

Caroline Chisholm School reopening: risk assessment

The example measures we list are based on current (as at 12 May 2021) government guidance:

- > [School coronavirus \(COVID-19\) operational guidance](#) (applies from 17 May)
- > [Annex A: health and safety risk assessment](#)
- > [Coronavirus: advice for pregnant employees](#)
- > [Coronavirus: asymptomatic testing in schools and colleges](#)
- > [Rapid asymptomatic testing in specialist schools](#)
- > [Safe working in education, childcare and children's social care](#)

How to approach risk estimation and management

The DfE advises that you take the following approach (in this order) to reducing risks in your school:

1. **Elimination:** if an activity isn't considered essential and has risks attached, stop it
2. **Substitution:** replace the activity with one that reduces the risk. Take care not to substitute the activity with one that'll introduce new hazards
3. **Engineering controls:** introduce measures that help control or mitigate risk
4. **Administrative controls:** identify and implement the procedures to improve safety (for example, by having markings on the floor or signage around school)
5. Having gone through this process, **use PPE where the guidance advises it is required**

Respond to risks in a way that's appropriate for your school's circumstances. For each risk, consider whether there are measures in each of the above steps that you can adopt before moving onto the next step.

Notes:

- The risk assessment has been produced and updated according to any changes in government guidance or policy.
- The change in guidance from 17th May has been updated.
- We will be fully open on 8th March 2021
- All areas of the school will be available to be used

- We will carry out individual risk assessments for any staff at higher risk of contracting or becoming seriously ill from coronavirus (e.g. those who are clinically extremely vulnerable)
- We will make reasonable adjustments to enable everyone to follow the measures, including pupils with EHC plans
- Union representatives and the staff Health and Safety representative have been consulted.
- All staff will be sent a copy of the risk assessment
- A copy of the risk assessment will be available on the school website.

Control measures have been RAG rated.

Mark up each control measure in the appropriate colour:

- > Red: this measure cannot be put in place in our school
- > Amber: this measure isn't in place yet, but can be put in place
- > Green: this measure is already in place

To do this, highlight the text and then pick the relevant colour using the 'shading' tool above: 

HAZARD	CONTROL MEASURES (INCLUDING UPDATES FOR FULL REOPENING)	NOTES ON CHANGES FROM 8 MARCH (FULL REOPENING)	PERSON(S) RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
Contact with someone suffering from coronavirus	<p>Everyone will be asked not to come into school if they need to self-isolate under current government guidance. Regular reminders will be given about this.</p> <p>If pupils or staff have travelled abroad, they will be asked not to come into school and to quarantine under the current government guidance.</p> <p>Anyone self-isolating with symptoms will be advised to do so in line with current government guidance, and to access testing and engage with the NHS Test and Trace process.</p>	<p>Pupils or staff that have travelled abroad: refer to the current government guidance on quarantine and they must not come into school.</p> <p>Contact with a symptomatic pupil or pupil who has a positive test at school:</p> <p>In exceptional circumstances, if parents/carers cannot collect their child and they agree it's age-appropriate and safe to do so, the pupil can walk, cycle or scoot home.</p> <p>If you need to make alternative</p>	<p>GW - secondary KP – primary SC – Mitie site staff AH – to order appropriate PPE equipment. AH – to produce signage for toilet door AH – provide clear questions of everyone</p>		PPE equipment is stored in the meeting room. AH is responsible for monitoring.

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	<p>If a symptomatic person comes into school or develops symptoms while in school, if you're a school with secondary-aged pupils participating in the government's rapid testing programme, or if a pupil has a positive test while at school, they will be sent home immediately or isolated until they can be picked up. The isolation room is located in E block, corridor above 6th form centre.</p> <p>999 will be called if they are seriously ill or injured or their life is at risk.</p> <p>In the case of a pupil who needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> • A window will be opened in the room to allow for fresh air ventilation • If a distance of 2 metres can't be maintained, supervising staff will wear a fluid-resistant surgical mask • If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron • If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection 	<p>arrangements to transport them home:</p> <ul style="list-style-type: none"> • You must inform the driver that the pupil has developed symptoms/tested positive <p>Rapid testing programme:</p> <p>Secondary Students and staff in Primary and Secondary phase</p> <ul style="list-style-type: none"> • Staff will be offered 2 lateral flow tests per week, for use at home • Pupils will be offered 3 lateral flow tests, taken at school 3 to 5 days apart, as they return from 8 March (We will stagger the return. Critical and vulnerable students will continue to be offered provision. Year 10 – 13 will be priority for return.) – pupils can return to school after their first negative test result • Pupils will be offered 2 lateral flow tests per week thereafter, to take at home • If a pupil receives a positive lateral flow test result at school, they must self-isolate in line with 	<p>coming on to site. Triage AH – Testing kits stored in PA office Mitie – responsible for deep clean MITIE responsible for deep clean of area.</p> <p>VJ is Covid Coordinator.</p>		

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	<p>Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up.</p> <p>We will provide home testing kits to parents/carers collecting symptomatic children, and to staff who've developed symptoms at school, if they are unable to get a test elsewhere.</p> <p>In exceptional circumstances, if parents/carers cannot collect their child and they agree it's age-appropriate and safe to do so, the pupil can walk, cycle or scoot home. If the pupil cannot be collected or travel home independently, we will make alternative arrangements to transport the pupil home. In this case one of the following steps will be taken:</p> <ul style="list-style-type: none"> • Use of a vehicle with a bulkhead or partition that separates the driver and passenger; or • The driver and passenger will maintain a distance of 2 metres from each other; or • The driver will use PPE (the same PPE as when supervising a symptomatic pupil, as explained above) and the passenger will wear a face mask if they are old enough and able to do so <p>A deep clean will take place in the areas</p>	<p>current government guidance</p> <ul style="list-style-type: none"> • If a pupil or staff member receives a positive lateral flow test result at home, they must self-isolate and will also need to take a 'standard' coronavirus (PCR) test to confirm their result • Pupils and staff must report their home test results to NHS Test and Trace. They should also share their test results with your school (both home tests and PCR tests), to help with contact tracing <p>Dealing with a coronavirus outbreak (all schools):</p> <p>All schools need to work with the local health protection team to decide if additional action is needed if there are 2 or more confirmed cases within 14 days (previously 10 days).</p>			

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	<p>that the symptomatic person has been, and PPE will be disposed of properly, following decontamination guidance.</p> <p>Rapid testing programme:</p> <p>We will provide staff and parents/pupils (as appropriate to the pupil's age) with a privacy notice, and parents/pupils (as appropriate to the pupil's age) with a consent form, so they can consent to testing.</p> <p>We will offer staff 2 lateral flow tests per week, to take at home.</p> <p>We will offer secondary pupils 3 lateral flow tests on-site, taken 3 to 5 days apart, upon their return to school.</p> <p>Thereafter, we will ask secondary pupils to take 2 lateral flow tests per week, at home.</p> <p>In all cases:</p> <ul style="list-style-type: none"> • We will carefully read the government's guidance on administering tests and ask the individual to read the instructions in the test kit carefully / explain the instructions to them (as appropriate) to make sure everyone knows how to safely administer or self-administer tests • If the lateral flow test is 				

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	<p>positive, we will follow the same steps (laid out above) as if that pupil/staff member were displaying symptoms. They will need to take a 'standard' coronavirus (PCR) test to confirm their result if the lateral flow test was done at home</p> <ul style="list-style-type: none"> • If the lateral flow test is negative, the pupil/staff member can continue to attend school <p>We won't need to see evidence of a negative test result in order to allow staff and pupils to attend school.</p> <p>All staff and pupils will continue to follow the measures set out in this risk assessment, even if we're participating in rapid testing.</p> <p>We will ask pupils and staff to share all test results with us, and we will keep accurate records of all results. We will only share health records with the relevant people.</p> <p>We will report test results to NHS Test and Trace wherever this is required by current government guidance.</p> <p>-----</p> <p>Any staff members receiving a positive lateral flow test result will be told:</p> <ul style="list-style-type: none"> • To remain at home, take a standard 				

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	<p>coronavirus (PCR) test and let us know the result (if a home testing kit is available in school, this can be given to them, if they have barriers to accessing testing elsewhere)</p> <ul style="list-style-type: none"> • That they, and members of their household, should self-isolate in line with the latest government guidance • That they should report their lateral flow test result, either via the test reporting website or by calling 119 <p>As soon as we hear that a staff member has tested positive with a lateral flow test, we will follow the same cleaning measures (laid out above) as if that staff member had been symptomatic while in school.</p> <p>All staff and pupils will continue to follow the measures set out in this risk assessment, even if we're participating in rapid testing.</p> <p>We will keep accurate records of all test results, and only share health records with the relevant people.</p> <p>-----</p> <p>If the school becomes aware that a pupil or a staff member has tested positive for and needs advice on next steps, the school will contact the DfE helpline on 0800 046 8687 and select option 1. (If no advice is required, the school will report the case using the DfE's online</p>				

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	<p>attendance form daily return'). The advice service (or local health protection team, if the call is escalated to them), will carry out a rapid risk assessment to confirm who's been in close contact with the person when infectious.</p> <p>The school will ask (using a template letter from the local health protection team) all close contacts to self-isolate in line with current government guidance.</p> <p>If there are 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school will work with the local health protection team, who can be reached by calling the DfE helpline and selecting option 1, to decide if additional action is needed. Any advice given by the team will be followed.</p> <p>To help with identifying staff's and pupils' close contacts, records will be kept of:</p> <ul style="list-style-type: none"> • The pupils and staff in each group • Any close contact that takes place between children and staff in different groups <p>Close contact with an infected person means:</p> <ul style="list-style-type: none"> • Face-to-face contact, including: <ul style="list-style-type: none"> ○ Being coughed on 				

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	<ul style="list-style-type: none"> ○ A face-to-face conversation within 1 metre ● Being within 1 metre for 1 minute or longer without face-to-face contact ● Sexual contact ● Being within 2 metres for more than 15 minutes (either as a one-off contact or added up together over one day) ● Travelling in a small vehicle or a plane 				
<p>Contact with coronavirus when getting to and from school</p>	<p>Everyone will be encouraged to walk, cycle or scoot into school, and asked to avoid taking public transport during peak times if possible.</p> <p>We will be staggering the start and finish times for all students to prevent large groups walking to and from school</p> <p>Anyone who needs to take public transport will be referred to government guidance.</p> <p>For dedicated school transport (i.e. buses, minivans and any other services that are used only to carry pupils to school and where pupils do not mix with the general public), discussions will be held with the providers to make sure their staff:</p>	<p>Face coverings:</p> <ul style="list-style-type: none"> ● In primary schools, it's now recommended that staff and visitors wear face coverings where social distancing between adults isn't possible (e.g. corridors and communal areas) <p>From 18th May 2021</p> <p>Face coverings:</p> <ul style="list-style-type: none"> ● In secondary schools. Face 	<p>GW KP MITIE Posters around school by AH</p> <p>Letter sent explaining start and finish times for year groups</p> <p>Letter sent to parents and</p>	<p>In place</p>	

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	<ul style="list-style-type: none"> • Follow hygiene rules • Try to keep their distance from passengers where possible • Do not work if they or a member of their household are displaying coronavirus symptoms <p>In addition, the school will work with providers, pupils and parents/carers as appropriate to ensure that, wherever possible:</p> <ul style="list-style-type: none"> • Pupils are grouped together on transport to reflect the groups that are adopted within school • Hand sanitiser is available upon boarding and/or disembarking • There is additional cleaning of vehicles • Queuing and boarding is well organised • Pupils practise distancing within vehicles • Children aged 11 and over use face coverings unless they are exempt from wearing them on public transport • Windows and ceiling vents are opened to maximise ventilation of fresh air from outside <p>Parents/carers who need to drop off and pick up pupils will be told through</p>	<p>coverings are no longer recommended to be worn in classrooms or communal areas by pupils</p> <ul style="list-style-type: none"> • They no longer need to be worn by staff in classrooms <p>In all schools, face coverings:</p> <ul style="list-style-type: none"> • Should still be worn by staff and visitors in situations outside of classrooms where social distancing isn't possible (e.g. in communal areas) 	<p>staff advising latest updates on face coverings. We will continue with our staggered start and finish times.</p>		

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	<p>messages and signage:</p> <ul style="list-style-type: none"> • Their allocated drop off and collection times • The protocols for minimising adult to adult contact. • Maintain a 2 metre distance • Same procedure for end of day collection of Primary pupils • FS parent 1:1 meeting (controlled appointment only) with staff in wk1 T1 with adhere to strict 2m distance • That only one parent/carer should attend • Not to gather at entrance gates or doors, or enter the site unless they have a pre-arranged appointment <p>Primary Phase</p> <p>Staff and visitors will be asked to keep on or put on a face covering when arriving at school and moving around indoors in places where social distancing isn't possible, such as corridors and communal areas, unless they're exempt from wearing one. They will be asked to wash their hands before and after putting on or removing a face covering.</p> <p>A supply of spare face coverings will be kept for any staff member or visitor who arrives without one or has one that's</p>				

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	<p>unsafe to wear.</p> <p>Anyone wearing reusable face coverings when arriving to school will be expected to bring a plastic bag to keep these in during the school day when not in use. Disposable face coverings will be disposed of in a covered bin.</p> <p>Any pupils wearing any sort of face covering when arriving to school will wash their hands on arrival (as all individuals will), dispose of/store the covering, and wash their hands again before going to their classroom.</p> <p>Everyone will be made aware that they mustn't touch the front of the covering during use or removal.</p> <p>Secondary Phase</p> <p>Staff will be asked to keep on or put on a face covering when arriving at school and moving around indoors in places where social distancing is difficult to maintain, such as in corridors, outside of classrooms and in communal areas, unless they're exempt from wearing one.</p> <p>Anyone wearing reusable face coverings will be expected to bring a plastic bag to keep these in when not in use. Disposable face coverings will be disposed of in a covered bin.</p> <p>Everyone will be asked to wash their hands before and after putting on or</p>				

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	<p>removing a face covering.</p> <p>Everyone will be made aware that they mustn't touch the front of the covering during use or removal.</p> <p>A supply of spare face coverings will be kept for anyone who arrives without one or has a covering that's unsafe to wear.</p>				
<p>Spreading infection due to touch, sneezes and coughs</p>	<p>Handwashing facilities will be provided.</p> <p>Primary:</p> <p>Hand sanitisers will be placed in the primary office reception area and outside internal office door</p> <p>Classrooms have handwashing facilities in every classroom.</p> <p>Everyone in school will:</p> <ul style="list-style-type: none"> • Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using NHS guidelines, or use alcohol-based hand sanitiser to cover all parts of their hands • Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing • Be encouraged not to touch their mouth, eyes and nose • Use a tissue or elbow to cough or sneeze, and use bins for tissue 		<p>GW KP MITIE</p>		<p>Help will be available for any pupils who have trouble cleaning their hands independently. Young children will be supervised during hand washing.</p>

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	<p>waste</p> <p>Pupils will be encouraged to learn and practise these habits in lessons and reminded by posters put up across the school.</p> <p>Secondary:</p> <p>There is 1 student who requires 1-1-support.</p> <p>Primary</p> <p>There are 2 KS 1 pupils who have 1-1 LSA support.</p> <p>Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they are not close to running out.</p> <p>Lidded bins for tissues, operated by a foot pedal, will be placed in every classroom.</p> <p>Everyone in school will:</p> <ul style="list-style-type: none"> • Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using NHS guidelines, or use alcohol-based hand sanitiser to cover all parts of their hands • Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after sneezing 				

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	<p>or coughing</p> <ul style="list-style-type: none"> • Be encouraged not to touch their mouth, eyes and nose • Use a tissue or elbow to cough or sneeze, and use bins for tissue waste <p>Pupils will be encouraged to learn and practise these habits in lessons and by posters put up across the school.</p> <p>Help will be available for any pupils who have trouble cleaning their hands independently. Skin-friendly cleaning wipes can be used as an alternative. Young children will be supervised during hand washing.</p> <p>Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Lidded bins for tissues, preferably operated by a foot pedal, will be emptied throughout the day.</p>				
Spreading infection through contact with coronavirus	<p>Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including:</p> <ul style="list-style-type: none"> • Banisters 		GW KP (Progress Leaders for equipment)		

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on surfaces	<ul style="list-style-type: none"> • Classroom desks and tables • Bathroom facilities (including taps and flush buttons) • Door and window handles • Furniture • Light switches • Reception desks • Teaching and learning aids • Books and games and other classroom-based resources • Computer equipment (including keyboards and mouse) • Sports equipment • Hard toys • Telephones • Fingerprint scanners • Outdoor play equipment <p>Items that need laundering (e.g. towels, flannels, bedding) will be washed regularly in accordance with the manufacturer's instructions, on the warmest water setting. These items will not be shared between children between washes.</p> <p>Pupils and parents/carers will be asked to limit the amount of equipment they bring into school each day to essentials like bags, lunch boxes, hats, coats,</p>		<p>Faculty Leaders (sharing of equipment)</p> <p>SH (fingerprint scanners secondary)</p> <p>Primary staff</p>		<p>Signing out using fingerprint scanner for secondary. Sixth form students will use lanyards and sign out using Invenry.</p> <p>Secondary staff will have a teaching kit comprising of portable wireless keyboard and mouse, board pens, lpad and cleaning cloth. They will have choice of bag or plastic box for carrying.</p>

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	<p>books, stationery and mobile phones.</p> <p>Areas of the school that are used by pupils will be cleaned thoroughly at the end of the day.</p> <p>Areas of the school not in use will be shut off to make cleaning more manageable.</p> <p>Any resources shared between groups, such as sports, art and science equipment, will be either:</p> <ul style="list-style-type: none"> • Cleaned frequently and meticulously, and always between groups using them; or • Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups <p>The same rules will be followed for books and other shared resources that pupils or staff take home. However, unnecessary sharing will be avoided, especially where it doesn't contribute to pupil education and development.</p> <p>Individual and very frequently used equipment, like pens and pencils, will not be shared.</p> <p>Shared rooms, such as halls and dining areas, will be cleaned between different groups using them.</p> <p>If a person with coronavirus symptoms</p>				

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	<p>comes into school, a deep clean will take place in the areas that the person has been in, following decontamination guidance.</p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Teachers will wash their hands and surfaces before and after handling pupils' books.</p>				
<p>Spreading infection due to excessive contact and mixing between pupils and staff in lessons</p>	<p>Secondary:</p> <p>Face We will be creating year group 'bubbles':</p> <p>KS 3</p> <p>Each year group will have a base room and be taught as a tutor group.</p> <p>KS 4 and 5</p> <p>Students in one-year group will have to move classrooms in order that they can be taught in subjects. Where possible movement will be kept to a minimum.</p> <p>KS 3 - 5</p> <p>The timetable is being designed to prevent year groups mixing as much as possible. Breaks and lunch will be taken at different times with designated areas for breaks. Toilet blocks have been</p>		<p>GW KP AP</p>		<p>Lessons that involve singing, chanting, shouting or playing instruments (particularly wind or brass instruments) will be limited to no more than 15 pupils, and will take place outside wherever possible (if taking place inside, the space will be well ventilated). Pupils will be positioned either back-to-back or side-to-side at an appropriate distance. Instruments will not be shared. Singing or instrument playing will not take place in any larger groups such as</p>

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	<p>allocated to specific year groups.</p> <p>Staff:</p> <p>Staff are aware of the importance of social distancing. The LRC will be used as an additional staff base to reduce staff numbers in current staff bases.</p> <p>All classrooms have had furniture that blocks easy movement removed.</p> <p>Primary:</p> <p>We will be operating in 2 class bubbles within a single year group bubble.</p> <p>Due to staggered starts each year group will arrive at: spaced intervals for each year group using 3 gates green adjacent to primary playground.</p> <p>Start of day: 8.20 – 9.00 with the aim of supporting working parents with young children.</p> <p>End of day: 2.45 -3.20</p> <p>All primary classes including FS will be accommodated in their existing classrooms and taught by their class teacher. EYFS ratios maintained. 2 parallel classes will work as a single year group with a dedicated team of teaching and support staff who will work across both classes.</p>				<p>choirs or assemblies.</p> <p>Peripatetic teachers will provide individual risk assessments.</p>

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	<p>Y1 classes will require use of outdoor area and adjacent hub area for small groups so that adult can remain 2m from children.</p> <p>Class teachers will remain with their own classes and will remain at 2m distance from children as far as is possible. There will be some teachers who will work across classes and year groups as they provide PPA cover and adhere to 2 m distance.</p> <p>Morning break and lunch time break will be staggered by year group to maintain separation. Staff duty rota within the year group staff team.</p> <p>Lunch time supervisor will be based in the dining room to support FSM</p> <p>Toilets designated to phase groups – FS in classroom KS1 primary hall corridor, LKS2- link corridor, UKS2 by F5</p> <p>Staff base – primary staff base set out to meet SD. Staggered breaks and lunches will limit staff in staff base.</p> <p>Where pupils are old enough and capable enough, they will be taught and reminded to maintain their distance and not touch staff or peers.</p>				

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	<p>Pupils will be seated side-by-side and facing forwards, and unnecessary furniture will be moved out of classrooms to allow for this.</p> <p>Secondary / Primary:</p> <p>All peripatetic teachers will provide individual risk assessments. Timetables coordinated to limit students being taught from different year groups in the same room.</p> <p>Primary:</p> <p>NMPact – first access project. Brass – classes of year 4 (15 pupils per lesson)</p> <p>For physical activity, contact sports will be avoided. Outdoor sports will be prioritised where possible, or large indoor spaces used where it is not. Distance between pupils will be maximised as much as possible.</p> <p>Staff can work across different groups to deliver the school timetable, but they will keep their distance from pupils and other staff as much as they can (ideally 2 metres apart). This will not always be possible, particularly when working with younger children, but close face-to-face contact will be avoided, and time spent within 1 metre will be minimised.</p> <p>Primary / Secondary:</p> <p>Any pupils with complex needs or who</p>				

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	<p>need close contact care will have the same support as normal as distancing is not possible here. Staff will be rigorous about hand washing and respiratory hygiene.</p> <p>Year R-2 – 2 pupils</p> <p>Year 9 – 1 pupil</p> <p>Supply teachers, peripatetic teachers and other temporary staff will be told to minimise contact and maintain as much distance as possible from other staff. The number of temporary staff entering the school premises will be kept to a minimum.</p> <p>Specialists, therapists, clinicians, and other support staff for pupils with SEND should provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene.</p>				
<p>Spreading infection due to excessive contact and mixing between pupils and staff around and outside of the school</p>	<p>Pupils will always be kept in the same groups and be kept separate from other groups.</p> <p>Secondary:</p> <p>The timetable has been rewritten to accommodate staggered start and finish as well as breaks and lunches.</p> <p>Year groups will have designated areas that must be used at break and lunch.</p>	<ul style="list-style-type: none"> • Face coverings – as explained above: <ul style="list-style-type: none"> ○ In primary schools, it's now recommended that staff and visitors wear face coverings where social distancing between adults isn't possible (e.g. corridors and communal areas) ○ In secondary schools, staff 	<p>AP previously rewrote timetable.</p>		

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	<p>Movement for KS 4 and 5 students (at change of lessons) is necessary, but year groups will not be moving at the same time.</p> <p>Year groups based in lower blocks will access the school from the side gates and along the service road.</p> <p>Year groups in upper blocks will access the school from the main gates and through the street.</p> <p>Each year group has a designated toilet block. Staff will supervise toilet usage to avoid crowding at breaks and lunchtimes.</p> <p>A rota will be implemented to have staff on duty at break and lunchtime. Where possible staff who have a tutor group will be on duty with that year group.</p> <p>Blocks will be divided into sections. Students will be told to enter the block and stay on the half where their teaching room is located.</p> <p>Primary:</p> <p>All primary children will be accommodated in the primary building. Movement will be limited to the dining room and outside areas.</p> <p>One way systems will continue to operate around the KS1 and KS2 hub</p>	<p>should wear face coverings in classrooms or during activities, if social distancing can't be maintained (in addition to corridors and communal areas)</p> <ul style="list-style-type: none"> • Breakfast and after-school clubs – you should work to resume your before and after-school educational activities and wraparound care for pupils, where this provision is necessary to: <ul style="list-style-type: none"> ○ Support parents to work ○ Allow parents to attend education or a support group, or access medical care ○ Support pupils' wider education and training ○ Provide support for vulnerable pupils • Free school meals (FSM) – if parents will be collecting food packages while their child is learning from home (e.g. because they're self-isolating), add any social distancing and hygiene measures you'll be enforcing. For example: <ul style="list-style-type: none"> ○ Staggered pick-up times ○ Marking out spots to queue ○ Only allowing one parent/carer to attend • Educational visits – these should not 	<p>KP will coordinate with Bright Horizons regarding Breakfast Club provision.</p>		

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	<p>areas as in June. All toilet door will be kept open to reduce handle contact.</p> <p>LRC will not be in use (designated secondary staff base). LRC manager will devise a mobile library service – where books can be provided for a class and then collected in and left for 72 hours before handling.</p> <p>Primary Phase</p> <p>Staff and visitors will be asked to wear face coverings in areas of the school where social distancing isn't possible, such as corridors and communal areas, unless they're exempt from wearing one. They'll be given clear instructions about how to put on, remove and store/dispose of face coverings safely.</p> <p>For more detail about our arrangements for face coverings, see the control measures above for the hazard 'Contact with coronavirus when getting to and from school'.</p> <p>Secondary Phase</p> <p>Staff will be asked to wear face coverings in areas of the school where social distancing is difficult to maintain, such as in corridors, outside of classrooms and in communal areas, unless they're exempt from wearing one.</p>	<p>take place</p>			

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	<p>Everyone will be given clear instructions about how to put on, remove and store/dispose of face coverings safely.</p> <p>For more detail about our arrangements for face coverings, see the control measures above for the hazard 'Contact with coronavirus when getting to and from school'.</p> <p>Pupils who routinely attend other settings on a part-time basis, such as an alternative provision setting, should be able to continue attending both settings. The school will work with these other settings to work out a system to keep these pupils safe.</p> <p>Pupil groups will have staggered timetables, including for start and finish times, break and lunch times, and assemblies, to avoid too many pupils being in one place at the same time.</p> <p>Movement around the school site will be kept to a minimum to avoid creating busy corridors.</p> <p>Pupils will be supervised at all times to ensure mixing between groups doesn't occur, and they will be reminded about the rules throughout the day.</p> <p>All shared rooms, such as sport halls and dining areas, will be cleaned</p>				

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	<p>between each use.</p> <p>Toilet use will be managed to avoid crowding. Year groups are allocated to specific blocks.</p> <p>Staff rooms and offices:</p> <p>Staff use of staff rooms and offices will be checked to confirm that they conform to acceptable working conditions.</p> <p>If a member of staff is concerned, they should raise this immediately with their line manager.</p> <p>Visitors</p> <p>We will limit the number of visitors to the site, where possible. If it is not, visitors will have guidance on physical distancing and hygiene explained to them on or before arrival. Visits will happen outside of school hours wherever possible. We will keep a record of all visitors.</p> <p>The touch screen inventory will not be used.</p> <p>All visitors will have a thermal image camera check.</p> <p>School trips</p> <p>Will not take place.</p> <p>Breakfast Clubs:</p> <p>Secondary – the breakfast club will</p>		<p>AH to ensure visitor health questions are explained to Reception staff.</p>		

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	<p>provide a packed breakfast. Students from different year groups will not socialise. Food will be delivered to students.</p> <p>Wraparound Care – Bright Horizons is the private provider of this service. Plans are underway for the breakfast club 8.00 – 8.45 and 3.15 -6.00 will run in the school dining room which is separate to our classroom areas. Large facility where children and staff can be socially distanced and separated from school bubbles. Consistent group of attendees.</p> <p>Extra-curricular activities:</p> <p>These will be limited to students from the same year group only.</p> <p>There will be no primary extra-curricular clubs in T1, T2 TBC</p> <p>Shared Rooms:</p> <p>All shared rooms, such as sport halls and dining areas, will have reduced capacity to allow groups to keep apart when using them. They will be cleaned between each use.</p> <p>Movement around school:</p> <p>Movement around the school site will be kept to a minimum.</p> <p>Primary:</p>				

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	<p>Pupils will always be supervised to ensure mixing between groups doesn't occur, and they will be reminded about the rules throughout the day. Rooms will be accessed directly from outside where possible, and any corridors will have one-way circulation or a divider down the middle to keep groups apart.</p> <p>Secondary:</p> <p>One-way systems to be introduced where possible. Year groups allocated to blocks with designated areas for breaks and toilets. Controls in place to limit large movement of students.</p>				
Spreading infection due to the school environment	<p>Checks to the premises will be done to make sure the school is up to health and safety standards.</p> <p>Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with limited staff and changes to how the school space is being used.</p> <p>This will include checking that all fire doors are operational at all times, and that the fire alarm system and emergency lights have been tested and are fully operational. Emergency fire drills will be carried out as normal with adjustments made to allow for social</p>		<p>LT Union representative, H&S Officer. First Aid Fire procedures are in line with September opening.</p>		

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	<p>distancing.</p> <p>Areas in use will be well ventilated by:</p> <ul style="list-style-type: none"> • Using ventilation units - if possible, systems will be adjusted to full fresh air or, if not, then systems will operate as normal as long as they are within a single room and supplemented by an outdoor air supply. These systems will be maintained in accordance with the manufacturers' recommendations • Opening windows • Propping open internal and external doors, where fire safety and safeguarding wouldn't be compromised <p>A comfortable temperature will be maintained alongside increased ventilation by:</p> <ul style="list-style-type: none"> • Opening high level windows in preference to low level to reduce draughts • Providing flexibility to allow additional, suitable indoor clothing • Increasing the level of ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is 				

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	<p>unused). This means keeping windows slightly open while the room is occupied and opening more widely while unoccupied</p> <ul style="list-style-type: none"> • Rearranging furniture where possible to avoid direct drafts <p>The use of lifts will be avoided unless essential.</p> <p>Lidded bins will be provided in classrooms and other key locations to dispose of tissues and any other waste.</p> <p>Outdoor space will be used for exercise and breaks, and for education where possible.</p> <p>The indoor space used for children in the EYFS will meet the following requirements:</p> <ul style="list-style-type: none"> • 3.5m² per child for children under 2 years old • 2.5m² per child for 2 year olds • 2.3m² per child for children aged 3 to 5 years old 				
Spreading infection due to excessive contact and mixing in meetings	<p>Where possible, meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents/carers, visitors and governors.</p> <p>Where this isn't possible, meetings will be conducted outside, outside of school</p>		All staff	In place	

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	<p>hours, or in a room large enough to allow for social distancing.</p>				
<p>Individuals vulnerable to serious infection coming into school</p>	<p>Staff who are clinically extremely vulnerable will have received a shielding letter or been advised to stay at home by their GP/clinician. They will not be expected or asked to come into school, and instead will work from home if they can.</p> <p>This applies even if the staff member has received the vaccine.</p> <p>Clinically vulnerable staff will come into school if they can't work from home. If in school, they will closely follow the protective measures outlined in this risk assessment, including:</p> <ul style="list-style-type: none"> ○ Where possible, maintaining 2 metre distance from others ○ Avoiding close face-to-face contact and minimising time spent within 1 metre of others <p>Staff that may be otherwise at increased risk of coronavirus will come into school if they can't work from home. We will consider putting specific protective measures in place and will undertake a risk assessment.</p> <p>Staff that live with someone who's extremely clinically vulnerable, who's clinically vulnerable, or who may be otherwise at increased risk of</p>	<ul style="list-style-type: none"> • Clinically extremely vulnerable staff – staff who are shielding should continue to stay at home, even if they've received the vaccine. • Clinically vulnerable staff – can come into school if they can't work from home. If in school, they must follow the protective measures you have in place • Staff who may be otherwise at increased risk of coronavirus – those at particularly high risk because of a range of underlying health conditions should now have been included in the clinically extremely vulnerable category and will be receiving a letter to confirm this. Others that may feel at increased risk (such as BAME staff) can come into school if they can't work from home. Individual risk assessments will be carried out where necessary. 	<p>SS / YG HR Team</p>	<p>In place Individual Risk Assessments taking place w/c 01/03/21</p>	

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	<p>coronavirus, will come into school. There may be opportunity to work from home on an occasional basis, but this must be discussed with the line manager and will be in accordance with the School's general opening arrangements in place. They will follow good prevention practices.</p> <p>We will follow the <u>government guidance for pregnant employees</u>. Staff who are pregnant will work from home where possible. Where home working isn't possible, we will carry out risk assessments for staff who are pregnant, and remove or manage identified risks where possible. Pregnant staff will not be required to continue working if this is not supported by the risk assessment, and will be offered alternative arrangements (which may include working from home or suspension on normal pay). Staff who are 28 weeks pregnant or beyond, or staff who are pregnant with underlying health conditions, will be considered clinically extremely vulnerable and offered further flexibility to work from home in a different capacity.</p>				