

Darrick Wood School Risk Assessment for School Opening during COVID-19

Assessment carried out by: M J Airey **Date assessment was reviewed:** 25/08/21 ahead of autumn term 2021

This risk assessment builds on that conducted ahead of the School opening for September 2020, subsequently reviewed and updated in October 2020, in January 2021 and March 2021. Any key changes or additions for September 2021 are highlighted in grey. Additional control measures from previous reviews have also mostly been transferred to the control measure column. Throughout the document those affected are considered to include students, staff and visitors to the School.

Schools are expected to have a system of control measures to minimise risk from COVID-19, summarised in the latest operational guidance for schools published by the Department for Education. The latest guidance on expected control measures is re-produced below:

1. Ensure good hygiene for everyone.

Hand hygiene

Frequent and thorough hand cleaning should now be regular practice. You should continue to ensure that pupils clean their hands regularly. This can be done with soap and water or hand sanitiser. **ACTIONS: REVIEW SIGNAGE, REMINDERS IN FORM TIME, SANITISER WIDELY AVAILABLE**

Respiratory hygiene

The 'catch it, bin it, kill it' approach continues to be very important. **ACTIONS: REVIEW SIGNAGE**

Use of personal protective equipment (PPE)a

Most staff in schools will not require PPE beyond what they would normally need for their work. [The guidance on the use of PPE in education, childcare and children's social care settings](#) provides more information on the use of PPE for COVID-19.

2. Maintain appropriate cleaning regimes.

You should put in place and maintain an appropriate cleaning schedule. This should include regular cleaning of areas and equipment (for example, twice per day), with a particular focus on frequently touched surfaces. PHE has published guidance on the [cleaning of non-healthcare settings](#). **ACTIONS: LIAISE WITH CLEANING CONTRACTOR TO MAINTAIN CURRENT CLEANING REGIME FOR AUTUMN TERM. WE WILL NOT RE-ISSUE THE ROTA AS WE WILL REDUCE THE CONTACT CLEANING LATER IN THE TERM – BUDGET WILL NOT SUSTAIN THE LEVEL OF CLEANING FROM 2020/21 AND BUBBLES/MIXING NOT A REQUIREMENT OF THE GUIDANCE.**

3. Keep occupied spaces well ventilated.

When your school is in operation, it is important to ensure it is well ventilated and that a comfortable teaching environment is maintained.

You should identify any poorly ventilated spaces as part of your risk assessment and take steps to improve fresh air flow in these areas, giving particular consideration when holding events where visitors such as parents are on site, for example, school plays.

Mechanical ventilation is a system that uses a fan to draw fresh air or extract air from a room. These should be adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated. **ACTIONS: SITE MANAGER TO ADJUST SETTINGS ACCORDINGLY WHERE MECHANICAL VENTILATION IS AVAILABLE**

If possible, systems should be adjusted to full fresh air or, if this is not possible, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply.

Where mechanical ventilation systems exist, you should ensure that they are maintained in accordance with the manufacturers' recommendations. **ACTIONS: SITE MANAGER TO CONFIRM MAINTENANCE PROGRAMME FOLLOWED**

Opening external windows can improve natural ventilation, and in addition, opening internal doors can also assist with creating a throughput of air. If necessary, external opening doors may also be used (if they are not fire doors and where safe to do so). **ACTIONS: ALL DOORS OPEN IF NOT FIRE DOORS. FIRE DOORS TO BE CLOSED WHEN DOORWAY NOT IN USE. CLASSROOMS DOORS OPENED PERIODICALLY DURING CLASSROOM USE TO REFRESH AIR.**

You should balance the need for increased ventilation while maintaining a comfortable temperature.

[The Health and Safety Executive guidance on air conditioning and ventilation during the COVID-19 pandemic](#) and [CIBSE COVID-19](#) advice provides more information.

DfE is working with Public Health England, NHS Test and Trace, and the Scientific Advisory Group for Emergencies (SAGE) on a pilot project to measure CO2 levels in classrooms and exploring options to help improve ventilation in settings where needed. **ACTIONS: SCHOOL TO INVEST IN MONITORS AND PLACE IN CLASSROOMS WHERE VENTILATION MAY BE AN ISSUE**

4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

When an individual develops COVID-19 symptoms or has a positive test

Pupils, staff and other adults should follow public health advice on when to self-isolate and what to do. They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine).

If anyone in your school develops COVID-19 symptoms, however mild, you should send them home and they should follow public health advice.

For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household.

If a pupil is awaiting collection, they should be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible. Appropriate PPE should also be used if close contact is necessary. Further information on this can be found in the use of PPE in education, childcare and children's social care settings guidance. Any rooms they use should be cleaned after they have left.

The household (including any siblings) should follow the PHE stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection.

Asymptomatic testing

Testing remains important in reducing the risk of transmission of infection within schools. That is why, whilst some measures are relaxed, others will remain, and if necessary, in response to the latest epidemiological data, we all need to be prepared to step measures up or down in future depending on local circumstances.

Over the summer, staff and secondary pupils should continue to test regularly if they are attending settings that remain open, such as summer schools and out of school activities based in school settings. Schools will only provide tests for twice weekly asymptomatic testing for pupils and staff over the summer period if they are attending school settings. However, testing will still be widely available over the summer and kits can be collected either from your local pharmacy or ordered online.

As pupils will potentially mix with lots of other people during the summer holidays, all secondary school pupils should receive 2 on-site lateral flow device tests, 3 to 5 days apart, on their return in the autumn term. **ACTIONS: PLAN FOR AND COMMUNICATE PLANS FOR THE TESTING**

Settings may commence testing from 3 working days before the start of term and can stagger return of pupils across the first week to manage this. Pupils should then continue to test twice weekly at home until the end of September, when this will be reviewed.

Staff should undertake twice weekly home tests whenever they are on site until the end of September, when this will also be reviewed. **ACTIONS: RE-ORDER TESTS AS REQUIRED.**

Secondary schools should also retain a small asymptomatic testing site (ATS) on-site until further notice so they can offer testing to pupils who are unable to test themselves at home.

There is no need for primary age pupils (those in year 6 and below) to test over the summer period. They will be offered the 2 tests at an ATS at the beginning of the autumn term when they start at their secondary school as a new year 7. Schools may choose, however, to start testing year 6 pupils earlier, including in summer schools, depending on their local circumstances.

Confirmatory PCR tests

Staff and pupils with a positive LFD test result should self-isolate in line with the [stay at home guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#). They will also need to get a [free PCR test to check if they have COVID-19](#).

Whilst awaiting the PCR result, the individual should continue to self-isolate.

If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms.

[Additional information on PCR test kits for schools](#) and further education providers is available.

Other considerations

All clinically extremely vulnerable (CEV) children and young people should attend their education setting unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their clinician or other specialist not to attend.

[Further information](#) is available in the guidance on supporting pupils at school with medical conditions.

You should ensure that key contractors are aware of the school's control measures and ways of working.

Admitting children into school

In most cases, parents and carers will agree that a pupil with symptoms should not attend the school, given the potential risk to others.

If a parent or carer insists on a pupil attending your school, you can take the decision to refuse the pupil if, in your reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19. Your decision would need to be carefully considered in light of all the circumstances and current public health advice.

Item	Hazard/issue	Control measures	With controls in place			Further control measures	Who needs to take action?	Completed date
			Severity (1-5)	Likelihood (1-5)	Risk (SxL)			
1	Symptoms of COVID-19 – on site	If a student becomes unwell with a new continuous cough, a high temperature or loss of taste or smell (COVID-19 symptoms as defined in latest government guidance) they must report to the isolation space as defined below and then arrangements made for them to be collected. Any first aider called to deal with a student with suspected COVID-19 should first put on the required PPE, as per DfE guidance, provided. https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/	4	1	4			

	<p>If a member of staff becomes unwell with a new continuous cough, a high temperature or loss of taste or smell (COVID-19 symptoms as defined in latest government guidance) then they must notify Duty SLT, cover mailbox and line manager via email and leave the site if they are well enough to do so. If they are not well enough to do so then a member of their household will be called and/or an ambulance. Anyone unwell with COVID-19 symptoms must follow the self-isolation guidance. https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</p> <p>COVID-19 tests should be arranged by anyone experiencing symptoms. Test results should be immediately reported to the school. https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</p> <p>Those staff/students who may have been in contact with someone with symptoms should follow the self-isolation guidance from NHS Test and Trace. Contacts who are under-18 or who have been double vaccinated need not isolate unless symptomatic.</p> <p>First aiders to follow procedures for dealing with someone with symptoms including the use of PPE. Training provided.</p> <p>Our isolation space is in the Bungalow Medical Room or if additional space needed, the Training Room.</p> <p>In the event that the School is notified that an individual who has been on site recently has tested positive for COVID-19, the school would confirm with the individual that they had shared relevant contact information with the government's track and trace service. The School will follow the protocols published by the government and the Local Health Team.</p>						
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2	Symptoms of COVID-19 – off site	<p>If a student becomes unwell off site and is due on site, the parent should inform the School. The School will follow the protocols published by the government and as advised by the Local Health Team.</p> <p>If a member of staff becomes unwell with COVID-19 symptoms, then they should inform the School that they will be self-isolating - dates should be provided - either email to cover mailbox or inform line manager - information should be passed to HR. COVID-19 tests should be arranged by anyone experiencing symptoms. Tests results should be reported to the School.</p> <p>If a visitor or contractor becomes unwell with COVID-19 symptoms, then they should inform the School and not attend. They should follow the self-isolation national guidance. The School will follow the protocols published by the government and as advised by the Local Health Team.</p>	4	1	4	HT to regularly remind all staff and parents via email		
3	Safeguarding of students	<p>All staff should ensure that they are familiar with the School Safeguarding and Child Protection Policy and any additional guidance should a lockdown be enforced.</p> <p>Members of staff should report concerns on CPOMS as usual.</p> <p>If a member of staff has an immediate concern about a student then they should contact the DSL or one of the deputy DSLs.</p> <p>During the pandemic some students will have experienced aspects of poor mental health. All staff will be provided with information about how best to support students at this time with regard to their mental health. Information about mental health support provision is available on the School's website.</p> <p>If a member of staff has any concerns about a student's behaviour on site, they should follow the School's Behaviour Policy.</p>	3	1	3			

		<p>Student absence from school: If a student is expected in school and is unable to attend due to illness, parents/carers must provide the School with information about the nature of the illness and confirm that the student is not displaying symptoms of COVID-19. The School's Attendance and Punctuality Policy will continue to be followed.</p>						
4	Staff availability and wellbeing	<p>School staff will need to be available to work in school from Wednesday, 1st September. Staff have been advised by the Head Teacher not to book holidays that knowingly may compromise their availability (e.g. through the need to quarantine on their return) at the start of term or at anytime when they are expected to attend school.</p> <p>It is expected that staffing levels will therefore be normal during the autumn term. The School will continue to monitor relevant local health information when making decisions about the continuation of current provision and consult with the local health advisory team as and when required.</p> <p>Staff have been identified who may require individual risk assessment (based on government identified risk factors which include, but are not limited to higher age groups, specific health conditions/shielding, BAME background). Individual risk assessment forms in place and available to all staff. Individual risk assessments should be reviewed and updated in light of the latest government guidance, guidance from the DfE and this document. Individual risk assessment used to decide how member of staff could work on site through measures taken to reduce risk or to decide if risk too high to be at work and continues to work at home. Use Maitland Medical if required.</p> <p>Where schools apply the full measures from the government guidance the risks to all staff will be mitigated significantly,</p>	2	1	2	<p>Review guidance regarding those who are 28+ weeks pregnant attending school site</p>	HT	25/08/21 and ongoing

		<p>including those who are extremely clinically vulnerable and clinically vulnerable.</p> <p>As per government guidance, if people with significant risk factors are concerned, schools should discuss their concerns and explain the measures the school is putting in place to reduce risks. We will try as far as practically possible to accommodate additional measures where appropriate. We will refer to the DfE guidance on what to wear at school. DfE additional support information for staff wellbeing in the current situation: https://www.gov.uk/government/news/extra-mental-health-support-for-students-and-teachers</p> <p>The Education Support Partnership provides a free helpline for school staff and targeted support for mental health and wellbeing: https://www.educationsupport.org.uk/</p> <p>The School may need to alter the way in which they deploy this staff and use existing staff more flexibly – SLT will discuss and agree any changes to staff roles with individuals. Staff should follow the dress code as outlined in the Staff Handbook.</p> <p>If a staff member is due in school and at short notice is unable to attend, then they must contact the cover email or phone the absence line by 7.15am at the latest for that morning so that alternative arrangements can be made. Staff who are unwell must provide further details. Staff emergency contact details have been updated. There will be staff available on-site including cover supervisors who will be able to cover the class.</p>						
5	Staff training needs	Reminders about structures and routines, layout of classrooms, structure of the School day – Staff Meeting on PDD1 and documentation	3	1	3			

		Ensure that staff understand and can enforce these routines and support students in understanding them and are familiar with revised physical arrangements						
6	Travel to the site - all	All staff and students to be advised on the best ways to travel to the school site. Wherever possible this should be walking or cycling. Staff/students should adhere to any national/local guidance when using of public transport. Local advice from the borough to be followed.	3	1	3			
7	Entering and leaving the site - staff	Whilst social distancing is no longer a legal requirement, staff should practise this where possible as means of reducing risk of transmission. Staff should use sanitiser on arrival and regularly through the day. Signage to remain in place at entrance and around school relating to hand washing and social distancing (tape/stickers in corridors). Vehicle front gates at top of drive closed at all times except between 7 and 8.15am. Staff will need ID cards to enter at all other times.	2	1	2			
8	Entering and leaving the site - students	Encourage sensible behaviour at all times as per Behaviour Policy and School Rules, including to and from school. Encourage students to minimise physical contact and respect social distancing as per national and local guidance. All students to be on site before 8.35am. When the bell rings they should move from their allotted outside areas to their form rooms or assembly as per published timetable.	2	1	2	Assembly timetable to be confirmed.	HT	01/09/21

		<p>All students should use hand sanitiser regularly through the day.</p> <p>ID badges must be on display (different colour lanyard for each year group to aid quick identification around site).</p> <p>Form Tutors to check daily that students have ID. Use BromCom to record and follow-up with parents as appropriate.</p>						
9	Management and control of visitors	<p>Visitors including parents/carers are not permitted to enter the School site unless they have an appointment. Visitors with an appointment should only access the School via main reception. Visitors should use the sanitiser available then sign in using the screen and follow its instructions. JEY to be informed if a member of teaching staff has arranged a visitor to come on site and will identify a suitable venue for any meeting.</p> <p>Additional COVID-19 visitor risk assessment to be provided and followed.</p> <p>Letters/parcels/paperwork should be left in the designated place to be actioned. Separate arrangements will be made to accommodate students on site with very limited mobility who may need to be collected from the school site.</p> <p>Screens in reception areas to lower risk of transmission.</p>	4	1	4			
10	Movement around the site	<p>Teachers will see normal class sizes and in accordance with the latest guidance, year group and class bubbles will no longer be in place. Students should not be left waiting in the corridors when they arrive for a lesson – the teacher should bring them in immediately to begin their DO NOW activity.</p> <p>Risk from movement around the site will be minimised by:</p>	3	1	3			

	<ul style="list-style-type: none"> • An enhanced one-way system, established in September 2020, will remain in place and adhered to. • Year group food serveries will remain in place and outdoor dining • Sanitisers available in corridors • Afternoon registration continues to be removed to reduce movement on site during the school day. The register for Period 5 will be used for the PM register mark. • Continued enhanced cleaning at least for the first few weeks of term. • No bell other than start of day, so that there is flexibility in release of students into corridors. • Sanitiser and cleaning materials available in classrooms. <p>Students and staff should observe the one-way system that is in place. All those walking in a corridor or using the stairs should stay on the left-hand side and aim to be socially distanced from everyone else, where possible. Reminders through stickers on floor and signage. Out of bounds and no entry signage will be used to indicate areas that should not be accessed by either staff or students. Lifts will only be used in the most necessary of cases where accessibility is an issue.</p> <p>Walkabout can be requested by staff to remove a pupil who is disrupting learning. They will be placed in the Referral Room.</p> <p>All students to have different coloured lanyards.</p> <p>Site team/cleaners to regularly check and replace soap and sanitiser around school site.</p> <p>Face coverings are currently not advised for students, staff and visitors either in classrooms or in communal areas. The government has removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where a person may</p>						
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		<p>come into contact with people they would not normally meet. This includes public transport and dedicated transport to school.</p> <p>Staff/visitors may choose to wear face coverings in crowded areas (e.g. corridors) if they wish but should not wear them in classrooms as this could impede the quality of teaching and learning. They should aim to maintain social distancing from students and other staff where possible.</p> <p>Fire doors should be kept shut when not in use. Whilst this will increase contact with surfaces, doors/handles are being cleaned through a much enhanced cleaning regime and sanitiser is available for use in corridors and classrooms.</p>						
11	Interactions within a classroom	<p>Teachers should teach from one area of their classroom which is most socially distanced from students and other staff. Students must be sat in rows, facing the front only, and not in groups facing each other. A seating plan for each classroom will be in place.</p> <p>Each classroom will be set up in a way to minimise risk to those in the classroom. Surfaces must be kept clear for ease of cleaning as surfaces will need to be cleaned during, and at the end of, the day.</p> <p>Hand sanitisers placed in all classrooms.</p> <p>Staff and students to use hand sanitiser when entering and leaving a classroom. Reminders about use of hand sanitisers to be displayed in all classrooms.</p> <p>Classroom rules and cough/sneeze routines displayed in class classrooms.</p>	4	1	4			

		<p>Classrooms in use to be cleaned at the end of each day. A member of site team will check all rooms in use have been cleaned before leaving the site each day.</p> <p>Ventilation should be improved where possible but air conditioning in the Barker Building will remain off until the HSE guidance for this form of air conditioning changes. Air conditioning in IT rooms and the Rhymaun Building is individually controlled and may be switched on as necessary.</p> <p>Classrooms will be cleaned at the end of each day.</p> <p>Government guidelines are that PPE (gloves, mask, visor, apron) is only required in a school setting for those staff undertaking specific roles where 2m social distancing is not possible. For our setting, PPE is provided for staff undertaking a first aid role with another person displaying symptoms of COVID-19.</p> <p>Reduction of risk will be predominantly through social distancing and good public health practices as recommended for schools by the government.</p> <p>Lidded bins will be placed in all classrooms.</p> <p>If a student in a group is normally supported in close proximity by an LSA then the manner of the support available will be assessed on an individual basis. For some students, individual student's risk assessment will be required if our knowledge of them, so far, means that they pose an increased risk. Our students will continue to be supported by LSAs on a rota basis (as usual).</p> <p>Risk assessments produced for individual students who normally receive support from LSAs in close proximity.</p>						
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		<p>SLT will be on duty during the school day. SLT duty rota in place.</p> <p>Ensure good respiratory hygiene around the School by promoting the “catch it, kill it, bin it” approach.</p> <p>Posters in all classrooms, ensure tissues are available and lidded bins provided that are emptied daily.</p> <p>All classrooms to be ventilated as far as possible.</p> <p>Classroom doors are fire doors and therefore should not be routinely propped open other than to briefly refresh the air between lessons.</p> <p>DT/IT rooms will have physical barriers/screens in place and other furniture adjustments considered where students would be sitting face to face.</p> <p>GF to ensure that cleaners deal with waste from bins appropriately.</p> <p>Students should have and use their own reading rulers only.</p>						
12	Guidance for LSAs	<p>LSAs will at times need to work in closer proximity with students. This should only happen if no other effective way can be found to support a student. All should be mindful of being 2m+ distant from students wherever possible and that the longer they are nearer than this, the more likely the risk will increase.</p> <p>Identification of specific students where additional measures may need to be used e.g. those using wheelchairs – with individual risk assessments produced where required. SENCO to work with SLT to produce individualised risk assessments.</p>	4	1	4			
13	Use of furniture/equ	<p>Staff should bring with them their own school laptop and teaching resources (board pens, IWB pens, pens etc.). Staff can</p>	3	1	3	Review of cleaning for after half term. Reduce	HT	31/10/21

<p>ipment/teaching and learning resources in classrooms</p>	<p>use disposable wipes/paper to clean ordinary whiteboards. Students should bring with them exercise books for the subjects that they will be doing and usual school equipment including pencil case and reading book. Tutors will check that students have pens and will issue if necessary – students should keep this pen for the day.</p> <p>We want to ensure that each student gets as much from their learning as possible. This will, however, be within the constraints of current government guidance.</p> <p>Based on current national guidance, the School will not prescribe specific teaching and learning activities. Individual subject leaders should liaise with their SLT line manager regarding potential risks associated with any T&L strategies/activities they wish to use.</p> <p>Teachers should base themselves predominantly at the front, socially distanced where possible. They may choose to circulate their classrooms where this will enhance teaching and learning.</p> <p>Anti-bacterial wipes or equivalent available in classrooms.</p> <p>All classrooms will be cleaned at the end of the day.</p> <p>The desks in use in each classroom will be cleaned at the end of each day of use. There is no expectation that with students or staff clean any item of furniture during the day, although they may choose to do so.</p> <p>Hand sanitiser will also be issued to offices and placed next to each photocopier and any other relevant equipment. Hand sanitiser should be used before and after using a photocopier. Where possible staff should avoid using their hands to touch equipment.</p>				<p>daytime cleaning if appropriate at the time.</p>		
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		<p>Staff to be advised not to use shared phones, keyboards etc. If needed, wipes available to be used before/after use.</p> <p>Students who usually use their own laptop in lessons will be allowed to do this. The student is responsible for their own device and must not share it with another person. Sixth Form will be expected to bring their own devices.</p> <p>The School will have sufficient cleaners on site each day. They will be directed to clean each room once at the end of each day. Cleaners to have a list of specific rooms/areas/equipment to clean on a daily basis.</p> <p>Site team to ensure that each room has a hand sanitiser, a disinfectant spray and some cloths/tissues (these are for emergency use only and only cleaning staff should undertake regular cleaning)</p> <p>HoDs and subject staff should consider how to reduce risk in their own practical/specialist subject activities if required and in liaison with their SLT line manager as appropriate.</p> <p>The former School Library space has been divided into two separate spaces – the Referral Room (to be used in accordance with the Behaviour Policy and staffed by the Behaviour Support Manager and Assistant) and the Reading Zone (official name to be decided) which will be established to promote a love of reading for pleasure and academic progress. Books will be able to be borrowed once staffing and a suitable system are arranged.</p>						
14	Classroom resources	<p>Learning resources will be used and shared by students and classes. If there are specific activities where a subject leader perceives risk may be higher through sharing, they should liaise with their SLT line manager.</p>	3	1	3			

		<p>Regular cleaning is in place for computer rooms, alongside additional cleaning of peripherals led by each Computing classroom teacher.</p> <p>In areas of the School where practical activities are taking place, please see a separate risk assessment from each department.</p> <p>As per government directive, all learning resources must be available online, as well as in-class, for any child, group of children or cohort having to isolate at home. This is expected practice at DWS. All members of staff instructed to ensure that each lesson's resources are uploaded on to Teams, for each class, and all assessments (including homework) also set in each classroom as an assignment.</p> <p>Protocols for the use of shared IT equipment are in place. There is a Bring Your Own Device for Sixth Form agreement in place as a matter of course as opposed to optional.</p>				Check resources consistently in place	JEY	Throughout year
15	Use of other spaces (offices, staffroom, dining hall, PE hall etc)	<p>Face-to-face meetings will resume from September 2021. Some virtual meetings may still continue where there are advantages to these over face-to-face meetings. Social distancing will continue to be a means of reducing risk in face-to-face meetings. Social distancing continues to be encouraged in staff rooms and offices as a means of reducing risk.</p>	4	1	4	If		
16	Large gatherings	<p>Staff briefing on Tuesday mornings 8.20am – held on Teams at this stage.</p> <p>Other whole staff meetings will be held in a large venue (e.g. Hall) where available.</p> <p>Smaller staff meetings (e.g. CPD, Year Teams, Leadership) may be held in person in a suitable venue (e.g. classroom/dining hall).</p> <p>No Prize Giving for 2021.</p>	4	1	1			

		Open Evening and Sixth Form Evening to be planned to go ahead but with virtual version (as in 2020) if local or national guidance changes. Some adaptation can be considered to encourage distancing, ventilation etc based on national guidance for events Events and attractions - Working safely during coronavirus (COVID-19) - Guidance - GOV.UK (www.gov.uk) . Morning tours to go ahead as usual also. Parents' evenings will be held online. Concerts and performances will be risk assessed and agreed on an individual basis.						
17	Behaviour management	The School's Behaviour Policy, School Rules and procedures will be followed. These will be adapted in light of any change to current guidance regarding COVID-19.	4	1	1			
18	Break and Lunchtime arrangements for students in school	<p>Break/lunchtime will be 30 minutes each to further spread out access to the Dining Hall across two distinct time slots for each of break and lunch to allow for cleaning the Dining Halls in between each session– see proposed pattern for school day below:</p> <p>Break time Years 7, 8 and 12: 10.00 – 10.30 Years 9, 10, 11 and 13: 11.00 – 11.30</p> <p>Lunch time Years 7, 8 and 12: 12.30 – 13.00 Years 9, 10, 11 and 13: 13.30 – 14.00</p> <p>Designate different areas of the Dining Halls for different year groups, and at different times.</p> <p>Years 7 and 8 separate serveries in DH1. Years 9 and 11 separate serveries in DH1. Year 10 and 12 temporary servery in 'Woody's corridor'</p> <p>DH2 not in use due to being Asymptomatic Test Site at first but might be used in place of woody's in future.</p>	4	1	1	This will be reviewed for second half of autumn term.	HT	31/10/21

		<p>Year 13 to use other serveries second half of relevant break/lunch as advised by SLT/Independent Catering Staff.</p> <p>SLT and teaching staff, on rota, will supervise students during break/lunchtime at the playground. Other areas of the school buildings will be closed/marked with no entry signs. At break and lunch year groups should only access their designated toilets.</p> <p>In the event of wet weather, students will use a designated, staffed areas inside the school. Centre part and stage of Main Hall available March 2021.</p>						
19	Teaching, Learning and curriculum provision	<p>HoDs to continue to implement plans of how subject teachers can assess and help address student gaps in knowledge, understanding and skills.</p> <p>HoDs/HoFs should review schemes of learning and ensure that priority is given to catching up on the most important components within their subjects that will allow progression.</p> <p>Staff should use sanitiser regularly during marking of student books or where they have reason to touch student resources.</p>	2	1	2			
20	Music Education	<p>The Music Department will have a separate risk assessment. This will consider how to reduce the risk, particularly when students are playing instruments or singing in small groups such as in music lessons by, for example, physical distancing and playing outside wherever possible, limiting group sizes, positioning students back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies without liaison first with SLT and careful consideration of the latest guidance and associated risks.</p>	3	1	3	<p>Consider how to manage peripatetic music teaching in practice rooms.</p> <p>Music Department to review guidance and propose a plan of how they will adapt working practices.</p>		

21	Physical activity in School	The PE Department will have a separate risk assessment. PE changing rooms will not be used initially this term but reviewed regularly. In the meantime, pupils must wear their school PE kit on days they have PE. As full as possible a curriculum will be delivered but this may be adapted as appropriate and in discussion with SLT.	2	1	2	PE Department to review guidance and propose how they will adapt working practices.		
22	Extra-curricular provision	Subject to any changes to the government or local guidance to schools along with ongoing risk assessment, extra-curricular activities will be encouraged from September 2021.	2	1	2			
23	Remote learning provision	When a student is unable to attend school because they are complying with clinical and/or public health advice related to COVID-19 we will offer access to remote education (detailed separately). In the event of a lockdown being imposed the School will switch to its remote education provision (detailed separately in the School's contingency planning document)	3	1	3			
24	Review expected visits and journeys for the autumn term	Educational visits (including residential and those involving international travel) can resume but should be fully risk assessed as usual and in relation to COVID-19. This should include an assessment of the likelihood of quarantine etc.	3	1	3			
25	First aid access (not COVID-19 related)	A trained first aider will be on site for each day the School is open to students. The first aider can be contacted by calling main school reception on extension 1000. The first aider should verify that the student/staff member who requires attention is not experiencing any COVID-19 symptoms. The first aider should then go to the student/staff member or ask the student/staff member to report to the medical room for treatment. If the first aider believes that the student/staff member is showing symptoms of COVID-19 then the above section of the risk assessment should be followed.	3	1	3			

26	Access to toilets	<p>All toilets across the School will be open. All toilets have been assessed for maximum usage at any one time. Staff and students should only use the toilets that designated for them and are closest to them to avoid unnecessary travel around the site. Student toilet entrances / exits do not have doors, and a maximum capacity for each toilet will be on a sign. Maximum allowed at any one time to be displayed outside. Staff toilets also to have maximum sign outside. Student toilets will be monitored by SLT and staff on duty who will check that no more than the maximum number of students are in there at any one time.</p> <p>At break and lunch students must only use the toilets designated to their year group. (Y7 – Turner corridor nearest playground, Y8 near Dining Hall 1, Year 9 near Dining Hall 1, Year 10 Maths, Year 11 Turner DT, Years 12&13 – Sixth Form)</p> <p>Each toilet will have a laminated tick sheet by the door where it can be recorded that the toilet has been checked twice a day by site staff/cleaners for soap/paper towels and replenished. Toilets will be cleaned at the end of the school day.</p>	4	1	4			
27	Access to handwashing / hand cleaning	<p>Posters showing the proper way to wash hands will be displayed.</p> <p>Soap and paper towels will be made available and checked/replenished during the day by site staff.</p> <p>Students should report any lack of soap/paper towels to their teacher who should email reception. Staff should report any lack of soap/paper towels to reception. Reception to inform site team to remedy.</p> <p>Signage, corridor screens, emails all used to remind staff and students to wash their hands regularly whilst on site. Hand sanitiser to be widely available around site.</p>	4	1	4			

28	Access to kitchens	<p>The School's catering service will be in operation from the beginning of the academic year. Staff may fill up water bottles in staffroom kitchens. The canteens will serve hot and cold food, but offer a consistent menu at all serveries. As a result, lunchtime food will largely consist of sandwiches, paninis, hot pots and fruit. Hot plates of food will not be available, so that all food bought can be eaten outside, to maximise social distancing, and not require a table, thus making the canteen easier to clean and therefore more sanitary.</p> <p>Water fountains will only be on if it is felt they can be used safely for bottle filling. The fountain in Dining Hall 1 is currently on and taps are installed in playgrounds from which bottles can be filled.</p> <p>Staff room kitchens will be open.</p> <p>Staff room kitchen areas to be cleaned on a daily basis.</p>	4	1	4	HT to review positioning and enhance provision if required.	HT	01/09/21
29	Planning and communication - staff	<p>The Head Teacher will continue to communicate with all staff on a regular basis.</p> <p>All risk assessments will be made available to all staff via SharePoint. All staff should read the risk assessments and follow them. Any comments emailed to JEY.</p> <p>Staff will be reminded regularly about their responsibility to self-isolate if they are experiencing symptoms and inform HR. Ensure everyone understands their responsibility towards public health and positive actions that can be taken towards ensuring good public health.</p> <p>All staff will be provided with information on how to practise social distancing on site and the health and safety protocols in place.</p> <p>It is the responsibility of all staff to inform a member of SLT team as soon as practically possible if they have any feedback or concerns about in-school arrangements. All staff have a</p>				<p>Review and check risk assessments throughout but always when any changes proposed.</p> <p>Communicate any changes to staff</p>	SLT	Ongoing

		<p>responsibility, as is usual, to ensure that school systems are being followed and provided feedback to SLT.</p> <p>Collation of information to support staff in practising social distancing and health and safety protocols.</p> <p>Staff will be provided with information to help them minimise the risk to themselves and others whilst on site.</p>						
30	<p>Planning and communication - parents/carers/students</p>	<p>The Head Teacher will share information (via email and the School's website) with all parents and students as required to keep them updated. Communication will include information about how parents and students can minimise risk to themselves and others whilst travelling to and from the school and whilst on site as well as information about the steps the school has taken to minimise risks. Make reference to everyone's responsibility towards public health and positive actions that can be taken towards ensuring good public health. Students should wear school uniform, as indicated in the government guidelines.</p> <p>Information will be shared with parents/carers and students the about new routines and systems that are adopted by the school to minimise risk. Guidance will be given about updated conduct rules whilst on the school site and the sanctions that will apply in the event of any inappropriate conduct. Students to be reminded that they must not arrange to meet their friends either at the school gate, on site or in the toilets.</p>						
31	<p>Planning and communication - wider community</p>	<p>The Head Teacher will share relevant information via email to parents/cares or via the School's website about the provision so that the wider community can make themselves aware of the wider school opening and the likely impact on the number of people in the local area.</p> <p>HT will liaise with MSL who will ensure that all relevant information is shared on the School's website and that it is clear how members of the community can contact the School.</p>						

32	After school/holiday academic provision (catch-up)	A record of attendees and venue used should be kept and available. When catch-up provision is in place in the holidays/after school a member of staff will be designated as in charge. This will usually be a member of SLT or the most experienced/senior staff member on site.	4	1	4			
33	Onsite testing	Separate risk assessment available for Asymptomatic Test Site.	4	1	4			
34	Home testing	Test kits to be available to staff on return in September and to students after the completion of their two on site tests.	4	1	4			