. We will also ensure that the website and our social media platforms are updated.</b>	<b>Updated communication will be sent to stakeholders w/c 24/8/20 and then updated regularly. We will also ensure that the website and our social media platforms are updated.</b>	
	<b>Low</b>	<b>Low</b>	<b>Low</b>	<b>Low</b>	
Visitors to sites, including parents with appointment only				<p>Wherever possible, meetings will be held by teams. If all participants cannot access teams, those who can will be asked to join this way.</p> <p>Only essential meetings will go ahead on site. These meetings will be held in only one room and the room will be deep cleaned between use.</p> <p><b>Low</b></p>	

	<p>Group children together in separate 'bubbles' and maintain distance between individuals,</p>		<p><b>All children will be provided with a coloured lanyard representing their year group. The same colour will be represented on their classrooms. Only children wearing that colour will be circulating at any one time and no one with a different coloured lanyard will be permitted to enter any room.</b></p> <p><b>The need to access the classrooms around the canteen area, via the Silver corridor, has been removed during break and lunch times to ensure no cross contact between bubbles.</b></p> <p><b>Medium</b></p>		<p>Helen Peace Karen Wilkinson Harry Chikhosi</p>
	<p>Maintain consistent groups</p>	<p><b>Staff will cross year groups only when unavoidable. To support with this, full PPE will be provided, if required.</b></p> <p><b>All classrooms have been set up with a minimum of 2 metres</b></p>	<p><b>With the exception of sets and options, all groups will remain together.</b></p>		<p>Helen Peace Karen Wilkinson Harry Chikhosi</p>

		<b>between the teacher desk and the nearest student</b>			
		<b>Low</b>	<b>Low</b>		
	Groups are kept apart from each other	<b>To help spread staff around the site, rather than being in one place, there are 4 dedicated, with a fifth available, rooms where staff can undertake PPA and break/lunch.</b>	<b>There is never an occasion when any 2 year groups are moving at the same time.</b>		
		<b>Low</b>	<b>Medium</b>		
	Older children are encouraged to keep their distance within groups		<b>Although we will not have assemblies, for Year 8, 9, 10 and 11, we will be visiting the classroom of each group, on their first day. At this visit, we will hand out their lanyards and reiterate the expectations and risks.</b>		
			<b>Low</b>		
	Where possible: limit interaction, sharing of rooms and social spaces	<b>The only sharing of any space is in practical classrooms and that is only seven rooms.</b>	<b>The only sharing of any space is in practical classrooms and that is only seven rooms.</b>		
		<b>Medium</b>	<b>Medium</b>		
		<b>All of these rooms only have one year group per day, apart from 8 occasions. On all of those occasions, the cleaner will be responsible for a deep clean of the room before the next year group</b>	<b>All of these rooms only have one year group per day, apart from 8 occasions.</b>		
					Helen Peace Karen Wilkinson
					All Staff





	with forward facing desks	<p><b>which has 8 students facing sideways due to the layout of the fixed benching. These students will not be in the room all the time as it is a KS4 room and there will be options movement.</b></p> <p><b>Whilst classrooms desks do not all face forwards, there is a minimum of 2 metres between the teacher's desk and the students.</b></p> <p><b>Low</b></p>	<p><b>exception of one classroom which has 8 students facing sideways due to the layout of the fixed benching. These students will not be in the room all the time as it is a KS4 room and there will be options movement.</b></p> <p><b>Low</b></p>		<p>Paul Hughes Helen Peace Jerry Giles Teresa Ash Karen Wilkinson</p>
	<p>Seat children side by side facing forwards Move unnecessary furniture to make space if needed Clean classrooms between use if used by different groups</p>	<p><b>All extra furniture has either been moved to the back of the classroom or moved out of the room.</b></p> <p><b>Low</b></p>	<p><b>This is the standard classroom layout we have adopted.</b></p> <p><b>Cleaning will be done between year groups on the 8 crossover occasions and daily under all other circumstances.</b></p> <p><b>All other classrooms will be used by the same year groups only but will be fully cleaned daily.</b></p> <p><b>Low</b></p>		<p>Paul Hughes Helen Peace Jerry Giles Teresa Ash Karen Wilkinson</p>
	Staff will ideally keep their distance	<b>This will form part of the staff briefings which will be covered</b>			

	<p>from pupils and staff as much as they can, ideally 2 metres from other adults and children. Staff must avoid close face to face contact and minimise time spent within 1 metre of anyone</p>	<p><b>over 2 training days on 1<sup>st</sup> and 2<sup>nd</sup> September.</b></p> <p><b>All teacher desks are a minimum of 2 metres from students.</b></p> <p><b>All staff breakout areas have been set up with a minimum of 2 metres between tables. They have also been set up not to be facing each other.</b></p> <p><b>Staff are provided with disinfectant wipes and asked to wipe down the table before use</b></p> <p><b>Medium</b></p>			<p>Paul Hughes Helen Peace Jerry Giles Teresa Ash Karen Wilkinson</p>
	<p>Contact should be minimised as much as possible</p>	<p><b>Contact will ONLY take place in exceptional circumstances.</b></p> <p><b>Low</b></p>	<p><b>Contact will ONLY take place in exceptional circumstances.</b></p> <p><b>Medium</b></p>		<p>Teachers</p>
	<p>Visits will be arranged outside of schools hours where appropriate</p>	<p><b>We will not have anyone visiting the school unless their visit is unavoidable.</b></p> <p><b>If it is unavoidable, the visit will be kept to the shortest possible time.</b></p>		<p><b>We will not have anyone visiting the school unless their visit is unavoidable.</b></p> <p><b>If it is unavoidable, the visit will be kept to the shortest possible time.</b></p> <p><b>After any visit, any surfaces/rooms/are as will be cleaned.</b></p>	<p>All staff</p>

		<b>Low</b>		<b>Low</b>	
	Guidance on physical distancing and hygiene is explained to visitors on or before arrival	<b>We will have posters around the site for all to see the expectations of the school.</b>		<b>We will have posters around the site for all to see the expectations of the school. In addition to this, visitors will have the expectations explained to them</b>	Debra Lewis
	A record of all visitors is kept	<b>This is standard practice for Safeguarding anyway.</b>		<b>This is standard practice for Safeguarding anyway.</b>	Debra Lewis
		<b>Low</b>		<b>Low</b>	

<b>Cleanliness/handwashing/cleaning</b>					
<b>Theme/key actions/measures/mitigations</b>		<b>STAFF Action and Risk measure (low, medium high)</b>	<b>STUDENTS Action and Risk measure (low, medium high)</b>	<b>OTHERS Action and Risk measure (low, medium high)</b>	<b>By whom/ when</b>
Clean hands thoroughly more often than usual - all	Process, availability of hygiene stations, hand sanitiser and wipes, where necessary.  On arrival: (safe removal, storage and	<b>Staff have male and female toilets available, plus a number of disabled toilets around the site, and close to all new work space.</b>  <b>All toilets have been deep cleaned.</b>  <b>We will have a full time cleaner, with a primary responsibility of checking all toilets on a rota, to ensure they are clean and always</b>	<b>There is a colour coded toilet, one each for Boys and Girls, for each Year Group.</b>  <b>Gender fluid students, who feel uncomfortable using the individual facilities, will have</b>	<b>All classrooms, offices, workrooms and public spaces will have hand sanitiser available. A free-standing hand sanitising unit will be available in the community entrance.</b>	Paul Hughes Jerry Giles Helen Peace Karen Wilkinson Harry Chikhosi All Staff

	<p>disposal of face coverings if used and cleaning of hands)</p>	<p><b>stocked with soap and paper towels.</b></p> <p><b>A mask bin will be provided at the arrival point along with a free-standing hand sanitising unit. All students will either remove their mask or place it in their bag, if not a disposable one, or place in the bin if it is a disposable mask.</b></p> <p><b>The mask bin will not be used for anything else.</b></p> <p><b>All classrooms, offices, workrooms and public spaces will have hand sanitiser available.</b></p> <p><b>Antibacterial wipes have been placed in all staff areas.</b></p>	<p><b>other toilets available to them and the changing room toilets have been kept unallocated for this reason.</b></p> <p><b>All toilets have been deep cleaned.</b></p> <p><b>We will have a full time cleaner, with a primary responsibility of checking all toilets on a rota, to ensure they are clean and always stocked with soap and paper towels.</b></p> <p><b>A mask bin will be provided at the arrival point along with dispensed hand sanitiser. All staff will either remove their mask or place it in their bag, if not a disposable one, or place in the bin if it is a disposable mask.</b></p>	<p><b>All visitors will have to use hand sanitiser on arrival or they will not be permitted to enter the building.</b></p>	<p>Harry Chikhosi Karen Street</p>
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			<p><b>The mask bin will not be used for anything else.</b></p> <p><b>All classrooms, offices, workrooms and public spaces will have hand sanitiser available.</b></p> <p><b>Students will be asked to wash their hands/sanitise regularly throughout the day.</b></p> <p><b>Computer classrooms will be stocked with individual wipes to ensure keyboards are wiped down between use.</b></p> <p><b>Low</b></p>		<p>Harry Chikhosi Karen Street All Staff</p>
<p>Ensure good respiratory hygiene by promoting 'catch it, bin it, kill it'</p>		<p><b>Tissues will be available in every room.</b></p> <p><b>Covered tissue bins are in every room.</b></p> <p><b>This are double bagged and will be securely emptied every day. If a member of staff reports to reception with Covid-19 suspicious symptoms, a note of the</b></p>	<p><b>Tissues will be available in every room.</b></p> <p><b>Covered tissue bins are in every room.</b></p> <p><b>This are double bagged and will be securely emptied every day.</b></p>		<p>All Staff</p>

		<p>room/rooms they have been in will be taken. The bins from these rooms will be removed and replaced immediately and the bags tied and removed to a pre-prepared room. We have a system in place, in the room, to identify the room the bag was removed from and the day.</p> <p>Staff will wear full PPE when carrying out this task.</p> <p>These bags will be held for either:</p> <ul style="list-style-type: none"> <li>• 72 Hours</li> <li>• Until a negative test result is received</li> </ul> <p>The bin/s will be thoroughly cleaned and sanitised before be returned to the store.</p>	<p>If a student reports to reception with Covid-19 suspicious symptoms, a note of the room/rooms they have been in will be taken. The bins from these rooms will be removed and replaced immediately and the bags tied and removed to a pre-prepared room. We have a system in place, in the room, to identify the room the bag was removed from and the day.</p> <p><b>Medium</b></p> <p>Staff will wear full PPE when carrying out this task.</p> <p>These bags will be held for either:</p> <ul style="list-style-type: none"> <li>• 72 Hours</li> <li>• Until a negative test result is received</li> </ul> <p>The bin/s will be thoroughly cleaned</p>		<p>Helen Peace Harry Chikhosi</p>
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		<b>Medium</b>	<b>and sanitised before be returned to the store.</b>		Kirsteen Fraser
Some children with complex needs will struggle to maintain good respiratory hygiene, for example those who spit uncontrollably or use saliva as a sensory stimulant. This should be considered in risk assessments in order to support these pupils and the staff working with them, and is not a reason to deny these pupils a face to face education	Individual risk assessments and support plans updated		<b>Medium</b> <b>An individual risk assessment will be undertaken on each of the SEND children and their environment.</b>		
Enhanced cleaning arrangements		<b>2 full-time cleaners will be in operation all day, whilst staff are on site and there will be cleaning cover on site from at least 5.30am to 5.30pm every day.</b>  <b>One will be responsible for the toilets, on a rota. The other will be responsible for door handles and touch surfaces all day.</b>  <b>They will both be available for emergency call in the case of isolation cleaning, tissue bin removal and replacement, etc.</b>	<b>High</b> <b>2 full-time cleaners will be in operation all day, whilst student are on site and there will be cleaning cover on site from at least 5.30am to 5.30pm every day.</b>  <b>One will be responsible for the toilets, on a rota. The other will be responsible for door handles and touch surfaces all day.</b>		
					Harry Chikhosi Karen Street



		<p><b>One will also be tasked with the 8 classroom crossover deep cleans per week.</b></p> <p><b>There will always be one on duty as they will never take lunch break at the same time.</b></p>	<p><b>They will both be available for emergency call in the case of isolation cleaning, tissue bin removal and replacement, etc.</b></p> <p><b>One will also be tasked with the 8 classroom crossover deep cleans per week.</b></p> <p><b>There will always be one on duty as they will never take lunch</b></p> <p><b>Break at the same time.</b></p>		
		<p><b>Medium</b></p>	<p><b>Medium</b></p>		

**Response to any infection**

Theme/key actions/measures/mitigations		STAFF Action and Risk measure (low, medium high)	STUDENTS Action and Risk measure (low, medium high)	OTHERS Action and Risk measure (low, medium high)	By whom/ when
<p><b>Must</b> actively engage with NHS test and trace and understand the process to contact the local Public Health England team</p>		<p>If we have a suspected case, we are fully conversant with the rules of contacting Public Health England. Either the CFOO, or the Deputy CFOO will always be on site and will make contact as necessary.</p> <p>We will fully engage with Test and Trace.</p> <p>Low</p>	<p>If we have a suspected case, we are fully conversant with the rules of contacting Public Health England. Either the CFOO, or the Deputy CFOO will always be on site and will make contact as necessary.</p> <p>We will fully engage with Test and Trace.</p>	<p>If we have a suspected case, we are fully conversant with the rules of contacting Public Health England. Either the CFOO, or the Deputy CFOO will always be on site and will make contact as necessary.</p> <p>We will fully engage with Test and Trace.</p>	<p>Helen Peace Karen Wilkinson</p>
<p><b>Must</b> Manage confirmed cases of COVID-19 amongst the school community</p>		<p>Our procedure is to advise all staff when we have a confirmed case and to make contact with those who we believe may have been at risk.</p> <p>We will immediately send home any staff we believe to be at risk, if they are at work and ask them to remain at home, if they are not at work and ask them to follow isolation procedures in place by the government.</p> <p>We will not release the name of the confirmed case unless absolutely necessary.</p>	<p>Our procedure is to advise all parents when we have a confirmed case and to make contact with those who we believe may have been at risk.</p> <p>We will immediately send home any student we believe to be at risk, if they are in school and ask them to remain at home, if they are not at school and</p>	<p>Our procedure is to advise all stakeholders when we have a confirmed case and to make contact with those who we believe may have been at risk.</p> <p>We will immediately send home any visitor we believe to be at risk and ask them to follow isolation</p>	<p>Paul Hughes Jerry Giles Helen Peace</p>

		<p><b>We will follow the guidance for PHE following confirmed cases.</b></p> <p><b>Medium</b></p>	<p><b>ask them to follow isolation procedures in place by the government.</b></p> <p><b>We will not release the name of the confirmed case unless absolutely necessary.</b></p> <p><b>We will follow the guidance for PHE following confirmed cases.</b></p> <p><b>Medium</b></p>	<p><b>procedures in place by the government.</b></p> <p><b>We will follow the guidance for PHE following confirmed cases.</b></p> <p><b>Medium</b></p>	
<p><b>Must</b> Contain any outbreak by following local health protection team advice. Schools have the responsibility to report suspected /confirmed cases to the local HPT</p>		<p><b>We will follow all HPT guidance and instructions.</b></p> <p><b>Low</b></p>	<p><b>We will follow all HPT guidance and instructions.</b></p> <p><b>Low</b></p>	<p><b>We will follow all HPT guidance and instructions.</b></p> <p><b>Low</b></p>	<p>Paul Hughes Jerry Giles Helen Peace</p>
<p>School should communicate to staff, parents and carers that they need to understand and will need to be ready and willing to:</p> <p>Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them</p>	<p>Book a test if they are displaying symptoms</p>	<p><b>We already have a procedure for assisting staff with booking test and this will continue.</b></p> <p><b>Testing will be mandatory before returning to site in less than the 10 days, or longer if symptoms persist.</b></p> <p><b>Low</b></p>	<p><b>We will assist parents with booking tests, if requested.</b></p> <p><b>Testing will be mandatory before returning to site in less than the 10 days, or longer if symptoms persist.</b></p> <p><b>Low</b></p>	<p><b>We will assist parents with booking tests, if requested.</b></p> <p><b>Testing will be mandatory before returning to site in less than the 10 days, or longer if symptoms persist.</b></p> <p><b>Low</b></p>	<p>Helen Peace Karen Wilkinson</p>

back after a period of isolation					Helen Peace Karen Wilkinson
	Provide details of anyone they been in close contact with if they were to test positive for COVID-19 or if asked by NHS Test and Trace	<b>We have a procedure for asking staff who they have had contact with, in school. Their timetable will also be used for contact during lessons.</b>	<b>A seating plan will be in place, which will not be deviated from. This will allow us to know exactly which students are sitting where, and with whom, in case we need to trace.</b>		
		<b>Low</b>	<b>Low</b>		
	Self-isolate if they have been in close contact with someone who develops COVID-19 symptoms or someone who tests positive for COVID-19	<b>We will ensure staff follow all government guidelines and expectations</b>	<b>We will ensure students follow all government guidelines and expectations</b>		
	<b>Low</b>	<b>Low</b>	<b>Low</b>		
	Staff and parents should be asked to inform school immediately of the results of a tests:	<b>We already have a procedure whereby staff send us a copy of the email they receive after testing.</b>	<b>We will ask parents/carers to send us a copy of the test email they receive, before students are</b>		Helen Peace Karen Wilkinson Attendance

	Actions if someone tests positive or negative	<b>Low</b>	<b>permitted to return to college.</b> <b>Low</b>		
Ensure that pupils, staff and other adults do not come into the school if they have COVID -19 symptoms or have tested positive in the last 7 days, and ensuring anyone developing symptoms during the day is sent home		<p><b>Our expectation that no one attends site, who has any symptoms which could be linked to Covid-19 will be very clear.</b></p> <p><b>We have introduced a COVID-19 flowchart for assessment.</b></p> <p><b>If staff become unwell during the day, and believe that they may have symptoms of Covid-19, they should immediately go to reception, to advise.</b></p> <p><b>Reception will follow procedures and ensure they are moved to one of the isolation rooms, if they need collecting, or will note that they are leaving site immediately.</b></p> <p><b>If the member of staff has a mask and gloves available to them, they should use these immediately, before going to reception.</b></p> <p><b>No more than one person will be in any isolation room at any one time and it will be deep cleaned between use.</b></p> <p><b>This flowchart is also applicable to all staff prior to actually attending work.</b></p>	<p><b>Our expectation that no one attends site, who has any symptoms which could be linked to Covid-19 will be very clear.</b></p> <p><b>If students become unwell during the day, with symptoms which could be Covid-19, they will be immediately provided with a mask and gloves and then sent to reception.</b></p> <p><b>Reception will follow procedures and ensure they are moved to one of the isolation rooms, for collection.</b></p> <p><b>If students are absent, having displayed symptoms, test and trace will identify where others may be at risk.</b></p>		All staff

		<p><b>Staff will must not attend work if they have any symptoms</b></p> <p><b>If staff call in, having displayed symptoms, test and trace will identify where others may be at risk.</b></p> <p><b>Anyone who test positive will be expected to stay home for 10 days, or longer if symptoms persist.</b></p> <p><b>Medium</b></p>	<p><b>Anyone who test positive will be expected to stay home for 10 days, or longer if symptoms persist.</b></p> <p><b>Medium</b></p>		
<p>If a child is awaiting collection they should be moved, where possible to a room where they can be isolated behind a closed door, depending on age and needs of the child, with appropriate adult supervision if required, Ideally a window should be opened.</p> <p>If not possible to isolate them, move to an area within is at least 2 metres away from other people. This room must be cleaned thoroughly after they have left to reduce onward transmission of the infection</p>		<p><b>If staff become unwell during the day, and believe that they may have symptoms of Covid-19, they should immediately go to reception, to advise.</b></p> <p><b>Reception will follow procedures and ensure they are moved to one of the isolation rooms, if they need collecting, or will note that they are leaving site immediately.</b></p> <p><b>If the member of staff has a mask and gloves available to them, they should use these immediately, before going to reception.</b></p> <p><b>No more than one person will be in any isolation room at any one time</b></p>	<p><b>If students become unwell during the day, with symptoms which could be Covid-19, they will be immediately provided with a mask and gloves and then sent to reception.</b></p> <p><b>Reception will follow procedures and ensure they are moved to one of the isolation rooms, for collection.</b></p>		<p>Helen Peace Karen Wilkinson</p>

		and it will be deep cleaned between use.  <b>Low</b>	No more than one person will be in any isolation room at any one time and it will be deep cleaned between use.  <b>Low</b>		
PPE <b>must</b> be worn by staff caring for the sick person while they await collection if a distance of two metres cannot be maintained		<b>The isolation rooms have been fitted with an intercom and camera so that the sick person can be seen, heard and spoken to at all times.</b>  <b>Others will only enter the room if absolutely necessary and will, in these circumstances, wear full PPE.</b>  <b>Low</b>	<b>The isolation rooms have been fitted with an intercom and camera so that the sick person can be seen, heard and spoken to at all times.</b>  <b>Low</b>  <b>Others will only enter the room if absolutely necessary and will, in these circumstances, wear full PPE.</b>  <b>Low</b>		Debra Lewis
If there is a need to use the bathroom while waiting to be collected a separate bathroom should be used if possible. The bathroom must be cleaned and disinfected using standard		<b>A back up toilet area has been identified and, whilst it will be used as a normal facility, if it is used by anyone in an isolation room, it will be closed down and deep cleaned immediately.</b>	<b>A back up toilet area has been identified and, whilst it will be used as a normal facility, if it is used by anyone in an isolation room, it will</b>		Harry Chikhosi Debra Lewis Karen Street

cleaning products before being used by anyone else.			be closed down and deep cleaned immediately.			
		<b>Low</b>	<b>Low</b>			
Everyone must wash their hands thoroughly after any contact with someone who is unwell		<b>There is a sink in the medical room, as well as a number of sinks near both isolation rooms to enable anyone dealing with suspected cases to thoroughly wash their hands.</b>	<b>There is a sink in the medical room, as well as a number of sinks near both isolation rooms to enable anyone dealing with suspected cases to thoroughly wash their hands.</b>		All staff	
		<b>Medium</b>	<b>Medium</b>			
<b>Wider considerations</b>						
<b>Theme/key actions/measures/mitigations</b>		<b>STAFF Action and Risk measure (low, medium high)</b>		<b>STUDENTS Action and Risk measure (low, medium high)</b>	<b>OTHERS Action and Risk measure (low, medium high)</b>	<b>By whom/ when</b>
<b>Shared equipment</b> 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 Shared equipment	Shared books and games within the bubble, regular cleaning			Signs in rooms have been laminated for easy cleaning.  Shared resources in rooms will only be in one bubble.  There is one share IT suite, between  Years 7, 8 and 9, although they will never use it on the		Jerry Giles Teresa Ash Teaching Staff



			<p>same day. Wipes will be in the IT suites so that the keyboard can be wiped between use and the room will be thoroughly cleaned daily.</p> <p>Medium</p>		
	<p>Resources shared between bubbles, for example sports, art and science equipment. Cleaned frequently and meticulously and always cleaned between bubbles that use them, or rotated to be left unused and out of reach for 48 hours (72 for plastics)</p>	<p><b>Staff will ensure they clean their hands regularly when using PE equipment.</b></p> <p>Low</p>	<p>Student bubbles will never use the same equipment less than 3 days apart. Once it has been used, it will be left 72 hours, for any bacteria to die off.</p> <p>The equipment will also be cleaned regularly.</p> <p>Science, and other practical rooms, will be thoroughly cleaned between bubbles.</p> <p>Low</p>		<p>PE Staff</p>
	<p>Outdoor equipment should be cleaned more frequently,</p>	<p><b>External areas will be cleaned on a rota by the Grounds Supervisor.</b></p>	<p><b>External areas will be cleaned on a rota by the Grounds Supervisor. They will ensure that areas</b></p>		<p>Harry Chikhosi</p>

	also applies if indoor or outdoor equipment is used by wraparound care providers		<b>where children may touch, such as external window sills by the external queueing system are cleaned daily.</b>		
		<b>Medium</b>	<b>Medium</b>		
<p><b>Attendance</b> School attendance will be mandatory from the beginning of the autumn term, usual rules on attendance apply.</p> <p>Where children are unable to attend as parents are following clinical or public health advice absence will not be penalised</p>	Communicate clear and consistent expectations to families and any other professionals who work with the family where appropriate throughout the summer and ahead of the new school year, requirements of attendance and that measures will be taken to support families to ensure their	<b>Registers will be taken daily and uploaded to the DfE, as per the legal requirement.</b>		<b>Parents have a duty to ensure that their child of compulsory school age attends school regularly. While no parent will be penalised for following official public health advice for their child not to attend the college, if there is no medical evidence of the need to self-isolate and the college cannot agree to an exceptional circumstance the absence will be viewed as unauthorised which may result in a fine.</b>	Jerry Giles Teresa Ash Teaching Staff

	<p>child returns to school at the earliest opportunity and where necessary sanctions will include fines recommencing .</p> <p>Ensure registers are maintained as usual.</p>			<p><b>This has been communicated to parents as standard procedure.</b></p>	
		<b>Low</b>		<b>High</b>	
<p><b>Shielded community</b> The majority of pupils will be able to return to school: Keep up to date with current advice on shielding</p>	<p>Should a pupil be unable to attend school because they are complying with clinical and/or public health advice schools must immediately offer them access to remote education</p>		<p><b>Students unable to return due to isolation or shielding will automatically divert to the online learning model which has been in place throughout the national lockdown. The online learning will now include Teams.</b></p>		

**Pupils/families who are anxious about returning to school**

**Staff will be protected generally to ensure they feel safe.**

**All the planning which has taken place will ensure minimum movement, minimum, and sometimes no, contact with multiple bubbles and as little time on site as necessary.**

**Staff in higher risk categories have had their timetables individually interrogated to enhance their protection.**

**The school counsellor, plus TAMHS, CAMHS and pastoral support will be available to all students.**

**Steps will be taken to support students who struggle with returning to school, with the above specialists and/or external liaison to ensure that their confidence improves.**

**We will ensure that students are protected in every possible way so that the risk of taking something home to higher risk categories is minimised. All students will be treated the same but we have ensured the procedures for everyone are robust enough to protect the BAME community, in view of our cohort.**

**The school counsellor, plus TAMHS, CAMHS and pastoral support will be available to all students.**

**Steps will be taken to support students who struggle with returning to school, with the above specialists and/or external liaison to ensure that their confidence improves.**

**We will ensure that students are protected in every possible way so that the risk of taking something home to higher risk categories is minimised.**

**We will meet with parents, via online platforms, to allay fears they may have. We will also ensure regular, robust communication.**

**Paul Hughes  
Jerry Giles  
Helen Peace  
Teresa Ash  
Karen Wilkinson**

		<b>Medium</b>	<b>Medium</b>	<b>Medium</b>	
<b>Staff who are pregnant</b> Pregnant woman are in the clinically vulnerable category and are advised to follow the relevant guidance		<b>Pregnant staff, or those who believe they may be pregnant, fall under the higher risk category for the college and, as such, their individual circumstances have been interrogated.</b>  <b>Medium</b>			Karen Wilkinson
<b>Supply staff and other temporary or peripatetic teachers</b> Advice includes supply staff, peripatetic teachers, sports coaches and those engaged to deliver before and after school clubs. Schools can continue to engage supply teachers and other supply staff during this period <i>Supply staff and other temporary workers can move between schools.</i>		<b>Supply staff will be expected to comply with the school's arrangements for managing and minimising the risks</b>  <b>We will not have peripatetic teachers in Terms one or two.</b>  <b>We will ensure we have a record of other schools the supply staff have worked at so that we have a test and trace history.</b>  <b>Low</b>		<b>Visitors will be expected to comply with the school's arrangements for managing and minimising the risks.</b>  <b>ALL visitors will be expected to wear masks, on arrival and for the whole time on site.</b>  <b>Low</b>	Jerry Giles Teresa Ash Helen Peace Clare Bailey Debra Lewis

		<p><b>Although it is very unlikely that COVID-19 is transmitted through food or food packaging, as a matter of good hygiene practice catering staff will routinely wash their hands with soap and water for at least 20 seconds. This will be done:</b></p> <ul style="list-style-type: none"> <li>• <b>before and after handling food</b></li> <li>• <b>before handling clean cutlery, dishes, glasses, or other items to be used by staff/students/visitors</b></li> <li>• <b>after handling dirty or used items, such as collecting used dishes from tables</b></li> </ul>			Liam Carter-Selwood
		<ul style="list-style-type: none"> <li>• <b>after touching high-contact surfaces, such as door handles</b></li> <li>• <b>when moving between different areas of the college</b></li> <li>• <b>after being in a public place</b></li> <li>• <b>after blowing your nose, coughing or sneezing. Coughs and sneezes should be caught in a tissue and the tissue must be disposed of in the labelled tissue bins.</b></li> </ul> <p><b>Food packaging must be handled in line with usual food safety practices and staff will continue to follow existing risk assessments and safe systems of working.</b></p>			Liam Carter-Selwood

		<p><b>Medium</b></p> <p>Staff returning to work after an absence of 2 or more days for whatever reason will undergo a mandated screening process for fitness to work. The template used is taken from the Fitness to Work guidance.</p> <p><b>Low</b></p>			HR
Site	Safety systems to be in place	<p>Staff will have only one entrance into the building. They will be expected to demonstrate adequate social distancing measures on entry.</p> <p>A hand sanitising station and a mask bin are in the staff entrance.</p> <p>One-way systems are in place to ensure safe movement around the site. These are not in place everywhere and staff will be expected to follow social distancing common sense.</p> <p>The staff exit will be the community entrance. This will be the only exit available to staff.</p> <p>Perspex screen have been installed in the following areas:</p> <ul style="list-style-type: none"> <li>• Main reception</li> </ul>	<p>Students will have only one entrance into the building.</p> <p>Hand sanitising facilities and a mask bin are in the student entrance.</p> <p>One-way systems are in place to ensure safe movement around the site.</p> <p>The student exit will be the same as the entrance. This will be the only exit available to students.</p>	<p>Visitors will have only one entrance into the building, which will be the main reception.</p> <p>They will be expected to demonstrate adequate social distancing measures on entry.</p> <p>A hand sanitising station is in the staff entrance.</p> <p>One-way systems are in place to ensure safe movement around the site.</p>	<p>Helen Peace Karen Wilkinson Harry Chikhosi</p>

		<ul style="list-style-type: none"> <li>• Student reception</li> <li>• Community entrance</li> <li>• Canteen Serveries</li> <li>• Canteen Tills</li> </ul> <p>Soft furnishings on site have either been moved into storage, or wrapped. All existing furniture, with the exception of personal desk chairs, are washable.</p> <p>Strict number limiter signs have been put on all rooms, except classrooms.</p> <p>Anti-bacterial wipes have been placed in all staff areas. These are to be used prior to using the desks and/or chairs.</p> <p>Low</p> <p>Fire evacuation will be done via 5 exits, wherever possible:</p> <ul style="list-style-type: none"> <li>• Year 7 will exit via the stairs and doors on the Green leg</li> <li>• Year 8 will exit via the stairs and doors on the Yellow leg</li> <li>• Year 9 will exit via the stairs and doors on the Silver leg</li> <li>• Year 10 will exit via any of the North side doors</li> <li>• Year 11 will exit via the rear doors</li> </ul> <p>Whilst these fire evacuation exits are the preferred exits for</p>	<p>Perspex screen have been installed in the following areas:</p> <ul style="list-style-type: none"> <li>• Main reception</li> <li>• Student reception</li> <li>• Community entrance</li> <li>• Canteen Serveries</li> <li>• Canteen Tills</li> </ul> <p>Soft furnishings on site have either been moved into storage, or wrapped. All existing furniture is washable.</p> <p>Strict number limiter signs have been put on all rooms, except classrooms.</p> <p>Medium</p> <p>Fire evacuation will be done via 5 exits, wherever possible:</p> <ul style="list-style-type: none"> <li>• Year 7 will exit via the stairs and doors on the Green leg</li> </ul>	<p>The visitor exit will be the same as the entrance. This will be the only exit available to visitors.</p>	<p>Helen Peace Harry Chikhosi</p>
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		<p><b>separations, safety is the priority and, if these are unavailable, or facilitate the need to walk much further through the building, another exit must be used. In this event, social distancing, between year groups must be maintained.</b></p> <p><b>The medical officer is responsible for evacuating anybody in the isolation rooms and will exit out the front of the building and keep anybody socially distanced whilst evacuated</b></p> <p><b>Staff should line up to create a separation, between year groups, in the following areas:</b></p> <ul style="list-style-type: none"> <li>• Year 7</li> <li>• Year 8</li> <li>• Year 9</li> <li>• Year 10</li> <li>• Year 11</li> </ul> <p><b>No air conditioning will be utilised in the premises, to minimise virus spread</b></p>	<ul style="list-style-type: none"> <li>• Year 8 will exit via the stairs and doors on the Yellow leg</li> <li>• Year 9 will exit via the stairs and doors on the Silver leg</li> <li>• Year 10 will exit via any of the North side doors</li> <li>• Year 11 will exit via the rear doors</li> <li>•</li> </ul> <p><b>Whilst these fire evacuation exits are the preferred exits for separations, safety is the priority and, if these are unavailable, or facilitate the need to walk much further through the building, another exit must be used. In this event, social distancing, between year groups must be maintained.</b></p> <p><b>The medical officer is responsible for evacuating anybody</b></p>		
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			<p><b>in the isolation rooms and will exit out the front of the building and keep anybody socially distanced whilst evacuated</b></p> <p><b>Staff should line up to create a separation, between year groups, in the following areas:</b></p> <ul style="list-style-type: none"> <li>• Year 7 MUGA</li> <li>• Year 8 MUGA</li> <li>• Year 9 MUGA</li> <li>• Year 10 Astro</li> <li>• Year 11 Astro</li> </ul>		
		<b>Medium</b>	<b>Medium</b>		
<p><b>Usual pre-term checks are undertaken to make the school safe</b></p> <p>If buildings have been closed or reduced occupancy water system stagnation can occur due to lack of use, increasing the risk of Legionnaires disease.</p>		<p><b>All systems have undergone their standard annual safety checks through August.</b></p> <p><b>All flashings, gutters, downpipes and gullies have been checked and cleaned as part of the checks.</b></p> <p><b>We have familiarised ourselves with the Chartered Institute of Building guidance on emerging from lockdown.</b></p>	<p><b>All systems have undergone their standard annual safety checks through August.</b></p> <p><b>All flashings, gutters, downpipes and gullies have been checked and cleaned as part of the checks.</b></p>	<p><b>All systems have undergone their standard annual safety checks through August.</b></p> <p><b>All flashings, gutters, downpipes and gullies have been checked and cleaned as part of the checks.</b></p>	<p>Helen Peace Karen Wilkinson Mark Fleet Harry Chikhosi</p>

			<b>We have familiarised ourselves with the Chartered Institute of Building guidance on emerging from lockdown.</b>	<b>We have familiarised ourselves with the Chartered Institute of Building guidance on emerging from lockdown.</b>	
		<b>Low</b>	<b>Low</b>	<b>Low</b>	
<b>Once the school is in operation it is important to ensure good ventilation</b>		<b>It will be standard practice to keep the windows open.</b>	<b>It will be standard practice to keep the windows open.</b>	<b>It will be standard practice to keep the windows open.</b>	Harry Chikhosi
		<b>Low</b>	<b>Low</b>	<b>Low</b>	
<b>Educational Visits</b> Government advice is against domestic (UK) overnight and overseas educational visits at this stage, but in the autumn term schools can resume non-overnight domestic educational visits.		<b>Staff will complete the new trips procedure, which includes steps which will be Covid-19 relevant.</b>	<b>No residential trips will take place until October, at the earliest.</b>  <b>Overseas residential trips will not be permitted.</b>  <b>A full risk assessment will be undertaken on all trips and visits.</b>		Paul Hughes Jerry Giles Helen Peace

		<b>Medium</b>	<b>Medium</b>		
<p><b>School uniform</b> It is for the governing body of a school to make decisions regarding school uniform. Schools are being encouraged to return to usual uniform polices in the autumn term.</p>		<b>Low</b>	<p><b>Students are not obliged to be in their uniform until Monday 21<sup>st</sup> September. To introduce it earlier would put students at risk of trying clothes on and returning them during the summer break.</b></p> <p><b>A uniform pop up shop will be held in the early part of September and this will be number limited on site.</b></p> <p><b>Low</b></p>		<p>Paul Hughes Jerry Giles Helen Peace</p>

<p><b>Extra-curricular provision</b> Schools should consider resuming any breakfast and after school provision where possible from the start of the autumn term.</p>	Breakfast Club		<p><b>It would be too high on risk to allow students in for breakfast as keeping the bubbles separate would be nearly impossible.</b></p> <p><b>Breakfast club will not commence until the end of September, at the earliest.</b></p> <p><b>Low</b></p>		<p>Paul Hughes Jerry Giles Helen Peace</p>
	Extra Curricular		<p><b>No enrichment activities will take place until January at the earliest.</b></p> <p><b>Low</b></p>		<p>Paul Hughes Jerry Giles</p>
<p><b>Physical activity in schools</b> Schools have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls.</p>	<p>Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.</p>	<p><b>PE staff will ensure equipment is not used between bubbles with less than 72 hours resting time.</b></p> <p><b>Contact sports will not be played.</b></p> <p><b>Low</b></p>	<p><b>Students will arrive in their PE kit on a day they have PE and will remain in it all day.</b></p> <p><b>There will be no changing room availability.</b></p> <p><b>Contact sports will not be played.</b></p> <p><b>L</b></p>		<p>Paul Hughes Jerry Giles</p>

<p><b>Music</b>  There may be an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments or shouting. This applies even if individuals are at a distance.  Singing, wind and brass playing should not take place.</p>			<p><b>Students will only be doing keyboard lessons and music theory during music lessons.</b></p> <p><b>There will be no school choir or school performances.</b></p> <p><b>Low</b></p>		<p>Paul Hughes  Jerry Giles  John Stather  Mel Cooke</p>
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Prepared by:	Date:
Reviewed c21/9/2020 by:	Date:
Reviewed c12/10/2020 by:	Date:
Reviewed c2/11/2020 by:	Date:
Reviewed c23/11/2020 by:	Date:
Reviewed c14/12/2020 by:	Date: