



## COVID-19 RISK ASSESSMENT

<b>Name of School</b>	<b>Maiden Erlegh School in Reading</b>
<b>Completed By</b>	<b>Julie Foster (SBM), Andy Johnson (HT)</b>
<b>Date</b>	<b>5 January 2021</b>

This risk assessment should be completed by all Maiden Erlegh Trust schools with specific reference to issues and risks that may materialise as a result of the COVID-19 pandemic.

### Risk Score Criteria:

LIKELIHOOD	
<b>Very High</b>	The issue will occur (and reoccur) in most circumstances
<b>High</b>	The issue is expected to occur
<b>Medium</b>	The issue may occur at some time
<b>Low</b>	The issue could potentially occur
<b>Very Low</b>	The issue is unlikely to occur

IMPACT	
<b>Very High</b>	Critical impact to staff and students and/or critical threat
<b>High</b>	Significant impact to staff and students and/or significant threat
<b>Medium</b>	Moderate impact to staff and students and/or moderate threat
<b>Low</b>	Manageable impact – within acceptable boundaries
<b>Very Low</b>	Negligible

Risk Score	
15-25	Urgent remedial action required
5-14	Close monitoring of risk required; ensure mitigation plan in place
1-4	Risk noted and stakeholders aware; mitigation plan in place

Date	Version	Summary of Adjustments	Who
13/07/2020	Draft	Initial draft	SBM/HT
16/07/2020	Draft Version 2	Amended following staff consultation on the risk assessment and a review of the NEU checklist	SBM/HT
24/08/2020	Harmonised MER 0920 RA	Harmonised across the Trust. Updated for minor changes.	Lisa Saunders/ Julie Foster
26/08/2020	Harmonised MER 0920 RA V2	Updated for change of guidance re face masks and for change of approach re assemblies. Students to sanitise hands on entering every teaching space.	SBM/HT
11/09/2020	Harmonised MER 0920 RA V3	Updated for change in deployment of teaching assistants.	SBM/HT
15/09/2020	Harmonised MER 0920 RA V4	Updated for wider use of face coverings, use of supply staff, site office, cleaning, keeping doors open, fire drill and lockers.	SBM/HT
24/09/2020	Harmonised MER 0920 RA V5	Updated re process for symptomatic staff member, CPD events to be virtual. Further information re decision to close the school. Use of allocated tests for staff.	SBM/HT
07/10/2020	Harmonised MER 0920 RA V6	Updated to reflect change in deployment of TA's following MES positive cases and sharing of lessons learnt.	SBM/HT
24/10/2020	Harmonised MER 1020 RA V7	Updated to reflect latest guidance re ventilation in the context of the colder weather.	SBM/HT

		IMPACT				
		Very Low	Low	Medium	High	Very High
LIKELIHOOD	Very High	5	10	15	20	25
	High	4	8	12	16	20
	Medium	3	6	9	12	15
	Low	2	4	6	8	10
	Very Low	1	2	3	4	5



		Further detail re protocol of use of MR1 as Covid waiting room. Arrangements for CPD day – 16 November 2020. Mobile student services and yellow lanyard system. Agency staff, maximum of 3. Refresh training plans and covid rules posters to reinforce key messages. Possible introduction of FTT's within Trust.	
10/11/2020	Harmonised MER 1120 RA V8	Created additional risk to reflect changes in measures for the period of national lockdown (5/11-02/12/20) and to reflect change in arrangements for CPD day.	<b>SBM/HT</b>
01/12/2020	Harmonised MER 1220 RA V9	Updated to reflect end of national lockdown period and switch to tier 2 restrictions. Updated catering element of risk assessment to reflect latest catering practices.	<b>SBM/ HT</b>
13/12/2020	Harmonised MER 1220 RA V10	Updated to reflect safety measures implemented to enable face to face assemblies to take place and to reflect repositioning of furniture to reduce the number of direct contacts	<b>SBM/ HT/ AHT Pastoral</b>
03/01/2020	Harmonised MER 0121 RA V11	Updated to reflect new lockdown and remote learning status, government guidance on reopening and in reference to lateral flow testing programme	<b>SBM/ HT</b>

This risk assessment has been produced with the information and knowledge available at this time. The Controls and Ratings are appropriate at the present time, however this Risk Assessment will be reviewed at the end of week one of opening and periodically after that or in the event of new information and guidance.

**This has been created in light of latest guidance from the DfE and Public Health England.**

NB – this changes frequently and it is the responsibility of the Headteacher and Business Manager to keep up to date.

**Guidance:**

<https://www.gov.uk/coronavirus>

<https://www.gov.uk/government/publications/local-lockdowns-guidance-for-education-and-childcare-settings>

<https://www.gov.uk/coronavirus/education-and-childcare>

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

<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>

<https://www.gov.uk/government/news/statement-from-the-uk-chief-medical-officers-on-extension-of-self-isolation-period-30-july-2020>



<https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings>

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

Due to the 'impact' score remaining static, residual scores in the risk assessment often remain yellow. The school has attempted to mitigate risks to reduce the 'likelihood' scores to acceptable levels though the residual scores remain at level that requires the school to monitor the risks closely and respond swiftly to the changing situation.

Ref	Issue	L	I	Score	Control Measures	L	I	Residual Score	Risk Owner
R1	Transmission of COVID-19 virus in school setting – from January 2021, new strain of COVID 19 which is more virulent than previous strain	5	5	25	<p><b>Reopening to all students</b></p> <ul style="list-style-type: none"> <li>The school will be reopened in accordance with government guidance. <b>Due to the prevalence of the new strain of COVID-19, it was announced on 4 January 2021 that we are entering into another lockdown period wef 6 January 2021 and that all learning will switch to remote provision. The school will be open for special provision only (key worker and vulnerable students);</b></li> <li>The lateral flow testing programme will be introduced to monitor and minimise asymptomatic students and staff and to make provision for stakeholders to be in school even if they have had close or direct contact with a positive COVID case. During the lockdown period, this will be based around testing of students attending the special provision and weekly testing of staff. Mass testing of students will be delayed until the dates for returning to school are known (currently expected to be after February half term);</li> <li>We will continue to apply the concept of year group bubbles and seek to reduce opportunities for contact between bubbles by staggering start, end, break and lunch times. We will also use different entrances and exits for different year groups. Where possible, we will ensure that transitions are supervised to avoid congregations of different bubbles and to keep contact between bubbles in corridors transitory;</li> <li>2 year groups will be on lunch at the same time. As far as possible, these year groups will be kept separate by using different serveries and areas to eat. One year group will use the toilets in the PE area, one by the Sportshall;</li> </ul>	2	5	10	SLT/ Site/ Trust



- There will initially be a mop up at the end of each day to discuss how safety measures are working and to agree improvements as considered necessary. These will be communicated to staff and students as they arise. Thereafter, we will create an electronic form for use by all staff which will be reviewed by the SBM and HT regularly;
- **Assemblies will now be held virtually for the foreseeable future;**
- **The separate risk assessments prepared for practical sessions (Technology, Drama, Music, Art, Food Tech, Science, ICT) will be revisited by CL's before students return to school;**
- Separate risk assessments will be created for homework club and breakfast club. All other extra- curricular activities will be cancelled for the foreseeable future;
- Trips will not take place for the foreseeable future. A full risk assessment will be prepared for all trips thereafter and this will be subject to LAB approval.

#### Staffing

- **Maternity risk assessments will be created for pregnant members of staff and will include a personalised Covid-19 risk assessment. Government advice will be followed, especially for those in later stages of pregnancy. Pregnant staff approaching their final trimester will be advised to seek medical advice from their midwife/GP;**
- Personal risk assessments will be created with staff as requested. These will focus on the measures in place, and which additional measures can be put in place to reassure staff.
- Policy in respect of flexible working requests from non-student facing staff to be considered on a case by case basis;
- Student facing staff and other staff requiring close contact with students will be able to wear a visor or a mask in school. Our preference is that visors are used when teaching or needing to communicate with students;
- From 16 September, all staff will be required to wear a face covering when moving around the school and in communal areas (see Risk 10 below for further information);
- Social distancing for staff will be encouraged wherever possible to protect staff;
- Classroom layouts will be reviewed to enable staff to socially distance while teaching to the extent possible. We will create a



physical mark/ area across the front of the classroom which students must not cross/enter;

- Staff will receive specific teaching and learning training in respect of how to check understanding and assist students without moving amongst students in the classroom;
- All staff coming in to school will be reminded that it is their responsibility to inform their line manager if they or a family member become unwell;
- Staff will be consulted on the risk assessment **whenever there is a significant change;**
- Staff will receive guidance and/or training relative to their role prior to the start of the new procedures and their role and responsibility within them;
- Staff will be provided with guidance about the action to be taken on leaving the school and returning home to minimise any exposure to their families;
- Staff will be reminded before reopening on how to be vigilant for Covid-19 symptoms (including loss of sense of taste or smell) and the actions to be taken if it is suspected that a child may be symptomatic;
- Any staff suspected to be symptomatic will be advised not to come in or to go home if already in school;
- If staff start to feel unwell with any of the Covid symptoms during lessons, they should:
  - use the **Student Services/ Medical assistance** button to obtain assistance. Staff member to leave the premises as quickly as possible, SBM to be advised by **Student Services** so that a test can be provided and cover can be arranged;
  - **Student Services** staff to wear mask or visor whenever called to assist;
  - **On Patrol Staff to supervise the class until cover can be arranged and to alert On Call/SLT that they will be unable to deal with other incidents arising - SLT to ensure that radios are left on at all times, apart from when teaching;**
  - The On Patrol member should supervise the class – students to pull out reading books while On Patrol member identifies a free room and re-rooms the class. On Patrol member of staff should not touch anything in the room and all students must sanitise hands on leaving the classroom. Free room timetables will be handed out to SLT/On Patrol to facilitate this. SBM will alert the site team so that the room can be locked and cleaning arranged;



				<ul style="list-style-type: none"><li>○ Cover teacher will be sent to the new room as soon as possible;</li><li>○ SBM to follow up with the staff member concerned. Symptomatic Staff will receive guidance of how to access a test. If results are negative, they may be able to return to school;</li><li>● Staff will be notified if there is a known case of Covid-19 and will be encouraged to get tested or self-isolate if they have been in direct contact with the student or staff member following consultation with the DfE/ PHE by the school. <b>Once the testing centre is up and running, close contacts can opt to be tested every day for 7 days instead of isolating. This is optional and anybody choosing not to be tested will be required to isolate in accordance with national guidance;</b></li><li>● The tests allocated to the school will be reserved for staff use wherever possible to ensure that absence is minimised;</li><li>● The school will continue to engage with the Test and Trace system and take advice from the DfE/PHE as to the further action required;</li><li>● Staff will be encouraged to walk/ cycle or drive to work to avoid the use of public transport;</li><li>● Car sharing to be avoided unless living in same household;</li><li>● Where possible due to space constraints, additional Staff welfare areas will be created to enable staff to rest and socialise with enough space to facilitate distancing;</li><li>● Trust to consider an addendum to the Disciplinary Policy, outlining the action that will be taken in respect of staff non-compliance with the risk assessment;</li><li>● Staff will be advised how to alert the SLT urgently if they feel that control measures are not effective or are being disregarded;</li><li>● Car park etiquette to be explained to staff – to wait for others to clear area before leaving car, unless parking at the front of the school has been previously agreed on the grounds of a disability. Staff to park at rear of the school;</li><li>● All off-site visits are to be suspended. Any urgent visits must be approved by the Headteacher and risk assessed in advance;</li><li>● The staff duty meal scheme (staff offered a lunch to sit with students in the dining hall) will be maintained to assist with supervision of students, however staff will need to either eat standing up or to take their meal to a staffroom area once their duty period has ended;</li><li>● Continued use of virtual meetings to be considered to promote social distancing for staff. CPD events will be held virtually for</li></ul>			
--	--	--	--	--	--	--	--



the foreseeable future, ELT meetings will be held in rooms 106/107 to facilitate distancing;

- Cross-site staff must remain at a school for the whole day rather than switch sites during the day.

**Cleaning and Hygiene**

- Additional cleaning to be undertaken during the day to ensure that communal areas, handrails and door handles are clean;
- Cleaner(s) to be on site during the day and schedule of cleaning to be agreed considering PHE and Trust guidance;
- All staff will be asked to wash hands on arrival and regularly throughout the day;
- Communal equipment (hot water devices etc) will be cleaned regularly and staff will be asked to wash hands before and after use;
- Cleaning cycle on dishwasher to be run at least once a week by site staff;
- Staff will be asked to bring in their own coffee cup and to be responsible for its cleaning;
- Hand sanitiser, soap and paper towels will be available in the staff room(s);
- Disinfectant wipes to be available for remote controls, keyboards and the reception area;
- Site team will check soap and sanitiser supplies across the school each morning;
- Surfaces to be kept clear for ease of cleaning (in classrooms, offices and staff rooms);
- Disabled toilets to be used by staff and students with a disability only;
- Cleaning supplies (gloves, disinfectant and paper cloths) will be available in teaching areas to clean surfaces contaminated by a student sneezing or coughing, a cleaner will be available on site as required;
- Lidded pedal bins will be available in all areas for tissue and cloth disposal. Only cloths used for cleaning after a surface has been contaminated need to be disposed of in this bin;
- Sneeze screens will be installed between work stations in workrooms and offices. Disinfectant wipes to be made available in all workrooms and offices. Staff to be advised of the need to wipe down their workstation at the end of use;
- The lift can be used by staff but with single occupancy only. This will be cleaned daily;





				<ul style="list-style-type: none"><li>• Breakout areas will be available for staff use during the school day, excluding the start and end of the day when lockers need to be accessed by students.</li></ul> <p><b>Ventilation</b></p> <ul style="list-style-type: none"><li>• Staff to be encouraged to keep windows open in classrooms and working areas as much as possible. <b>Advice has been issued to parents in respect of students wearing additional layers of clothing to allow us to keep windows open during periods of colder weather;</b></li><li>• All doors that are not fire doors will be kept open to reduce the amount of touching of door handles. Staff to be advised that any doors leading into stairwells cannot be held open. Classroom doors can be kept open using a door stop when the room is occupied but must be removed when the room is vacated;</li><li>• Staff to be asked to ensure that windows are left fully open during break and lunch periods;</li><li>• <b>Signage has been installed in work areas and classrooms to remind staff to keep windows open.</b></li></ul> <p><b>Teaching staff</b></p> <ul style="list-style-type: none"><li>• As far as possible, we will stagger breaks, lunch and start/end times and use different entrances and exits for different year groups;</li><li>• As far as possible, classrooms will be set up with front facing desks and distance from the teacher to enable them to socially distance <b>and to reduce the impact of any positive cases on teaching staff;</b></li><li>• The one-way system in the corridors must be adhered to by staff and students during transition times. During lessons, staff do not need to adhere to the one-way system but must keep left at all times;</li><li>• Sanitiser will be made available in every teaching area;</li><li>• A classroom etiquette will be created which outlines the cleaning measures that need to be undertaken before students and staff leave a teaching space;</li><li>• Students will be briefed on returning to school about hygiene and social distancing measures in place;</li><li>• A supply of tissues will be made available in all teaching areas and students must be encouraged to 'Catch it, Bin it, Kill it';</li><li>• Staff will be given guidance about how to review work and safely interact with students within the classroom to maximise social distancing (no books to be taken home, wash hands before and after handling books, feedback provided via Google Classroom</li></ul>			
--	--	--	--	--	--	--	--



etc, any collected books or assessments to be left for 48 hours before handling etc);

- All teaching staff will be provided with whiteboard pens and a rubber for their own personal use.

**Support staff**

- A Perspex screen will be installed between desks in the main office, the attendance office and at Student Services to offer additional protection to staff;
- Windows in office areas will be kept open as much as possible;
- A risk assessment will be put in place for each student with additional needs to determine whether the support they need can be provided safely;
- Inclusion area to be moved to a larger space to facilitate social distancing. Specific risk assessment to be prepared for Inclusion to advise staff how to safely interact with students. This is likely to involve the use of the supported study room. Exam desks and sneeze screens to be installed in Supported Study and Inclusion as segregation of the different year groups will not be possible;
- PPE to be made available to staff providing first aid – gloves, aprons, masks, sanitisers;
- Student Services will be closed to discourage movement around the building by students, apart from at tutor each morning to deal with uniform issues. Student Services will deal with medical emergencies and illness only at all other times;
- Mobile Student Services provision now in place;
- Out of class yellow lanyard pass to be used for students who urgently need to use the toilet. Pass has been laminated and must be wiped before re-use;
- PPE to be available for staff required to work in close proximity to students, where social distancing is not possible;
- Trust policy re physical behaviour interventions to be issued;
- Trust currently considering the introduction of FTT's across Trust schools to deal with escalated behaviour cases, without needing to resort to exclusions;
- TA's will be allocated to year group bubbles. They will remain with the same year group for a period of one week. During PPE's/ exams, all teaching assistants will provide support to those students taking exams only;
- TA's can support individual students, subject to the following control measures:
  - Support must be provided from the side or rear of a student, NOT face to face;



				<ul style="list-style-type: none"><li>○ TA's must wear a visor when supporting students whenever social distancing is not possible;</li><li>○ Close-contact support to a specific student must not exceed 5 minutes.</li><li>• PPE training to be issued to all TA's, Inclusion staff and Behaviour Team.</li></ul> <p><b>ICT Technicians</b></p> <ul style="list-style-type: none"><li>• As far as possible, the boards and computers will be checked by the first teacher in each room to be used for teaching before lessons commence so that the need for the IT technician to be in the room when it is full is reduced;</li><li>• Where this is not possible and the matter requires urgent attention, students will need to be moved away from the IT equipment requiring attention to enable social distancing to be achieved. This will be enforced by the teacher and the ICT technician will only proceed if they are satisfied that it is safe to do so. Any non-urgent issues will be delayed until the end of the teaching period;</li><li>• All IT issues to be reported via Spiceworks – students are not to be sent to the IT office;</li><li>• Should a student in school need IT support urgently, the teacher must enforce social distancing between the technician and the students in the area. The IT technician will only proceed if they are satisfied that it is safe to do so;</li><li>• IT staff to be allocated specific desks to use rather than hot desk;</li><li>• Gloves and disinfectant wipes will be made available to all ICT technicians due to the need to handle IT equipment throughout the day.</li></ul> <p><b>Reception staff</b></p> <ul style="list-style-type: none"><li>• A Perspex shield has been put in place in the reception area to protect reception staff;</li><li>• Reception staff to be asked to work full days rather than swap during the day <b>during tier 4 or lockdown periods</b>;</li><li>• Chairs for each member of staff to be clearly marked;</li><li>• Parents to be asked not to come to reception but to call or email the school with their queries;</li><li>• Reception to advise visitors to wait outside and to only admit 1 person at a time, encouraging them to apply sanitiser on entry;</li><li>• Waiting points to be marked outside reception;</li><li>• Deliveries to be left in reception and to be moved by site staff using gloves.</li></ul>			
--	--	--	--	--	--	--	--



				<p><b>Site Staff</b></p> <ul style="list-style-type: none"><li>• Work to be undertaken only if social distancing can be adhered to. If this is not possible, PPE (masks) must be worn;</li><li>• A sneeze screen will be installed in the site office and site staff will be encouraged to maintain a distance at all times;</li><li>• We will investigate options to counteract the lack of ventilation in the site office – eg use of a fan;</li><li>• Surfaces to be cleared regularly to assist with cleaning;</li><li>• Wipes and disinfectant to be made available in the site office;</li><li>• PPE – gloves – to be used when handling deliveries;</li><li>• Site staff to be made aware of responsibilities relating to PPE, soap, toilet rolls, weekly flushing of dishwasher;</li><li>• Lone working procedures to be revised to ensure that certain tasks are not undertaken when only one member of the team is on site.</li></ul> <p><b>Catering Staff</b></p> <ul style="list-style-type: none"><li>• Catering manager to determine how to achieve social distancing in the kitchen;</li><li>• X2 year groups will be on lunch at a time, across 3 sessions;</li><li>• Perspex shield to be positioned in front of the till areas;</li><li>• Students will be supervised to sanitise hands before lunch, sanitiser will be available in the dining area;</li><li>• Students will be called up to take their lunch by table and then again to clear the table at the end of lunch;</li><li>• An additional clear down station will be investigated so that year groups do not need to mix when clearing away;</li><li>• PPE to be provided to protect staff when cleaning down the tables at the end of each service period;</li><li>• Food will only be available at lunchtime to discourage movement of students down to the dining area at each break time. This will also reduce exposure to the catering team;</li><li>• Expectations of social distancing for suppliers delivering to the school to be created and communicated.</li></ul> <p><b>Immunisations</b></p> <ul style="list-style-type: none"><li>• We will engage with and accommodate the programme of NHS immunisations to students as far as possible;</li><li>• We will work with the school nursing team to devise safe working practices in respect of these, adhering to the requirements of both the school and NHS risk assessments;</li><li>• The MWO and SBM will be on site to manage the immunisations process and ensure that control measures are being adhered to.</li></ul>			
--	--	--	--	--	--	--	--



					<p><b>Other events</b></p> <ul style="list-style-type: none"> <li>The Trust has issued guidance that trips will not take place for the foreseeable future;</li> <li>Open days and information evenings cannot take place for the foreseeable future;</li> <li>A virtual open day and information evenings will need to be considered and planned;</li> <li>Other in-school events will need to be considered and risk assessed on a case by case basis.</li> </ul>				
R2	The ability to ensure physical distancing between groups of children and staff as far as possible, and provide sufficient staff for operation	4	4	16	<p><b>Staffing</b></p> <ul style="list-style-type: none"> <li>Social distancing will be maintained between staff and between staff and students where practicable;</li> <li>Staff will be consulted on the risk assessment to reopen the school and will have the opportunity to feed back their concerns;</li> <li>HT will continue to liaise with union reps;</li> <li>Recognition that different staff will react differently to returning to work and this could impact their mental health differently. LM's and SLT to discuss concerns and provide reassurance as appropriate. Increased signage in staff rest areas and toilets to signpost support available;</li> <li>Staff to be advised of procedure for notifying the school if they are contacted by the Test and Trace system that they are required to self-isolate (SBM to be notified);</li> <li>The Headteacher, in consultation with the Trust, will need to decide concerning closure of the school if staffing levels fall below required ratios or if key staff, such as cleaners or first aiders, are not available and cannot be sourced within the Trust. We have determined that if absence levels amongst teachers or supervising staff exceeds 15%, we will consider closing to a year group. This <b>was</b> communicated to parents in September 2020 to manage expectations ahead of any required closure. We will review staffing each afternoon and contact staff who are absent to see if they are planning to return. This may enable us to make and communicate a closure decision as early as possible, subject to changes notified to us in the morning;</li> <li>We will minimise the use of supply staff across the school. In order to facilitate this, no external CPD courses can be booked <b>without HT approval</b> and no new ME day requests will be accepted. We have agreed a maximum of 3 agency staff will be imposed;</li> <li>Where supply staff are booked, we will ensure that we have issued the visitor protocol to the agency and that they are briefed on the control measures in place on arrival. Cover manager to ensure that this is in place.</li> </ul>	3	4	12	HR/SLT/ Trust



					<p><b>Social distancing</b></p> <ul style="list-style-type: none"> <li>We will introduce a system of staggered timings throughout the day and supervise transitions to the extent possible to minimise opportunities for contact between year group bubbles;</li> <li>The one-way system in the corridors must be adhered to by staff and students <b>during all transition times</b>;</li> <li>Sanitiser will be made available in every teaching area;</li> <li>Staff and students will be briefed on returning to school about hygiene and social distancing measures in place (see below);</li> <li>Refresher training <b>to be considered on the return to school</b> to remind students and staff about measures in place and rationale;</li> <li>To consider Covid rules reminders posters for classrooms to reinforce key messages.</li> </ul>				
R3	Staff wellbeing including workload consideration	4	4	16	<ul style="list-style-type: none"> <li>Partial closure, use of rotas or the need for an online provision for students who are required to continue to shield or are required to self-isolate may result in additional workload to staff. CL's to consider how technology can be used in every day lessons going forward so that students can either complete in school or online to avoid duplication of effort;</li> <li>Technology and training provided to all teaching staff to assist with the online provision and to share knowledge;</li> <li>Support staff will be deployed to carry out duties and provide as much support to teaching staff as possible (e.g. supervision duties);</li> <li>Any staff who have been advised to continue to shield and have received a letter from the NHS will not be asked to come in;</li> <li>We will carry out personalised risk assessments for those staff who request this in order to provide reassurance and agree additional measures for them to be in school. These discussions will be managed by the SBM, in consultation with the Headteacher;</li> <li>Staff will be encouraged to speak to their line managers with any concerns;</li> <li>Directed time information and the annual calendar will be shared with staff in advance to support planning and workload management.</li> </ul>	3	3	9	SLT
R4	Potential transmission of COVID-19 in school environment	4	5	20	<p><b>Before school</b></p> <ul style="list-style-type: none"> <li>Parents will be asked not to come in to school and to contact us by email or phone for any assistance required;</li> <li>An appointment may be offered if considered urgent/ essential;</li> <li>Parents will be informed of the arrival time for their child in advance, timings will be staggered to reduce the impact on public</li> </ul>	2	5	10	SLT



				<p>transport and to reduce opportunities to congregate in the neighbourhood;</p> <ul style="list-style-type: none"><li>• Parents will be asked not to send their child before opening time to avoid queuing and congregation outside the school;</li><li>• All parents <b>were</b> asked early in the academic year to update their contact details so that we can contact them to collect a student efficiently as required;</li><li>• Parents collecting a student with symptoms to remain outside reception;</li><li>• Parents will be advised not to congregate in Crescent Road to drop off students;</li><li>• Staff will be on duty at the front of school to discourage groups forming and to promote social distancing;</li><li>• Floor markers will be used to show where parents must wait when entering the school and when waiting to apply sanitiser;</li><li>• Use of different entrances and exits by different year groups to the extent possible;</li><li>• Parents to be made aware of the symptoms of Covid-19 and advised not to send their child in if they are symptomatic;</li><li>• As advised to do so by PHE, known cases of Covid-19 will be notified to parents and they will be encouraged to isolate their child if they have been in direct contact with the staff member or student. The rest of the family will only need to self-isolate if the child subsequently develops symptoms. <b>Once testing at the school is up and running, students will be given the option of being tested every day for 7 days instead of isolating. If this is not taken up, they will need to follow the national isolation guidance;</b></li><li>• Parents will be made aware of how to access tests for students eligible to attend school. They will be advised how to report the result to the school and the Test and Trace system;</li><li>• Behaviour policy to be revised and communicated to students outlining the rewards and sanctions relating to compliance with safety measures;</li><li>• Parental guidance will be issued outlining the equipment that their child/(ren) will be allowed to bring to school and that no other items are permitted;</li><li>• Lockers will be assigned on the basis of year groups to avoid different year groups accessing them at the same time. Lockers will only be available at the beginning and the end of the day;</li><li>• Students will not be allowed to wear gloves in school. Lidded bins will be made available at all entrances for students to dispose of gloves safely;</li></ul>			
--	--	--	--	---	--	--	--



- |  |  |  |  |   |  |  |  |
|--|--|--|--|---|--|--|--|
|  |  |  |  | <ul style="list-style-type: none"><li>• With effect from 16 September 2020, the wearing of face coverings <b>is</b> mandatory in specified areas of our school (corridors and communal areas);</li><li>• It is the responsibility of parents to ensure that their child is provided with enough face coverings as required throughout the school day. These face coverings must be non-offensive and not contain any logos, flags or offensive language;</li><li>• Parents are being asked to provide their child with a plastic bag or container within which to store the face covering(s) during lesson time;</li><li>• Where/when face coverings are mandatory:<ul style="list-style-type: none"><li>○ On arrival at school every morning upon entering the school site;</li><li>○ On departure from school the face covering should be applied before leaving the last lesson of the day;</li><li>○ When moving along corridors, stairwells, when traveling between classes, to/from toilets, and in public areas including Reception and the dining hall (except when eating/drinking).</li></ul></li><li>• Where face coverings are non-mandatory:<ul style="list-style-type: none"><li>○ In the classroom setting it is advised that face coverings are safely removed and stored. Long periods of use of face coverings are to be avoided and students will therefore be encouraged to remove their face covering when seated in the classroom/ teaching space.</li></ul></li></ul> <p><b>On arrival</b></p> <ul style="list-style-type: none"><li>• Students will enter through the main reception, Student Services or through the PE entrance. They will be notified in advance of the entrance to use;</li><li>• Students will apply sanitiser before going to their classrooms;</li><li>• Markers will be put in the corridor to show students where to wait for entry into the toilets;</li><li>• Lockers can only be accessed at the beginning and end of the day under the supervision of the transitions team/ other supervising staff.</li></ul> <p><b>In the classroom</b></p> <ul style="list-style-type: none"><li>• Changes to transitions and behaviour expectations in corridors will also be fully explained to students;</li><li>• The changes to the behaviour policy will also be outlined, explaining the approach that will be taken in the event of deliberate non-compliance with the H&amp;S requirements and/or threats to do so to staff;</li></ul> |  |  |  |
|--|--|--|--|---|--|--|--|





				<ul style="list-style-type: none"><li>• A seating plan will be in place for each classroom;</li><li>• Desks will be positioned facing forward as far as possible (this may not be possible in specialist rooms);</li><li>• A line/area will be marked at the front of the classroom which should not be passed by students to enable staff to maintain a distance;</li><li>• Furniture in the classroom will be repositioned to ensure that there is 2m between the front row of students and the teacher desk to minimise the number of direct contacts when a positive case is notified and to maximise teacher safety;</li><li>• Where possible, excess furniture will be removed to a storage area to reduce the amount of possible contamination and cleaning required in each classroom;</li><li>• Tissues and specific waste disposal for these will be put in each classroom (designated tissue bins);</li><li>• Sanitiser will be available in every classroom and students will be encouraged to use this at least each time they use a tissue;</li><li>• Staff will be briefed in how to spot Covid-19 symptoms and there will be a clear protocol of the action to be taken if a student is suspected to be symptomatic;</li><li>• Students will be asked to bring in their own equipment (pen, pencils etc). We will have some supplies available for those students who do not bring any in and the items will either be gifted or disinfected on return as appropriate;</li><li>• Classroom equipment can be shared between students but will need to be cleaned by the teacher before it is used again or put out of action and stored securely for 72 hours before it is used again;</li><li>• Separate risk assessments <b>have been</b> created for practical subjects;</li><li>• On the days that students have PE, they must come in wearing their PE kit as the changing rooms will be out of action. All students will be asked to have a change of clothes available in their locker in case their PE kit becomes wet during outdoor PE;</li><li>• The use of the minibuses will be minimised and is subject to approval by the headteacher. Each use will need to be risk assessed in advance (use of masks, reduced number of passengers, cleaning after use);</li><li>• A maximum of one student per class will be allowed to go to the toilet at any one time. The preference however will be for students to wait until the break so that they can be fully supervised;</li><li>• Students will be asked to wipe down their work stations before leaving a classroom;</li></ul>			
--	--	--	--	--	--	--	--



				<ul style="list-style-type: none"><li>• Students must sanitise hands on entering every teaching space;</li><li>• Doors will be kept open in teaching spaces where possible, especially in rooms with no natural ventilation.</li></ul> <p><b>Breaks/ transition</b></p> <ul style="list-style-type: none"><li>• There will be a focus on getting students outside for fresh air during breaks, <b>weather permitting</b>. Transitions to outside will be supervised;</li><li>• Where possible, break times will be staggered to reduce the possibility of congregating within the school;</li><li>• Toilets, corridors and outdoor spaces will be supervised by staff at breaktimes to encourage students to stay within their year groups as much as possible and to avoid congregation across bubbles;</li><li>• Signage to be put in the corridors to encourage social distancing from staff when moving around the school;</li><li>• The one-way system in the corridors must be adhered to by staff and students <b>during all transition times</b>;</li><li>• Students will be asked to sanitise hands on entry into each classroom/ teaching space.</li></ul> <p><b>Lunchtime</b></p> <ul style="list-style-type: none"><li>• X2 year groups will be on lunch at the same time. One-year group will use the main servery and the Atrium, the other will use the open servery and the main hall;</li><li>• Students will be required to sanitise hands on entry to the atrium and when leaving the area;</li><li>• The key pad will be in use but students will have applied sanitiser before use. It will be regularly wiped by catering staff during the service period;</li><li>• Menu options will be reduced to speed up passing through the tills and to allow time for cleaning the tables between services;</li><li>• A Perspex shield will be erected in each service area to separate students and catering staff;</li><li>• Cutlery will be handed out at the service area rather than be collected by students;</li><li>• All dining furniture, trays and surfaces in the dining area will be fully cleaned at the end of each service period;</li><li>• Students will be supervised to have a short break outside by staff;</li><li>• A physical barrier inside and outside may be required to enable separation between year groups;</li></ul>			
--	--	--	--	--	--	--	--



					<ul style="list-style-type: none"> <li>Limited equipment such as a ball may be made available but will need to be cleaned at the end of the lunch break. This will be the responsibility of staff supervising the break;</li> <li>Signage will be installed in the dining area to remind students of the need to socially distance from staff.</li> </ul> <p><b>On departure</b></p> <ul style="list-style-type: none"> <li>Staggered end times will be in place;</li> <li>Students will sanitise hands once again before leaving school;</li> <li>All students will be escorted off the premises and will be encouraged to return home directly to avoid groups congregating;</li> <li>Parents will be asked not to congregate outside the school when collecting children;</li> <li>Due to a potential increase in car traffic to and from school to avoid the use of public transport, parents will be reminded of the need to park and behave considerately when collecting their child/(ren);</li> <li>Students will be encouraged to change and wash clothes on returning back to the family home.</li> </ul> <p><b>Vulnerable students</b></p> <ul style="list-style-type: none"> <li>Guidance to be issued to parents concerning vulnerable students. We will discuss with them the general decline in the virus and the control measures in place;</li> <li>SENDCO and AHT, Inclusion to review the risk assessments of vulnerable students or students with additional needs to determine what additional measures are required to support these students to be in school.</li> </ul> <p><b>Cleaning</b></p> <ul style="list-style-type: none"> <li>Cleaning staff will be made available throughout the day to ensure that communal areas, handrails and handles are cleaned periodically;</li> <li>Classrooms and all furniture in the classroom will be cleaned daily;</li> <li>Where possible, all excess furniture/ equipment will be removed to reduce the amount of potential contamination and cleaning;</li> <li>Advice will be taken from the cleaning contractor re the additional measures to be put in place.</li> </ul>				
<b>R5</b>	<b>Cross contamination:</b>	4	5	20	<ul style="list-style-type: none"> <li>Parents will be asked not to send in their child if they or a family member are displaying any symptoms and to follow self-isolation guidance;</li> </ul>	2	5	10	SLT



	<b>Journey, arrival at and departure from school.</b>				<ul style="list-style-type: none"> <li>Parents will be discouraged from sending their child to school on public transport wherever possible; bikes and walking will be encouraged</li> <li>Parents will be made aware that the use of masks on public transport is mandatory, if this is the only option for coming to school;</li> <li>Attendance will be mandatory from September 2020 unless advised to continue to shield or to self-isolate following contact with a known case;</li> <li>RBC to consult with the local bus companies to determine the provision available, which may impact the proposed start and end times of the day;</li> <li>We will pass on any relevant communication on this to parents.</li> </ul>				
<b>R6</b>	<b>Student wellbeing – COVID-19 impact</b> Including Safeguarding/Attendance & Behaviour	4	5	20	<ul style="list-style-type: none"> <li>School's normal attendance policy will apply from September with the following clarifications:               <ul style="list-style-type: none"> <li>A small number of students will be unable to attend due to self-isolating/symptomatic or close contact with someone that has coronavirus;</li> <li>If rates of disease rise locally some students may be advised to shield and therefore may be temporarily absent;</li> <li>Some students may no longer be required to shield but may need to discuss their care with a specialist health professional before returning to school. Parents to be advised to obtain medical advice if they are concerned about a medically vulnerable student being in school. We will discuss the outcome of this advice with parents;</li> <li>Students who are unable to attend due to complying with clinical / Public Health advice will be offered access to remote education. Class teachers are responsible for monitoring engagement in this activity, providing remote education resources for students and providing feedback on work submitted.</li> </ul> </li> <li>AHT and Inclusion Team will support students and families who are anxious about returning to school, making it clear with parents that school attendance is compulsory.               <ul style="list-style-type: none"> <li>School will bear in mind concerns of households who are anxious to return including, but not limited to, those who have previously been shielding, those from BAME backgrounds and those who have certain conditions such as obesity and diabetes and will provide support to address concerns;</li> <li>First day calling and safeguarding systems will remain in place, for all expected students;</li> <li>Vulnerable students will continue to be contacted by school in line with Government guidance.</li> </ul> </li> </ul>	2	4	8	Pastoral team



					<p>School will continue to follow CME timescales and take reasonable steps to contact missing students.</p> <ul style="list-style-type: none"> <li>• We will ensure that pastoral support, as well as academic support, is available for students on reopening;</li> <li>• An Inclusion area will be available for those students needing time out from the classroom or away from other students as long as staff are available and social distancing can be applied;</li> <li>• We may need to consider access to additional resources such as an educational psychologist or bereavement counselling and the practicalities associated with this.</li> </ul> <p><b>Behaviour</b> Headteacher to:</p> <ul style="list-style-type: none"> <li>○ Ensure that all staff are clear about new expectations and their roles and responsibilities in implementing them;</li> <li>○ Ensure that any new expectations, sanctions, or rewards are shared with parents and posted on the website as an addition to the Behaviour Policy;</li> <li>○ Ensure all students get a consistent message on the first day which is reinforced positively through classroom teachers/Tas;</li> <li>○ Ensure that the Covid addendum to the Behaviour policy is fit for purpose;</li> <li>○ Ensure that all classes have a strong reintroduction to the Behaviour for Learning routines in the school. All class students have an active participation the creation of guidelines in their class. That conduct expectations have strong links to Growth Mindset and Behaviour for Learning principles;</li> <li>○ Ensure that class teachers are aware that some students will return to school being exposed to some adversity and trauma, this is to be supported but behaviour and conduct expectations must remain high at all times; prevent not react.</li> </ul>				
R7	Potential transmission of COVID-19 in school environment through coughs and sneezes	4	4	16	<ul style="list-style-type: none"> <li>• All staff and students understand routines for good respiratory hygiene e.g.: the 'catch it, bin it, kill it':             <ul style="list-style-type: none"> <li>- All students to receive a consistent message through classroom staff.</li> </ul> </li> <li>• Headteacher to:             <ul style="list-style-type: none"> <li>- Provide guidance / training to all staff before return.</li> </ul> </li> <li>• Site staff to             <ul style="list-style-type: none"> <li>- Provide classrooms and staff rooms with boxes of tissues;</li> <li>- Ensure each classroom and main entrance has a bin;</li> <li>- Ensure the bins are emptied regularly and double-bagged as appropriate.</li> </ul> </li> </ul>	3	4	12	HT



R8	<p><b>Attendance of clinically vulnerable students</b>  <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#shielded-and-clinically-vulnerable-adults">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#shielded-and-clinically-vulnerable-adults</a></p>	4	3	12	<ul style="list-style-type: none"> <li>Attendance will be mandatory from September 2020 unless advised to continue to shield or told to self-isolate through the Test and Trace system;</li> <li>The curriculum will be available to students online as well as in school to ensure that these students are able to continue their learning;</li> <li>We will communicate with anxious parents the safety measures we have taken to encourage attendance;</li> <li>We will publish our re-opening risk assessment on the website for parents to review;</li> <li>The DSL will report any non-attendance of students to their social workers as applicable;</li> <li>Attendance policy to be revised and communicated with parents.</li> </ul>	3	3	9	SLT
R9	<p><b>Providing First Aid Non-COVID Possibly symptomatic person.</b>             Link: <a href="#">Training for First Aid – COVID-19</a></p>	4	5	20	<ul style="list-style-type: none"> <li>First aid trained staff to be risk assessed to consider whether it is appropriate for them to provide this;</li> <li>PPE to be provided given that social distancing is unlikely. This will include the use of a visor;</li> <li>First aid staff to be trained in use and disposal of PPE;</li> <li>First aiders to be informed about the following guidance: <a href="https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/">https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/</a>;</li> <li>Protocol re action to be taken if a child is suspected to be symptomatic to be created and communicated. This will include thorough cleaning of Meeting Room 1 once child has been collected;               <ul style="list-style-type: none"> <li>Window to be kept open, door to be closed;</li> <li>Any supervising staff MUST wear PPE;</li> <li>If student needs to use the toilet while waiting to be collected, this must be put out of action until it can be cleaned;</li> <li>Room to be locked once student has been collected until it has been cleaned.</li> </ul> </li> <li>Our cleaning contractors have sourced a PPE kit for their staff to clean within the school if cleaning is required following notification of a positive result;</li> <li>Number of first aid trained staff to be determined as part of 'core staff' assessment;</li> <li>Meeting room 1 to be used for Covid 19 waiting area, first aid room to be used for other matters;</li> <li>Protocol re engagement with the Test and Trace system to be developed and shared with staff. Interaction with the system will principally be managed by the SBM and Headteacher. It is recommended that both attend the call due to the lack of any formal, written confirmation resulting from the consultation.</li> </ul>	2	5	10	Trust/ SLT



					<p>Information will be shared in accordance with guidance from PHE;</p> <ul style="list-style-type: none"> <li>• First aid staff to be made aware of reporting requirements in respect of suspected Covid 19 cases and follow up to be carried out;</li> <li>• First aid staff to be made aware of accessibility of tests for staff and parents of children eligible to attend school to be able to inform;</li> <li>• Staff to be trained re the Trust protocol in respect of home testing kits that will be made available to the school – these are principally being retained for staff currently.</li> </ul>				
R10	<p><b>Staff PPE</b> PPE is not available to protect staff from an increased risk of exposure to the virus</p> <p>Link: <a href="#">Training for First Aid – COVID-19</a></p>	3	5	15	<ul style="list-style-type: none"> <li>• Certain PPE (gloves, masks, aprons) focussed on certain roles in the school (first aid, site, catering, reception) in line with DfE guidance;</li> <li>• Staff can choose to wear a Visor in the classroom and will be required to wear a face covering in corridors and communal areas within the school from 16 September 2020;</li> <li>• Visors will be provided to staff on request, masks to be provided by staff;</li> <li>• There will be times when screens or visors are in use, or when a staff member is not in close proximity to people they do not normally meet, and so it will not be necessary for staff to wear a face covering. Examples include working in an office or workroom fitted with screen screens or single occupancy offices;</li> <li>• All staff have been issued PPE donning and doffing training via Handsam;</li> <li>• PPE requirements to be co-ordinated by the Estates Manager;</li> <li>• Sanitiser will be available across the school;</li> <li>• Disinfectant wipes will be available to all staff;</li> <li>• Site team to ensure that soap, tissues and sanitiser supplies are topped up every day;</li> <li>• Daily audit of PPE, sanitiser and wipes to be conducted;</li> <li>• Guidance to be provided to staff re the safe usage of PPE;</li> <li>• Face masks must: <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. Hands must then be cleaned.</li> <li>○ Be changed when they become moist or damaged.</li> </ul> </li> </ul>	2	5	10	Site/ SLT
R11	<b>COVID-19 cleaning Enhanced cleaning requirements</b>	4	5	20	<ul style="list-style-type: none"> <li>• Staff to be requested to leave areas tidy to facilitate effective cleaning of surfaces;</li> </ul>	2	5	10	Site



					<ul style="list-style-type: none"> <li>• Arrangements to be revised to include the use of a daily supervisor who will ensure that cleaning is carried out to a high standard and that all additional measures put in place are adhered to;</li> <li>• Members of the cleaning team to be made available throughout the day to ensure that regular cleaning of communal areas, handrails and switches is possible;</li> <li>• Classroom bins to be emptied periodically throughout the day;</li> <li>• All waste from classroom to be double bagged as it is likely to include tissues, which could be infected;</li> <li>• Cleaning of learning areas to be undertaken at the end of each day. This is to include disinfectant wipes to be used on computer keyboards and work stations in workrooms;</li> <li>• Cleaning of communal areas to be undertaken regularly in accordance with advice from the DfE and the cleaning provider;</li> <li>• We will ensure that the cleaning contractor is aware of the latest DfE guidance in respect of cleaning contaminated areas, including the requirements in respect of the wearing and disposal of aprons and gloves and the disposal of cloths and mops used. This includes the requirement to double bag waste/ used PPE/ items used in cleaning and storing for 72 hours before putting in the general waste;</li> <li>• Waste requiring storage will be stored in a secure area only accessible to site staff;</li> <li>• Cleaning contractor has confirmed that they have a plentiful supply of appropriate cleaning materials to adhere to government guidance;</li> <li>• Cleaning staff have been asked to walk or cycle to work where possible and have been informed that car sharing is not allowed;</li> <li>• The requirement to social distance in school has been explained to all cleaning staff;</li> <li>• Cleaning staff have been informed of the action to take if they start to feel unwell and of the requirement to report this to the BM;</li> <li>• A schedule of daily cleaning will be in place and will be signed off as tasks are completed to ensure that tasks are completed in line with expectations.</li> </ul>				
R12	<b>Cross contamination: Accessing school site at main school reception area.</b>	4	5	20	<ul style="list-style-type: none"> <li>• Parents will be asked not to come in to school and to contact us by phone or email. This has been communicated to parents;</li> <li>• Parents will be provided with guidance for students to change clothes and for them to be washed on returning home to reduce the possibility of contamination in the family home;</li> <li>• Only essential visitors to come in to school. Visitor protocol to be shared with them in advance, this will also be added to Inventory</li> </ul>	2	5	10	SLT





					<p>so that the visitor signs that they agree to the conditions. Contact information for the visitor to be obtained so that we can easily inform them if there is a case in school with whom they have had direct contact. PPE or other control measures to be risk assessed if required to work in close proximity to students;</p> <ul style="list-style-type: none"> <li>• A Perspex shield has been put in place in the reception area to protect reception staff;</li> <li>• Parents to be asked not to come to reception but to call or email the school with their queries;</li> <li>• Reception to advise visitors to wait outside and to only admit 1 person at a time;</li> <li>• Waiting points to be marked out in reception;</li> <li>• Deliveries to be left in reception and to be moved by site staff using gloves.</li> </ul>				
R13	<b>Fire Drills / Lock downs/ H&amp;S compliance</b>	3	5	15	<p><b>Fire Drill/Lockdown</b></p> <ul style="list-style-type: none"> <li>• Staff will be reminded of the need to socially distance during the evacuation procedure where possible;</li> <li>• Staff taking registers will be encouraged to do so from the front of the line rather than by moving along it;</li> <li>• A fire drill will need to take place when students are first back in school to ensure that they are aware of the revised process;</li> <li>• Evacuation, however, will remain the priority;</li> <li>• No further drills planned until Spring 2021.</li> </ul> <p><b>H&amp;S compliance</b></p> <ul style="list-style-type: none"> <li>• Essential health and safety procedures have been maintained throughout the lockdown period;</li> <li>• Estates Manager to review the DfE guidance re Premises to ensure compliance. This is to include a consideration of the ventilation system, legionella and fire alarm/ emergency light testing;</li> <li>• Ventilation system to be set to full fresh air;</li> <li>• All toilets will be flushed through with the lid down where possible.</li> </ul>	2	5	10	Site/ SLT
R14	<b>Local Lockdown – Enforced School Closure</b>	3	5	15	<p><b>Logistics</b></p> <ul style="list-style-type: none"> <li>• The Trust would be informed in the event of us receiving a notification to close;</li> <li>• Staff and students would be notified of a closure through SIMS in-touch. The website would also be updated to reflect this;</li> <li>• SBM would notify catering, cleaning and site staff as soon as possible;</li> </ul>	2	5	10	SLT



				20	<ul style="list-style-type: none"> <li>• Learning would switch to an online provision, which has been planned and is available in advance;</li> <li>• All remote access granted to staff will not be removed for the foreseeable future;</li> <li>• Laptops would be made available to staff as required;</li> <li>• A local lockdown plan including communications templates will be created and shared with staff as appropriate.</li> </ul> <p><b>Staffing and Wellbeing</b></p> <ul style="list-style-type: none"> <li>• Line managers would be asked to contact their teams virtually to update and identify issues or concerns.</li> </ul> <p><b>Education Continuity</b></p> <ul style="list-style-type: none"> <li>• A revised and robust education continuity plan for on line and blended learning will be developed. This will guide teaching staff towards agreed responses, teaching approaches and provision.</li> </ul>			12	
R15	<p><b>Identification/Treatment of symptomatic member of school community</b> Including measures, actions &amp; communication</p>	4	5	20	<p>If a confirmed case is identified then BM will:</p> <ul style="list-style-type: none"> <li>• Contact PHE who will provide definitive advice on who must be sent home and provide template letters based on latest guidance;</li> <li>• Send all staff and parents of the 'group/bubble' communication of positive result and actions thereafter;</li> <li>• Communicate to Chair of LAB, Trust Director of Operations, CFOO and CEO and Local Authority Link;</li> <li>• Headteacher will, following guidance from PHE, send home those people in close contact with person who tested positive and they must self-isolate for 14 days. <b>Once testing is up and running, staff and students identified as close contacts will be offered the possibility of being tested every day for 7 days instead of isolating. Anybody not taking this up will need to isolate in accordance with national guidance;</b></li> <li>• If 2 or more confirmed cases within 14 days or the overall rise in sickness where coronavirus with suspected, the school will work with PHE and may require larger numbers of students to self-isolate as directed.</li> </ul> <p>If a child or member of staff is sent home with symptoms or the school is informed of by absence due to symptoms, then:</p> <ul style="list-style-type: none"> <li>• The BM will inform parents/staff member to follow testing protocol;</li> <li>• The BM will inform via email all parents of class members and any other children who have met with them of a suspected case.</li> </ul>	3	4	12	HT/SLT



					<p>No further update will be provided unless test results confirmed as positive;</p> <ul style="list-style-type: none"> <li>The BM will inform school staff via all school email of a suspected case. No further update will be provided unless test results confirmed as positive.</li> </ul> <p>BM will inform parents / staff that the other members of the class should continue as normal.</p> <p>Engagement with Lateral Flow Testing programme</p> <ul style="list-style-type: none"> <li>Business Manager to ensure school community understands the Lateral Flow testing programme through trainings and comms</li> <li>See additional Risk Assessment for the lateral flow programme</li> </ul> <p><b>Engagement with NHS Test and Trace</b></p> <ul style="list-style-type: none"> <li>Business Manager to ensure school community understands the Test and Trace process through Training and comms;</li> <li>BM to understand how to contact the PHE team and ensure that systems are in place to enable this in their absence;</li> <li>BM to ensure that staff and parents understand they will need to be willing to: <ul style="list-style-type: none"> <li>Book a test;</li> <li>Provide details of close contacts;</li> <li>Self-isolate as required.</li> </ul> </li> <li>BM to ensure that parents and staff inform school of test results <ul style="list-style-type: none"> <li>Negative result = once feeling well can stop self-isolating and return to work/school;</li> <li>Positive result = follow stay at home guidance and remain in isolation for 10 days since onset of symptoms. Can return only if they do not have symptoms apart from cough / loss of smell and/or taste. Other members of the household (including siblings) self-isolate for 14 days.</li> </ul> </li> </ul>				
R16	The school will not be prepared for an Ofsted visit	5	5	25	<ul style="list-style-type: none"> <li>Visits likely to involve a consideration of safeguarding, action taken against previous points and how we are improving our practice);</li> <li>Ensure ghost plan is reviewed regularly;</li> <li>Ensure SCR is reviewed and audited regularly;</li> <li>School will need to maintain their preparation for these inspections and ensure there is rigour in their SEF and SIP/PP Strategy review processes;</li> <li>Ofsted readiness plan to be created at SLT level to consider the approach and information required.</li> </ul>	3	3	9	SLT



R17	<b>Use of Catch-up Funding</b> Recovery Curriculum and Gap Analysis	4	5	20	<ul style="list-style-type: none"> <li>See separate contingency plan.</li> </ul>	3	4	12	HT/SLT
R18	<b>Risk Assessment is not fit for purpose.</b>	3	4	12	<ul style="list-style-type: none"> <li>RA Informed by DfE advice and guidance;</li> <li>RA to be reviewed by Trust leadership;</li> <li>RA to be reviewed by Trustees (audit/risk committee);</li> <li>RA to be circulated to Staff for consultation;</li> <li>RA is dynamically reviewed, adjustments made and circulated as appropriate;</li> <li>Business Manager and Headteacher to ensure that they are up to date with the latest DfE and PHE guidance and that the risk assessment is updated in the light of this as required.</li> </ul>	2	3	6	Trust/LAB/SLT  HT/SBM
R19	<b>Consultation of RA</b>	3	4	12	<p>RA will be shared with the following for consultation purposes and feedback:</p> <ul style="list-style-type: none"> <li>Any named trade union Representatives;</li> <li>All members of staff particularly those not part of a TU.</li> </ul> <p>HT will provide an outline letter to parents explaining our RA strategy. A copy of the RA will be made available on request and will be published on the website to provide transparency of approach to parents, carers and students.</p>	2	3	6	HT
R20	<b>Failure to comply with requirements of the lockdown restrictions will lead to further transmissions within the school community (from 6/1/2021)</b>	5	5	25	<p><b>The following additional measures will be put in place during the period of the National Lockdown. Where the measures listed here go further than those detailed above, these measures will be applied:</b></p> <p><b>Staffing</b></p> <ul style="list-style-type: none"> <li>Staff will be requested to work from home wherever possible;</li> <li>Staff will be allowed to work from school in order to support educational provision if they are unable to work from home. This will be approved by the DHT to ensure that social distancing can be adhered to at all times;</li> <li>Staff and workrooms will be restricted to a maximum occupancy;</li> <li>Staff working in school should stay in school for the minimum possible time;</li> <li>A bank of classrooms will be made available and a room will be allocated for single use only. Cleaning staff will be informed of which rooms are in use each day;</li> <li>Staff working in school will be reminded of our COVID risk control measures and will be expected to implement these fully;</li> </ul>	3	4	12	



				<ul style="list-style-type: none"><li>• All staff are expected to assist with the special provision as required;</li><li>• Where staff are unwilling to attend, we may need to consider unpaid leave;</li><li>• Assistance will be provided to all staff to confirm key worker status to facilitate their own children attending the special provision facility at their school;</li><li>• CEV staff who are advised to shield will work from home fully until the restrictions are lifted;</li><li>• Clinically vulnerable staff and staff living with CEV family members can continue to attend work as normal. Where this is a concern, we will advise staff to seek medical advice and to provide us with the medical assessment so that it can be identified whether any additional measures can be introduced. Risk assessments will be created based on their medical history, the medical advice provided and other circumstances as appropriate;</li><li>• All staff will be surveyed to identify whether they need IT equipment to support online learning delivery and/or working from home. Where this is not possible/ practical, staff will be asked to come into school to ensure continuity of learning and support;</li><li>• Throughout the lockdown period, we will need to ensure that key areas such as first aid can be catered for.</li></ul> <p><b>Special Provision</b> The special provision will continue to operate during the closure periods planned for the Spring term 2021. We will prioritise testing of staff and students attending the provision as soon as the testing centre is up and running. The special provision will operate subject to the following control measures:</p> <ul style="list-style-type: none"><li>• A separate provision will operate for each year group initially. Based on the level of uptake, bubbles may be amended going forward ensuring that they remain as small as possible and consistent at least for one week;</li><li>• Students will need to socially distance from each other and from staff;</li><li>• Supervising staff will form part of a bubble where possible;</li><li>• Bubbles will continue to arrive, leave and have breaks at staggered timings;</li><li>• Bubbles will use different entrances and exits to facilitate distancing;</li><li>• Transitions around the school will be minimised;</li></ul>			
--	--	--	--	---	--	--	--



- Social distancing must be observed in the dining area. Seats will be marked out to show students where they can sit;
- Opportunities for fresh air and physical activity to promote mental wellbeing will be optimised but this is on the proviso that social distancing can be observed;
- Group activities can be run as long as social distancing can be adhered to. All activities will need to be risk assessed and agreed with the SBM in advance;
- Computer rooms will be allocated on the basis of numbers within each bubble to maximise opportunities for social distancing;
- All computer work stations must be wiped down by students after use;
- Testing operations will be distinct from the special provision, there will be no mixing.

HOY's and the SENCO will work together to identify vulnerable students and will contact parents to invite those students in to the special provision. Where parents choose not to do so, attendance will be C coded rather than X coded. This will ensure that the DfE absence reporting requirements are complied with.

**Closure decisions**

- Any full or partial closures relating to an outbreak of Covid-19 positive cases will be discussed and agreed with the DfE as part of our normal reporting process to the DfE;
- Once the test centre is up and running, staff and students identified as close contacts will be given the opportunity to be tested daily rather than isolate. Anybody not taking advantage of this will be required to isolate in accordance with national guidance;
- Closure decisions relating to staffing considerations will be agreed in consultation with the Trust and will be notified to RBC.

**Visitors/ extra-curricular/ training:**

- Visitors will be restricted to absolutely essential only – where meetings can be delayed or held virtually, this will be applied;
- Admissions meetings will be held virtually;
- We will continue to support the provision of teaching training within the school community;



				<ul style="list-style-type: none"><li>• Internal training events to be held virtually for the foreseeable future;</li><li>• Peripatetic teachers (eg BM's) to be suspended until the end of the lockdown period.</li></ul> <p><b>Students:</b></p> <ul style="list-style-type: none"><li>• The Trust will delay looking into the possibility of FTT's across Trust schools until the current restrictions are lifted;</li><li>• CEV Students will be allowed to access learning remotely ;</li><li>• Clinically vulnerable students can continue to attend school as normal. Where this is any concern from parents, we will advise parents to seek medical advice and to provide us with the medical assessment so that it can be identified whether any additional measures can be introduced;</li><li>• A number of laptops have been received from the DfE and arrangements are now in place to loan devices to students during any periods of isolation/ school closure. The HOY's are currently identifying the students that need assistance and loan devices will be made available in early January 2021 to support online learning. 57 additional devices were received from the DfE on 4-5 January 2021;</li><li>• Free School meal food parcels will be arranged for students eligible to fsm as requested by parents. Parcels will be allocated on a weekly basis and regular communications will be issued to remind parents. Food parcels will only be made available if the students are not attending the special provision;</li><li>• Pastoral and support staff will make regular welfare calls to students;</li><li>• Interventions in respect of the catch up programme will be deferred until at least February half term;</li><li>• Engagement with online learning will be monitored and followed up by HOY's as required, including notification to parents. Where this is on-going, students will be invited to attend the special provision.</li></ul> <p><b>Premises</b></p> <ul style="list-style-type: none"><li>• We will remind staff of the importance of ventilation, especially during periods of an increased R rate. Windows and doors to be kept open where possible. Doors to be closed whenever the room is unoccupied or in the event of a fire alarm. Windows to be opened wide over break and lunch periods. Students will be notified of slight changes to</li></ul>			
--	--	--	--	--	--	--	--



our uniform policy to allow them to wear additional layers and keep warm as the weather becomes colder;

- The site team will ensure that all PPE boxes are replenished and that all classroom furniture is in the correct place before students return to school.

**Mass Testing**

- A separate risk assessment will be created and shared in respect of the Covid-19 testing centre we will establish at the school. The operation will be led by the SBM in accordance with DfE and NHS guidance. The risk assessment will be subject to Trust review in early January 2021.

FORMAL REVIEW

THE RISK ASSESSMENT WILL BE REVIEWED FORMALLY BY BM & HT, AND ANY AMENDMENTS NOTIFIED TO THE TRUST:

- WEEKLY for the first 2 weeks of the Autumn term
- FORTNIGHTLY for the remainder of the Autumn term
- FULL REVIEW 31<sup>st</sup> December 2020 (review on 5/1/2021 following late government guidance)

Signed by: \_\_\_\_\_

Headteacher

Date: 05/01/2021