

Covid-19 Risk assessment for St Peter's re: school full opening in Sept. 2020 – updated Mar 21

RA100 V2.4

This risk assessment has been adapted to reflect the significant hazards and control measures present in our site to allow the safe return of pupils and staff to St Peter's C of E High School.

This is a live document and it will be continuously reviewed by the leadership team alongside the latest Covid-19 government guidance. It has also been read alongside existing risk assessments and health and safety arrangements for our school.

Suspected or confirmed cases of COVID-19 must be reported to the local **Public Health England (PHE) Health Protection team** on **0300 303 8162 (press Option 1, Option 1)**. This will enable you to discuss the outbreak control measures that are needed and the information to be communicated to others. You should also email the school priority alert mailbox (educate.schoolspriorityalerts-mailbox@devon.gov.uk) to ensure the DCC Education team also know promptly.



	Establishment/Department: St Peters C of E High School Exeter	Establishment Risk Assessment	RA100 V2.4
Address: Quarry Lane Exeter EX2 5AP			
Person(s)/Group at Risk Staff, Pupils, Visitors and Contractors		Date this version of risk assessment completed:17/3/21 – This document is to remain under constant review due to the fast-changing nature of DfE / Government guidance in response to the challenges posed by Covid-19.	
<p style="background-color: yellow;">Return to school risk assessment – based on the principles and guidance contained within DfE Guidance. The following guidance to reflect the changes announced by the Prime Minister on the wider reopening of schools and colleges from Monday 8 March:</p> <p>Return to school risk assessment – based on the principles and guidance contained within DfE Guidance: Covid-19 Implementing protective measures in education and childcare settings (15 May 2020) and updated following the publication of Guidance for Full Opening (2 July 2020 – updated 28 August 2020) and Managing School Premises during the Covid-19 outbreak (7 July)</p> <p>As part of planning for full return in the autumn term, it is a legal requirement that schools should revisit and update their risk assessments (building on the learning to date and the practices they have already developed), to consider the additional risks and control measures to enable a return to full capacity in the autumn term.</p> <p>Return to school risk assessment – based on the principles and guidance contained within DfE Guidance, latest: Guidance for Full Opening: Link: www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p>		Assessor(s): Phil Randall Graham Kirk	

It is a **legal requirement** that schools should revisit and update their risk assessments (building on the learning to date and the practices they have already developed), to consider the additional risks and control measures to enable a return to full capacity in the autumn term.

This risk assessment is generic, and each school is responsible for reviewing and amending to ensure it is applicable to their setting and the latest government guidance and must consult with their staff regarding the risks and control measures being implemented.

This Risk assessment has been updated following latest advice and guidance from DCC- Latest version is 2.4 (17/3/21)

Version Control: RA 100 Version 2.1	
Update – 15/7/20, page 6. Premises related matters - Management of waste	
Update – 25/08/20, page 12,13,14. School Transport	
Update – 25/08/20 and 02/09/20, page 14-15. Curriculum considerations (Science, art and D&T Music Dance and Drama – link to new guidance and guidance for performing arts)	
Update – 25/8/20, page 8. Managing supply teachers, visitors, contractors and other temporary visiting staff	
Update – 25/8/20, 28/08/20, 02/09/20 page 10-11. Dealing with suspected and confirmed case/ cases and outbreak, link to access to testing kits, use of face coverings in education – link to new guidance, link to action cards and updated guidance of 31/820	
Update – 25/8/20, page 6-7. Contaminated surfaces spreading virus.	
Update – 02/09/20, page 4. Social distancing and reducing risk of transmission, Wraparound provision	
Update – 02/09/20, page 6. Premises related matters - Hiring of premises	
Update – 15/09/20, page 16. Educational Visits - updated link.	
Update – 29/10/20, page 5 – 6. Premises related matters, ventilation to reduce to spread and thermal comfort – Updated following HSE spot checks.	
Update – 29/10/20, page 15. Curriculum considerations, update on Music Dance and Drama	
Update – 14/12/2020, page 11 - Dealing with suspected and confirmed case/ cases and outbreak	
Update – 04/01/2021 – page 2 – new links to DfE school’s website for up to date guidance and consultation with staff	
Update – 04/01/2021 page 4 – definition of close contact	
Update – 04/01/2021 page 14 - Staff measures to reduce contact and transmission Covid-19.	
Update – 04/01/2021 page 20 – Lateral Flow Testing (Secondary Schools)	
Update – 08/03/2021 first page PHE information	
Update – 08/03/2021 page 2 – return to school March 8th guidance	
Update – 08/03/2021 page 4 – definition of close contact	
Update – 08/03/2021 page 5 - Wraparound provision	
Update – 08/03/2021 page 12 - Accessing testing arrangements are clear for all staff	
Update – 08/03/2021 page 13 - Assessment of all staff, including high risk staff	
Update – 08/03/2021 page 13 - face covering	

Update – 08/03/2021 page 14 - Dealing with suspected and confirmed case/ cases and outbreak		
Update – 08/03/2021 page 14 - Lateral Flow testing (Secondary Schools)		
Update – 08/03/2021 page 15 - Lateral Flow testing (Primary staff home testing)		
Update – 08/03/2021 page 16 - Vulnerable groups who are clinically, extremely vulnerable		
Update – 08/03/2021 page 21 - Educational visits		
Significant Hazard Section	Control measures in place <i>Additional measures or actions not included in this column below should be put in the assessor’s recommendations at the end of this document</i>	Optional: School’s comments / actions and mitigations put in place – reviewed regularly.
Social distancing and reducing risk of transmission		
Definition of close contact	<p>When completing our risk assessment, we considered our mitigation control measures in all aspects of the school day and considered PHE definition of ‘close contact’. The following definition of ‘close contact’:</p> <p>Manage confirmed cases of coronavirus (COVID-19) amongst the school community. (Close contact means): The current definition of close contact in a school setting is shown below.</p> <ul style="list-style-type: none"> ○ face-to-face contact including being coughed on or having a face-to-face conversation within one metre (this will include times when you have been wearing a face covering or face mask) ○ been within one metre for one minute or longer without face-to-face contact ○ been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day) ○ travelled in the same vehicle or a plane (this includes school transport) <p>Focusing on obtaining mitigations to reduce close contact, will reduce staff and pupil absences when there are cases within the school. Note that the use of face masks and other forms of PPE does not exclude</p>	

	<p>somebody from being considered a close contact (unless they are providing direct care with patients or residents in a health and care setting, NHS Test and Trace: how it works - GOV.UK (www.gov.uk))</p>	
Parents gathering at school gate not social distancing	<p>We have planned parents' drop-off and pick-up protocols that minimise adult to adult contact. Parents / carers should always remain in vehicles to avoid mass gatherings and mixing of bubbles.</p> <p>We have made it clear to parents that they cannot drop off pupils inside of school premises unless they have pre-arranged permission from the school for medical reasons (4 or 5 pupils currently have this) or gather at entrance gates or doors or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)</p>	<p>Regularly check signage at top of school Duty Rota will include top gates</p>
Overcrowding in classrooms and corridors.	<p>Children have been grouped into as consistent groups as possible with contact between groups avoided as much as possible (see Curriculum section below).</p> <p>Each year group will be in a bubble and contact with other bubbles will be minimised. Identified areas where mixing of bubbles is the biggest challenge are entry and egress to site, use of toilets, use of lockers, use of canteen for which we have specific assessments to minimise mixing.</p> <p>Desks wherever possible will be forward facing and spaced as far apart as possible and arranged so that face to face seating is avoided.</p> <p>We have set out classrooms where possible to ensure access to outside space and their age appropriate equipment and resources, whilst preventing mixing with other year groups.</p> <p>Where needed, we have removed some furniture to enable this. Where this was the case, we identified appropriate storage space to store it.</p> <p>We have reduced movement around the school using timetabling and appropriate selection of classroom or other learning environments. Assembly groups will be staggered with no more than one year group assembly a week.</p>	<p>There are round tables in the library. We have swapped these with different desks</p> <p>Sodexo have re-configured classrooms</p> <p>Furniture to be moved to the back of the hall</p> <p>Refer to latest guidance re: soft furnishings</p>
Groups mixing during breaks and lunchtime compromising social distancing.	<p>We have utilised the space on the site to provide separate break time locations and will ensure appropriate supervision will be in place. The different school locations for different year groups as follows:</p> <p>In good weather</p> <p>Year 7 - Half of the field</p>	

	<p>Year 8 – Half of the field Year 9 – Tennis Courts Year 10 – Basketball court and half courtyard Year 11 – AWP and tarmac outside Math's / Science</p> <p>In poor weather</p> <p>Year 7 – Dance studio Year 8 – Sports Hall Year 9 – Classrooms (year group bubble classrooms) Year 10 – Canteen Year 11 – Classrooms (year group bubble classrooms)</p> <p>We now have confirmation from Sodexo re: our proposals for our grab and go offer for all children at break and lunch time will happen. Where food is needed, Children to order in tutor group daily in advance.</p> <p>Staff / students can order hot food in advance to help Sodexo. Duty meals to be provided – one hot meal for each duty</p> <p>Different coloured Wristbands will be worn to identify which year group each student is in.</p> <p>Year 7 - Orange Year 8 - Green Year 9 - Blue Year 10 - Red Year 11 - Yellow</p> <p>We will control access to the canteen at all times to ensure entry and exit are only by staff. Students will kept be in set groups with handwashing / hand san expected at the start and end of lunch. – Different year groups will be kept apart. Tables used by staff in the canteen will be cleaned at the end of every lunch sitting.</p> <p>Break time food – e.g. food will be delivered to the 5 year group bubbles.</p> <p>We will monitor that everyone keeps appropriate distance apart and a significant number of new duties roles have been identified</p>	
<p>Groups mixing during extra-curricular wraparound provision</p>	<p>3pm to 4pm every day - all years will have the opportunity to attend a “secure and boost” session in year group bubbles.</p>	

	<p><i>We have worked to resume any breakfast and after-school provision, where possible, from the start of the autumn term. We will carefully consider with external providers how such provision can work alongside wider protective measures, including keeping children within their year groups or bubbles where possible. If it is not possible to maintain bubbles being used during the school day then use small, consistent groups. We have consulted the guidance produced for providers who run community activities, holiday clubs, after-school clubs, tuition and other out-of-school provision for children, as much of this will be useful in planning extra-curricular provision</i></p> <p><u>The following only took place with a thorough RA being agreed after approximately the first two weeks of the Autumn term.</u></p> <p>Staff who wish to run after school extra-curricular sessions can do so in year group bubbles after a thorough risk assessment has been agreed.</p> <p>Non St. Peter's staff volunteers who lead and support clubs can do so in year group bubbles after a thorough RA has been agreed.</p> <p>We will consult the guidance produced for providers who run community activities, holiday clubs, after-school clubs, tuition and other out-of-school provision for children, as much of this will be useful in planning extra-curricular provision. Where parents use childcare providers or out of school extra-curricular activities for their children, schools should encourage parents and carers to seek assurance that the providers are carefully considering their own protective measures, and children should only attend settings that can demonstrate this. DfE have issued guidance for parents and carers, which schools may want to circulate.</p>	
<p>Spread of virus due to increased numbers of people within the building.</p>	<p>Parents will not accompany their children into the building</p> <p>Sodexo have confirmed that there are no plans for lettings in September 2020</p> <p>Any visitors are subject to a risk assessment approved by the Head and Business Manager,</p>	<p>Business Manager to monitor if any planned change to this</p>
<p>Staff</p>	<p>We will continuously remind staff that they should maintain Public health guidance of 2m wherever possible with one another and with students.</p> <p>This has also been emphasised in the start up inset training for staff</p>	

	<p>If there is a need to reduce certain elements of delivery of the curriculum to 1m, mitigations will be put in place.</p> <p>Our priority is always to try to maintain 2m social distancing, but where this cannot be achieved, regular hand washing/cleaning and good respiratory hygiene are also important for both staff and pupils and will be followed.</p> <p>We have ordered 100 more visors for music, TA's Art and Tech – which have now arrived and many have been distributed. We have spares if needed.</p> <p>We have also procured laptops for all the TA's in order for them to access the work that students are carrying out easier through using software that mirrors the students chromebook</p>	Laptops arrived w/c 31/8/20
Premises related matters		
Changes to building use being safe for pupils & staff – e.g. storage, one-way systems, floor tape.	<p>We have reviewed previous school risk assessments to ensure control measures remain suitable and in place.</p> <p>We have updated our risk assessments to include any changes that have been necessary (e.g. handwashing, allocation of specific classrooms) and this includes curriculum risk assessments where necessary.</p> <p>We have considered how the school layout will enable access to outdoor space as above and the equipment necessary for teaching the year groups.</p> <p>We have considered how changes will impact on arrangements such as safe fire evacuation routes (see below).</p>	
First Aid procedures – Reduced numbers of first aiders and Paediatric first aider.	<p>We have review our First Aid risk assessment. We have systems in place to ensure that there are adequate numbers of first aid and PFA trained staff on site at any one time.</p> <p>We will communicate first aid arrangements via bulletin and other updates. We also have sufficient PPE within our first aid supplies</p>	
Fire Procedures	We have reviewed the fire risk assessment taking into consideration any changes made to the layout, and the impact this may have on fire evacuation and escape routes.	

	<p>Locations for fire drills have not changed.</p> <p>Sodexo will ensure that testing and monitoring regimes are in place for fire detection and alarm systems, fire extinguishers and that any interim arrangements (such as doors propped open where necessary to reduce hand contact), are managed so that they do not compromise fire protection (and security) measures.</p> <p>We will review where required fire evacuation routes and assembly points to ensure that social distancing guidelines are being met.</p>	
<p>Water hygiene – management of legionella</p>	<p>Sodexo, our facilities management contractor, review the water hygiene management plan. They are responsible for ensuring that agreed regimes for flushing and monitoring of temperatures have been maintained throughout any period of closure / partial opening.</p> <p>Where regimes have not been maintained ensure that cleaning and disinfection has taken place prior to reoccupation as per government guidance Managing School Premises during the Covid-19 outbreak.</p> <p>Water fountains will be covered up.</p>	<p>Business Manager has checked that this is done regularly – 496 taps in the building, each one is flushed for 3 minutes, twice a week.</p> <p>Business Manager to regularly check that the water fountains remain covered.</p>
<p>Using and monitoring new practices to reduce risk of Covid-19 transmission</p>	<p>We have updated all staff via written communications and have offered opportunities for staff to feedback and ask questions of SLT prior to start of the new academic year. This will include contents of this RA, new layouts, fire evacuation routes, use of PPE, location of the designated medical room (secure visitors' room) for suspected cases.</p> <p>There will be two sessions for staff to ask questions about the Risk assessment and our plans from Sept 2020. These will be during the inset days at the start of term: Thursday 3rd Sept 8am – 10am and Friday 4th Sept – 2pm - 4pm.</p> <p>We have communicated with our students about the use of face coverings – to support children with adhering to social distancing.</p> <p>The senior leadership team will monitor arrangements and make remedial actions where needed.</p> <p>We will provide opportunities for all employees to raise concerns / make suggestions though our open-door policy that has worked well historically.</p>	

<p>Management of premises related risks e.g. asbestos, delayed statutory testing (LOLER)</p>	<p>At the weekly meeting between the Sodexo FM manager and the Business manager, Sodexo will communicate arrangements to ensure that requirements and controls are understood by responsible persons (e.g. signing in processes for contractors).</p> <p>If any equipment is not within statutory test periods (e.g. lifts and hoists) then it should be taken out of use until the inspection and test can be completed.</p>	
<p>Staff rooms and offices to comply with social distancing and safe working practice</p>	<p>The main staff room has been re-configured to allow social distancing – chairs have been removed and also placed apart.</p> <p>Staff rooms will be provided with signage to remind colleagues about social distancing.</p> <p>We will avoid unnecessary gatherings. This includes staff briefings and other training sessions / meetings.</p> <p>Where possible we will reduce the use of communal / shared facilities such as tea and coffee facilities and encourage staff to bring their own food and utensils.</p> <p>We also plan to provide additional hot drink facilities for staff. This will be placed in the Hope Zone area. This area will be screened off.</p> <p>We have enhanced cleaning regimes as per below.</p>	<p>Business Manager to check with Sodexo</p>
<p>Ventilation to reduce spread – updated 23/11/20</p>	<p>We need to balance the need for increased ventilation while maintaining a comfortable temperature, the following measures will also be used as appropriate:</p> <ul style="list-style-type: none"> • opening high level windows in preference to low level to reduce draughts • increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused) • we have provided flexibility to allow additional, suitable indoor clothing. For more information see School uniform • rearranging furniture where possible to avoid direct drafts • mechanical ventilation systems – these have been adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply) • Opening internal doors can also assist with creating a throughput of air 	

	<ul style="list-style-type: none"> natural ventilation – if necessary external opening doors may also be used Where schools believe that ventilation could be improved by leaving fire doors, either internal or external, open, this must only be done once the fire risk assessment has been reviewed and amended. Schools must ensure that systems are in place to close doors in the event of a fire alarm, during breaks if they cannot be monitored or at the end of the day. There is also the security risk of leaving external doors open and therefore there must be procedures in place to mitigate this such as ensuring that they are closed at times when they cannot be sufficiently monitored. Ventilation to chemical stores should remain operational. <p>It is advisable to use a thermometer to monitor temperatures where opening windows and doors is being used as a mechanism to aid ventilation. For more information on suitable workplace temperatures see HSE: Guidance on temperature in the workplace</p>	Check temperatures in rooms - GK
Management of waste	<p>The cleaning team ensure that bins for tissues are emptied throughout the day. Compliance for this is checked by the FM manager and spot checked by the Business Manager. These checks will continue.</p> <p>We will follow Guidance on disposal of PPE waste (such as used fluid resistant masks) and Government guidance on disposal of waste, including waste such as wipes and cloths generated by additional cleaning and disposable face coverings where for instance they have been worn for the journey to school. We will must make sure that these items are disposed of properly rather than going into recycling bins.</p>	
Management of incoming goods	We have considered how to manage supplies coming into the school, which takes into consideration SD and hygiene measures. The drop-off point will be the school reception area – one person is able to control this process.	
School owned outdoor sports equipment	To follow up with SLL. How will the cleaning regime on the climbing wall be managed? can we clean this?	Business manager to meet with HT / SLL 3/9/20
Cleaning and reducing contamination		
Contaminated surfaces spreading virus.	Science - in order to maximise safety and minimise risk, only our year 11 will carry out practical lessons. All other year groups will only do demonstrations of practical work with their teacher	

	<p>Specialist teaching rooms, e.g. computing, D and T, food, drama, music and Art will require cleaning of equipment used between different year group bubble usage.</p> <p>It is noted that Classroom based resources such as sports and art equipment can be used and shared within the year group bubble. Such resources should be cleaned frequently and meticulously and always between bubbles or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</p> <p>We will follow government guidance for working in education and childcare if a someone becomes ill with suspected COVID-19 at the setting and we will also follow guidance on Cleaning and decontamination of non-health care settings.</p> <p>Further guidance on cleaning non-health care settings was published by Public Health England on 15/7/20.</p> <p>.</p> <p>In cases where soft furnishings are still in use, they should be laundered by following the guidance in the attached link: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p> <p>Consideration should also be given to soft furnishings within Sensory Rooms and where possible these furnishings should be child specific so as to avoid cross contamination. If this is not possible then they should be laundered as per the guidance contained in the above link.</p> <p>Follow government guidance for working in education and childcare if a someone becomes ill with suspected COVID-19 at the setting. Follow guidance on Cleaning and decontamination of non-health care settings</p>	
<p>Shared resources and equipment increasing spread</p>	<p>We will prevent the sharing of stationery and other equipment where possible.</p> <p>We already have in place suitable procedures for managing access to items of 'heavy use' such photocopiers to maintain social distancing. These include moving the photocopiers to areas where there is more space and also rotating the position of some photocopiers so that they face the wall rather than staff.</p> <p>Wipes are placed with all photocopiers and this is checked daily. We also have been provided with enhanced cleaning regimes around touch points in the school.</p>	

<p>Cleaning staff and hygiene contractor's capacity - providing additional requirements</p>	<p>We have discussed with Sodexo – our cleaning contractors – our additional cleaning requirements and have agreed different shifts of working patterns to allow for this.</p> <p>We check to ensure that the cleaning products being used are suitable and that adequate supplies of cleaning materials are available. (See Safe working in education and childcare for guidance on PPE and guidance on cleaning non-health care settings)</p> <p>The enhanced cleaning schedule that was put in place at the start of the summer term around touchpoints has been successful and we will work hard to build on the strong base that is in place.</p> <p>We do not anticipate heavy use of shared areas used by different groups.</p> <p>Additional guidance on cleaning of non-health care settings was published by Public Health England at the end of the summer term and Sodexo are aware of this.</p>	<p>Business manager liaised with Sodexo re: cleaning of the Lifts</p>
<p>Sufficient handwashing facilities for staff and pupils</p>	<p>We have sinks in the following rooms: Science labs F047 Drama F023 G067 G068 G066 G070 G076 Art</p> <p>Where a sink is not nearby, we provide access to hand sanitiser in classrooms and other learning environments.</p> <p>We currently have 5 heavy duty hand san stations – each holding 5 litre containers of hand sanitiser. These are placed outside the main reception entrance, outside the student entrance, near the entrance by the kitchen, near the year 9 entrance in the math’s corridor, and we will also put one at the entrance to the science block.</p> <p>We have planned in regular access to facilities throughout the day, and as per above, we will provide access to additional sinks where possible.</p>	

Additional time for staff and pupils to carry out handwashing	Frequent hand cleaning is now part of the normal school routine. We will stagger regular access to handwashing facilities through the day and will build routines into behaviour expectations and our school culture.	
Good respiratory hygiene	<p>We actively promote the 'catch it, bin it, kill it' campaign and ensure that enough bins are available for disposal of tissues.</p> <p>Signs are placed around school reminding students and staff of this. Support will be given to children with complex needs, particularly where children spit / use saliva. In such cases this will be considered within the pupil's individual risk assessment.</p>	Business Manager and IT manager to GK reinforced messages on TV screens on site.
Sufficient supplies of soap and cleaning products	Sodexo have had discussions with suppliers and contractors to ensure sufficient supplies and deliveries. They use regular detergents and bleach. Sodexo will review COSHH assessments and implement additional controls required where there has been any change in products.	
<p>Toilets being overcrowded</p> <p>KEY CONTROLS IN PLACE HERE</p>	<p>We will limit the number of children or young people who use the toilet facilities at one time. Duty staff will monitor the maximum identified use of the facilities.</p> <p>We are aware that different year groups can't need to be allocated their own toilet blocks. We have allocated toilet blocks within the school as follows:</p> <p>Year 7 - Downstairs with computing – shared with year 9 Max numbers at any one time – girls 4 , boys 3</p> <p>Year 8 – Upstairs MFL – shared with year 10 Max Numbers at any one time – girls 5, boys 5</p> <p>Year 9 – Downstairs with computing – shared with year 7 Max numbers at any one time – girls 4, boys 3</p> <p>Year 10 – Upstairs MFL – shared with 8 Max numbers at any one time – girls 5, boys 5</p> <p>Year 11 – Upstairs Hums (Girls) Downstairs Science / Math's (Boys) Max numbers at any one time – girls 5, boys 5</p>	Note – Business Manager to follow up check and regularly review numbers of students at any one time

	<p>Toilets will be cleaned regularly (at least in line with guidelines) and pupils must be encouraged to clean their hands thoroughly after using the toilet.</p> <p>There will be a duty rota for staff to ensure students hand san regularly, both before and after entry to the toilet.</p> <p>We will endeavor, where possible, to minimise the mixing of year groups in shared toilets. This will not always be possible due to the availability of toilets on site for students and staff. The facilities we do have mean that it is not possible to have one year group having their own designated toilet bubble.</p> <p>Students will not be allowed to leave their lessons to visit the toilets in the last 5 minutes of lessons. This is to prevent the mixing of year group bubbles and also to promote social distancing</p> <p>Signage will remind toilet users to flush with the lid down</p>	
Staff related issues		
<p>Staff measures to reduce contact and transmission Covid-19. New variant of the Covid-19 virus. It is also noted that the new variant may present an increased risk amongst children and young people who present as - asymptomatic.</p>	<p>When assessing the return to full opening in September we have followed the relevant section of the DfE guidance:</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks</p> <p>All teachers, TA's and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable.</p> <p>Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults and should avoid close face to face contact and minimise time spent within 1 metre of anyone.</p> <p>Similarly, it will not be possible when working with many pupils who have complex needs or who need close contact care. These pupils' educational and care support should be provided as normal.</p> <p>When considering the return of non-teaching staff, we have recognised and considered the wider government policy that staff who can work from home should do so and apply this where feasible (e.g. in certain administrative roles).</p>	

	<p>We will promote this if at all possible balancing this with the needs of the students .</p> <p>Focusing on control measures that reduce close contact, will reduce the number of staff and pupils required to self-isolate when there are cases within the school.</p> <p><i>PHE have identified issues that have arisen in IMTs in schools and some adjustments are being made by schools as a result. There may be difficult to implement due to disruption to learning or operational issues. But schools are also identifying that actually having positive cases and seeing the impact on numbers being sent home to self-isolate (staff and pupils) will also affect learning and operational issues.</i></p> <p><i>Mitigating measures that we have implemented will reduce the number of close contacts between individuals and therefore numbers required to self-isolate as the result of a positive case in the school: these include</i></p> <ul style="list-style-type: none"> ▪ <i>Reducing bubble sizes,</i> ▪ <i>reducing face to face meetings (move to video calling if appropriate),</i> ▪ <i>reducing or eliminating the number of staff and pupils mixing across year groups/ classes at lunch, breaks, staff rooms etc.</i> ▪ <i>reducing or eliminating the movement around the school of pupils and teaching staff,</i> ▪ <i>reducing or eliminating the movement across bubbles of pupils and teaching staff,</i> ▪ <i>no car sharing between staff to school</i> ▪ <i>keeping to the 2m distancing (for teachers especially) if at all possible</i> <p><i>Other measures that will reduce the spread of the virus in the school – face coverings, thorough regular cleaning regimes throughout the day (of hands and of hard surfaces/ high use touch points), catch it bin it kill it messages.</i></p>	
<p>Managing supply teachers, visitors, contractors and other temporary visiting staff.</p>	<p>We are aware that Supply teachers, peripatetic teachers and/or other temporary staff can move between schools.</p> <p>We are currently assessing the possibility of peripatetic teachers coming to St Peter's. If it transpires that they can be used at St Peter's they should ensure</p>	

	<p>they minimise contact and maintain as much distance as possible from other staff.</p> <p>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual.</p> <p>We have considered how to manage other visitors to the site, such as contractors, and ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival.</p> <p>We will follow guidance regarding recording details regarding our visitor information.</p> <p>Where visits can happen outside of school hours, they should. We will keep a record of all visitors. We will ensure that staff who are managing supply teachers, visitors, contractors and other temporary visiting staff are conversant with SD and hygiene protocols within the school.</p> <p>All meetings with parents should be conducted by phone and not on site, unless otherwise agreed in advance by SLT.</p> <p>Guidance will always be followed</p>	
<p>Insufficient staff capacity to deal with increased numbers of pupils - Shortage of teachers to maintain staff to pupil ratios</p>	<p>If there are any shortages of teachers to teach the number of classes, appropriately trained teaching assistants could be allocated to lead a group, working under the direction of a teacher. We will only ask TA's to do this in exceptional circumstances.</p> <p>Careful planning of the year groups/classes has been undertaken based on staff availability. Supply teachers and other peripatetic staff can be engaged where necessary. See 'school Workforce' section of the DfE guidance: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks</p>	
<p>Anxiety levels of staff and community causing breakdown in staffing ratios, compromising group sizes.</p>	<p>We have communicated with staff about our plans (for example, safety measures, timetable changes and arrival and departure times including a discussion on whether training would be helpful).</p> <p>If appropriate, we will seek GP or occupational health advice. Where the member of staff has anxieties about returning, this conversation can be held and recorded using the 'Risk assessment for all staff including vulnerable</p>	

	<p>groups' - https://devoncc.sharepoint.com/:w:/s/PublicDocs/Education/ESoXeZkAQylLupPG5VVG6yQB2iEFDD4pgkko5qBbtOSEkw?e=040Qiy</p> <p>Further advice is available from HR if required.</p>	
Staff understanding of new changes – safe practice at work & in classroom. Teaching in a safe environment	We have communicated with staff about the plans (for example, safety measures, zones, timetable changes), including discussing whether training would be helpful.	
Accessing testing arrangements are clear for all staff	<p><i>Guidance on the new asymptomatic testing programmes taking place in schools are on a shared document platform hosted by DfE, including FAQ, webinars and step-by-step 'how to guides.</i></p> <p><i>For secondary schools - Resources - Google Drive.</i></p>	
Conditions for use of fluid resistant face mask and other equipment when dealing with a symptomatic child are clear and understood by staff.	<p>If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home a face mask will be worn by the supervising adult if a distance of 2 meters cannot be maintained.</p> <p>If contact with the child or young person is necessary, then gloves, an apron and a face mask will be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn we will ensure that fluid resistant face masks are available for all schools and that a supply is maintained.</p> <p>The School Business Manager will meet with the first Aid co-ordinator in Sept to ensure that the Medical room remains well stocked.</p> <p>https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</p>	
Assessment of all staff, including high risk staff with vulnerable / shielding family member, underlying health conditions or other risk factors	<p><i>Clinically Extremely Vulnerable staff (CEV) are advised not to attend the workplace. Staff who are CEV will previously have received a letter from the NHS or their GP telling them this (no new letter is required) and there is guidance for this group. Employers should talk to their staff about how they will be supported, including to work from home. These new formal shielding measures will apply across the whole of England until at least 31 March. Staff who are Clinically Vulnerable (CV) can continue to attend school. While in school they must follow the system of controls to minimise the risks of</i></p>	

	<p>transmission Schools coronavirus (COVID-19) operational guidance (publishing.service.gov.uk) p37</p> <p><i>A risk assessment has been undertaken with clinically extremely vulnerable and clinically vulnerable staff returning to the school, especially where they are returning to the school for the first time since the pandemic commenced. A risk assessment should also be undertaken (or reviewed/updated if one was previously undertaken) with staff who may be anxious about returning to school and/or due to the increased numbers. The 'Risk assessment for all staff including vulnerable groups' can be used to aid and record this assessment - https://devoncc.sharepoint.com/:w:/s/PublicDocs/Education/ESoXeZkAQylLupPG5VVG6yQB2iEFDD4pgkko5qBbtOSEkw?e=040Qiy</i></p> <p>We have communicated with all BAME staff that we wished to take a personalised approach with them. Currently all BAME staff due to be in school are present but are aware that they can contact the HT if they wish to discuss any concerns in this regard.</p> <p>The 'Risk assessment for all staff including vulnerable groups' will be used to aid and record this assessment –</p> <p>https://devoncc.sharepoint.com/:w:/s/PublicDocs/Education/ESoXeZkAQylLupPG5VVG6yQB2iEFDD4pgkko5qBbtOSEkw?e=040Qiy</p>	
<p>Staff use of PPE</p>	<p>We currently have 2 pupils whose care could potentially involves the use of PPE due to their intimate care needs.</p> <p>We will follow the guidance provided https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</p> <p>Guidance on the appropriate selection and use of PPE from DCC can be found here: http://devon.cc/ppe</p>	
<p>Use of face coverings Lack of understanding</p>	<p><i>Guidance on the use of face coverings for pupils in year 7 and above should be followed with consideration given to communal areas such as corridors where social distancing is hard to maintain. In addition, we now also recommend in those schools, that face coverings should be worn in classrooms or during activities unless social distancing can be maintained. This does not apply in situations where wearing a face covering would impact</i></p>	

	<p><i>on the ability to take part in exercise or strenuous activity, for example in PE lessons.</i></p> <p><i>Adequate training / briefing on use and safe disposal</i> <i>Follow guidance on putting on and taking off standard PPE</i> https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures and above guidance on use in education settings.</p>	
<p>Dealing with suspected and confirmed case/ cases and outbreak.</p>	<p>Dealing with suspected and confirmed case/ cases and outbreak. <i>If you would like advice, contact the DfE Coronavirus Helpline on 0800 046 8687. You may also call the PHE SW Health Protection Team for advice on 0300 303 8162 if the following applies; you have taken action but are still seeing more cases, you think you may need to close your setting (you should also email the school priority alert mailbox - educate.schoolspriorityalerts-mailbox@devon.gov.uk), someone in your setting has been admitted to hospital or you are getting significant media interest. Special schools, boarding schools or special post 16 providers should call the PHE SW Health Protection Team straight away.</i></p> <p>ALWAYS contact the local Health Protection Team if one of the following: 1) The symptomatic person has been admitted to Hospital 2) The Possible case REFUSES testing 3) There are a cluster of possible cases/unexpected increase in absenteeism 4) The Possible case has DEFINITE link to a confirmed case 5) ALL confirmed cases.</p> <p>If a child or staff member in our education setting becomes symptomatic, you should advise them to access testing through the normal channels. However, in exceptional circumstances when we do not think a child or staff member would be able to access testing by these routes, we will consider using one of the school provided home test kits to improve the chances that the individual will get tested. See the DfE guidance on test kits for schools.</p> <p>If you have any infection control concerns or questions, please call the South West Health Protection Team on 0300 303 8162 or email swhpt@phe.gov.uk. If the matter is not urgent you can also email ask.swhpt@phe.gov.uk.</p> <p>For ALL SUSPECTED OR CONFIRMED CASE IN SCHOOL ALWAYS inform the local authority by emailing educate.schoolspriorityalerts-mailbox@devon.gov.uk.</p> <p>Devon County Council's Local Outbreak Management Plan (LOMP) is available here: https://www.devon.gov.uk/coronavirus-advice-in-devon/lomp/. If</p>	

	<p>there is a confirmed case, a complex situation or an outbreak is declared in your setting you may be asked to join an Incident Management Team or Outbreak Control Team Meeting. Schools should up-date the Schools Emergency Plan to incorporate the above links. The following resources should also be referred to in the event of cases at the setting:</p> <p>Educational settings Action cards</p> <p>PHE SW HPT: Flowchart for childcare and Educational settings V 4</p> <p>Schools should also consider their contingency planning for outbreaks, including local outbreaks – using the Actions for Schools Guidance Section 5</p>	
<p>Lateral Flow testing (Secondary Schools) It is important to note that LFT/PCR testing and vaccination and the wearing of face coverings is only part of the preventative measures in place and school must continue implement the mitigation actions.</p>	<p>Guidance on the coronavirus (COVID-19) testing programme for secondary schools and colleges With the start of mass testing by Lateral Flow Devices (LFD) in some schools, it is also important to remember that these are only one part of the process and although they are a way of identifying asymptomatic individuals quickly, they are not a replacement for all other fundamental mitigating measures previously in place, but should be used alongside. It is vitally important that schools who are using mass testing do not relax other fundamental measures.</p> <p>DfE have created a schools and colleges document sharing platform for asymptomatic testing. This area contains additional information to support schools and college staff in preparing and operating LFT.</p>	
<p>Lateral Flow testing. It is important to note that LFD /PCR testing and vaccination and the wearing of face coverings is only part of the preventative measures in place and school must continue implement the mitigation. actions, particularly in relation to contact between staff.</p>	<p>Guidance on the coronavirus (COVID-19) LFD testing programme for primary staff home.</p> <p>It is also important to remember that the LFD test are only one part of the process and although they are a way of identifying asymptomatic individuals quickly, they are not a replacement for all other fundamental mitigating measures previously in place but should be used alongside. It is vitally important that schools who are using mass testing do not relax other fundamental measures.</p> <p>Key points</p> <ul style="list-style-type: none"> • All staff working in primary, secondary and Colleges are encouraged to take part in the LFD testing programme • Secondary age pupils are recommended to undertake 3 tests in school at their Asymptomatic Test Site (ATS) BEFORE moving to use LFD home test kits • Recommended twice weekly before coming into school 3-4 days apart • Read guidance and watch video • This process is not for releasing people early from Self Isolation 	

	<ul style="list-style-type: none"> • It is not mandatory DfE have created the link below for asymptomatic testing for schools to follow. This area contains additional information to support primary schools and secondary staff in preparing and operating home testing LFD. <p>Resources for testing: youtube video Google Drive Primary Phase - Google Drive</p>	
Pupil related issues		
Vulnerable groups who are clinically, extremely vulnerable.	<p>Clinically extremely vulnerable (CEV) adults and children. <i>It has been confirmed by the DfE that all CEV (and those who have been newly identified by letter in recent days) that all these staff/pupils should continue to self-isolate until March 31st.</i></p> <p><i>The Department of Health and Social Care has added a third category to the definition of clinically extremely vulnerable (CEV). The definition has been expanded to include a new group of adults who have been identified through the COVID-19 population risk assessment as potentially being at high risk of serious illness if they catch the virus. Individuals identified as CEV through this risk assessment are advised to follow guidance for clinically extremely vulnerable people, which has now been extended until 31 March. Anyone newly identified as part of this group will be notified.</i></p>	
Pupils unable to follow guidance	We are currently not aware of any pupils who will need additional support to follow these measures. If we become aware of any, we will work with them and mitigate using special measures.	
Pupils equipment	We have provided a daily kit check list for our students.	
Member of a class becoming unwell with COVID-19	<p>We have allocated a suitable room for this purpose and communicate intentions to staff. Suitable PPE (including fluid resistant face mask) is available at this location.</p> <p>If a child is awaiting collection, they will be moved to the medical room (Secure Visitors Room) or one of the wings next to the main hall with doors open to ventilate the area. Here they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required.</p>	

	<p>The window in the SVR should be opened for ventilation. If it is not possible to isolate them, we will move them to an area which is at least 2 metres away from other people.</p> <p>Where possible, we will not mix year group bubbles in the medical rooms.</p> <p>Pupils who are unwell should be collected within one hour.</p>	
School Uniform	We expect uniform to be worn according to our policy. We note that the guidance says that uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.	
Bobby the Therapy dog	Children will be instructed to Hand San before and after they are near Bobby. They will be told not to touch Bobby and Bobby will have different leads between use.	Business Manager to check that additional dog leads have been bought
Transport		
Travel to school and provision of safe school transport:	<p>We are liaising with Devon County Council transport team regarding school transport arrangements and we will encourage parents and children and young people to walk or cycle to school where possible.</p> <p>We will Liaise with School Transport Team where further consideration needs to be given to taxi and escort services.</p>	
Dedicated school transport, including statutory provision	<p>transport-to-school-and-other-places-of-education-autumn-term-2020</p> <p>Although there is no requirement for students to sit with the group of students or “bubble” with which they are educated, students should sit in year groups as far as possible when travelling – this will be in ascending year groups front to back (youngest students at the front of the vehicle). Schools may even wish to draw up seating arrangements on vehicles.</p> <p>Consider how you are going to “police” any seating arrangements as this is not the driver’s responsibility – their role is to focus on driving the vehicle safely.</p> <p>Any arrangements will require clear communication between schools and families/students, and school staff should initially be on hand at the end of each day to assist the students.</p> <p>Where possible, transport operators will aim to keep windows on home to school transport open to increase ventilation; or use air conditioning.</p> <p>Ensure organised queuing/boarding and distancing within vehicles if possible.</p>	
Face coverings and PPE		

<p>Loading for vehicles above nine passenger seats</p> <p>Good practice and personal care</p> <p>Carriage of passengers with symptoms</p>	<p>It is now the law that people age 11 and over must wear a face covering on public transport. This law does not apply to school transport. However, DCC, supported by PHE, recommend that people aged 11 and over wear a face covering when travelling on dedicated school transport from the start of the autumn term. However, there are some exemptions: https://www.gov.uk/government/publications/coronavirus-covid-19-safer-transport-guidance-for-operators/coronavirus-covid-19-safer-transport-guidance-for-operators#exemptions-from-mandatory-face-coverings</p> <p>Face coverings should not be worn by those who may not be able to handle them as directed (for example, young students, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission. Drivers may wear face coverings if they wish to, although guidance indicates that PPE is not normally needed on home to school transport.</p> <p>Transport Co-ordination Service will work with operators, schools and parents to manage arrangements for organised queueing and boarding. Students should be asked to respect the driver’s personal space and hold back from entering the vehicle until the driver has indicated it is safe to do so, and then do so one by one in an orderly manner. They should hold their bus pass so it is visible to the driver (and produce for closer examination if requested). Seats alongside or immediately to rear of the driver may be out of use and if so, would be clearly marked as “out of use” by the operator.</p> <p>ALL students will be expected to abide by the DCC Code of Conduct Students, drivers and escorts should clean their hands, before boarding home to school transport and when arriving at school or home. It should not normally be necessary for students to clean their hands during the journey. Coughs/sneezes – students/parents to be given guidance on good management of coughs and sneezes, in line with the “catch it, bin it, kill it” approach – this will be reinforced in school. Students should be encouraged to carry tissues on home to school transport. These will need to be disposed of in a covered bin. Where it is not possible to have a bin on board, we have a suitable disposal process on arrival.</p> <p>Parents must be advised that students MUST NOT board home to school transport, if they or a member of their household has symptoms of coronavirus. Any child, young person or other learner who starts displaying coronavirus symptoms while at their setting should be sent home immediately. They must not travel on home to school transport. The school should contact the parent or carer who should make arrangements for the child or young person’s journey home. In exceptional circumstances, where this is not possible, and where a symptomatic child or young person or other passenger needs to be transported</p>	
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<p>Children with Special Educational needs</p>	<p>to their home, you must contact the Transport Coordination Service at DCC. Transport Coordination Service will work with Public Health colleagues to manage any virus outbreak. Students, drivers and passenger assistants who have been in contact with someone that has developed symptoms whilst at school or on home to school transport do not need to go home to self-isolate unless;</p> <ul style="list-style-type: none"> • they develop symptoms themselves (in which case, they should arrange a test) or • the symptomatic person subsequently tests positive (see below) or • if they have been requested to do so by NHS Test and Trace. <p>When deciding on the package of measures that is appropriate on transport for children and young people with special educational needs, Transport Coordination Service will need to take account of the particular needs of the children using the transport and will work with the parents and school.</p>	
<p>School Transport arrangements support changes to school times</p>	<p>We are not proposing any changes to the school day.</p> <p>Follow government guidance https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/vehicles</p> <p>We work closely with Stagecoach with any Covid issues.</p>	
<p>Curriculum considerations</p>		
<p>Planned return to normal curriculum in all subjects by Summer Term 2021</p>	<p>With a number of adaptations, we are able to offer a full curriculum taught by specialist staff. This will involve the students staying in whole year group bubbles.</p> <p>Movement of students is minimised because staff are moving more than usual.</p> <p>Specialist teaching rooms e.g. computing, music, drama, art, D and T, food, PE, are available for specialist teaching for all year group bubbles with appropriate teaching schedules between year group use.</p> <p>The Year 11 cohort bubble is situated in the science block. To improve the seating for the students we have purchased 300 new pepper pot stools as recommended by CLEAPS and also DCC health and Safety advisor.</p>	<p>Should arrive w/c 31/8/20 now arrived</p>
<p>Suspension of some subjects for some pupils in exceptional circumstances.</p>	<p>Please see note above.</p>	

<p>Music, dance and drama activities – updated 23/11/20</p>	<p>We note that there may be an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments or shouting and also in drama and dance activities. As a result, schools must refer to the detailed Guidance for Music, Dance and Drama as well as Guidance for the Performing Arts and should take particular care to observe social distancing which may limit numbers taking part in group activity, and prevent physical correction by teachers, and contact between pupils in drama and dance.</p> <p>We will remind staff to keep any background or accompanying music to levels which do not encourage teachers or other performers to raise their voices unduly. If possible we will use microphones to reduce the need for shouting or prolonged periods of loud speaking or singing. If possible, we will not share microphones. If they are shared, follow the guidance on handling equipment</p> <p>If planning an indoor or outdoor face-to-face performance in front of a live audience, schools should follow the latest advice in the DCMS performing arts guidance, implementing events in the lowest risk order as described. If planning an outdoor performance they should also give particular consideration to the guidance on delivering outdoor events.</p> <p>Schools should consider risk reduction measure such as physical distancing and playing and singing outside wherever possible, limiting group sizes, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. The guidance should be consulted for further information relating to:</p> <ul style="list-style-type: none"> - peripatetic music staff, - cleaning and handling of equipment, - singing and playing brass and woodwind instruments - Avoiding sharing of musical instruments - Handling scripts 	
<p>Physical activity in schools</p>	<p>Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.</p> <p>Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene.</p> <p>This is particularly important in a sport setting because of the way in which people breathe during exercise. External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities. Schools should refer to the following advice:</p>	<p>Meeting arranged with SLL on 3/9/20 re cleaning of the changing rooms:</p> <p>Look at the cleaning idea for Drama and Bleachers</p>

	<ul style="list-style-type: none"> • guidance on the phased return of sport and recreation and guidance from Sport England for grassroot sport • advice from organisations such as the Association for Physical Education and the Youth Sport Trust <p>Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so. Schools should consider carefully how such arrangements can operate within their wider protective measures.</p> <p>Activities such as active miles, making break times and lessons active and encouraging active travel help enable pupils to be physically active while encouraging physical distancing.</p>	
Educational visits	<p><i>The DfE advises against all educational visits at this time. This advice will be kept under review. Schools coronavirus (COVID-19) operational guidance (publishing.service.gov.uk)</i></p> <p><i>For additional information check with EVOLVE guidance on website</i></p>	
Practical science, art and D&T lessons	<p>Guidance from CLEAPSS will be followed when planning practical lessons, using resources such as the Guide to doing practical science work during Covid-19, Guide to doing practical work in D&T, food and art , Carrying out practical science work in non-lab environments and for primaries Practical activities in a bubble. We will stay up to date with the latest guidance in these specialist areas.</p>	
Provision of food		
Food prepared on premises is compliant with Covid - 19 health and hygiene guidance	<p>The School kitchens is run by Sodexo and they will comply with the Guidance for food businesses on coronavirus (COVID-19)</p>	
Catering staff are operating in a safe environment	<p>Sodexo catering staff will follow the relevant aspects of government guidance for food premises: https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery</p> <p>Food will be distributed by Sodexo staff to designated areas in each year group bubble.</p>	Now confirmed
Communications with parents and others		
Parents, contractors and other staff entering or working in the building –	<p>We have reinforced the message to parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus.</p>	

school complying with external requirements for staff safety	We will Inform all visitors, suppliers, and contractors that only pre-arranged appointments will be allowed on site. We will publish a site telephone number in case of immediate access required.	
Suppliers understanding and complying with new arrangements	Sodexo will discuss new arrangements with contractors, suppliers and deliveries to be arranged for quiet times or outside school hours	
Communications to parents and staff	We will communicate regularly with parents and staff through several channels to ensure that our key messages are disseminated effectively.	
Pupils and families anxious about return	We will put support in place to address concerns and communications with parents on measures in place to reduce anxiety. We have clear messaging on expectations for attendance and identification of those who may be disengaged, disadvantaged or vulnerable and where catch up funding may need to be applied.	
Parent aggression due to anxiety and stress.	If needed, we will tell parents their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use) to reduce anxiety	
Oversight of the governing body		
Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements	The governing body continues to meet regularly via online platforms. The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. The Headteacher's report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19. This risk assessment was approved by the FGB at it's meeting in August 2020. There is regular dialogue with the Chair of Governors and those governors with designated responsibilities. Minutes of governing body meetings are reviewed to ensure that they accurately record governors' oversight and holding leaders to account for areas of statutory responsibility.	

Section	List Actions / Additional Control Measures	Date action to be carried out	Person Responsible
Page 3	Check Signage at top of school	Sept 20	GK - Complete
Page 4	Check Tables in the library and put in appropriate tables	Aug 20	GK – Complete
Page 6	Order more fluid resistant face coverings	July 20	GK / Finance – Complete
Page 7	Check management of water - legionella	Aug 20	GK / Sodexo – Complete
Page 8	Look into providing hot drinks station in hope zone for staff	Sept 20	GK – Nov 20 – under review
Page 8	Remove tape from air flow systems	Aug 20	Estates - Complete
Page 8	Buy more lidded bins	Aug 20	GK – Complete
Page 8	Look at management of climbing wall and other PE issues	Sept 20	HT/GK/SLL – Sept 3 rd
Page 10	Order another heavy-duty hand san station from Taylor West	Aug 20	GK – Complete
Page 10	Check messages on TV screens are up to date	Sept 20	GK/RLP – Complete
Page 11	Update duty rota	Sept 20	NF/GK – Complete
Page 12	Record appropriate site visitors' details (including GDPR)	Sept 20	GK/RG/JMc – W/C 31 Oct 20
Page 14	Make sure that all first aiders are aware of PPE rules	Sept 20	GK/JH – Complete
Page 15	Ensure staff are familiar with the guidelines on a child becoming unwell in class.	Sept 20	GK/JH – Complete
Page 19	Ensure students / parents know there will be no lockers available in 20/21	Sept 20	PJR – Complete

	Lidded bins for results day	Aug 20	GK – Complete
	Look at procurement of additional radios	Aug 20	GK/JS – Complete
	Sign for staff room – “please make sure you SD”	Sept 20	GK – Complete
	Buy more leads for Bobby	Sept 20	SH – Complete
	Ensure foliage is cut back for year 9 pupils to be able to park their bikes.	Sept 20	Sodexo – Complete
	Move any spare furniture to the back of the hall	Aug 20	Sodexo - Complete
	Set up the new medical room	Aug 20	GK – Complete
	Buy Thermometers to check temperature	Nov 20	GK – complete
	Set up room and staff resources for mass testing	Jan 21	GK – Complete
	Inform staff re: advice of car sharing -	Jan 21	GK –Complete
	Advise on recommendations of mask wearing in classrooms	Feb 21	PJR – Complete
	Distribute home testing kits for staff and students	Mar 21	GK - On-going

Signed: Headteacher/Head of Department:

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Date

The outcome of this assessment should be shared with the relevant staff.

A copy of the completed assessment to be kept on file and copied to the Health & Safety Co-ordinator.