

Name of person completing the risk assessment:		Mr S.G. Bell		Date: 17/05/21			
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>We will retain a small on-site asymptomatic testing facility on site so we can offer testing to pupils who are unable or unwilling to test themselves at home.</p> <p>Home testing</p> <p>Both pupils and staff will be supplied with LFD test kits to self-swab and test themselves twice a week at home. Staff and pupils must report their result to NHS Test and Trace as soon as the test is completed either online or by telephone as per the instructions in the home test kit. Staff and pupils should also share their result, whether void, positive or negative, with their school to help with contact tracing. The following system will be used for this process:</p>	<p>SGB/ Principal</p> <p>SGB/ Principal</p>	<p>Ongoing</p> <p>Weekly</p>		

			<p>Staff and pupils will be required to record their results on a google form available on the school website.</p> <p>Staff or pupils with a positive LFD test result will need to self-isolate in line with the stay-at-home guidance. They will also need to arrange a lab-based polymerase chain reaction (PCR) test to confirm the result if the test was done at home. Those with a negative LFD test result can continue to attend school and use protective measures.</p>			
Misunderstanding of the DfE guidance	<p>Staff misunderstand the exact government guidelines leading 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;</p>	Current procedures used in school reflect safe practices and school has been safe.	<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> <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 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>Principal and staff</p> <p>Principal</p> <p>Principal/ Staff</p> <p>Principal/ LG/SLT</p>	<p>24/4</p> <p>24/4</p> <p>Daily</p> <p>Daily</p>	

	contractors; other visitors	<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>Risk mitigation rules include:</p> <ol style="list-style-type: none"> <li>1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school.</li> <li>2) Ensure face coverings are used in recommended circumstances (see below).</li> <li>3) Ensure everyone is advised to clean their hands thoroughly and more often than usual.</li> <li>4) Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach.</li> <li>5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.</li> <li>6) Additional measures to reduce contact across the site and maintain social distancing wherever possible.</li> <li>7) Keep occupied spaces well ventilated.</li> </ol> <p>In specific circumstances:</p> <ol style="list-style-type: none"> <li>8) Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.</li> <li>9) Promote and engage in asymptomatic testing.</li> </ol> <p>Response to any infection</p> <p>We will:</p> <ol style="list-style-type: none"> <li>10) Promote and engage with the NHS Test and Trace process.</li> <li>11) Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community.</li> </ol>	All	Daily	
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		<p>12) Contain any outbreak by following local health protection team advice.</p> <p>The majority of staff will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:</p> <p>where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained</p> <p>where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used</p> <p>School will ensure that appropriate support is made available for pupils with SEND, for example by deploying teaching assistants and enabling specialist staff from both within and outside the school to work with pupils in different classes or year groups.</p> <p>Where support staff capacity is available, we may consider using this to support catch-up provision or targeted interventions. Teaching assistants may also be deployed to lead groups or cover lessons, under the direction and supervision of a qualified, or nominated, teacher (under the Education (Specified Work) (England) Regulations 2012 for maintained schools and non-maintained special schools and in accordance with the freedoms provided under the funding agreement for academies). Any redeployments will not be at the expense of supporting pupils with SEND.</p> <p>All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. Where staff 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. Staggered start and finish times will not reduce the amount of overall teaching time. Different (clearly marked and segregated) entrances will be used for different classes as follows:</p>	<p>TAs</p> <p>Staff</p> <p>LG/SLT</p>	<p>Daily</p> <p>Daily</p> <p>Daily</p>	
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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.

Year 8 - Main student entrance by music, under the canopy into student entrance. Stairwell by reception (stairwell 1). Depart 3:25pm.

Year 9 - Attlee Road and straight into the lower end of the Sixth Form Site (pavement). Depart 3:20pm.

Year 10 - Main reception – middle stairwell by A6 to access B floor (stairwell 2). Depart 3:30pm.

Year 11 - Main student entrance by music and straight into ML and P block. Depart 3:30pm.

Year 12 & 13 - Main Sixth Form reception only. Entrance via Attlee Road (on the road). Depart 3:25pm.

Duty rotas will include staff directing parents/pupils to the designated areas.

Parents will not enter the building unless they have a pre-arranged appointment, which will be conducted safely.

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.

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 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>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> <p>Year 8 - 8D9 – C14, 8F8 – C13, 8G7 – C12, 8J7 - B15, 8M6 – B14, 8O6 – B13, 8S5 – B11, 8T5 – A8, 8V5 – A9</p>	All staff	Daily	
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			Principal/ staff	Daily	

		<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> <p>Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces</p>	Principal/ staff	Daily	
			Principal/ Staff	Daily	

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.

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.

Staff will be informed of the toilets they should use.

Additional toilet cleaning will take place throughout the day with cleaners using gloves and, if required, a visor. **Cleaners will use IIR face coverings when cleaning toilet areas.**

Additional hand cleaning facilities will be available on the school site to meet demand.

Table tops and other areas need to be cleaned carefully with anti-viral spray or equivalent.

IT equipment to be cleaned with an anti-viral cloth (or equivalent) after each session.

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.

Parents to send their child in uniform and work with the school to encourage good hygiene practices.

Children should be told that they must not share any equipment or other items including drinking bottles, this will be supervised.

Pupils should also be supported to maintain distance and not touch staff and their peers where possible.

Amended expectations about breaks, including where pupils may or may not congregate will be clearly communicated.

New fire evacuation areas will be created to account for the bubbles staying apart from others.

We will follow best practice, which suggests:

		<ul style="list-style-type: none"> <li>•proactively teaching new rules to staff, pupils and parents</li> <li>•regularly and rigorously reinforcing behaviour throughout every day</li> <li>•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.</li> </ul> <p>The full curriculum will run including PE and music. Sport will be non-contact and changing areas will be cleaned between groups.</p> <p>In PE, pupils will be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.</p> <p>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</p> <p>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.</p> <p>Extra-curricular activities (that is, before and after school clubs) will resume. This complements the extension of the school day for taught catch-up curricular provision. These sessions will continue as before. This is because bubbles will be maintained with consistent staff.</p> <p>PE, sport and physical activity provided by school can continue. This includes sports clubs or activities before or after school, in addition to regular PE lessons following the risk assessment guidance as above.</p> <p><b>Outdoor competition between different schools can take place.</b></p> <p><b>Indoor competition between different schools can take place.</b></p> <p>Refer to:</p>	PE staff	Daily	
			PE staff	Daily	

		<ul style="list-style-type: none"> <li>• <a href="#">guidance on grassroots sports for public and sport providers</a>, safe provision and <a href="#">facilities</a>, and guidance from <a href="#">Sport England</a></li> <li>• advice from organisations such as the <a href="#">Association for Physical Education</a> and the <a href="#">Youth Sport Trust</a></li> <li>• guidance from <a href="#">Swim England on school swimming</a> and water safety lessons available at returning to pools guidance documents</li> <li>• <a href="#">using changing rooms safely</a></li> </ul> <p>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 <b>where possible</b>, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. Singing, wind and brass playing will not take place in larger groups such as school choirs and ensembles, or school assemblies.</p> <p>Taking account of the evidence, and if other national and local guidance on the control of COVID-19 is followed, singing is considered safer when the following actions are taken:</p> <ol style="list-style-type: none"> <li>1. As required by national guidance, people with symptoms suggestive of COVID-19, or who are known to have been in recent contact with others who have COVID-19, do not participate in singing or attend singing events.</li> <li>2. Singing takes place only in larger well-ventilated spaces, or outdoors.</li> <li>3. Performance or rehearsal is for limited periods of time at a reduced level of loudness, using microphones for amplification if available.</li> <li>4. Limited numbers of people sing together.</li> <li>5. Singers are spaced at least 2 metres apart in all directions (at least 1 metre apart if the additional measures or controls recommended in government <a href="#">COVID-19 guidance for the performing arts</a> are applied).</li> </ol>	Principal	As per calendar	
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Acts of Worship will not include singing.

We will not host performances with an audience. We may consider alternatives such as live streaming and recording performances, subject to the usual safeguarding considerations and parental permission.

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.

From 17 May, in line with the commencement of Step 3 of the roadmap, where wraparound and other extra-curricular activities for children are taking place indoors, these will be able to take place in groups of any number. However, we will continue to minimise mixing between children, where possible. This can be achieved by continuing to keep children in consistent groups every time they attend the setting. Smaller groups should be considered when it is not possible to do this. When considering appropriate group sizes, it will be important to take into account factors such as the recommended occupancy levels of the premises and levels of ventilation. Activities will take place outdoors where possible.

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.

**Clinically extremely vulnerable staff**

CEV individuals are no longer advised to shield but must continue to follow the rules in place for everyone under the current national restrictions. Staff in school who are CEV are advised to continue to work from home where possible, but if they cannot work from home should attend.

CEV individuals (over 18) have been prioritised for vaccination in phase 1 before the general population and in line with the priority ordering set by the Joint Committee on Vaccination and Immunisation.

Staff who are clinically vulnerable (CV)

CV staff can continue to attend school. While in school they must follow the system of controls to minimise the risks of transmission.

Staff who live with those who are CV can attend the workplace but should ensure they maintain good prevention practice in the workplace and at home.

**Staff who are pregnant**

Pregnant women are considered 'clinically vulnerable' or in some cases 'clinically extremely vulnerable' to coronavirus (COVID-19) and therefore require special consideration as set out in the guidance for pregnant employees.

Principals (or a person designated by them) will carry out a risk assessment to follow the Management of Health and Safety at Work Regulations 1999 (MHSW). Information contained in the Royal College of Obstetricians and Gynaecologists, Royal College of Midwives [guidance on coronavirus \(COVID-19\) in pregnancy will be used as the basis for a risk assessment.](#)

Pregnant women of any gestation should not be required to continue working if this is not supported by the risk assessment.

Women who are 28 weeks pregnant and beyond, or are pregnant and have an underlying health condition that puts them at a greater risk of severe illness from COVID-19 at any gestation, should take a more precautionary approach. We will ensure pregnant women are able to adhere to any active national guidance on social distancing and/or advice for pregnant women considered to be clinically extremely vulnerable (this group may previously have been advised to shield).

Where an employee is still breastfeeding, this must be included and managed as part of the general workplace risk assessment. We will take appropriate sensible action to reduce, remove or control the risks.

Staff and children who are clinically vulnerable or have underlying health conditions but are not clinically extremely vulnerable, may continue to attend school in line with current guidance.

**Clinically extremely vulnerable pupils**

CEV pupils are expected to attend school unless they are one of the very small number of pupils under paediatric or other specialist care and have been advised by their GP or clinician not to attend. We will discuss any concerns

			<p>parents may have about this including specific accommodations that can be put in place to ensure that the pupil can regularly attend.</p> <p>Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend school.</p> <p>Where a pupil is unable to attend school because they are complying with clinical or public health advice, we will immediately offer them access to remote education. We will keep a record of, and monitor engagement with this activity but this does not need to be formally recorded in the attendance register.</p> <p>Where children are not able to attend school as they are following clinical or public health advice related to coronavirus (COVID-19), the absence will not be penalised and they will be recorded as Code X. <b>unless they have received a positive Covid result. In this case, the absence will be recorded as I from the date of the positive test result.</b></p>			
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	Staff supervising the ill child/supporting the member of staff and others who may come	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> </ul>			

<p>coronavirus symptoms</p>	<p>into contact with them could be exposed to the virus</p>	<ul style="list-style-type: none"> <li>•eye protection (for example a face visor or goggles)</li> </ul> <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</p>	<p>Principal/first-aiders</p>	<p>Daily</p>	
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		<p>instance, cleaners should be given gloves, a splash resistant face covering and a visor.</p> <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 PCR 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</p>	Principal	Weekly	
			Principal	As required	
			Principal	As required	



- has had any of the following types of contact with someone who has tested positive for coronavirus (COVID-19) with either a PCR test or LFD test (if a confirmatory PCR test is negative, provided it was taken within two days of the positive LFD, it overrides the lateral flow test and close contacts can stop self-isolating)
- face-to-face contact including being coughed on or having a face-to-face conversation within 1 metre
- been within 1 metre for 1 minute or longer without face-to-face contact
- been within 2 metres of someone for more than 15 minutes (either as a one-off contact or added up together over 1 day)
- travelled in the same vehicle or a plane

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a PCR 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.

Leaders will ask parents and staff to inform them immediately of the results of a test:

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.

If the household member tests positive, the pupil should continue self-isolating for a full 10 days following the day from when the member of their household first had symptoms. Code X should be used during this period.

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.

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

Principal

As required

			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.			
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 following the first day 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 from the day after 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 10 days following the day when a person first became ill.</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 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</p>	Principal/S LT to ensure the correct procedures are followed	Daily as required	
				Principal	Daily as required	
				Health Protection Team		
				Principal		

		<p>the person who has tested positive, advising them to self-isolate for 10 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 and remote education will be provided.</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 place 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 10-day isolation period they should follow '<a href="#">stay at home: guidance for households 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 10-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining.</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>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. <b>If a positive result is received, the pupil will be recorded as code I from the date of the positive test.</b></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:  <a href="mailto:C19Loc.education@staffordshire.gov.uk">C19Loc.education@staffordshire.gov.uk</a></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>SECONDARY:</p> <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>PRIMARY AND SECONDARY:</p>	<p>Principal</p> <p>Principal</p> <p>Public Health England</p> <p>Staff SBMs</p>	<p>As required</p> <p>Daily</p>	
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			<p>Staff members will also be able to use the app. Staff are encouraged to switch their phones off when they are left in a bag etc in a room separate to where they are teaching/working.</p> <p>School will report all confirmed, positive cases using the <a href="#">online attendance form daily return</a>.</p>			
<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>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> <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>Principal/ SBM</p> <p>Staff</p> <p>Staff</p> <p>Staff/pupils</p>	<p>Check stock weekly</p> <p>Daily</p> <p>Daily</p>	





			<p><b>PRIMARY AND SECONDARY:</b></p> <p>When in extra-curricular activities and wraparound childcare, in a community setting (for example, library or community centre), staff and pupils will be exempt from the legal requirement to wear a face covering if they are in a private room or the premises has been exclusively hired for the sole use of its pupils and staff.</p> <p>Visitors will be expected to wear face masks unless they are exempt or a risk assessment indicates that safe distances (at least 2m) can be maintained.</p>			
Absence could increase due to anxiety of the virus	<p>Staff/child wellbeing is affected</p> <p>Children/staff miss out on valuable educational opportunities including social interaction</p>	<p>Absence procedures for staff and children</p> <p>Wellbeing Policy</p>	<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.</p> <p>We will provide, where necessary, focused pastoral support for pupils' individual issues, drawing on external support where necessary and possible.</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</p>	<p>All staff</p> <p>Principal</p> <p>Staff</p>	<p>Daily</p> <p>Daily</p> <p>Daily</p>	

		<p>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 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>Leaders/Ed ucation Welfare Worker</p>	<p>Daily records</p>	
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		<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. <b>See note above re Code I following a positive test result.</b></p> <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>Where pupils (and their parents or guardians or family member) meet the UK entry requirements and have travelled from or through a <a href="#">‘red list’</a> country in the previous 10 days, they must quarantine in a managed quarantine hotel for 10 days. Pupils travelling to England from other, non-red, list countries will need to quarantine at their place of residence or other suitable place and purchase a home testing package, with coronavirus (COVID-19) tests to be taken on days 2 and 8 after arrival to support the UK’s genomic sequencing programme.</p> <p><b>Pupils travelling from amber list countries may quarantine at home for 10 days. Pupils travelling from green list countries do not need to quarantine unless their COVID19 test result is positive.</b></p>	Principal	9/20	Y
			Principal	As required	
			Parents		

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/DDSLS 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. Communication with school nurses is important for supporting safeguarding and wellbeing.</p> <p>DSL/DDSLS to attend LA updates.</p>	Designated senior member of staff	Weekly updates or as required	
Self-isolation causes the pupils to miss school	Children miss out on more educational opportunities	Live learning and effective remote teaching has been successfully implemented.	<p>All staff and pupils in the following years will be reminded/instructed of how to access live teaching:</p> <ul style="list-style-type: none"> <li>• Key Stages 3 and 4: 5 hours a day</li> </ul>	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	<p>In line with the <a href="#">roadmap</a>, we can resume educational day visits.</p> <p>Any educational day visits will be conducted in line with relevant coronavirus (COVID-19) secure guidelines and regulations in place at that time. This includes system of controls, such as keeping children within their consistent groups and the COVID-secure measures in place at the destination.</p> <p>We will undertake full and thorough risk assessments in relation to all educational visits to ensure they can be undertaken safely. As part of this risk assessment, we will need to consider what control measures need to be used</p>	Staff Principal/ EVC	As required	

and follow wider advice on visiting indoor and outdoor venues. We will consult the health and safety guidance on educational visits when considering visits.

### **Domestic residential educational visits**

#### **Existing bookings**

Should step 3 commence as planned, we may undertake domestic residential education visits.

Any domestic residential educational visits will be conducted in line with relevant coronavirus (COVID-19) secure guidance and regulations in place at that time.

#### **New bookings**

We may begin planning for new domestic residential educational visits to take place. Should step 3 commence as planned, new visits will be possible from no earlier than 17 May.

We will not enter into any new financial or contractual commitments at this stage. This advice will remain under review and updated at the earliest opportunity.

Any new domestic residential educational visits must be conducted in line with relevant coronavirus (COVID-19) secure guidance and regulations in place at that time.

#### **Considerations when planning educational visits**

**We will follow these principles when establishing our visit bubbles:**

**1 bubbles should be formed from existing school bubbles such that residential visit bubbles only have pupils from a single existing bubble**

**2 form bubbles no larger than circa 30 children - where possible aim to establish smaller bubbles**

**3 only teachers and members of the school workforce already part of the established school bubble should accompany pupils on the visit as they are already part of the existing school bubble - they do not count towards the bubble size**

4 parents, carers or volunteers should not accompany the group to maintain the integrity of the bubble

As usual, we will prepare thorough risk assessments using the Entrust portal. The risk assessment will, amongst other things, set out how the integrity of the bubble will be maintained throughout (including during recreational times) – we will:

1 not 'top up' or mix the bubbles at any time during the visit

2 think very carefully about how we will maintain the integrity of large bubbles

3 the integrity of the bubbles will be maintained and bubble mixing prevented if more than one bubble is going on the trip

4 we will maintain the bubble throughout the visit and ensure that bubbles do not mix with other school groups or bubbles or other guests

5 have contingency plans that enable a rapid response to symptoms developing in the group or someone needing to self-isolate

6 consider how self-testing using LFTs can continue

7 have measures in place to ensure the effective and frequent sanitising and cleaning of any shared facilities such as: bathrooms kitchen or dining any potentially shared equipment or communal facilities frequent touch surface

8 be satisfied that accommodation is able to meet the stringent demand to maintain bubbles

9 break the bubble down into smaller groups for sleeping and ensure room sharing is limited as far as possible

10 have an appropriate level of insurance in place

11 follow PHE advice on safe travel to and from the destination

#### **International visits**

We will not be going on any international visits this academic year. This will be reviewed again as part of Step 4 of the roadmap.

<p>School transport increases the risk of the spread of the virus</p>	<p>Pupils unable to get to school</p>	<p>All pupils and families who use school transport to sign an agreement regarding the safe use of the bus</p>	<p>All pupils must follow the following protocols:</p> <p>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.</p> <p>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.</p> <p>Pupils must use hand sanitiser upon boarding and/or disembarking</p> <p>Additional cleaning of vehicles to take place</p> <p>Pupils must queue in an orderly fashion with 1m plus between each person.</p> <p>Pupils must use face coverings on the transport.</p> <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</a></p>	<p>Principal to oversee</p> <p>Principal/S BM/transport staff</p> <p>Pupils</p> <p>Transport providers</p> <p>Senior duty staff</p>	<p>Daily</p>	
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			<p>If someone who uses transport tests positive, the assessment of close contacts will take account of factors such as:</p> <ul style="list-style-type: none"> <li>• vehicle size</li> <li>• degree of face-to-face contact</li> <li>• length of time in close proximity</li> <li>• whether a Perspex screen is in place</li> </ul> <p>The advice service (or PHE local health protection team if escalated) will provide advice on who must be sent home and asked to self-isolate. To support them in doing so, we keep a record of pupils and staff <u>in each group</u>, and any close contact that takes places between pupils and staff in different groups. This should be a proportionate recording process. We do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome</p>			
<p>A local outbreak occurs leading to the government/Public Health England/local authority enforcing local measures</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 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>	<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 school will work with the DfE and the LOC team if there is extremely high prevalence of coronavirus.</p>	<p>Principal</p> <p>Principal</p>	<p>Daily</p> <p>As required</p>	

<p>The virus of spreading the virus is increased due to visiting pupils on site.</p>	<p>Staff and pupils (current and new)</p>	<p>School has a robust risk assessment in place and liaises closely with partner schools and new parents.</p>	<p>We plan to run transitional days for the new Year 7 and Year 12. Prior to these days, we will liaise with pupils' parents and schools to ensure they are aware of the key elements of this risk assessment before running the days.</p>	<p>Principal</p>	<p>7/21</p>	
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All staff to sign to confirm they have a copy of this Risk Assessment.