



BONUS PASTOR CATHOLIC COLLEGE
SPECIALISING IN MATHS & COMPUTING



Bonus Pastor

Risk Assessment

Building and site remobilisation plan for

Full reopening of the school September 2020

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Context

During these unprecedented times, ensuring the safety and wellbeing of our staff, pupils and visitors against the risks posed by COVID-19 is paramount. This guidance document provides an outline to support and manage the safe remobilisation of the college buildings. The Principal, any members of the Senior Leadership Team and the Premises Manager responsible for overseeing key areas will need to review the areas highlighted within the guidance and implement measures to minimise the risks.

Schools continue to have a statutory duty and responsibility to guarantee the health, safety and welfare of staff, pupils and visitors. This includes making certain that proportionate and reasonable measures are in place to ensure everyone is safe during the COVID-19 outbreak. The Health and Safety Executive (HSE) has confirmed there is still a requirement for statutory inspection of plant and equipment.

July 2nd Update

It is the government's expectation that all pupils in all year groups, will return to full-time school from the beginning of the autumn.

August 28th Update

This risk assessment has considered the changes to guidance published here <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#main-changes-since-this-guidance-was-last-updated>

Reopening essentials

Get the college buildings ready: there is no relaxation on a duty-holder's legal responsibility to maintain the work environment and equipment, but there is acknowledgment of the difficulties of carrying out thorough examinations and inspections in current circumstances. Written schemes of examination and statutory inspections therefore need to be managed on a risk/priority-based approach and adapted as outlined in this guidance. It is essential to continue maintaining critical building services such as water systems and fire/intruder checks.

Devise a social distancing plan: careful consideration needs to be applied to key areas which include pupil circulation, catering services, welfare arrangements, cleaning during the school day, entrances and exits and the operation of teaching and learning areas. All of this must be considered in light of the latest government guidance surrounding social distancing.

Consider access arrangements: procedures should be put in place to screen any visitors prior to entering the premises and require all individuals entering the building to wash their hands at entry. External visitors to the college should be limited where possible.

Prepare staff, pupils and parents: there will be anxiety amongst both staff and pupils surrounding the return to school. The college should ensure that staff receive induction and on-going training pre and post opening (e.g. health and safety, fire safety, food safety, infection prevention and control, medical, safeguarding). Please refer to the Toolkit for further guidance on communication strategies for key stakeholders.

The **buildings and facilities remobilisation checklist** included below covers:

Health and safety, review of fire procedures and setting up of teaching and learning areas including circulation of pupils around school. Review fire procedures and rerouting the evacuation routes

Key areas of servicing maintenance and checks by the site team to ensure effective and safe operation of the school building along with meeting statutory requirements.

Cleaning supplies and Personal Protective Equipment (PPE) stocks, which need to be maintained and replenished regularly. Cleaners and Kier staff need to wear appropriate PPE whilst carrying out activities.

The daily cleaning schedule, detailing which surfaces and key areas need to be prioritised during the school day. Updated following 2nd July guidance

This checklist is not exhaustive and should be implemented alongside government and HSE guidance.

Buildings and facilities remobilisation checklist

The college should ensure all checks are complete. Please be aware this is a guide only and not an exhaustive list for remobilisation to support operational delivery. It will be kept under review and additional tasks may be added.

| Health and safety school set up | | | |
|---------------------------------|---|--|--------|
| No. | Key actions | Lead | Yes/No |
| 1. | <p>Risk Assessments for COVID-19 remobilisation are in place, reviewed and communicated to staff.</p> <p><u>Reviewed post 2nd July guidance update</u></p> <p><u>Review post 28th August latest guidance</u></p> <p><u>Review Nov 2020</u></p> | JRO/MCA | |
| 2. | <p>Reconfiguration of classrooms, chairs and desks has been undertaken to allow for compliance with government guidance on social distancing.</p> <p>Seating arrangements for staff and pupils are clearly marked, communicated and any superfluous furniture, fixtures and equipment has been removed and stored.</p> <p><u>2nd July guidance update</u></p> <p><u>Review post 28th August latest guidance</u></p> <p>-Develop seating plans for classrooms, increasing distance between pupils and ensuring all desks are forward-facing</p> <p>-All Teachers to use 'School vue' to share information on seating plan arrangement</p> <p>-New meeting protocols in place. Staff will meet remotely for all staff and line management meetings. Collaborative department</p> | <p>MCA/Kier</p> <p>GSM/ JRY</p> <p>JRO</p> | |

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| | <p>planning meetings will take place in large meeting rooms/hall. All participants must agree that social distancing is adequate before the start of the meeting</p> <p>-All shared office space assessed for 2m distancing. All staff advised not to spend more than 15 minutes together in close proximity</p> <p>-All offices given Maximum Occupancy numbers so staff are aware of how many people should be working in each space Nov 2020</p> | JRO/RJA/MCA | |
| 3. | <p>Class sizes and timetables/staffing have been amended allowing for reduced numbers in each classroom to enable social distancing. Working on the basis of a reduced Timetable for Year 10 at only 2 hours per day</p> <p><u>2nd July Guidance update</u></p> <p>-Bubbles Class sizes back to full capacity, complying with under 240 bubble maximum</p> <p><u>Review post 28th August latest guidance</u></p> <p>-Students reminded of social distancing during break and lunch</p> <p>-students always asked to face the front</p> <p>-Corridor flow managed gently by staff on duty to reduce any over crowding</p> <p>-Staff who are asked to take their class to a holding outdoor area to avoid any cross bubble interaction are to stay with their class until the person(s) on duty arrive</p> | JRO | |
| 4. | <p>Entrances/exits and circulation routes are clearly planned and marked for staff and pupils. The number of entrances and exits has been reviewed to support social distancing. One-way circulation routes are in place where feasible with clear signage.</p> <p><u>2nd July Guidance update</u></p> <p>New routes communicated to Kier, staff and students</p> <p>New routes in operation for 1st September wider reopening</p> | JRO/MCA | |
| 5. | <p>Rooms which are not being used have been locked or access to them restricted.</p> <p><u>2nd July Guidance update</u></p> <p>-To be reversed following lockdown</p> <p>-Access check to be carried out in August and INSET days</p> <p><u>Review post 28th August latest guidance</u></p> | MCA/ Kier | |

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| | All rooms back in operation | | |
| 6. | <p>COVID-19 signage for hygiene, social distancing and any new circulation routes is displayed throughout the school.</p> <p>Hygiene signage is conspicuous in prominent areas and circulation routes.</p> <p><u>2nd July Guidance update</u></p> <p>-Needs to be more prominent and explicit on each floor</p> <p>-Increased clear signage needed to remind students to sanitize at points of entry at classrooms</p> | <p>MCA/Kier</p> <p>MCA/BJA</p> | |
| 7. | <p>Dining area layouts are configured to ensure separation in line with government guidance on social distancing.</p> <p>Tables/chairs are cordoned off where this is not possible. Floor markings are used to manage queues and enable social distancing.</p> <p>Where possible and appropriate, additional arrangements have been put in place, such as staggering lunch times, delivering grab bags etc. Areas redesigned for outside eating areas</p> <p>Note that no food will be served during the Year 10 phase return 18.05.2020</p> <p><u>2nd July Guidance update</u></p> <ul style="list-style-type: none"> - New food routes, ingress, egress and cleaning arrangements to be evaluated and agreed at the 13.07.20 Health and safety walk around - Caterers met and developed plans on 10th July <p><u>Review post 28th August latest guidance</u></p> <p>-Catering in operation, serving hot and cold food with a variety of options with disposable cutlery and dinnerware</p> | MCA/Kier | |
| 8. | <p>Pupils are encouraged and supported to wash their hands more frequently than normal. For example, on arrival at school, breaktimes, lunchtime, and before and after eating and on departure from school.</p> <p>Year 10 students who return will be asked to wash/sanitize their hands before the lesson and will be taken out on a staggered list during the lesson to wash hands 18.05.2020</p> <p><u>2nd July Guidance update</u></p> <p>Better access to handwashing to be explored on 13.07.20 Walk around</p> <p><u>Review post 28th August latest guidance</u></p> <p>Increased sanitization points at each entry, exit and classroom</p> | SLT as per duty rota | |

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| | <p>Break and lunch extended by 10 mins to allow students time to wash their hands more frequently at designated toilets. Staff on duty to encourage students to wash their hands.</p> <p>Wet breaks and lunches to be reduced back to normal time and students encouraged to bring warm outdoor coats and Umbrellas</p> | | |
| 9. | <p>Queuing zones for toilets have been established and are monitored. Floor markings have been provided to enable social distancing.</p> <p>Year 10 to have staggered toilet breaks in SU2 phase 1 return</p> <p><u>2nd July Guidance update</u></p> <p>Lunch and break toilet routes to be dicussed on 13.07.20- The toilets will need to 'Bubble exclusive'</p> <p><u>Review post 28th August latest guidance</u></p> <p>Each year group bubble has one designated toilet on their designated floor with no cross bubble use</p> | MCA/kier | |
| 10. | <p>Medical rooms to be econfigured to ensure social distancing provisions are met. Additional rooms close to reception have been designated for isolating pupils with suspected COVID-19 whilst collection is arranged.</p> <p><u>2nd July Guidance update</u></p> <p>Half Small hall to be set up with bays</p> <p>-Oncall first aid to be agreed and any first aiders to visit students in their bubbles before deciding if they need to be isolated. No students will be allowed to leave lessons</p> <p><u>Review post 28th August latest guidance</u></p> <p>Any student who is feeling unwell is seen to on their designated bubble floor in full PPE</p> <p>-Covid Bays to be reduced and monitored for increasing numbers</p> | MCA/ BJA/ NHA/ Kier | |
| 11. | <p>A plan to manage external play areas is in place, incorporating social distancing, staggering of breaks and lunch times, designated areas for different groups, signage and increased levels of supervision.</p> <p><u>2nd July Guidance update</u></p> <p>Plans for segregated breaks and lunch to be discussed on 13.07</p> <p><u>Review post 28th August latest guidance</u></p> <p>Barricades introduced to effectively create 5 playground spaces with no reason for crossover between bubbles</p> <p>More benches purchased for Year 7 sportshall space to cope with winter</p> | JRO/MCA/RJA | |

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| 16. | Contractors are managed closely, including a contractor induction, and, where possible, supervised if attending whilst school is operational. All contractors accessing the school site have confirmed they are symptom free; and have procedures in place to address COVID-19 issues, e.g. infection control, hygiene and social distancing. This is set out clearly in the school's Risk Assessments. | MCA/Kier | |
| 17. | Deliveries to school are managed effectively in a timely manner adhering to social distancing. <u>2nd July Guidance update</u> To be met at the car park where possible | RJA/ Admin Team | |
| 18. | The fire evacuation and assembly point briefing for staff includes guidance on social distancing at assembly points. A review has been undertaken to assess whether the current assembly points are sufficient to accommodate the number of pupils and additional assembly points have been designated as required. Training will be provided <u>2nd July Guidance update</u> To be evaluated and changed on walk around 13.07 <u>Review post 28th August latest guidance</u> Adapted All aware fire evacuation planned for September/ November | MCA/ RJA/ JRO | |
| 19. | Pupils are managed when entering and exiting school gates/entrances/exit doors and social distancing guidance is applied. The 3 Bubble groups on each given day will be told in advance which entrance to enter and exit through at the WLN site and a member of SLT will be assigned at each point managing egress and ingress <u>2nd July Guidance update</u> Each year group to be shown entrance and exit routes on first day back <u>Review post 28th August latest guidance</u> First day back training for all students and staff All 5 year groups back in 5 separate bubbles | SLT Duty rota | |
| Maintenance and servicing | | | |
| No. | Key actions/fire | Lead | Yes/No |

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|------------|--|-------------|---------------|
| 20. | Weekly fire tests are carried out and recorded. | MCA | |
| 21. | All fire doors are checked and documented. | MCA | |
| 22. | Emergency lighting visual checks are carried out ensuring all lighting is fully operational. | MCA | |
| 23. | Procedures are in place to ensure fire exits are clear from obstructions. | MCA | |
| 24. | External gates are operational and functioning fully. | MCA | |
| 25. | Servicing arrangements are in place for the fire alarm. | Kier | |
| 26. | Fire extinguishers are checked on a weekly basis. | Kier | |
| No. | Key actions/water | Lead | Yes/No |
| 27. | Water outlets are flushed on a weekly basis, including during any closure periods. | Kier | |
| 28. | Monthly water temperature monitoring is in place, with a particular focus if the school has been closed. | Kier | |
| No. | Key actions/mechanical - boiler heating services | Lead | Yes/No |
| 29. | Boiler servicing certification is up to date. | Kier | |
| 30. | Gas taps in science labs have been checked to ensure that they are operational. | Kier | |
| 31. | Temperature settings are set for summertime. | Kier | |
| No. | Key actions/electrical | Lead | Yes/No |
| 32. | Social distancing signage is displayed outside lifts. | Kier | |
| 33. | Lift servicing is up to date. | MCA/ kier | |
| 34. | Servicing of doors/gates and barriers is up to date. | MCA/kier | |
| 35. | <p>All air conditioning systems remain energised in normal operating mode with any re-circulatory systems adjusted to full fresh air.</p> <p>Servicing of air conditioning service/general ventilation certification is up to date.</p> <p>As an extra precautionary measure, air conditioning providers have disinfected air filters and made a full filter change on all of the air handling units.</p> <p><u>2nd July Guidance update</u></p> <p>Ventilation to be reviewing on 13/07</p> | MCA/kier | |

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| 36. | Servicing of intruder alarms/access control and CCTV is up to date. | MCA/ Kier | |
|--|---|------------------|--------|
| Deep cleaning and sanitising site | | | |
| No. | Key actions | Lead | Yes/No |
| 37. | The 'cleaning schedule during the day' set out below is applied rigorously on a daily basis. | MCA/RJA/ Kier | |
| 38. | The site is checked regularly for any pest activity and the pest control contractor has been assigned as necessary. | Kier | |
| 39. | Hygiene services have been reinstated. | Kier | |
| 40. | Hand sanitisers are available in prominent areas.in the school and are regularly replenished. | MCA/RJA/ Kier | |
| 41. | Cleaning regimes during the school day have been stepped up, applying the 'Cleaning schedule during the day' set out below. | Kier | |
| 42. | Appropriate PPE is worn by cleaning staff and there are arrangements in place for safe disposal. | Kier | |
| PPE – Cleaning supplies | | | |
| No. | Key actions | Lead | Yes/No |
| 43. | There are sufficient supplies of gloves and aprons on site for cleaning staff. | Kier | |
| 44. | There are sufficient supplies of safety goggles on site. | Kier | |
| 45. | There are sufficient supplies of face masks where risk assessment identifies need. | Kier/MCA/Kier | |
| 46. | There are sufficient supplies of body fluid kits available. | Kier/MCA/RJA | |
| 47. | There are sufficient supplies of hand sanitiser available. | Kier/MCA/RJA | |
| 48. | There is sufficient stock of cleaning materials cloths, mops, disinfectant wipes etc. available. <u>2nd July Guidance update</u> Disinfectant wipes for teachers and staff Mobile bins | Kier | |
| 49. | There are sufficient cleaning products available for cleaning all the required areas within school. | Kier | |
| 50. | Where possible, separate bins for PPE disposal have been established in medical rooms; kitchens; site supervisors' /cleaners' base rooms and any other rooms where PPE is used. | Kier | |

| Catering | | | |
|----------------|--|-------------|--------|
| No. | Key actions | Lead | Yes/No |
| 51. | Catering Services and HSE checklists have been implemented. | RJA | |
| 52. | Kitchen equipment has been checked and is working effectively. <u>2nd July Guidance update</u> MCA to meet catering team during summer school to do physical checks of walk through | MCA/ Kier | |
| Staff training | | | |
| No. | Key actions | Lead | Yes/No |
| 53. | Induction and training to staff on buildings and FM related areas (e.g. health and safety awareness, infection prevention and control, fire safety, food safety, medication) has been delivered. <u>2nd July Guidance update</u> Next training and update first day back | JRO/MCA/RJA | |

Cleaning schedule during the day

Please note that the schedule below sets out cleaning activities that are additional to the normal cleaning routine. These should be marked as completed for each period of the day in the columns to the right of the schedule once they have been undertaken by cleaning staff. During phase 1 Return of Year 10 students: We are expecting an all on duty system operating between 9.30-12.30 and a deep clean will be carried out each evening ready for the next group

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| Cleaning Schedule During the Day | | | | | | | | |
|----------------------------------|--|----------|----------|----------|----------|----------|----------|----------|
| Area | Description of task | Priority | Period 1 | Period 2 | Period 3 | Period 4 | Period 5 | Period 6 |
| Toilet and toilet cubicles | Clean toilets and door handles. | High | | | | | | |
| | Wipe down sink units, basins and taps. | High | | | | | | |
| | Mop up any spillages. | High | | | | | | |
| | Wipe down toilet flushers. | High | | | | | | |
| | Wipe down soap dispensers, hand dryers, hand sanitiser units. | High | | | | | | |
| | Wipe down mirrors. | High | | | | | | |
| Corridors and circulation areas | Wipe down fob access readers. | High | | | | | | |
| | Wipe all door handles, glass panels, door plates and light switches. | High | | | | | | |
| | Wipe down push plates. | High | | | | | | |
| | Clean glass windows around atrium and circulation areas. | High | | | | | | |
| Stairwells | Wipe down all banister rails. | High | | | | | | |
| | Mop/h Hoover all floors. | High | | | | | | |
| | Wipe staircase bannister and glass. | High | | | | | | |
| Classrooms | Wipe all pupil desks and chairs. | High | | | | | | |
| | Empty bins and clear rubbish. | High | | | | | | |
| | Wipe shared keyboards. | High | | | | | | |

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| Cleaning Schedule During the Day | | | | | | | | |
|----------------------------------|---|----------|----------|----------|----------|----------|----------|----------|
| Area | Description of task | Priority | Period 1 | Period 2 | Period 3 | Period 4 | Period 5 | Period 6 |
| | <p><u>2nd July Guidance update</u></p> <p>Schedule frequent cleaning of resources (e.g. books, toys) shared within groups.</p> <p>Schedule the isolation or cleaning of resources (e.g. books, toys) shared between groups.</p> | | | | | | | |
| | Wipe down areas and benches in PE changing room. | High | | | | | | |
| | Wipe teacher boards and surfaces. | High | | | | | | |
| Staff room areas | Wipe all appliances and sinks. | High | | | | | | |
| | Empty bins and clear rubbish. | High | | | | | | |
| | Wipe furniture down and work surfaces. | High | | | | | | |
| Reception/offices | Wipe signing in system. | High | | | | | | |
| | Wipe IT equipment and telephone handsets where possible. | High | | | | | | |
| | Empty bins and clear rubbish. | High | | | | | | |
| | Wipe down printers and office machinery. | High | | | | | | |
| | Wipe desks. | High | | | | | | |
| | Assist in cleaning surfaces before and after breaks. | High | | | | | | |

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| Cleaning Schedule During the Day | | | | | | | | |
|----------------------------------|---|----------|----------|----------|----------|----------|----------|----------|
| Area | Description of task | Priority | Period 1 | Period 2 | Period 3 | Period 4 | Period 5 | Period 6 |
| Dining hall | Clear up any spillages following breaks. | High | | | | | | |
| | Empty bins and clear rubbish. | High | | | | | | |
| Waste disposal | Avoid cross-contamination when addressing body fluids spillage. | High | | | | | | |
| | Double-bag any cleaning waste and used PPE and store securely for 72 hours before disposal. <i>Where possible, establish separate bins for PPE disposal in medical rooms; kitchens; site supervisors'/cleaners' base rooms.</i> | High | | | | | | |
| | <u>2nd July Guidance update</u> Plan for the daily removal and safe disposal of rubbish. Increase number of bins- lidded bins on site Increase cleaning in new lunch and break zones | | | | | | | |
| PE equipment | Wipe play equipment down after use. | High | | | | | | |
| | Wipe any PE equipment used. | High | | | | | | |
| Lifts/stairlifts | Wipe interior and exterior of lift doors and key touchpoints. | High | | | | | | |

Use the Action Plan below to identify and monitor:

Any outstanding tasks from the Remobilisation Checklist above.

Any additional tasks specific to your site.

| Action Plan | | | |
|-------------|---|--------------------|------------------------|
| No. | Action Required | Person responsible | Date to be complete by |
| | <p><u>2nd July Guidance update</u> Questions- How many cleaners will we have on site in September?</p> <p><u>Review post 28th August latest guidance</u> Increase in number of housekeepers on site</p> | | |
| | <p>Will FM staff be trained on litter picking areas internal and external, to ensure classrooms are ready after break and lunch?</p> <p><u>Review post 28th August latest guidance</u> Adapted and only sports hall needed</p> | | |
| | <p>Where are we going to place additional bins? How often will they be emptied and replenished</p> <p>Daily with regular checks each lesson changeover</p> | | |
| | <p>Can cleaning wipes be made available to our staff?</p> <p>Yes for keyboards etc</p> | | |
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Risk Management Process and Controls to Support the Progressive Re-Opening of Schools

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|--|---|-------------------------|------------------|
| Risk | Covid 19 Contagion | | |
| Persons at Risk | All persons at different degrees of susceptibility | | |
| What is Already Done to Control Risk | <p>Risk Management Practices currently exist in Bonus Pastor Catholic College in policy</p> <p>They include but are not limited to:</p> <ul style="list-style-type: none"> • Health and Safety Policy • Fire and Evacuation Procedures • Behaviour Principles and Policy • Staff Code of Conduct • Safeguarding and Child Protection Policies • Attendance Policy • SEND Policy • Reporting and review routines <p>Staff are also referred to the DfE Guidance which is implemented through policy and adaptive practice.</p> | | |
| Who Needs to Carry Out the Action | All Staff have responsibility for Health and Safety. Where specific initiatives and controls have been identified the role responsible is named. | | |
| When is the Action Needed by | Confirmation of all mitigation and assessment before the further extension of school provision. | | |
| Action | Control Mitigation | Responsible Role | Confirmed |
| Keep cohorts together where possible | | | |
| <ul style="list-style-type: none"> • ensure that children and young people are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days <p><u>2nd July Guidance update</u></p> | Timetable | JRO | |

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| <ul style="list-style-type: none"> Timetables have been adapted to ensure that students stay in their year group bubbles with limited movement between classrooms. All Bubbles do not reach the maximum of 240 <ul style="list-style-type: none"> Following the announcement of the second National Lockdown. Students are required to wear face coverings when travelling through communal areas. Nov 2020 | | | |
| <ul style="list-style-type: none"> ensure that wherever possible children and young people use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day. In schools, you may want to consider seating students at the same desk each day if they attend on consecutive days <p><u>2nd July Guidance update</u></p> <ul style="list-style-type: none"> Timetables have been adapted to ensure that most of the time students are in the same class. The exceptions are moving sets in the core and year 11 who will travel to specialist classrooms in CD. Students moving between sets will not change floor and will not come into contact with other bubbles. Year 11s will follow a one way system escorted by their teacher and will not come into contact with another bubble. | Timetable | JRO | |
| <p>Ensure that all adults and children:</p> | | | |
| <p>Reduce group mixing within school by:</p> | | | |
| <ul style="list-style-type: none"> accessing rooms directly from outside where possible In response to latest government annStudents will be encouraged to wear face masks between lessons when in internal communal areas and corridors, but not in lessons | Timetabling | JRO | |
| <ul style="list-style-type: none"> considering one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors <p><u>2nd July Guidance update</u></p> <ul style="list-style-type: none"> To consider churchdown entrance points and clear signage for 11 and 7 with separate entrances and exits | Access routines | MCA/JRO | |

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| <ul style="list-style-type: none"> In place and in operation for September at entry and exit points | | | |
| <ul style="list-style-type: none"> Clear signage to support routines | Kier | MCA/ FM Manager | |
| <ul style="list-style-type: none"> staggering breaks to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time <p><u>2nd July Guidance update</u></p> <ul style="list-style-type: none"> A staggering of zones has been set up rather than staggering times. This is to ensure valuable learning time is not wasted End of break and lunch time staggered by a few minutes to reduce chance of overcrowding | Timetabling | JRO | |
| <ul style="list-style-type: none"> ensuring that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time <p><u>2nd July Guidance update</u></p> <ul style="list-style-type: none"> Separate Bubble toilets to be agreed on walk around 13.07. Staff to be on duty on the duty rota All toilets monitored on duty | Access routines | SLT on duty | |
| <ul style="list-style-type: none"> noting that some children and young people will need additional support to follow these measures (for example, where necessary routes round school marked with meaningful symbols, and social stories to support students in understanding how to follow rules) <p><u>2nd July Guidance update</u></p> <ul style="list-style-type: none"> Consider EHCP staggered start and bespoke training | Advice and information | JRO/ SWI | |
| Use of outside space: | | | |
| <ul style="list-style-type: none"> for exercise and breaks | Timetable | JRO/SLT | |
| <ul style="list-style-type: none"> outdoor equipment should not be used unless the setting is able to ensure that it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously. Read <u>COVID-19: cleaning of non-healthcare settings</u> | Timetable | JRO | |

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| <p><u>2nd July Guidance update</u></p> <ul style="list-style-type: none"> Guidance change: As long as used within bubbles but with frequent cleaning | | | |
| <p>For shared rooms:</p> | | | |
| <ul style="list-style-type: none"> use halls, dining areas and internal and external sports facilities for lunch and exercise at half capacity if required. If class groups take staggered breaks between lessons, these areas can be shared as long as different groups do not mix (and especially do not play sports or games together) and adequate cleaning between groups between groups is in place, following the COVID-19: cleaning of non-healthcare settings guidance or lunches delivered to students in designated rooms. Pre-ordered by students and payment taken and entered so to minimise contact. <p><u>2nd July Guidance update</u></p> <ul style="list-style-type: none"> Lunch arrangements to be agreed with caterers and Kier. Lunches will be separated to avoid cross bubble mixing See plan circulated to staff and governors | <p>Timetable</p> | <p>JRO/MCA</p> | |
| <ul style="list-style-type: none"> stagger the use of staff rooms and offices to limit occupancy Staff informed not to change seating and table configuration All additional chairs removed | <p>Advice and training</p> | <p>JRO</p> | |
| <p>Reduce the use of shared resources:</p> | | | |
| <ul style="list-style-type: none"> by limiting the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff <p><u>2nd July Guidance update</u></p> <ul style="list-style-type: none"> Changes to guidance means that resources can be shared within bubbles, again with sensible application Books should remain with teachers and not allowed home. Teachers will set homework and intervention activities online, preferably on google classroom Update: Students can take books home Nov 2020 | <p>Resource management by teachers</p> | <p>Advice from SLT and training</p> | |

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| <ul style="list-style-type: none"> by seeking to prevent the sharing of stationery and other equipment where possible. Shared materials and surfaces should be cleaned and disinfected more frequently | Resource management by teachers | Advice from SLT and training | |
| <ul style="list-style-type: none"> practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same children or young people in one day, or properly cleaned between cohorts <p><u>2nd July Guidance update</u></p> <ul style="list-style-type: none"> This remains the case however curriculum needs to be adapted in order to ensure that learning is safe outside areas of specialism Heads of department to compile rules for their areas, for example Science with gas taps | Timetable Resource management by teachers | Advice from SLT | |
| Adjust transport arrangements where necessary including: | | | |
| <ul style="list-style-type: none"> encouraging parents and children and young people to walk or cycle to their education setting where possible <p><u>2nd July Guidance update</u></p> <ul style="list-style-type: none"> Letter reminding parents <p><u>Review post 28th August latest guidance</u></p> <p>Further update sent</p> | Advice | HR and SLT | |
| <ul style="list-style-type: none"> Consideration where appropriate of staggered start and end times <p><u>2nd July Guidance update</u></p> <ul style="list-style-type: none"> See plans | Timetable | JRO | |
| <ul style="list-style-type: none"> making sure schools, parents and young people follow the Coronavirus (COVID-19): safer travel guidance for passengers when planning their travel | Advice | JRO | |
| Additional questions with Department for Education Responses | | | |
| Will contact tracing be in place in educational and childcare settings? | | | |
| The government is developing a new national test and trace programme. This will bring together an app, expanded web and phone-based contact tracing, and swab testing for | Public Health England | Public Health England | |

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| <p>those with potential coronavirus symptoms. This programme will play an important role in helping to minimise the spread of coronavirus in the future. It will also include more traditional methods of contact tracing if a child, young person or parent tests positive. This could include, for example, direct discussion with parents and schools on recent contacts. The government is recruiting 18,000 contact tracers to support contact tracing and will recruit more if needed. They will play an important part in tracing the contacts of those with coronavirus, including children.</p> | <p>National trace and test programme</p> | | |
| <p>What happens if someone becomes unwell at an educational or childcare setting?</p> | | | |
| <p>If anyone becomes unwell with a new, continuous cough or a high temperature in an education or childcare setting, they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance.</p> <p><u>Review post 28th August latest guidance</u></p> <p>Updated guidance https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#main-changes-since-this-guidance-was-last-updated</p> | <p>Advice and training</p> | <p>SLT</p> | |
| <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, 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. The mentor/ SEN rooms identified as the area for isolation</p> <p><u>2nd July Guidance update</u></p> <p><u>Review post 28th August latest guidance</u></p> <p><u>Updated in Operational plan</u></p> <ul style="list-style-type: none"> • The small hall to be set up with bays for first aid <p>Identify a room that symptomatic pupils will wait in until parents collect them, ideally with:</p> <ul style="list-style-type: none"> • a door you can close • a window for ventilation • a separate bathroom (either attached to the room or nearby) | <p>Advice and training</p> | <p>SLT</p> | |

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| <ul style="list-style-type: none"> • use signage to designate the room and process for identifying if it is in use <p>Prior to children and young people returning to school, plan and deliver staff training on the process.</p> | | | |
| <p>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p><u>2nd July Guidance update</u></p> <ul style="list-style-type: none"> • MCA to run through a scenario training with the admin team | Advice and training | SLT/ MCA | |
| PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained | Advice and training | SLT | |
| 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. | Advice and training | SLT | |
| If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive (see 'What happens if there is a confirmed case of coronavirus in a setting?' below). They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance . | Advice and training | SLT | |
| What happens if there is a confirmed case of coronavirus in a setting? | | | |
| When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 14 days. Their fellow household members should self-isolate for 14 days. All staff and students who are attending an education or childcare setting will have | Advice and training | SLT | |

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| access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario. | | | |
| Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation. | Advice and training | SLT | |
| Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms. | Advice and training | SLT | |
| As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary. | Local protection team Public Health England | Public Health England | |
| Should educational settings ask parents to report pupils' temperatures at the start of each day? | | | |
| Parents, carers and settings do not need to take children's temperatures every morning. Routine testing of an individual's temperature is not a reliable method for identifying coronavirus. Educational and childcare settings should reiterate to parents the need to follow the standard national advice on the kind of symptoms to look out for that might be due to coronavirus, and where to get further advice. If anyone in the household develops a fever or a new continuous cough they are advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance (which states that the ill person should remain in isolation for 14 days and the rest of the household in isolation for 14 days). | Advice and training Communication with parents | SLT | |

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| Will children and young people be eligible for testing? | | | |
| <p>When settings open to the wider cohort of children and young people, all those children and young people eligible to attend, and members of their households, will have access to testing if they display symptoms of coronavirus.</p> <p>This will enable them to get back into childcare or education, and their parents or carers to get back to work, if the test proves to be negative. To access testing parents will be able to use the 111 online coronavirus service if their child is 5 or over. Parents will be able to call 111 if their child is aged under 5.</p> <p><u>2nd July Guidance update</u></p> <ul style="list-style-type: none"> To ensure that first aiders know how to advise parents | Advice and training | SLT | |
| Will teachers and other staff be able to get tested if they have symptoms? | | | |
| <p>Access to testing is already available to all essential workers. This includes anyone involved in education, childcare or social work – including both public and voluntary sector workers, as well as foster carers. See the full list of essential workers. Education settings as employers can book tests through an online digital portal. There is also an option for employees to book tests directly on the portal.</p> | Advice and training | SLT | |

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| Ensuring Staff Safety | | | |
| <p>Our approach seeks to support staff working in our schools, in the safest way possible following government guidance, focusing on measures they can put in place to help limit risk of the virus spreading within education and childcare settings.</p> | Asking all staff to identify any areas of risk that may affect them | RJA/JRO/HR | |
| Shielded and clinically vulnerable adults | | | |
| <p>Clinically extremely vulnerable individuals are advised not to work outside the home. We are strongly advising our staff, who are clinically extremely vulnerable (those with serious underlying health conditions which put them at very high risk of severe illness from coronavirus and have been advised by their clinician or through a letter) to rigorously follow shielding measures in order to keep themselves safe. Staff in this position have been advised not to attend work. <u>COVID-19:</u></p> | Staff self identified in relation to the PHE determined categories of risk. Advice shared with staff. | RJA/JRO/HR | |

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| <p><u>guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</u></p> <p><u>2nd July Guidance update</u></p> <ul style="list-style-type: none"> • Latest guidance to be followed. Shielded staff to be communicated with regarding latest advice | | | |
| <p>Clinically vulnerable individuals who are at higher risk of severe illness (for example, people with some pre-existing conditions as set out in the Staying at home and away from others (social distancing) guidance have been advised to take extra care in observing social distancing and should work from home where possible. These staff are advised to support remote education, carry out lesson planning, contacting families and other roles which can be done from home. If clinically vulnerable (but not clinically extremely vulnerable) individuals cannot work from home, they should be offered the safest available on-site roles, staying 2 metres away from others wherever possible, although the individual may choose to take on a role that does not allow for this distance if they prefer to do so. If they have to spend time within 2 metres of other people, we will carefully assess and discuss with them whether this involves an acceptable level of risk.</p> | <p>Staff self-identified Circulate clear advice to affected staff</p> | <p>RJA/JRO/HR</p> | |
| <p>It is important then that all staff have a clear understanding of their individual health risk.</p> | <p>Discuss individual risk as advised in the Guidance</p> | <p>RJA/JRO/HR</p> | |
| <p>Staff who identify themselves as having specific or generic anxiety not covered in the DfE and PHE categorisation of clinically extremely vulnerable or clinically vulnerable are offered support, advice and guidance through HR and the Employee Assistance Scheme which provided access to professional support and counselling 24 hours a day and 7 days a week</p> | <p>Reference to HR services and the EAP</p> | <p>Line Managers</p> | |
| <p>Assess Availability of Staff with Statutory Duties</p> | | | |
| <p>Make sure Safeguarding Procedures are properly supported by a DSL and DDSLs</p> | <p>Safeguarding Policy</p> | <p>Governors</p> | |
| <p>Settings operating between now and 1 June should read this guidance in conjunction with Actions for schools during the coronavirus outbreak.</p> | <p>Assimilate latest guidance</p> | <p>JRO</p> | |

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| Shielded and clinically vulnerable children and young people | | | |
| <p>For the vast majority of children and young people, coronavirus is a mild illness. Children and young people (0 to 18 years of age) who have been classified as clinically extremely vulnerable due to pre-existing medical conditions have been advised to shield. We do not expect these children to be attending school or college, and they should continue to be supported at home as much as possible. Clinically vulnerable (but not clinically extremely vulnerable) people are those considered to be at a higher risk of severe illness from coronavirus. A small minority of children will fall into this category, and parents should follow medical advice if their child is in this category.</p> <p><u>2nd July Guidance update</u></p> <ul style="list-style-type: none"> • Latest guidance- all students back and learning full time | Contacting all parents with this advice and making sure that our records are up to date. | JRO | |
| Making sure that all parents understand not to send their children to school if they have symptoms or are self isolating. | Communication with Parents | JRO | |
| Living with a shielded or clinically vulnerable person | | | |
| If a child, young person or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, they can attend school. | Contacting all young people and staff with this advice Communication to make sure records are up to date | JRO | |
| If a child, young person or staff member lives in a household with someone who is extremely clinically vulnerable, as set out in the COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable guidance , it is advised they only attend a school if stringent social distancing can be adhered to. In the case of children, they if are able to understand and follow those instructions. This may not be possible for very young children and older children without the capacity to adhere to the instructions on social distancing. If stringent social distancing | Making sure that all staff understand this advice and have discussed it with their senior line manager | JRO | |

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| <p>cannot be adhered to, we do not expect those individuals to attend. They should be supported to learn or work at home.</p> | | | |
| <p>Vulnerable children and children of critical workers in other year groups should also be split into small groups of no more than 15. Desks or seating arrangements should be spaced as far apart as possible.</p> <p><u>2nd July Guidance update</u></p> <ul style="list-style-type: none"> • Latest guidance not applicable | <p>SLT to manage rota</p> | <p>SLT</p> | |
| <p>Clinically extremely vulnerable individuals are advised not to work outside the home. We are strongly advising our staff, who are clinically extremely vulnerable (those with serious underlying health conditions which put them at very high risk of severe illness from coronavirus and have been advised by their clinician or through a letter) to rigorously follow shielding measures in order to keep themselves safe. Staff in this position have been advised not to attend work. COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</p> <p><u>2nd July Guidance update</u></p> <p>The guidance states that with the relaxation of shielding measures from 1 August, they expect that most still will attend school. The wider government advice advises that those who can work from home to do so. They state that this will not be applicable to most school staff, but where a role may be conducive to working from home, giving the examples of admin roles, school leaders should “consider what is feasible and appropriate”.</p> <p><u>Review post 28th August latest guidance</u></p> <p>All staff expected back in September</p> | <p>Staff self identified in relation to the PHE determined categories of risk. Advice shared with staff.</p> | <p>JRO</p> | |
| <p>We will continue to revisit the advice published by the DfE and PHE.</p> | | | |

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| How to implement protective measures in an education setting before wider opening on 1 June | | | |
| Planning and organising | Follow DfE recommended action sequence. Clear information to staff, parents and children before opening the schools further | JRO | |
| We have: | | | |
| <ul style="list-style-type: none"> refreshed our risk assessment documentation and procedures and other health and safety advice for children, young people and staff in light of recent government advice, identifying protective measures. | Risk Assessment Facilities Management Risk Assessment Health and Safety | JRO | |
| <ul style="list-style-type: none"> made sure all health and safety compliance checks and Facilities Management Risk Assessment have been undertaken before opening <p><u>2nd July Guidance update</u></p> <ul style="list-style-type: none"> walk around 13.07 Compliance checks throughout the summer SPV Meetings to continue during summer Walk around again in the summer school window <p><u>Review post 28th August latest guidance</u></p> <p>Daily walkarounds agreed</p> | Health and Safety Compliance | JRO/MCA/ Unions | |
| <ul style="list-style-type: none"> organised small class groups, as described in the 'class or group sizes' <p><u>2nd July Guidance update</u></p> <ul style="list-style-type: none"> Classes back to normal- year group bubbles are max capacity 180 | Timetable | JRO | |
| <ul style="list-style-type: none"> organised classrooms and other learning environments such as workshops and science labs for those | Room Organisation | MCA/Kier | |

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| <ul style="list-style-type: none"> groups, maintaining space between seats and desks where possible Classrooms will be marked out with 2 metre zones for the teachers | | | |
| <ul style="list-style-type: none"> revisited the timetable: <p><u>2nd July Guidance update</u></p> <ul style="list-style-type: none"> See plans | Timetable | JRO/CDE/JRY | |
| <ul style="list-style-type: none"> decided which lessons or activities will be delivered <p><u>2nd July Guidance update</u></p> <ul style="list-style-type: none"> full curriculum resumes for all year groups. | Timetable | JRO/CDE/JRY | |
| <ul style="list-style-type: none"> considered which lessons or classroom activities could take place outdoors | Timetable | JRO/CDE/JRY | |
| <ul style="list-style-type: none"> used the timetable and selection of classroom or other learning environment to reduce movement around the school or building <p><u>2nd July Guidance update</u></p> <ul style="list-style-type: none"> Students assigned rooms and floors, teachers move to each class to deliver lessons across the school | Timetable | JRO | |
| <ul style="list-style-type: none"> suspended assembly groups | Timetable | JRO | |
| <ul style="list-style-type: none"> managed break times (including lunch), so that all children are not moving around the school at the same time <p><u>2nd July Guidance update</u></p> <ul style="list-style-type: none"> Segregated break and lunch | Timetable | JRO | |
| <ul style="list-style-type: none"> managed drop-off and collection times appropriate to our sites and circumstances | Timetable | JRO | |
| <ul style="list-style-type: none"> We have considered how best to supplement remote education with some face to face support for students <p><u>2nd July Guidance update</u></p> <ul style="list-style-type: none"> Remote learning policy introduced Chromebooks purchased for 420 students | Timetable | JRO | |

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| <p><u>Review post 28th August latest guidance</u></p> <p>New remote learning policy included in operational plan</p> | | | |
| <ul style="list-style-type: none"> limited parents' drop-off and pick-up protocols that minimise adult to adult contact | Information to Parents | JRO | |
| <ul style="list-style-type: none"> considered how to keep small groups of children together throughout the day and to avoid larger groups of children mixing <p><u>2nd July Guidance update</u></p> <p>Make a staffing plan, redeploying staff to reflect changes to the school's operation or to support catch-up provision. Note that the guidance advises that staff can operate across different classes and year groups.</p> | Timetable | JRO | |
| <ul style="list-style-type: none"> remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere | Classroom management | MCA | |
| <ul style="list-style-type: none"> considered how children and young people arrive at the education or childcare setting, and reduce any unnecessary travel on public transport where possible. Read the Coronavirus (COVID-19): safer travel guidance for passengers | Communications to parents | JRO | |
| <u>Communicating our plans</u> | | | |
| We have: | | | |
| <ul style="list-style-type: none"> told children, young people, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection) | Communication to parents | JRO | |
| <ul style="list-style-type: none"> told parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend | Communication to parents | JRO | |
| <ul style="list-style-type: none"> told parents and young people their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult | Communication to parents | JRO | |

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| contact (for example, which entrance to use) | | | |
| <ul style="list-style-type: none"> engaged parents and children in education resources such as e-bug and PHE schools resources | Communication to parents | JRO | |
| <ul style="list-style-type: none"> ensured parents and young people are aware of recommendations on transport to and from education or childcare setting (including avoiding peak times). Read the Coronavirus (COVID-19): safer travel guidance for passengers | Communication to parents | JRO | |
| <ul style="list-style-type: none"> spoken with staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), and implemented training <p><u>2nd July Guidance update</u></p> <ul style="list-style-type: none"> Latest update 14.07 google meet | Training | JRO/MCA/RJA | |
| <ul style="list-style-type: none"> Consider the impact on staff and pupils who have protected characteristics, including race and disability, in developing your approach to reopening. | | | |
| <p><u>2nd July Guidance update</u></p> <p>Carry out risk assessments particularly for vulnerable groups (children and adults), to understand the specific risks faced from exposure to Covid-19, and actions which employers can take to keep all school users safe.</p> <p>This includes staff returning to work in school/college, and existing staff who are potentially more at risk due to their race, age, disability or pregnancy. Networks such as those for black, Asian and minority ethnic (BAME) or disabled staff will be an important</p> <p>https://www.bameednetwork.com/wp-content/uploads/2020/05/BAMEed-Network-Schools-and-Covid-19-guidance-for-BAME-staff-and-their-employers-2.pdf</p> | | | |
| <ul style="list-style-type: none"> Review emergency plan and ways of communicating with staff and parents incase of another lockdown scenario | | BJA/MCA/NHA | |

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| <ul style="list-style-type: none"> • To ensure there is adequate ventilation in each classroom and communal areas • Advise staff to utilise natural ventilation via external doors and windows where possible and safe to so. | | MCA/Kier | |
| <p>Additional Hygiene and measures following the 2nd July reopening guidance</p> | | | |
| <p>Plan ways to promote handwashing with soap and water for at least 20 seconds across the school day, particularly:</p> <ul style="list-style-type: none"> • after coming into school • after sneezing or coughing • before and after handling or eating food • after going to the toilet <p>Ensure there are enough hand washing or hand sanitiser stations available.</p> | | SLT | |
| <p>Increase handwashing stations on both sites- explore mobile washing facilities in playgrounds</p> <p>Have explored and decided to increase sanitization points Nov 2020</p> | | Kier | |
| <p>Ensure sufficient stock of frequently used items (e.g. stationery) to minimise sharing amongst pupils.</p> | | RJA/MCA | |
| <p>Contact suppliers and service providers to inform them of social distancing and hygiene measures.</p> | | SLT | |
| <p>Staff well being: Consider wellbeing and welfare of all staff, putting in place measures to check on staff wellbeing. Consider plans for new staff joining, supporting new supply staff, impact on mental health, options available to provide support and reporting systems.</p> <ul style="list-style-type: none"> • Introduce a buddy system • Divide up the SLT with assigned members of staff and ask them to check in on them | | SLT | |
| <p>Consider the support required by staff who are returning to work from maternity, paternity, adoption leave or longterm sickness absence.</p> | | NHA/RJA | |

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| Carry out individual department risk assessments with all practical subjects | | MCA/ SLT LM | |
| Engage with LAs, agencies and the families of pupils with SEND to devise a plan to provide specific support as needed. | | SWI | |