

Name of person completing the risk assessment:		Mr S.G. Bell			Date: 23/10/20			
What are the hazards?	Who might be harmed and how?	What control measures are already in place?  Are they sufficient?	What additional control measures are needed?	Action by who?	Action by when?	Actioned?		
Children, parents and staff are unsure of the procedures for reducing the risk of spreading the virus	Government guidelines not followed leading to an increased risk of contracting the virus.	People are aware of key aspects of social distancing and the risk assessments employed in school. School has successfully reopened.	<p>A further addendum has been written for the Home-School agreement, which has been sent to all parents and staff. This clearly sets out expectations.</p> <p>Weekly letters are sent to parents to ensure communication is strong including outlining the additional measures that are introduced to reduce the risk of spreading the virus.</p> <p>Weekly staff meetings/bulletins include updates on amendments to the Risk Assessment.</p> <p>Local health teams/police etc will be contacted in order for them to help us communicate the importance of following social distancing guidelines, eg, attending private parties etc.</p>	<p>SGB/ Principal</p> <p>SGB/ Principal Principal</p>	<p>Ongoing</p> <p>Weekly 31/8/20</p>			
Misunderstanding of the DfE guidance	Staff misunderstand the exact government guidelines leading	Current procedures used in school reflect safe practices and	<p>All staff will have the opportunity to read and comment on the risk assessment. Clarification will be provided where necessary.</p> <p>Staff will sign the risk assessment to acknowledge receipt.</p>	Principal and staff	5/11/20			

	<p>to inappropriate actions being taken at the school</p> <p>Key stakeholders who are at risk include but are not limited to:</p> <p>Staff (teaching and non-teaching) including supply/visiting staff; pupils; parents entering the site; family members who come into contact with pupils in their homes etc; contractors; other visitors</p>	<p>school has been safe.</p>	<p>All staff will be given a hard and electronic copy of the risk assessment.</p> <p>Leaders and staff will use this risk assessment whenever a decision regarding coronavirus is made. Adaptations will be made in consultation with the CEO.</p> <p>The government recognises that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group.</p> <p>Pupils will be in a bubble comprising their peers in the same Year group.</p> <p>Children will sit in forward-facing rows.</p> <p>Students in Years 7-11 will generally not move from class to class. Instead, teachers will move to the students' room. Students will have Emmaus/Form time in their teaching group. These measures will limit movement in the corridors. Obviously, there will still be a need for some students to change classrooms. For example, where a pupil is in more than one main class such as 10AA for English but 10A1 for maths, the pupil will move to the relevant room for each subject. These rooms will be closely located and bubbles will not mix due to the specific area designated to each Year group. Desks will be cleaned when a child moves classrooms. Where specialist rooms are required, for example, in science or design and technology, movement will take place once the rest of the students have completed movement in their designated areas.</p> <p>The actual rooms for each class will be detailed on a student's timetable.</p> <p>The Sixth Form will be its own bubble and students will not come into contact with lower school students. Seating plans will operate but due to the nature of the curriculum students will move classrooms within the Sixth Form block. They are in much smaller groups in Years 12 and 13 and therefore the risk is lower as social distancing will be more possible.</p> <p>Lockers will only be used by pupils in Y9-13.</p> <p>Prevention rules will be known and followed by all staff:</p> <p>1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school</p>	<p>Principal</p> <p>Principal/ Staff</p> <p>Principal/ LG/SLT</p>	<p>2/11/20</p> <p>Daily</p> <p>Daily</p>	
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			TAs	Daily	

		<p>need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults.</p> <p>The start and end of the days will be staggered to reduce large groups congregating. Different (clearly marked and segregated) entrances will be used for different classes as follows:</p> <p>Year 7 - Entrance by technology – Through the door at the end of the technology corridor up to the C floor (stairwell 3). Depart 3:25pm.</p> <p>Year 8 - Main student entrance by music, under the canopy into student entrance. Stairwell by reception (stairwell 1). Depart 3:25pm.</p> <p>Year 9 - Attlee Road and straight into the lower end of the Sixth Form Site (pavement). Depart 3:20pm.</p> <p>Year 10 - Main reception – middle stairwell by A6 to access B floor (stairwell 2). Depart 3:30pm.</p> <p>Year 11 - Main student entrance by music and straight into ML and P block. Depart 3:30pm.</p> <p>Year 12 &amp; 13 - Main Sixth Form reception only. Entrance via Attlee Road (on the road). Depart 3:25pm.</p> <p>Duty rotas will include staff directing parents/pupils to the designated areas.</p> <p>Parents will not enter the building unless they have a pre-arranged appointment, which will be conducted safely.</p> <p>Each child to sit at a designated table (where possible) – set out on a seating plan - with their own equipment such as pens etc. These seating plans will be monitored rigorously by Senior staff. It is essential that all staff enforce the seating plans as, if there is a confirmed case, we need to be able to identify close contacts speedily.</p> <p>Pupils will be instructed to limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed. Pupils and teachers can take books and other shared resources home. Similar rules on hand cleaning, cleaning of the</p>	Staff	Daily	
			LG/SLT	Daily	

		<p>resources and rotation should apply to these resources. Work should be submitted and marked electronically wherever possible. Pupils should print out the work and stick it in their books after it has been marked so they have a revision record.</p> <p>Live marking to continue whilst observing a suitable distance between the staff member/child (preferably 2m). Staff to either wear gloves when handling children's books or wash/sanitise their hands thoroughly after handling books.</p> <p>Staff should maintain a distance from their pupils, staying at the front of the class, and away from their colleagues where possible. Ideally, adults should maintain 2 metre distance from each other, and from children.</p> <p>Purchased lidded bins in classrooms and in other key locations around the site to be used for the disposal of tissues and any other waste, their double bagging and emptying. These should also be used for discarded gloves and other PPE in line with this risk assessment.</p> <p>Assemblies and large-scale acts of worship will not run.</p> <p>Classes will be informed of special routes and areas they should follow around school as follows:</p> <p>Year 7 – C Floor toilets/ stairwell 3</p> <p>Year 8 – B Floor toilets/ stairwell 1</p> <p>Year 9 – Sixth form by drama studio/ lower end of Sixth Form site</p> <p>Year 10 – A Floor toilets/ Stairwell 2</p> <p>Year 11 – Pentecost and MFL</p> <p>Year 12 &amp; 13 – Main sixth form</p> <p>Pupils in Years 7 and 8 will remain in their teaching groups all day.</p> <p>Older pupils will move classrooms within their designated Year group bubble areas:</p> <p>Year 7 - 7D9 – C1, 7F8 – C11, 7G7 – C5, 7J7 – C7, 7M6 – C8, 7O6 – C9, 7S5 – C10, 7T5 – C3, 7V5 - C2</p>	All staff	Daily	
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		<p>Year 10 - 12:35 – 1:25 – MFL yard followed by canteen and MFL yard – sitting 3 in the canteen (12:55 – 1:10)</p> <p>Year 11 - 12:45 – 1:30 – Canteen followed by yard by main yard (B) – sitting 4 in the canteen (1:15 – 1:30)</p> <p>Year 12 &amp; 13 - 12:30 – 1:25 – Year 12 12:45 – canteen access. Year 13 12:30 – canteen access. Students remain on site.</p> <p>Occupied spaces must be well ventilated. The following applies:</p> <ul style="list-style-type: none"> <li>•mechanical ventilation systems – these should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply)</li> <li>•natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air</li> <li>• natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so)</li> </ul> <p>Further advice on this can be found in Health and Safety Executive guidance on <a href="#">air conditioning and ventilation during the coronavirus outbreak</a> and CIBSE coronavirus (COVID-19) advice.</p> <p>To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate:</p> <ul style="list-style-type: none"> <li>• opening high level windows in preference to low level to reduce draughts</li> <li>• increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused)</li> <li>• providing flexibility to allow additional, suitable indoor clothing (only if classrooms are extremely cold. Children and staff should be encouraged to wear plain vests or equivalent under shirts etc.</li> <li>• rearranging furniture where possible to avoid direct drafts</li> </ul>	Principal/ staff	Daily	
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		<p>Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces</p> <p>Children and staff to wash/sanitise hands as they arrive at school, before break, after break, before lunch, after lunch and before they leave school.</p> <p>Toilets designated to the bubbles to be supervised to avoid overcrowding at any one time. Pupils to use the toilets at break and lunchtimes rather than during lessons unless there is a medical reason or an emergency.</p> <p>Staff will be informed of the toilets they should use.</p> <p>Additional toilet cleaning will take place throughout the day with cleaners using gloves and, if required, a visor.</p> <p>Additional hand cleaning facilities will be available on the school site to meet demand.</p> <p>Table tops and other areas need to be cleaned carefully with anti-viral spray or equivalent.</p> <p>IT equipment to be cleaned with an anti-viral cloth (or equivalent) after each session.</p> <p>All potentially contaminated high-contact areas such as toilets, door handles, telephones must be cleaned regularly including in PE changing areas. Cleaners should wear gloves when cleaning these areas. Additional PPE should be provided such as a visor if required.</p> <p>Parents to send their child in uniform and work with the school to encourage good hygiene practices.</p> <p>Children should be told that they must not share any equipment or other items including drinking bottles, this will be supervised.</p> <p>Pupils should also be supported to maintain distance and not touch staff and their peers where possible.</p> <p>Amended expectations about breaks, including where pupils may or may not congregate will be clearly communicated.</p> <p>New fire evacuation areas will be created to account for the bubbles staying apart from others.</p>	PE staff	Daily	
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We will follow best practice, which suggests:

- proactively teaching new rules to staff, pupils and parents
- regularly and rigorously reinforcing behaviour throughout every day
- consistently imposing sanctions when rules are broken, in line with this risk assessment and behaviour policy addendum, as well as positively reinforcing well-executed rules through encouragement and rewards.

The full curriculum will run including PE and music. Sport will be non-contact and changing areas will be cleaned between groups.

In PE, pupils will be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.

Outdoor sports will be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise. External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities

Please note the following advice:

guidance on the phased return of sport and recreation and guidance from Sport England for grassroots sport advice from organisations such as the Association for Physical Education and the Youth Sport Trust.

School is able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where we are satisfied that this is safe to do so. We will consider carefully how such arrangements can operate within our wider protective measures.

In music lessons, there may be an additional risk of infection in environments where pupils are singing, chanting, playing wind or brass instruments or shouting. This applies even if individuals are at a distance. School will reduce the risk, particularly when pupils are playing instruments or singing in small groups by, for example, physical distancing and playing outside wherever possible, limiting group sizes to no more than 15, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good

			<p>ventilation. Singing, wind and brass playing will not take place in larger groups such as school choirs and ensembles, or school assemblies.</p> <p>Acts of Worship will not include singing.</p> <p>After-school support to apply the same principle with children remaining in their 'bubble' wherever possible although some mixing is permitted in small, consistent groups.</p> <p>Parents' Evenings/Open Evenings etc will not run until further notice. They will be replaced by virtual events. Parents and stakeholders will be informed as the events approach.</p>	Principal	As per calendar	
Child needs intimate care or falls ill in school	Children not treated appropriately if requiring intimate care or injured or ill	A first-aider will be on site at all times.	<p>The ill child would normally have to be removed from the bubble for the first-aider to administer the required support in the first-aid area.</p> <p>Children, young people or learners who require first aid should continue to receive care in the same way. No additional PPE is needed because of coronavirus (COVID-19) for anyone who does not have coronavirus (COVID-19) symptoms.</p> <p>A disposable plastic apron should be used in the case of those children whose care routinely already involves the use of PPE due to their intimate care needs or special educational need. Relevant staff to read:</p> <p><u>safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)</u></p>	First-aiders	Daily	
Child/staff member falls ill on site with suspected coronavirus symptoms	Staff supervising the ill child/supporting the member of staff and others who may come into contact with them could be	Staff are aware of the symptoms of coronavirus	<p>Reference to PPE below means:</p> <ul style="list-style-type: none"> <li>•fluid-resistant surgical face masks</li> <li>•disposable gloves</li> <li>•disposable plastic aprons</li> <li>•eye protection (for example a face visor or goggles)</li> </ul>			

	<p>exposed to the virus</p>	<p>The PPE that should be used in the following situations when caring for someone with symptoms of coronavirus (COVID-19) is as follows:</p> <ul style="list-style-type: none"> <li>•a face mask should be worn if a distance of 2 metres cannot be maintained</li> <li>•if contact is necessary, then gloves, an apron and a face mask should be worn</li> <li>•if a risk assessment determines that there is a risk of fluids entering the eye from, for example, coughing, spitting or vomiting, then eye protection should also be worn</li> </ul> <p>When PPE is used, it is essential that it is used properly. This includes scrupulous hand hygiene and following guidance on how to put PPE on and take it off safely in order to reduce self-contamination.</p> <p>Face masks must:</p> <ul style="list-style-type: none"> <li>•cover both nose and mouth</li> <li>•not be allowed to dangle around the neck</li> <li>•not be touched once put on, except when carefully removed before disposal</li> <li>•be changed when they become moist or damaged</li> <li>•be worn once and then discarded - hands must be cleaned after disposal</li> </ul> <p>If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required.</p> <p>Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p> <p>If they need to go to the toilet while waiting to be collected, they should use a separate toilet if possible. The toilet should be cleaned and disinfected using standard cleaning products before being used by anyone else. In this instance, cleaners should be given gloves, a splash resistant face covering and a visor.</p>	<p>Principal/first-aiders</p>	<p>Daily</p>	
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		<p>In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.</p> <p>Any members of staff who have helped someone with 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 (see below) or they have been requested to do so by NHS Test &amp; Trace.</p> <p>Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.</p> <p>All stakeholders to be reminded that those who have coronavirus symptoms, or who have someone in their household who does, MUST NOT attend school.</p> <p>Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to:</p> <p>book a test if they are displaying symptoms. For any families reluctant/unable to arrange their own test, one of the limited school test kits may be issued. The <a href="#">online portal</a> should be used to order additional coronavirus (COVID-19) test kits if we are running out of kits. We are able to make a new order for test kits 21 days after receiving a delivery confirmation email telling us that our previous supply of test kits has been sent. These kits are only for those who develop one of the <a href="#">symptoms of coronavirus (COVID-19)</a> and face significant barriers to accessing a test.</p> <p>In particular, we commit to use these if staff members are struggling to book a test. Our aim is to support staff wellbeing and remove the concern of being covid positive. This process will also help to get symptomatic staff who test negative back to work as soon as they feel well enough, to ensure the continuity of education for pupils. We will call the Test and Trace helpdesk on 119 if we have not received our Unique Organisation Number (UON) or if we have lost the record of it as it is needed to book the kits.</p>	Principal	Weekly	
			Principal	As required	
			Principal	As required	

		<p>It is noted that tests conducted at a testing site will deliver the fastest results. Individuals must book a test in advance or they will not be given a test. People can also order home test kits to be sent directly to them.</p> <p>Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit</p> <p>provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test &amp; Trace</p> <p>Close contact means:</p> <p>direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</p> <p>proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</p> <p>travelling in a small vehicle, like a car, with an infected individual</p> <p>Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.</p> <p>Leaders will ask parents and staff to inform them immediately of the results of a test:</p> <p>if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating. Code X should only be used up until the time of the negative test result when the pupil can return to school.</p> <p>If the household member tests positive, the pupil should continue self-isolating for the full 14 days from when the member of their household first had symptoms. Code X should be used during this period.</p>	Staff/pupils	As required	
		<p>travelling in a small vehicle, like a car, with an infected individual</p> <p>Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.</p> <p>Leaders will ask parents and staff to inform them immediately of the results of a test:</p> <p>if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating. Code X should only be used up until the time of the negative test result when the pupil can return to school.</p> <p>If the household member tests positive, the pupil should continue self-isolating for the full 14 days from when the member of their household first had symptoms. Code X should be used during this period.</p>	Staff/pupils	As required	

			<p>We will not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.</p> <p>In the majority of cases, schools and parents will be in agreement that a child with symptoms should not attend school, given the potential risk to others. In the event that a parent or guardian insists on a child attending school, we can take the decision to refuse the child if in our reasonable judgement it is necessary to protect our pupils and staff from possible infection with coronavirus (COVID-19). Any such decision would need to be carefully considered in light of all the circumstances and the current public health advice.</p>	Principal	As required	
There is a confirmed case of coronavirus in school	Stakeholders on site contract the virus	Staff awareness of the previous coronavirus risk assessment	<p>If someone tests positive, they should follow the '<a href="#">stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>' and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.</p> <p>Leaders must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19) – see below. The Principal or a person delegated by the Principal will contact the DfE's helpline. We will then be directed to the dedicated NHS advice team for nurseries, schools and colleges with confirmed cases.</p> <p>The NHS advice team can be reached by calling DfE's existing helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case. School will be put through to a team of advisers who will inform us of what action is needed based on the latest public health advice.</p> <p>The advice service will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were</p>	Principal/S LT to ensure the correct procedures are followed	Daily as required	
				Principal	Daily as required	

			<p>infectious, and ensure they are asked to self-isolate. If, following triage, further expert advice is required the adviser will escalate the school's call to the PHE local health protection team.</p> <p>The advice service (or PHE local health protection team if escalated) will work with school to guide us through the actions we need to take. Based on their advice, we 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. The line is open Monday to Friday from 8am to 6pm, and 10am to 4pm on Saturdays and Sundays.</p> <p>Those having to self-isolate will be recorded as code X in the register.</p> <p>To assist the above, records of pupils and staff in each group will be maintained including seating plans, and records will also be kept of any close contact (as above) that takes places between children and staff in different groups.</p> <p>We will, in the event of close contacts needing to self-isolate, remove them from the bubble and ask parents to collect them immediately. In the extreme case of a parent not being able to collect the child, we will allow them to travel on school transport but will endeavour to sit them alone (out of the normal transport seating plan).</p> <p>The local health protection 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>A template letter will be provided to school, on the advice of the health advisory team, to send to parents and staff if needed. We must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.</p> <p>Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow <a href="#">‘stay at home: guidance for households</a></p>	<p>Health Protection Team</p> <p>Principal</p> <p>Principal/ staff</p> <p>Principal</p>	<p>Daily as required</p> <p>Daily as required</p> <p>As required</p>	
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		<p><a href="#">with possible or confirmed coronavirus (COVID-19) infection</a>'. They should get a test, and:</p> <p>if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining time.</p> <p>In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. They will be recorded as code X in the register and live streaming will be available immediately.</p> <p>As we have detailed records of pupils' contacts, transmission risks are reduced so whole school closure based on cases within the school will not generally be necessary, and will not be considered except on the advice of health protection teams.</p> <p>If we have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, we may have an outbreak and must continue to work with the local health protection team who will be able to advise if additional action is required.</p> <p>All cases should also be reported to the LA's Covid-19 Local Outbreak Co-ordinating Team using the email address: C19LocalOutbreakControl@staffordshire.gov.uk</p> <p>In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.</p> <p>NHS COVID-19 app</p> <p>The app is available to anyone aged 16 or over to download if they choose. For some young people, particularly some with special educational needs and disabilities (SEND), parents will need to decide whether or not their use of the app is appropriate.</p>	<p>Principal</p> <p>Principal</p> <p>Public Health England</p>	<p>As required</p>	
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			<p>This will mean that some students in year 11, and the majority of students in years 12 and above will be eligible to use the app and benefit from its features. However, phones should not be left on during the course of the day.</p> <p>Staff members will also be able to use the app. However, phones should not be left on during class contact time.</p> <p>School will report all confirmed, positive cases using the <a href="#">online attendance form daily return</a>.</p>	Staff SBMs	Daily	
<p>Increased risk of adults spreading the virus to each other at work.</p> <p>Risk of staff not following the correct procedures to mitigate risks.</p>	<p>Staff not following the risk assessment or the guidance within it leading to an enhanced risk of contracting the virus</p>	<p>Current procedures at school are known and understood</p>	<p>Ensure there are plentiful supplies of soap, hand sanitiser, disposable paper towels, cleaning products, sanitising wipes for wiping some equipment, lidded bins, tape for cordoning off areas and marking floors, disposable gloves and aprons that can be washed on a daily basis. Posters (for example, to encourage consistency on hygiene and keeping to own group) to be displayed throughout the school.</p> <p>Continue to disable hand dryers; they release residual microbes into the air.</p> <p>Staff should be reminded of the following principles:</p> <ul style="list-style-type: none"><li>•wash your hands more often - with soap and water for at least 20 seconds or use a hand sanitiser when you get home or into work, when you blow your nose, sneeze or cough, eat or handle food</li><li>•avoid touching your eyes, nose, and mouth with unwashed hands</li><li>•avoid close contact with people who have symptoms</li><li>•cover your cough or sneeze with a tissue, then throw the tissue in a bin and wash your hands</li><li>•clean and disinfect frequently touched objects and surfaces</li></ul> <p>Staff desks and IT equipment to be cleaned with disinfectant or an anti-viral cloth when a new member of staff begins to use it.</p> <p>Avoid calling pupils to the front of the class or going to their desk to check on their work if not necessary.</p>	Principal/ SBM         Staff  Staff	Check stock weekly             Daily  Daily	

		<p>Do not come to work if you have coronavirus symptoms, or go home as soon as these develop (informing your manager), and access a test as soon as possible.</p> <p>Limit your contact with other staff members, and don't congregate in shared spaces, especially if they are small rooms.</p> <p>Bring flasks to work where possible rather than using facilities in school.</p> <p>Thoroughly wash hands after using equipment such as photocopiers.</p> <p>Make sure you have read the school's behaviour policy addendum and know what role in it you are being asked to take.</p> <p>Explicitly teach and supervise health and hygiene arrangements such as handwashing, tissue disposal and toilet flushing.</p> <p>Set times to be used for handwashing include: Before 8;45am, 11:10 – 11:25am, lunchtime, end of the day.</p> <p>Limit the number of shared resources that are taken home by staff and pupils and limit the exchange of such resources. Any that are shared/taken home should be wiped over thoroughly on their return.</p> <p>Dining room serving hatches to take account of social distancing avoiding close contact with staff/children where possible.</p> <p>Staff serving lunches should wear a visor unless there is a screen or physical barrier between them and the pupils. All kitchens must comply with the following guidance:  <a href="#">guidance for food businesses on coronavirus (COVID-19)</a>.</p> <p>Phones and keyboards should not be shared or must be cleaned between use where this is not possible.</p> <p>Visitors to the site to be kept to a minimum. Social distancing to apply when a visit takes place in a well-ventilated area.</p>	<p>Staff/pupils</p> <p>Staff</p> <p>Dinner staff</p> <p>Staff</p> <p>Staff</p>	<p>As required</p>	
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		<p>Delivery drivers to be informed of the social distancing in place and contact to be kept to a minimum. Reception areas marked out for social distancing. Packages to be handled in gloves.</p> <p>Supply teachers, peripatetic teachers and/or other relevant staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. School will inform other visitors to the site, such as contractors and visitors, of the site guidance on physical distancing and hygiene on or before arrival. Where visits can happen outside of school hours, they should. A record should be kept of all visitors.</p> <p><b>Staff who are clinically vulnerable or extremely clinically vulnerable</b></p> <p>This risk assessment mitigates risks significantly, including for those who are extremely clinically vulnerable and clinically vulnerable. We expect this will allow most staff to return to the workplace, although we advise those in the most at risk categories to take particular care while community transmission rates continue to fall.</p> <p>Individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work from 1 August as long as they maintain social distancing. Advice for those who are extremely clinically vulnerable can be found in the guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19.</p> <p>In the future, the government will only reintroduce formal restrictive shielding advice in specific local areas at very high alert level with exceptional circumstances where this has been advised by the Chief Medical officer, and only for a limited period of time. The government will write to individuals to inform them if they are advised to follow formal shielding and not attend the workplace.</p> <p>As school leaders, we will be flexible in how those members of staff are deployed to enable them to work remotely where possible or in roles in school where it is possible to maintain social distancing.</p>	Reception	As required	
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		<p>People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.</p> <p>Members of staff: face coverings may be worn in corridors or communal areas if staff members are moving from bubble to bubble. Face coverings should not be worn in classrooms unless a member of staff is continuously working in close proximity with a pupil, for example, a TA working on a 1:1 basis.</p> <p><b>SECONDARY:</b></p> <p>If the area moves to Local COVID Alert Level: high or very high, face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained.</p> <p><b>PRIMARY AND SECONDARY:</b></p> <p>In the event of new local restrictions being agreed, school will communicate quickly and clearly to staff, parents and pupils that the new arrangements require the use of face coverings in certain circumstances.</p>	Principal/ CEO	As required	
		<p><b>Staff who are pregnant</b></p> <p>As a general principle, pregnant women are in the ‘clinically vulnerable’ category and are advised to follow the relevant guidance available for clinically-vulnerable people. A risk assessment is prepared for all pregnant staff and will include government guidelines on coronavirus.</p>	Principal	As required	
		<p><b>Staff who may otherwise be at increased risk from coronavirus (COVID-19)</b></p> <p>Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the <a href="#">COVID-19: review of disparities in risks and outcomes report</a>. The reasons are complex and there is ongoing research to understand and translate these findings for individuals in the future. If people with significant risk factors are concerned, we will discuss their concerns and explain the measures the school is putting in place to reduce risks. School leaders will try as far as practically possible to accommodate additional measures where appropriate.</p>	Principal	As required	

			People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace.			
Absence could increase due to anxiety of the virus	Staff/child wellbeing is affected  Children/staff miss out on valuable educational opportunities including social interaction	Absence procedures for staff and children  Wellbeing Policy	<p>Staff should notify school as normal if they are due to attend but are ill/anxious. Full support should be given by the line manager/Principal in line with the Absence Policy and strategies implemented to facilitate a return to work.</p> <p>Families should notify school as normal if their child is unable to attend so that staff can explore the reason with them and address barriers together. School will continue to inform social workers where children with a social worker do not attend.</p> <p>School will resume taking the attendance register. Regular staff/pupil discussions to take place to check on their mental health and wellbeing. Support to be offered if required.</p> <p>It is vital for all children to attend school to minimise as far as possible the longer-term impact of the pandemic on their education, wellbeing and wider development. This may include pupils who have themselves been shielding previously but have been advised that this is no longer necessary, those living in households where someone is clinically vulnerable, or those concerned about the comparatively increased risk from coronavirus (COVID-19), including those from Black, Asian and Minority Ethnic (BAME) backgrounds or who have certain conditions such as obesity and diabetes.</p> <p>If parents of pupils with significant risk factors are concerned, we will discuss their concerns and provide reassurance of the measures we are putting in place to reduce the risk in school. If necessary, an additional personalised risk assessment will be produced.</p> <p>We are clear that parents of pupils of compulsory school age must be in school unless a statutory reason applies (for example, the pupil has been granted a leave of absence, is unable to attend because of sickness, is absent for a necessary religious observance etc).</p> <p>Missing out on more time in the classroom risks pupils falling further behind. Those with higher overall absence tend to achieve less well in both primary</p>	All staff  Principal  Staff	Daily  Daily  Daily	

		<p>and secondary school. School attendance is mandatory. This means the usual rules on school attendance apply, including:</p> <p>parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;</p> <p>our responsibility to record attendance and follow up absence</p> <p>the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct</p> <p>Leaders will identify children with poor attendance records. This should include disadvantaged and vulnerable children and young people, especially those who were persistently absent prior to the pandemic. Additional work, such as telephone calls/EWW support/additional catch-up work/wellbeing discussions etc will take place.</p> <p>The government now knows much more about coronavirus (COVID-19) and so there are fewer children and young people advised to shield whenever community transmission rates are high. Therefore, the majority of pupils will attend school. We are aware that:</p> <p>a small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19). They will be recorded as code X in the register.</p> <p>If rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent (see below).</p> <p>Some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional (usually at their next planned clinical appointment). Parents can find more advice from the Royal College of Paediatrics and Child Health.</p> <p>Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, remote learning will be immediately offered to them. We will monitor engagement with this activity. They will be recorded as code X in the register.</p>	Leaders/Ed ucation Welfare Worker	Daily records	
			Principal	9/20	Y

			<p>Classrooms have been fitted with technology to enable live teaching to take place.</p> <p>Absence will not be penalised in the above instances.</p> <p>The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation. Information about the <a href="#">extra mental health support for pupils and teachers</a> should be made known to all staff.</p> <p>The <a href="#">Education Support Partnership</a> provides a free helpline for school staff and targeted support for mental health and wellbeing.</p> <p>As usual, parents should plan their holidays within school breaks and avoid seeking permission to take their children out of school during term time. Families should also consider that their child may need to self-isolate following trips overseas that require a period of quarantine. If a pupil is required to be in quarantine on arrival in, or return to, the UK, code X should be used in the register.</p>	<p>Principal</p> <p>Parents</p>	As required	
Insufficient supervision due to a member of staff falling ill on site/absent	Children not adequately supervised		<p>MAC CEO/DCEO to be informed of any staffing level concerns so alternative arrangements can be sought safely.</p> <p>Supply staff may be used following discussion with the CEO and the COO being informed.</p>	SGB/JBr/Principal	As required	
Safeguarding measures may slip due to the unique nature of the situation	Children are not safe	Full Safeguarding Procedures to be followed	<p>DSL/DDSL to ensure all staff are reminded of Safeguarding Procedures including the reporting of concerns on MyConcern.</p> <p>Additional time to be given to DSLs if required to support the staff and children regarding new welfare concerns and the handling of referrals.</p> <p>Communication with school nurses is important for supporting safeguarding and wellbeing.</p> <p>DSL/DDSL to attend LA updates.</p>	Designated senior member of staff	Weekly updates or as required	

Local lockdown closes the school partly or in full.	Children miss out on more educational opportunities	Live learning and effective remote teaching has been successfully implemented.	All staff and pupils in the following years will be reminded/instructed of how to access live teaching: Years 7-13 Live teaching will follow the full timetable for Years 7 – 13.	All staff	1/9/20-	
Lack of understanding of whether trips can run	Children miss out on opportunities	Full risk assessments written for each trip	Non-overnight domestic educational visits will resume following government guidance. Full risk assessments including relating to coronavirus risks will be written and assessed by the Principal prior to any trip being authorised.	Staff  Principal/ EVC	As required	
School transport increases the risk of the spread of the virus	Pupils unable to get to school	All pupils and families who use school transport to sign an agreement regarding the safe use of the bus	All pupils must follow the following protocols: Pupils on dedicated school transport ie that arranged by the school, do not mix with the general public on those journeys and tend to be consistent. The government has informed us that this means the advice for passengers on public transport to adopt a social distance of two metres from people outside their household or support bubble, or a 'one metre plus' approach where this is not possible, will not apply on dedicated school transport. Pupils have a seat number (like a reserved train or plane ticket). Pupils must sit in their designated seat as it will ensure that your child remains part of his/her bubble. Failure to do so will result in the child being banned from the school transport. Pupils must use hand sanitiser upon boarding and/or disembarking Additional cleaning of vehicles to take place Pupils must queue in an orderly fashion with 1m plus between each person. Pupils must use face coverings on the transport.	Principal to oversee  Principal/S BM/transpo rt staff  Pupils  Transport providers	Daily	



			<p>We encourage parents, staff and pupils to walk or cycle to school if at all possible.</p> <p>For those using public transport, face coverings must be worn.</p> <p>Pupils must be instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom. This will be monitored by staff upon arrival.</p> <p>Guidance on <a href="#">safe working in education, childcare and children's social care</a> provides more advice.</p> <p>The following guidelines should be noted:</p> <p><a href="#">transport to school and other places of education: autumn term 2020.</a></p>	Senior duty staff		
A local outbreak occurs leading to the government/Public Health England/local authority enforcing local measures	<p>Key stakeholders who are at risk include but are not limited to:</p> <p>Staff (teaching and non-teaching) including supply/visiting staff; pupils; parents entering the site; family members who come into contact with pupils in their homes etc; contractors; other visitors</p>	School has implemented the measures in this Risk Assessment prior to the latest guidance (28/8/20) regarding contingency planning. Full remote teaching is planned for.	<p>PRIMARY AND SECONDARY:</p> <p>If there is a positive case in school, local health advisory and protection teams will advise on implications for the school and if others need to self-isolate. This will in part depend on how long it has been since the pupil was on-site.</p> <p>The local <a href="#">COVID alert level</a> framework is now in operation. At all local alert levels, the expectation is that education and childcare provision should continue as normal. The government has been very clear that limiting attendance at schools and other education settings should only be done as a last resort, even in areas where a local alert level is 'high' or 'very high'. Decisions on any restrictions necessary in education or childcare settings are taken separately on a case-by-case basis in the light of local circumstances, including information about the incidence and transmission of coronavirus (COVID-19).</p> <p>School will follow the national education tier system as follows:</p>	Exec team/ Principal	Daily	

		<p>Tier 1 – when the government/PHE/local authority advise that an area has moved to tier 1, the following will apply:</p> <p>The default position for areas in national government intervention is that education and childcare settings will remain open. An area moving into national intervention with restrictions short of education and childcare closure is described as ‘tier 1’.</p> <p>SECONDARY: Face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. If a face covering becomes damp, the person should not wear the face covering. Spare face coverings will be available if necessary but these will only be issued in emergencies. A small charge will apply if a person persistently fails to have their own face covering.</p> <p>PRIMARY AND SECONDARY:</p> <p>Tier 2 – when the government/PHE/local authority advise that an area has moved to tier 2, the following will apply:</p> <p>PRIMARY: The school will continue to allow all children/pupils to attend on site. All staff will continue to attend as normal including supply/visiting/peripatetic staff.</p> <p>SECONDARY:</p> <p>Students will move to a rota model, combining on-site provision with remote education. Live teaching will follow the full timetable for Years 7 – 13 as required by the rota.</p> <p>Rota groups will consist of ‘bubbles’ that avoid mixing with one another, in line with the full opening guidance</p> <p>Groups will be chosen carefully including:</p> <p>placing pupils likely to come into contact outside of school in the same rota group to avoid mixing, where practical. For example, considering Year groups containing the most siblings.</p> <p>As per this Risk Assessment, there will be cleaning of frequently touched surfaces in between use by different rota groups, in addition to enhanced cleaning arrangements already in place. This should be done using standard</p>	Principal	As required	
			Principal	Daily stock	
			Principal/C EO	Daily	
			Principal	As required	

		<p>products such as detergent and bleach, in line with existing advice on cleaning. It is not necessary to conduct cleaning beyond this with other products or equipment between different rota groups. Shared resources should also be cleaned frequently but to note, for non-plastics 48 hours (over a weekend) is sufficient time to leave between use by different groups</p> <p>Full-time attendance will continue on site for vulnerable children and young people and the children of critical workers. All other pupils should not attend on site except for their rota time. The exact nature of the rota will be discussed with the CEO. It is anticipated that Year groups will attend two weeks on and two weeks off. Full time remote education will be provided for all those not attending. Staff will attend school as normal following social distancing rules with individual risk assessments continuing to be implemented as necessary (including supply/visiting/peripatetic staff.) School will, of course, consider advice from the relevant director of public health and/or the local authority in relation to staff attending workplaces when updating this risk assessment.</p> <p>Face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained.</p> <p>When not attending due to a rota system, code X will be used as per the <a href="#">Advice for schools and local authorities to support them to improve school attendance</a> .</p> <p>School will support pupils to understand and adhere to wider local restrictions and guidance issued by the relevant director of public health or local authority in order to protect themselves and others from coronavirus (COVID-19). This is particularly important given that most pupils will be spending half of their time at home.</p> <p><b>PRIMARY AND SECONDARY:</b></p> <p>Tier 3 - when the government/PHE/local authority advise that an area has moved to tier 3, the following will apply:</p>	Cleaning staff	As required	
			Principal	As required	
			Principal/CEO	As required	
			Principal		
			Principal/CEO		

		<p>PRIMARY: Pupils will continue to attend on site.</p> <p>SECONDARY: Full-time on-site provision available only to vulnerable children, the children of critical workers and selected Year groups (to be identified by the Department for Education). Other pupils should not attend on site. Full time remote education to be provided for all other pupils. For those attending, face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. Staff will attend school on a rota system.</p> <p>PRIMARY AND SECONDARY: Tier 4</p> <p>Full-time attendance on site only to our priority groups: vulnerable children and the children of critical workers. All other pupils should not attend on site. Remote education to be provided for all other pupils as per the contingency plans:</p> <p>Live teaching will follow the full timetable for Years 7 – 13.</p> <p>PRIMARY: PRIMARY AND SECONDARY: Staff will attend a school on a rota system.</p> <p>SECONDARY: Face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained.</p> <p>PRIMARY AND SECONDARY: It is important that pupils continue to adhere to public health advice while they are scheduled to be at home. They should also not return to on-site provision if they are self-isolating, even if their rota group is scheduled to be at school that week. During time at home, parents and carers should still inform the school as soon as possible if a pupil tests positive for coronavirus (COVID-19). Local health advisory and protection teams will advise on implications for the school</p>	<p>Principal/CEO</p> <p>Principal</p> <p>Principal</p>		
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			<p>and if others need to self-isolate. This will in part depend on how long it has been since the pupil was on-site.</p> <p>Where children on benefits-related free school meals are not attending on-site during scheduled time at home, school will continue to provide free school meals by working with suppliers to prepare meals or food parcels to be collected by, or delivered to, eligible children during their time at home. Any parcels should be distributed in line with guidance on social distancing and local restrictions and should meet the school food standards. This will be agreed with the CEO/COO.</p>	Principal		
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All staff to sign to confirm they have a copy of this Risk Assessment.