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<u>Version Control</u>	
Version 1 – June 2020	Text is black with control measure headings in red.
Version 2 – September 2020	Text is blue.
Version 3 – September 2020	Text is green.
Version 4 – November 2020	Text is orange.
Version 5 – December 2020	Text is purple
Version 6 – March 2021	Text is pink.
Version 7 – April 2021	Text is turquoise.
Version 8 – May 2021	Text is brown

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Introduction

On 10th March 2021, all students returned to school for face-to-face learning following a mass testing programme which aimed to identify asymptomatic cases of Covid-19. Onsite testing has now been replaced with home testing with test kits regularly distributed to homes via the school. On 10th May, the Prime Minister announced that the country will move to Step 3 of the roadmap on Monday 17 May 2021. Guidance has been updated to reflect these changes.

Schools have been advised to minimise the number of contacts a pupil has during the school day as part of implementing a safe system of controls. This is intended to reduce the risk of transmission of COVID-19 and to help school to manage risk effectively. Schools cannot completely eliminate the risks of COVID-19, but they can take reasonably practicable steps to reduce the risks. The Government accepts there cannot be a ‘one-size-fits-all’ approach. The system of controls provides a set of **twelve** principles to substantially reduce the risk of transmission of COVID-19, whilst school leaders are required to make judgements about how to balance delivery of a broad and balanced curriculum for students, with the measures required to mitigate risk.

Our COVID-19 risk assessment **has been** considered and ratified by the Full Governing Body, consulted with trade unions and employees and shared with parents, students and visitors to the school. This ensures that **the** school has identified and accounted for the foreseeable risks, but also that expectations are clearly communicated to those to whom they apply, ensuring individuals are aware and understand why they have been put in place and the importance of adhering to them.

This risk assessment will be reviewed half termly unless circumstances require an earlier revision (e.g. a change in Government guidance, the need to add or adapt safety measures when observed in practice, or in the event of a local lockdown etc).

The Management of Health and Safety at Work Regulations 1999, place a duty on all employers to make a suitable and sufficient assessment of the risks to the health and safety of their employees, whilst they are at work, and to others who may be affected by the employer’s undertakings.

Implementing protective measures – Public Health advice to minimise COVID-19 risks

In education settings, preventing the spread of coronavirus (COVID-19) involves preventing:

- Direct transmission, for instance, when in close contact with those sneezing and coughing
- Indirect transmission, for instance, touching contaminated surfaces

Government guidance provides the following ‘hierarchy of controls’ to prevent the spread of COVID-19. Maximising use of these controls will create an inherently safer system, where the risk of transmission is substantially reduced. They are an adapted and extended form of the system of protective measures that were introduced during the summer term for partial re-opening of schools and have been further reviewed and extended for schools returning in March 2021.

Prevention (you must always):

1. minimise contact with individuals who are unwell by ensuring that those who have COVID-19 symptoms, or who have someone in their household who does, do not attend school
2. ensure face coverings are used in recommended circumstances..
3. clean hands thoroughly, more often than usual
4. ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach
5. introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products, such as detergents and bleach
6. minimise contact between individuals and maintain social distancing wherever possible
7. keep occupied spaces well ventilated.

In specific circumstances:

8. where necessary, wear appropriate personal protective equipment (PPE)
9. promote and engage in asymptomatic testing, where available.

Response to any infection (you must always):

10. engage with the NHS Test and Trace process
11. manage confirmed cases of COVID-19 amongst the school community
12. contain any outbreak by following local health protection team advice

<p>What are the risks?</p> <p>Prevention</p>	<p>Who might be harmed?</p>	<p>How are we already controlling the risks?</p>	<p>What further action do we need to take to control the risks?</p>	<p>Who needs to carry out action?</p>	<p>When should this action be completed?</p>
<p><u>Control measure 1 – Minimise contact with individuals who are unwell by ensuring that those who have COVID-19 symptoms, or who have someone in their household who does, do not attend school</u></p> <p>Increased risk of infection and transmission of COV-19.</p> <p><i>Direct transmission includes when in close contact with those sneezing and coughing.</i></p> <p><i>Indirect transmission is from touching contaminated surfaces.</i></p>	<p>Staff, students, parents and visitors attending school.</p>	<p>Students, staff and visitors are instructed not to attend school site if they are displaying symptoms of COVID-19, have tested positive in the last 10 day, have been in close contact with someone who has tested positive for COVID-19, or if they are required to quarantine having recently visited countries outside the Common Travel Area.</p>	<p>Use existing communication systems (i.e. website, letter, email and text) and signage to reinforce the message not to attend site and to follow Government advice.</p> <p>They must immediately cease to attend and not attend for at least 10 days from the day after:</p> <ul style="list-style-type: none"> • the start of their symptoms • the test date if they did not have any symptoms but have had a positive test (whether this was a Lateral Flow Device (LFD) confirmed by PCR test or PCR test solely). 	<p>SLT/ Staff</p>	<p>Prior to full re-opening and reinforced thereafter.</p>
		<p>If an individual (staff or student) becomes unwell with a new, continuous cough, a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), whilst they are on the school site, they are sent home and advised to follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’.</p> <p>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p> <p>Parents are contacted by the school’s first aiders to advise their child is unwell and to gain consent to send their child home or to await collection. Additional emergency contacts are utilised if parents are not</p>	<p>The individual must self-isolate for at least 10 days and should arrange to have a test via the following link https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested) or via NHS 119 for those without access to the internet. Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms.</p> <p>If a student becomes unwell with symptoms consistent with COVID-19, the teacher will contact the main office, using the purple card email address. The email must state if the request is for first aid assistance or behaviour support. A member of the first aid team will go to the classroom to collect the student and accompany them to the medical room. Both the student and first aider will wear a disposable face mask (provided by the school) as they move from the classroom to the medical room, as this will involve</p>	<p>Staff / Students / Parents / First Aid / Cleaning Team</p>	<p>Upon full re-opening and continued until guidance is amended.</p>

		<p>available when contacted. This reduces time spent in the medical room and enables access to testing and treatment for symptoms.</p> <p>Heads of Year and pastoral staff liaise with parents regarding student behaviour and conduct.</p> <p>Staff are sent home immediately and are required to access a test.</p> <p>If an individual becomes seriously ill, injured or their life is at risk, emergency services are contacted by calling 999.</p> <p>Non COVID first aid is provided in medical room two.</p>	<p>moving through communal spaces and, in some instances, between blocks. Additional items of PPE (e.g. gloves) are also available, if required.</p> <p>If a student is displaying symptoms of COVID-19 and is waiting to be collected by a parent, they will be located in medical room one, designated for COVID-19, where they can be safely isolated behind a closed door and with a window for ventilation. A toilet and hand basin adjoins this room. The room will be cleaned and disinfected by the cleaning team, using disinfectant cleaning products, prior to use by anyone else.</p> <p>PPE will be worn by staff attending to a student with COVID-19 symptoms if a distance of 2 metres cannot be maintained or a student needs direct assistance (e.g. for a student with complex additional needs).</p> <p>A member of staff who has helped a student or staff member displaying symptoms of COVID-19 must wash their hands thoroughly for at least 20 seconds with soap and running water or use hand sanitiser after any contact with the individual. They do not need to isolate unless they develop symptoms themselves or they have been advised to do so by NHS Test & Trace.</p> <p>If more than one student needs to use a medical room, students will be socially distanced at 2m. Additional rooms will be brought into use, if required.</p> <p>If a pupil displays COVID-19 symptoms, or has a positive test, while at school they will be advised to avoid using public transport and, wherever possible, are collected by a member of their household. If a parent/carer is unavailable to collect their child, and if</p>		
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			<p>it is age appropriate to do so, school will seek agreement from the parent/carer for the their child to walk or cycle home.</p> <p>If a member of staff displays symptoms of COVID-19 during a lesson, the teacher will inform the main office, using the purple card email address. A member of SLT will be informed and will go directly to the teaching room. The member of staff will be sent home and cover for the lesson facilitated. If the lesson can be moved to another classroom within the bubble, it will be. Thorough cleaning will be undertaken thereafter. The member of staff will be requested to access a COVID-19 test.</p>		
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<p>What are the risks?</p> <p>Prevention</p>	<p>Who might be harmed?</p>	<p>How are we already controlling the risks?</p>	<p>What further action do we need to take to control the risks?</p>	<p>Who needs to carry out action?</p>	<p>When should this action be completed?</p>
<p><u>Control measure 2 – Ensure face coverings are used in recommended circumstances</u></p> <p>Increased risk of infection and transmission of COV-19.</p> <p><i>Direct transmission includes when in close contact with those sneezing and coughing.</i></p> <p><i>Indirect transmission is from touching contaminated surfaces.</i></p>	<p>Staff, students, parents and visitors attending school.</p>	<p>2m social distancing with respect to adult-to-adult and adult-to-student contact is maintained whenever possible, including within classrooms, workspaces and meeting rooms.</p>	<p>Staff, students and visitors are asked to wear face coverings in communal areas outside the classroom (corridors and stairwells), where the layout of the school makes it difficult to maintain social distancing.</p> <p>Students are permitted to remove face coverings when they are eating and drinking. Students are asked to wear their face covering when buying food at the serving area.</p> <p>Students will be encouraged to spend non lesson time outside, where they can remove their face coverings.</p> <p>Teachers can remove their face covering to deliver lessons and are advised to do so once students are seated and provided social distancing can be maintained.</p> <p>Those who rely on visual signals for communication, or communicate with or provide support to such individuals, are currently exempt from the requirement to wear face coverings in schools. Transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate can be worn.</p> <p>Face visors or shields should not routinely be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission when used without an additional face covering. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately.</p> <p>Staff and students have received guidance regarding when face coverings should be worn in school, with staff at entry points and within circulation areas to remind students. The visitor protocol has been updated to</p>	<p>Staff, students, parents and visitors attending school.</p>	<p>From 17th May 2021 until guidance is further amended.</p>

			<p>reflect this requirement, along with a sign on the entry door to reception. Bins are available across the site for disposal of face coverings.</p> <p>Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully.</p> <p>Students have been instructed not to touch the front of their face covering during use or when removing it and to dispose of temporary face coverings in a general waste bin (not recycling bin) or place reusable face coverings in a plastic bag they can take home with them, and then wash/sanitise their hands. Students are encouraged to bring a spare face covering to school in case of loss or damage.</p> <p>Disposable masks are available for those students who are unable to source their own face covering, or in the event their face covering is lost or damaged.</p> <p>Some individuals are exempt from wearing face coverings. This applies to those who:</p> <ul style="list-style-type: none"> • cannot put on, wear or remove a face covering because of a physical impairment or disability, illness or mental health difficulties • speak to or provide help to someone who relies on lip reading, clear sound or facial expression to communicate <p>Arrangements have been made and communicated to staff regarding students with exemptions.</p>		
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<p>What are the risks?</p> <p>Prevention</p>	<p>Who might be harmed?</p>	<p>How are we already controlling the risks?</p>	<p>What further action do we need to take to control the risks?</p>	<p>Who needs to carry out action?</p>	<p>When should this action be completed?</p>
<p><u>Control measure 3 – Clean hands thoroughly, more often than usual</u></p> <p>Increased risk of infection and transmission of COV-19.</p> <p><i>Direct transmission includes when in close contact with those sneezing and coughing.</i></p> <p><i>Indirect transmission is from touching contaminated surfaces.</i></p>	<p>Staff, students, parents and visitors attending school.</p>	<p>Handwashing facilities are available onsite with antibacterial soap and running water.</p> <p>Students are instructed to and supervised cleaning their hands upon arrival and exit using hand sanitiser at each gate. A sanitising station is also available at main reception for visitors and in other designated areas including workspaces.</p> <p>Sanitiser is above the minimum level of 60% alcohol. Skin cleaning wipes or soap and water are available as an alternative to sanitiser, if required (i.e. due to additional complex needs or skin concerns such as dermatitis). School also has a small supply of alcohol free hand sanitiser for practical subject areas (due to flammable risk) and pregnant workers.</p> <p>Signage is in place within staff and student toilets to encourage frequent and thorough handwashing.</p>	<p>Hand sanitising stations were increased to provide one in each classroom and work areas, in anticipation of full re-opening.</p> <p>Students have been instructed to clean their hands regularly, throughout the day, including when they arrive at school, when they return from breaks, when they change classrooms and before and after eating. This practice will be required for the foreseeable future and has become part of the school’s culture and behaviour expectations. Hand hygiene protocols were explained to students during inductions days.</p> <p>Hands should be washed for at least 20 seconds with running water and soap or using alcohol hand rub/sanitiser ensuring that all parts of the hands are covered.</p> <p>Hands must be dried thoroughly after washing /sanitising. If using alcohol-based hand sanitiser, ensure hands have fully dried off prior to contact with any potential sources of ignition, included static electricity created by touching metal objects.</p> <p>Current displays outlining effective hand cleaning have been extended throughout the site.</p> <p>All adults and children will continue to be encouraged to avoid touching their mouth, eyes and nose.</p>	<p>Staff, students, parents and visitors attending school.</p>	<p>Upon full re-opening and continued until guidance is amended.</p>

What are the risks? Prevention	Who might be harmed?	How are we already controlling the risks?	What further action do we need to take to control the risks?	Who needs to carry out action?	When should this action be completed?
<p><u>Control measure 4 – Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach</u></p> <p>Increased risk of infection and transmission of COV-19.</p> <p><i>Direct transmission includes when in close contact with those sneezing and coughing.</i></p> <p><i>Indirect transmission is from touching contaminated surfaces</i></p>	<p>Staff, students, parents and visitors attending school.</p>	<p>Swing lid bins have been placed in occupied rooms for disposal of tissues. A supply of tissues has also been made available in each occupied room. Waste is disposed of in the normal way (i.e. bagged, tied and taken to the external bins) at least daily, by the cleaning team.</p>	<p>All adults and children will continue to be advised to use a tissue or elbow to cough or sneeze and use bins for tissue waste. This is in line with Government advice to ‘catch it, bin it, kill it’.</p> <p>Additional swing lid bins have been purchased to provide one in each classroom and work area. Tissues continue to be provided within hand sanitising stations. Sanitiser is available in all rooms to clean hands after using a tissue.</p>	<p>Staff, students, parents and visitors attending school.</p>	<p>Upon full re-opening and continued until guidance is amended.</p>

What are the risks? Prevention	Who might be harmed?	How are we already controlling the risks?	What further action do we need to take to control the risks?	Who needs to carry out action?	When should this action be completed?
<p><u>Control measure 5 – Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products, such as detergents and bleach</u></p> <p>Increased risk of infection and transmission of COV-19.</p> <p><i>Direct transmission includes when in close contact with those sneezing and coughing.</i></p> <p><i>Indirect transmission is from touching contaminated surfaces</i></p>	<p>Staff, students, parents and visitors attending school.</p>	<p>School continues to follow the https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings guidance produced by Public Health England.</p> <p>Day janitorial cleaning is carried out throughout the school day with tasks focussed upon maintaining cleanliness of high traffic areas and welfare facilities.</p> <p>Frequently touched surfaces are cleaned at greater intervals than normal by the cleaning team.</p>	<p>Additional daytime janitorial cleaning is being provided by increasing contracted cleaning hours, not by diverting existing hours from the evening shift.</p> <p>Day janitorial cleaning focuses upon shared spaces, communal areas and toilets. It is not a requirement to allocate year group bubbles to their own toilet blocks, however where this is possible, we have done so.</p> <p>Cleaning rotas have been reviewed to reduce operative movement between different blocks.</p> <p>All staff should refrain from bringing their own cleaning products into school. If this is critically important, Site Team must be informed in order to arrange a COSHH assessment, prior to use.</p> <p>For shared use of equipment and resources, the Government’s position changes from the autumn term 2020:</p> <p>For individual and very frequently used equipment, such as pencils and pens, it is expected that staff and students have their own items and that they are not shared – we have asked people, where possible, to provide this. Those without access to these items, are provided for, on a discretionary basis.</p> <p>Classroom resources, such as books, can be used and shared within a single year group bubble and should be cleaned between sessions using the disinfectant wipes provided within the sanitary stations.</p>	<p>Staff / Site & Cleaning Team.</p>	<p>Upon full re-opening and continued until guidance is amended.</p>

			<p>Staff continue to plan lessons with resources minimised. Surplus resources must be disposed of after each lesson using the recycling or general waste bins in classrooms and not piled on desks. If resources are required for a future lesson, they must be placed in the plastic storage boxes available in each room.</p> <p>Resources that are shared between classes and bubbles, such as sports, art and science equipment, are cleaned more frequently 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. Curriculum Technicians are employed within practical subject areas, to assist with this.</p> <p>Students and teachers can take books and other shared resources home, although unnecessary sharing must always be avoided and limited to only those resources that contribute to student education and development/progression. Hand hygiene protocols and cleaning of resources apply in this situation also.</p> <p>Students must limit the items they bring into school each day to essentials only. Bags are permitted. A bottle of drinking water is recommended with water dispensers available onsite to refill. Students will not be permitted to leave lessons to fill water bottles or to collect cups from the main office. Bottled water can also be purchased during breaks from catering service points. In addition, students should bring stationery, subject specific equipment (e.g. geometry set, calculator), books, and lunch/snack if required. This was highlighted to students during induction days.</p>		
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What are the risks? Prevention	Who might be harmed?	How are we already controlling the risks?	What further action do we need to take to control the risks?	Who needs to carry out action?	When should this action be completed?
<p><u>Control measure 6 – Minimising contact and mixing.</u></p> <p><u>Year group bubbles, movement within corridors, stairwells and classrooms</u></p> <p>Increased risk of infection and transmission of COV-19 as the number of staff and students attending school increases.</p> <p><i>Direct transmission includes when in close contact with those sneezing and coughing.</i></p> <p><i>Indirect transmission is from touching contaminated surfaces</i></p>	<p>Staff, students, parents and visitors attending school.</p>	<p>Minimising contacts and mixing between people when onsite.</p> <p>The partial re-opening phase enabled control measures to be trialled with staff onsite, Year 10 and Year 12 students. This provided an opportunity to observe and adapt control measures in line with behaviour.</p> <p>Hand and respiratory hygiene and social distancing measures were implemented for those onsite so there is familiarity amongst specific groups regarding control measures.</p>	<p>Students are timetabled into year group bubbles to keep groups separate and minimise the number of interactions between individuals, whilst delivering a broad and balanced curriculum with access to subject specialisms. As follows –</p> <p>Year 9 – A Block Year 10 – B Block Year 11 – C Block Year 12 – G, H, I F and S Blocks Year 13 – D and E Blocks</p> <p>Teaching and support staff can operate across different classes and year group bubbles in order to facilitate delivery of the timetable and support.</p> <p>Students are encouraged to keep their distance within their groups where possible and avoid physical contact with their peers. Adult-to-student, and adult-to-adult, interactions should be with 2m distancing whenever possible. Adults should avoid close face-to-face contact and minimise time spent within 1m of anyone.</p> <p>Students have been allocated staggered start times and allocated gates to ensure year group bubbles do not mix when arriving onsite. Sixth Form students arrive onsite for their first lesson, as tutorial has been moved to the afternoon. As follows –</p> <p>Year 9 – Churchill gate Year 10 – B Block Hall Year 11 – rear of E Block / Technology Year 12 – sliding gate (segregated) Year 13 – sliding gate (segregated)</p>	<p>Staff Students</p> <p>Site & Cleaning Team</p>	<p>Upon full re-opening and continued until guidance is amended.</p> <p>June 21 – consideration will be given to expanding bubble blocks, in light of Year 11 and Year 13 leaving.</p>

			<p>Guidance has been provided to students and parents prior to commencement of the new term via letter and during separate year group induction sessions. Signage and supervision is also being provided by SLT and Pastoral Leads to assist students with gate locations.</p> <p>Temporary fencing has been installed externally to ensure year groups do not mix. This is focused in and around the quad area. Fencing accommodates movement of staff between year group bubbles and visitor arrival/leaving.</p> <p>External ground mats have been installed to the rear of E Block for Year 11 entry and egress.</p> <p>Routes to classrooms are clearly marked and follow the most direct route. External signage has also been placed in key areas across the site.</p> <p>Senior Leaders have reviewed occupancy levels for each classroom. Classrooms have been set up for the maximum student numbers timetabled to a room to eliminate the need to move furniture from room to room between sessions.</p> <p>Adaptations have also been made to all classrooms to ensure pupils are seated side-by-side and facing forwards, rather than face-to-face or side-on. Tables must remain as set and not be rearranged.</p> <p>Student desks and chairs have been set up to provide as much space as possible between desks by setting them from the outer perimeter of the room and working inwards. Classrooms have also been set up to allow the maximum distance at the front of the</p>		
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			<p>classroom for class teachers, to account for whiteboards, PC etc.</p> <p>Excess furniture and resources have been moved out of rooms to accommodate the required capacity for each room and to minimise surface contact. Items that have been removed are stored safely onsite.</p> <p>Staff have been timetabled into rooms with movement minimised where possible, however this is not always possible due to the need for subject specialist rotations between year group bubbles.</p> <p>A circulation system is being used to facilitate movement of staff and students through corridors and on stairwells. “Keep right” signage has been displayed throughout the site in corridors and on stairwells.</p> <p>Students enter classrooms immediately in order to reduce occupancy levels within corridors and to facilitate movement. They will not queue in corridors unless they are timetabled into a practical classroom where equipment is in use (e.g. Design Technology).</p> <p>Teaching staff will wipe the keyboard and mouse upon arrival to their classroom using the disinfectant wipes from the sanitising stations. The teacher will then sanitise their hands. All used wipes must be placed in the general waste bin, available within all classrooms and work areas.</p> <p>Name cards will not be in use. Seating plans are fixed / pre-arranged and displayed on the whiteboard via a PowerPoint slide. This enables students to be seated swiftly and efficiently.</p>		
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			<p>Trolleys have been purchased for staff to use to transport resources between blocks and rooms. Trolleys are requested via SJA and a record maintained of those in use.</p> <p>Posters are displayed throughout the site to remind occupants of safe systems and expectations.</p> <p>All rooms are thoroughly cleaned at the end of the school day by the cleaning team. Clutter must be avoided in all areas with resources cleared away at the end of each session by the member of staff using the room and stored in designated boxes within classrooms. Arrangements for considerate use of classrooms was covered during staff training days.</p>		
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What are the risks? Prevention	Who might be harmed?	How are we already controlling the risks?	What further action do we need to take to control the risks?	Who needs to carry out action?	When should this action be completed?
<p><u>Control measure 6 – Minimising contact and mixing.</u></p> <p><u>Use of toilets</u></p> <p>Increased risk of infection and transmission of COVID-19 as the number of staff and students on the site increases.</p> <p><i>Direct transmission includes when in close contact with those sneezing and coughing.</i></p> <p><i>Indirect transmission is from touching contaminated surfaces</i></p>	<p>Staff, students, parents and visitors attending school.</p>	<p>Designated toilet blocks were in use during the period of partial re-opening.</p> <p>Toilet blocks are located in different areas of the school, allowing groups to be separated to reduce high numbers within one area.</p> <p>Day janitorial cleaning is established within school.</p>	<p>Whilst Government guidance does not state it is a requirement, in order to maintain year group bubbles, each bubble has been assigned a toilet block for student use. As follows –</p> <p>Year 9 – ground floor A Block Year 10 – ground floor B Block Year 11 – ground floor C Block Year 12 – sports department and additional toilet block located beside the bungalow in the lower carpark Year 13 – ground floor D Block</p> <p>Single toilets are available in S Block and toilet block beside the bungalow in the lower carpark</p> <p>Accessible toilets – A Block, Sports department, CR04, D Block</p> <p>This is managed by the class teacher on a ‘one at a time’ basis if requested during lesson time.</p> <p>If necessary, support staff will be deployed to monitor the number of students within each toilet block, to ensure numbers remain at an acceptable level.</p> <p>Staff toilets are assigned as follows –</p> <p>A Block ground floor A Block first floor (outside the staffroom / previously Sixth Form) B Block ground floor D Block ground and first floor Sports department Single toilets in F Block, Technology and English CR01 (including accessible)</p>	<p>Staff Students Site & Cleaning Team</p>	<p>Upon full re-opening and continued until guidance is amended.</p>

			<p>Staff toilet blocks are set up for social distancing, with some cubicles and urinals closed. Allocating an additional toilet block (on the first floor of A Block) for staff, will compensate for this reduction. Staff are asked not to congregate in toilet blocks and to leave as quickly as possible to enable other staff to use the facilities.</p> <p>Posters are displayed in toilets to remind users of the importance of hand hygiene and social distancing.</p> <p>Suitable facilities are provided for hand drying. Rubbish bins are available for hand towels and regularly emptied by the cleaning team.</p> <p>Visitors use the accessible toilets in A Block foyer.</p> <p>Day janitorial staff clean all toilet blocks at regular intervals throughout the school day.</p>		
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What are the risks? Prevention	Who might be harmed?	How are we already controlling the risks?	What further action do we need to take to control the risks?	Who needs to carry out action?	When should this action be completed?
<p><u>Control measure 6 – Minimising contact and mixing.</u></p> <p><u>Use of work areas</u></p> <p>Increased risk of infection and transmission of COVID-19 as the number of staff and students on the site increases.</p> <p><i>Direct transmission includes when in close contact with those sneezing and coughing.</i></p> <p><i>Indirect transmission is from touching contaminated surfaces</i></p>	<p>Staff, students, parents and visitors attending school.</p>	<p>Work areas in use during partial re-opening were set up for 2m social distancing including floor markings for safe distances for those entering the room.</p> <p>Hand washing facilities are available with soap and water across the site. Hand sanitiser is also available in occupied areas.</p> <p>Cleaning is carried out daily by the cleaning team. The rota and priorities for cleaning reflect need and occupation levels.</p>	<p>All staff are asked to use their offices including departmental offices, or a classroom (if free), prior to using a shared space such as the staffroom. Occupants in all office/work areas must ensure 2m social distancing is maintained and engage with regular handwashing and cleaning of frequently touched surfaces/shared equipment using the products provided. Whenever possible, sharing of equipment (PCs, telephones etc) should be avoided.</p> <p>The staffroom has been set up as a socially distanced work area with PCs available to the outer perimeter and desk space in the centre for BYOD or paper based tasks. Soft furniture has been removed to facilitate this.</p> <p>An occupancy limit has been displayed on the staffroom door (17) and this must be adhered to at all times. Vision panels on the doors are kept clear to enable occupancy levels to be easily checked prior to entering.</p> <p>Floor stickers have been applied to workspace floors to indicate 2m distances. Staff are encouraged to work side-to-side where possible (avoiding face-to-face) and signage reminding staff about protocols and safe systems of work is displayed in work areas.</p> <p>Hot water, soap and sanitiser is available in the staffroom with disposable paper towels to dry hands. Disinfectant wipes are available for use on PC keyboards and desk surfaces between users.</p> <p>Staff should avoid entering the staffroom during break time if possible (i.e. if free prior to or after break) to enable those who</p>	<p>Staff / Site & Cleaning Team</p>	<p>Upon full re-opening and continued until guidance is amended.</p>

			<p>are not free either side of a break, to access the area. Staff must remove any resources, used cups, leftover food etc when leaving work areas, as a clean desk policy is required in order to clean surfaces effectively. Cleaning staff cannot do this as they are not aware of which items are for disposal.</p> <p>Staff should limit contact with other staff members, and not congregate in shared spaces, especially if they are small rooms. Staff are encouraged to remain in their classrooms or offices in order to limit the number of occupants moving around in the circulation areas, such as corridors and stairwells.</p> <p>Discussions with staff teams sharing an office has included workspace planning and determination of the safe number of staff working within a particular department at one time, in order to confidently maintain 2m social distancing. If 2m social distancing cannot be maintained, alternative work areas have been considered and implemented.</p> <p>There will be no full staff briefings. Where it is imperative to deliver whole staff communication in person, this will be done in small groups over multiple sessions (e.g. training days) or via video stream.</p> <p>Department, year team/pastoral meetings and training can take place where 2m social distancing can be maintained. For large departments this will require groups to be split into smaller groups across multiple rooms. Room layouts must not be changed for this.</p> <p>Staff will be required to make use of telephone and email communication systems as much as possible. This includes requests or messages for reprographics, ICT, finance, main and sixth form offices etc. This is to ensure social contact is minimised.</p>		
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What are the risks? Prevention	Who might be harmed?	How are we already controlling the risks?	What further action do we need to take to control the risks?	Who needs to carry out action?	When should this action be completed?
<p><u>Control measure 6 – Minimising contact and mixing.</u></p> <p><u>Behaviour, attendance, registration, tutorial and pastoral support</u></p> <p>Increased risk of infection and transmission of COVID-19 as the number of staff and students on the site increases.</p> <p><i>Direct transmission includes when in close contact with those sneezing and coughing.</i></p> <p><i>Indirect transmission is from touching contaminated surfaces</i></p>	<p>Staff, students, parents and visitors attending school.</p>	<p>School has an established Behaviour Policy which is available to staff, students and parents.</p> <p>There is an experienced pastoral team designated to each year group who are consistent throughout students' time here.</p> <p>Behaviour management protocols are explained to staff with training provided. A purple card system is in place to request assistance from senior staff.</p> <p>School has recruited an Attendance Officer to work with students and families where attendance is a concern. Attendance reverted to mandatory from September.</p> <p>Senior staff undertake duty rotas to monitor student behaviour when arriving and leaving site.</p>	<p>The school's Behaviour Policy has been reviewed and temporary policy/procedural amendments due to COVID-19 have been documented, shared with Governors and communicated to staff, students and parents.</p> <p>Students are expected to adhere to the behaviour policy in order to keep themselves and others safe. This includes conduct within the classroom, when arriving and leaving site, moving around blocks and during break times.</p> <p>Students who do not follow the school's behaviour policy, or who cause concern in relation to health and safety, are referred to their Head of Year. School work closely with students to support them in adhering to the guidelines and involve parents of those students who continue to cause concern.</p> <p>SLT and Pastoral Leads consider how to communicate policies/procedures clearly and consistently to staff, students and parents, including those with additional or complex needs.</p> <p>Senior staff are visibly present around school to support and reinforce safety measures, especially during movement of staff and students within the school day.</p>	<p>Staff Students Parents</p>	<p>Upon full re-opening and continued until guidance is amended.</p>

			<p>During break times, students are supervised in their designated year group breakout areas, by duty staff. Senior staff are also highly visible during these times, so that any issues with behaviour or student conduct can be swiftly resolved.</p> <p>Heads of Year have been provided with a base within each bubble to provide additional support to staff and students in the event of poor behaviour and/or disengagement. As follows –</p> <p>Year 9 – A103 Year 10 – Maths office on first floor Year 11 – current HOY office Year 12 – current HOY office Year 13 – library</p> <p>The above rooms are also used as a purple card base. Staff must use the purple card system to request support. Students must not be sent to the above rooms unsupervised.</p> <p>The purple card system has been adapted to reflect year group bubbles.</p> <p>School attendance is mandatory. This means that the normal expectations for school attendance apply, including:</p> <ul style="list-style-type: none"> - Parental duty to ensure that children attend school regularly - School’s responsibility to record attendance and follow up absence - The availability to issue sanctions, including fixed penalty notices in line with the local authority’s code of conduct. 		
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			<p>Attendance is recorded electronically using SIMS. It is vitally important that registers are undertaken at the beginning of each session.</p> <p>Register folders are not handed out to tutors daily, therefore messages to students must be sent using the following means –</p> <ul style="list-style-type: none"> - school email system to an individual or small group of students. - to the tutor if the student does not respond to email. - to the HOY if the message is GDPR sensitive. - via the bulletin for messages to large groups. <p>Assemblies are planned, recorded and streamed to tutor groups. Whole year group assemblies in the main hall do not take place.</p> <p>Where it is necessary to address students collectively, this takes place over a number of days, with a limited number of tutor groups participating. Students are supervised entering and exiting the hall and are seated with tutor groups appropriately distanced.</p>		
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What are the risks? Prevention	Who might be harmed?	How are we already controlling the risks?	What further action do we need to take to control the risks?	Who needs to carry out action?	When should this action be completed?
<p><u>Control measure 6 – Minimising contact and mixing.</u></p> <p><u>Practical curriculum areas</u></p> <p>Increased risk of infection and transmission of COVID-19 as the number of staff and students on the site increases.</p> <p><i>Direct transmission includes when in close contact with those sneezing and coughing.</i></p> <p><i>Indirect transmission is from touching contaminated surfaces</i></p>	<p>Staff, students, parents and visitors attending school.</p>	<p>Practical lessons were halted as school entered lockdown in March 2020 and did not recommence during the period of partial re-opening.</p> <p>Department planning days in the summer term enabled staff to review their curriculum offer for September and adapt lesson plans to reflect updated Government and specialist subject guidance as well as measures prescribed by the school.</p>	<p>For all practical subjects, school will continue to access guidance from advisory and subject associations. For all subjects, school will maintain minimising use of shared resources, practising good hand hygiene and wiping equipment before and after use with anti-bacterial products.</p> <p><u>PE</u></p> <p>Delivery of the PE curriculum incorporates the system of controls outlined within this risk assessment. Task based risk assessments <i>have been</i> updated for activities. Guidance from afPE will continue to be monitored <i>and inform activities</i>. Students <i>are</i> kept in their year group bubbles and accompanied, via an external route, to the facility they are to use for the lesson.</p> <p>Activities requiring equipment <i>are</i> limited (e.g. cricket, volleyball and rounders) with equipment allocated to year group bubbles.</p> <p>If equipment must be shared between bubbles, it <i>is</i> cleaned thoroughly or stored securely for a period of 48 hours (72 hours for plastics) before next use.</p> <p>School only provides team sports on the list available at https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation</p> <p>Outdoor sports <i>are</i> prioritised and large indoor spaces used where weather renders outdoor spaces out of use.</p> <p>Students <i>are</i> instructed to remain distanced where possible. Hand hygiene protocols <i>are</i> followed at the beginning and end of each session using sanitising stations. Equipment <i>is</i> wiped prior to and after use.</p> <p>Low intensity activities <i>have been</i> planned, to avoid exertion and heavy breathing during exercise. Good respiratory hygiene measures should be followed, using a tissue (provided within</p>	<p>Staff Students</p>	<p>Upon full re-opening and continued until guidance is amended.</p>

sanitary stations) or elbow to cough or sneeze, with tissues disposed of immediately after use.
Students will not be required to change for PE, instead they should attend school in their PE kit on the day/s PE is timetabled.

Music

Singing, wind and brass playing should not take place in larger groups such as choirs and ensembles unless significant space, natural airflow and strict social distancing and mitigation can be maintained.

If indoors, use a room with as much space as possible, for example, larger rooms, rooms with high ceilings are expected to enable dilution of aerosol transmission. If playing indoors, limit the numbers to account for ventilation of the space and the ability to social distance. It is important to ensure good ventilation.

Use microphones where possible or encourage singing quietly.

Students may play instruments or sing in small groups but should do so positioned back-to-back or side-to-side with physical distancing (ideally 2 metres), outside if weather and instruments permit or inside with good ventilation. Students should use their own instruments and must not share instruments, mouth pieces or reeds. No physical contact/assistance to be provided during sessions. Where large instruments are used by a student, such as pianos/keyboards/double bass etc, then strict cleanliness regimes are necessary with hand washing before and after use and instruments cleaned with disinfectant wipes after use.

Science

Guidance for practical subject areas is taken from CLEAPSS. Practical work will recommence for Year 13 Chemistry after Easter. The remaining Science lessons will continue with teacher-led demonstrations, in place of practicals, until further notice.

			<p>Required practical activity methodology and risk assessments have been reviewed to take into account safety measures associated with COVID-19 and a decision has been made on which practicals can be safely managed as a class activity or as a demonstration during the first summer half term. Each member of staff has their own eye protection. A PowerPoint presentation has been prepared and shared with students regarding protocols and expectations. This includes</p> <ul style="list-style-type: none"> • Supervised entry to the classroom and hand sanitising, • allocated seating and workspace, • wearing a face covering, • use of single use disposable gloves, • students allocated with their own goggles & bag to store, • arrangements made for shared equipment and access to chemicals, • non-alcohol based sanitiser supplied • organisation expectations in order to minimise movement. <p>To reduce the requirement for the Technician to move between student bubbles, at the end of a practical session, equipment and excess chemicals material will be cleared away by the Technician and wiped with a suitable cleaning product prior to being stored away in the Physics Prep Room for future use. Shared glassware will be wiped clean or washed in the dishwasher, ready for use in the next session.</p> <p>To allow for equipment/chemicals to be stored in a supervised setting, the classroom has been re-timetabled for Science use only, in all but one instance.</p> <p>Teachers will socially distance when observing students as they work through the practical activity to ensure that they are following the correctly methodology and to ensure safe handling of equipment and chemicals.</p> <p>If it is necessary to supervise within 2m distancing to avoid or deal with a practical H&S issue such as broken glassware, equipment malfunction, chemical spill etc. the teacher will wear a Type IIR face mask provided by the school (<i>blue single use mask</i>).</p>		
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Technology

Practical work will recommence for specific year groups in Design Technology. Practical activity risk assessments will be reviewed prior to the lesson to take into account safety measures associated with COVID-19 and a decision will be made whether it can be safely managed as a class activity or a demonstration.

Long and complex multi-step practicals will be avoided apart from with very experienced pupils.

Each member of staff has their own eye protection.

A PowerPoint presentation has been prepared and shared with students regarding protocols and expectations. This includes –

- supervised entry to the classroom and hand sanitising,
- allocated seating and workspace,
- wearing a face covering,
- students allocated with their own goggles & bag to store,
- arrangements for shared equipment and access to machinery are made,
- Non-alcohol based sanitiser supplied
- organisation expectations in order to minimise movement.

At the end of a practical session, equipment and spare material will be cleared away by the technician and wiped with a suitable cleanser prior to being stored away for future use.

Machines or other fixed equipment that have been used will be wiped clean and readied for use in the next session.

Teachers will keep their distance when observing the students as they work through the practical activity. If it is necessary to supervise within 2m distancing, the teacher will wear a Type IIR face mask provided by the school.

Food

Practical work will recommence for specific year groups in Food Technology. Practical activity risk assessments will be reviewed prior to the lesson to take into account safety measures associated with COVID-19 and a decision will be

			<p>made whether it can be safely managed as a class activity or a demonstration.</p> <p>Long and complex multi-step practicals will be avoided apart from with very experienced pupils.</p> <p>A PowerPoint presentation has been prepared and shared with students regarding protocols and expectations. This includes –</p> <ul style="list-style-type: none"> - Students will be allocated to zones of the classroom (by number and colour), each with an adequate supply of equipment to minimise movement. Each zone has utensil drawers, electrical equipment cupboards and basic equipment cupboards, - arrangements for cooking and cooling, - wearing a face covering, - antibacterial washing products, cleaning arrangements, and use of non-alcohol based sanitiser - installation of Perspex screens and tape on benching to guide students, due to room layout. <p>At the end of a practical session, equipment and spare material will be cleared away by the technician and wiped with a suitable cleanser prior to being stored away for future use.</p> <p>Machines or other fixed equipment that have been used will be wiped clean and readied for use in the next session.</p> <p>Teachers will keep their distance when observing the students as they work through the practical activity. If it is necessary to supervise within 2m distancing, the teacher will wear a Type IIR face mask provided by the school.</p>		
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What are the risks? Prevention	Who might be harmed?	How are we already controlling the risks?	What further action do we need to take to control the risks?	Who needs to carry out action?	When should this action be completed?
<p><u>Control measure 6 – Minimising contact and mixing.</u></p> <p><u>Use of IT resources</u></p> <p>Increased risk of infection and transmission of COV-19.</p> <p><i>Direct transmission includes when in close contact with those sneezing and coughing.</i></p> <p><i>Indirect transmission is from touching contaminated surfaces</i></p>	<p>Staff Students</p>	<p>Additional laptops have been purchased to supplement desktop PCs in classrooms.</p> <p>Daily cleaning is undertaken by the cleaning team including keyboard and mouse.</p>	<p>A booking system for iPads is in place for class teachers to utilise. iPads are taken at the start of the day to a designated collection point (Year Bubble Offices), teachers collect and return the iPads to the bubble offices.</p> <p>The iPads are then sanitised and returned to the IT Office to be stored and charged.</p> <p>Staff laptops are booked via the Booking System and are available for collection from the IT office.</p> <p>Student laptops are situated in D Block in laptop trollies. Laptops are bookable/timetabled. Staff and students are required to follow hand hygiene protocols prior to the use of IT equipment. Hand sanitising stations are provided in all rooms for this.</p> <p>Disinfectant wipes are provided within sanitising stations to enable wiping of IT equipment prior to and after use. This must be supervised by a member of staff if carried out by students. Equipment should be wiped with the React, not Clinell, wipes, as they are better suited to IT equipment.</p> <p>IT Technical support is available but can only be provided during lessons if social distancing measures can be maintained. In the event a PC presents a fault, a member of the IT Team will provide a laptop for the student to use for the remainder of the lesson and will return to the classroom to complete the fix, once the room is unoccupied or has the required distancing.</p>	<p>Staff SLT IT Technical Support</p>	<p>Upon re-opening and continued until guidance is amended.</p>

What are the risks? Prevention	Who might be harmed?	How are we already controlling the risks?	What further action do we need to take to control the risks?	Who needs to carry out action?	When should this action be completed?
<p><u>Control measure 6 – Minimising contact and mixing.</u></p> <p><u>Use of reprographics</u></p> <p>Increased risk of infection and transmission of COVID-19 due to shared use of equipment and central location.</p> <p><i>Direct transmission includes when in close contact with those sneezing and coughing.</i></p> <p><i>Indirect transmission is from touching contaminated surfaces</i></p>	<p>Staff Students</p>	<p>Electronic ticketing system in operation for reprographic requests.</p> <p>Printing devices are available across the site for staff use. Wipes are available at each location to enable machines to be sanitised after use.</p> <p>Where it is possible to substitute paper copies with electronic formats, this is used as a method to reduce the number of physical contacts.</p>	<p>Staff continue to raise tickets via PaperCut for reprographic requests. If sending a request from home, the request can be attached to an email to JRS. Printing has also been made available from staff own devices.</p> <p>JRS fulfils ticket requests and places copying for collection at the designated pick up point (walk-in cupboard outside of reprographics). Items are placed in departmental trays for easy identification. One person at a time to collect items, sanitising hands prior to and after collection and distribution to students.</p> <p>Bulky/high volume items (e.g. booklets) are delivered by the Site Team to a designated room during evenings and weekends when required. The delivery location should be provided when submitting the ticket.</p> <p>Students must not be sent to reprographics with photocopying requests.</p> <p>Occupancy within reprographics is limited to two people at any one time (including JRS).</p> <p>Access to copiers within the reprographics department is restricted to <u>machine one only</u> (the first machine as you enter the room). This is limited to black and white. The rest of the room is cordoned off in order to allow a safe system of working and social distancing for JRS.</p> <p>One member of staff to use machine one at any time. If a member of staff is using the machine, or students</p>	<p>Staff SLT Repro IT Support Site Team</p>	<p>Upon re-opening and continued until guidance is amended.</p>

			<p>are waiting to go into H001, staff should wait outside until the area is cleared to enter.</p> <p>Wipes are available at the photocopier to wipe the screen after use. Staff are also asked to sanitise their hands before and after use.</p> <p>The laminator and guillotine are used by JRS only and not shared. All small items of stationery have been removed including large tubs of elastic bands, paperclips, staplers etc.</p>		
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What are the risks? Prevention	Who might be harmed?	How are we already controlling the risks?	What further action do we need to take to control the risks?	Who needs to carry out action?	When should this action be completed?
<p><u>Control measure 6 – Minimising contact and mixing.</u></p> <p><u>Visitor management: including parents, deliveries and contractors</u></p> <p>Increased risk of infection and transmission of COVID-19 as the number of visitors to site may increase due to full re-opening and gradual easing of lockdown measures, nationally.</p> <p><i>Direct transmission includes when in close contact with those sneezing and coughing.</i></p> <p><i>Indirect transmission is from touching contaminated surfaces</i></p>	<p>Staff, students, parents and visitors attending school.</p>	<p>The main school office oversees management of the school’s electronic gate system. This enables safe and effective visitor management using an intercom system.</p> <p>All visitors are required to report to main reception upon arrival and leaving site to complete signing in and out procedures.</p> <p>Signage is displayed at main reception detailing expectations regarding social distancing, not entering site if symptomatic and hand and respiratory hygiene protocols.</p> <p>A partial plastic screen has been fitted to the reception window to mitigate the risk of infection transmission from respiratory droplets.</p> <p>Physical barriers (desks), tape and floor signage have been installed within main reception to indicate the safe distances between the visitor arrival/sign in, office staff and the waiting area.</p> <p>Chairs for visitors have been reduced and located at 2m distances with floor markings. Hand sanitiser has been provided and protocols displayed.</p>	<p>Access to the school site continues to be restricted therefore visitors (including parents) should come into school <u>only when strictly necessary</u>, by appointment, and ideally only one (unless for example, an interpreter or other support is required). Any such meetings should take place at a safe distance of 2m (so the use of small offices may not be suitable).</p> <p>Where visits are essential, school continues to use alternative methods of working as often as possible, including:</p> <ul style="list-style-type: none"> - Eliminating the need for a visit by replacing physical attendance with a virtual meeting such as Zoom or Teams. - If physical attendance is essential, arranging meetings after the school day in order to reduce the number of potential contacts. Avoiding break and lunchtime meetings. - Minimising the time on site by using agendas and agreed meeting times/durations. - Meeting rooms have occupancy levels displayed on the door and furniture removed/rearranged to ensure capacity is not exceeded. - Refreshments are not routinely provided. <p>Letters/guidance to parents were issued prior to full re-opening regarding expectations and procedures for coming onto the school site.</p> <p>The visitor protocol has been updated to reflect controls within the COVID-19 risk assessment and will</p>	<p>Main office Site Team Staff Visitors Parents</p>	<p>Upon full re-opening and continued until guidance is amended.</p>

		<p>Visitors are directed to use accessible toilets in the main foyer, to minimise contact with staff in the main toilet block.</p> <p>An external unit has been acquired for deliveries and collection of goods. The main office contact the site team to notify of a delivery or collection. The Assistant Caretaker heads to the delivery/collection point and arranges movement of items into the main school/facilitate collection before washing their hands with soap and water or using hand sanitiser. Gloves are also provided for this. Flammable items, such as hand sanitiser, are located away from ignition sources.</p> <p>Delivery drivers are not permitted to use the school's lifting/handling equipment. No documentation is signed to accept the delivery (as is common practice now with safe systems of working for deliveries).</p> <p>Contractors are permitted entry to site for essential work including statutory compliance checks. Work is scheduled for periods of low occupation, as far as possible. Contractors are required to submit a risk assessment, identifying COVID-19 safe systems of work, prior to work commencing.</p>	<p>be provided prior to appointments/meetings whenever possible.</p> <p>Staff are asked to notify the main office of any meetings involving visitors. This allows the team to pre-register visitors and minimise time spent in main reception signing in.</p> <p>Occupancy in main reception is limited to two.</p> <p>Visitors continue to report to main reception upon arrival to complete sign in procedures using the school's visitor management system. A QR code has been installed to allow contactless sign in and out facilities. The iPad is used for those without a mobile telephone/data, with hand sanitiser and signage. The office team complete sign out procedures when leaving. Visitors leave site immediately after signing out.</p> <p>A record is securely maintained, including name, direct contact details, arrival and departure times. This will assist with the Test and Trace programme in the event of a confirmed infection.</p> <p>A sticky badge is produced for the visitor to wear, as lanyards are not in use. A bin is available in reception to dispose of badges when leaving site.</p> <p>Staff are notified immediately that a visitor has arrived, in order to ensure they are collected swiftly and to reduce the number of individuals waiting at reception. Visitors are accompanied, socially distanced, at all times to ensure bubble integrity is maintained and the most direct route to the venue is taken.</p>		
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What are the risks? Prevention	Who might be harmed?	How are we already controlling the risks?	What further action do we need to take to control the risks?	Who needs to carry out action?	When should this action be completed?
<p><u>Control measure 7 – Keep occupied spaces well ventilated</u></p> <p>Increased risk of infection and transmission of COV-19.</p> <p><i>Direct transmission includes when in close contact with those sneezing and coughing.</i></p> <p><i>Indirect transmission is from touching contaminated surfaces.</i></p>	<p>Staff, students, Visitors.</p>	<p>Where possible, occupied internal areas are ventilated using natural ventilation (i.e. windows). Site team have undertaken checks to windows and doors during the summer holiday period, to ensure maximum ventilation can be provided.</p> <p>Internal doors are propped open (with the exception of fire doors) where it is practicable to do so, to aid ventilation and limit the use of door handles.</p>	<p>Use the building energy management system to monitor thermal comfort levels and adjust heating to supplement low temperatures when necessary.</p> <p>Open high level windows in colder weather in place of low level windows to reduce draughts. Site Team are available to assist with this and staff have been notified of the procedure to request this (28/04/2021)</p> <p>Increasing ventilation while spaces are unoccupied (for example, between classes, during breaks, when a room is unused).</p> <p>The option to wear extra layers during colder weather.</p> <p>If space allows, arrange furniture to avoid direct draughts during colder weather.</p>	<p>Staff</p>	<p>Upon full re-opening and continued until guidance is amended.</p>

What are the risks? Prevention	Who might be harmed?	How are we already controlling the risks?	What further action do we need to take to control the risks?	Who needs to carry out action?	When should this action be completed?
<p><u>Control measure 8 – Where necessary, wear appropriate personal protective equipment (PPE)</u></p> <p>Increased risk of infection and transmission of COVID-19.</p> <p><i>Direct transmission includes when in close contact with those sneezing and coughing.</i></p> <p><i>Indirect transmission is from touching contaminated surfaces.</i></p>	<p>Staff, students.</p>	<p><i>Reference to PPE in relation to COVID-19 includes the following:</i></p> <ul style="list-style-type: none"> - <i>fluid-resistant surgical face masks</i> - <i>disposable gloves</i> - <i>disposable plastic aprons</i> - <i>eye protection (for example a face visor or goggles)</i> <p>School has stock of all PPE items listed above. This is available within Medical Room 2 (designated non-Covid).</p> <p>When caring for an individual with symptoms of Covid-19, a face mask will be worn if a distance of 2 metres cannot be maintained. In the unlikely event that contact is necessary, then gloves, an apron and a face mask will be worn.</p> <p>The ‘Summary Guidance for the Use of PPE in School Settings’ has been shared with staff and displayed in key areas. A copy is attached as Appendix A.</p>	<p>The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others.</p> <p>Advice and guidance regarding the use of PPE has been provided by the Director of Public Health. This includes a summary of activities and the recommended precautions for each.</p> <p>PPE stock has been increased in anticipation of full re-opening, with stock levels maintained thereafter. Further PPE supplies have been received as part of Rapid Flow Test kit deliveries.</p> <p><u>See control measure 2 for information regarding the use of face coverings (not classified as PPE).</u></p>	<p>Staff First Aid Cleaning Team</p>	<p>Upon full re-opening and continued until guidance is amended.</p>

What are the risks? Prevention	Who might be harmed?	How are we already controlling the risks?	What further action do we need to take to control the risks?	Who needs to carry out action?	When should this action be completed?
<p><u>Control measure 9 – Promote and engage in asymptomatic testing, where available</u></p> <p>Increased risk of infection and transmission of COV-19.</p> <p><i>Direct transmission includes when in close contact with those sneezing and coughing.</i></p> <p><i>Indirect transmission is from touching contaminated surfaces.</i></p>	<p>Staff, students.</p>	<p>The Mass Asymptomatic COVID-19 Testing Programme was carried out in line with appropriate government guidance, including the published Clinical Standard Operating Procedure.</p> <p>All students were offered three COVID-19 tests, three to five days apart, as they returned to the classroom. Students were supervised whilst swabbing to make sure they were doing it correctly.</p> <p>School utilised the workforce planning tool that sets out the number of staff required to deliver onsite testing to ensure adequate coverage of individuals to assist with the onsite testing process.</p> <p>School used discretion to phase the return of students to allow them to be safely tested on return.</p> <p>Tests one and two were carried out whilst remote learning continued (4th, 5th, 8th, 9th March) with test three carried out during face-to-face learning (11th, 12th March).</p>	<p>After completing supervised tests in school, students have been provided with rapid test kits to use twice weekly at home. Staff have also been provided with tests to use twice weekly at home.</p> <p>Test kit stock is replenished regularly as part of a national distribution system. Kits are in turn distributed to students via Period 5 lessons or tutorial as soon as is practicable following a delivery. An instructional leaflet is provided with all kits.</p> <p>Regular reminders are issued to parents to complete LFD testing twice weekly with a recommendation that this takes place on Monday and Thursday mornings or the preceding evening.</p> <p>Staff kits continue to be available for collection from JGP.</p> <p>Staff and students must report their result to NHS Test and Trace as soon as the test is completed either online or by telephone as per the instructions in the home test kit.</p> <p>Staff or students with a positive LFD home test result will need to self-isolate in line with the stay-at-home guidance. They will also need to arrange a lab-based polymerase chain reaction (PCR) test to confirm the result if the test was done at home. Those with a negative LFD test result can continue to attend school.</p>	<p>Staff Students</p>	<p>Upon completion of mass testing and ongoing.</p>

		<p>Detailed guidelines, including not to enter the school site if displaying symptoms of COVID-19, were issued prior to mass testing commencing.</p> <p>Any individual unable to tolerate a swab or who has not given consent for participation in mass testing was not tested.</p>	<p>If the PCR test is taken within 2 days of the positive lateral flow test, and the result is negative, it overrides the LFD test result and the staff member or student can return to school and their close contacts can end their self-isolation.</p> <p>Since mass testing has been completed, school has retained a small testing area to assist those struggling with the home test process.</p> <p><i>The testing programme initially included offering those who came into close contact with a positive case in schools the option of 7 days of daily contact testing (with self-isolation if a subsequent test was positive) as an alternative to self-isolation. PHE and NHS Test and Trace have now reviewed their initial advice in light of the higher prevalence and rates of transmission of new variants. They have concluded that these changes in virus mutations warrant further evaluation work and that daily contact testing in place of self-isolation should be paused until this evaluation has taken place.</i></p>		
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What are the risks? Response to infection	Who might be harmed?	How are we already controlling the risks?	What further action do we need to take to control the risks?	Who needs to carry out action?	When should this action be completed?
<p><u>Control measure 10 – Engage with the NHS Test and Trace process</u></p> <p>Increased risk of infection and transmission of COV-19.</p> <p><i>Direct transmission includes when in close contact with those sneezing and coughing.</i></p> <p><i>Indirect transmission is from touching contaminated surfaces.</i></p>	<p>Staff, students, parents and visitors attending school.</p>	<p>Students, staff and other adults are instructed not to attend school site if they are displaying symptoms of COVID-19, have tested positive in the last 10 days, have been in close contact with someone who has tested positive for COVID-19, or if they are required to quarantine having recently visited countries outside the Common Travel Area.</p> <p>Information regarding the symptoms of COVID-19 and action to take is shared with staff, parents and students. Senior staff are available for clarification, should this be required.</p> <p>COVID-19 specific posters are also displayed throughout the site to reinforce key messages.</p>	<p>Anyone displaying symptoms of COVID-19 is required to access a test. Tests can be booked online using the following link https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested or calling NHS 119 for those without access to the internet. Key workers, including those in education, have priority access to testing.</p> <p>Staff and students are required to access a test as a matter of urgency. This will allow school to swiftly identify close contacts and minimise further contacts, in the event of a positive test result.</p> <p>School received a small number of home testing kits during the autumn term, which can be given to parents/carers collecting a child who has developed symptoms at school or staff who have developed symptoms at school, if they are unlikely to request a test via the testing website or NHS helpline.</p> <p>If the individual tests negative, if they feel well and no longer have symptoms similar to COVID-19 they no longer need to isolate and should return to school.</p> <p>If someone tests positive, they must self-isolate for 10 days from the onset of symptoms and only return when they do not have symptoms other than a cough or loss of taste/smell (this is because both a cough and anosmia can last for several weeks once the infection has gone). Individuals must not return to school whilst they continue to have a high temperature. School will temperature check students who are recommencing</p>	<p>Staff Student Parents/carers</p> <p>Local Health Protection Team</p>	<p>Upon full re-opening and ongoing</p>

			<p>school following a positive test result and 10 day isolation period.</p> <p>School will engage with the NHS Test and Trace process and has confirmed contact details for the local Public Health England health protection team for the North East (<i>see control measure 11</i>).</p> <p>Staff, parents/carers and students are required to engage with the NHS Test and Trace process by providing details of anyone they have been in close contact with if they test positive for COVID-19 or if requested by NHS Test and Trace. The COVID-19 app is also available to anyone aged 16 and over to download if they choose.</p> <p>The local health protection team will contact school directly if they become aware that someone who has tested positive for COVID-19 attended school.</p> <p>Records are maintained via SIMS timetables of students and staff within each bubble to assist with contact tracing.</p>		
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What are the risks? Response to infection	Who might be harmed?	How are we already controlling the risks?	What further action do we need to take to control the risks?	Who needs to carry out action?	When should this action be completed?
<p><u>Control measure 11 – Manage confirmed cases of COVID-19 amongst the school community</u></p> <p>Increased risk of infection and transmission of COV-19.</p> <p><i>Direct transmission includes when in close contact with those sneezing and coughing.</i></p> <p><i>Indirect transmission is from touching contaminated surfaces.</i></p>	<p>Staff, students, parents and visitors attending school.</p>	<p>School previously followed advice outlined by Government for partial re-opening of school.</p>	<p>If the school is notified that a student or member of staff has tested positive for COVID-19, school will take swift action and contact the Local Authority health protection team, in the first instance, using a designated email address and providing the following details:</p> <ul style="list-style-type: none"> ● Name ● School ● Contact telephone number ● Nature of enquiry - suspected or confirmed cases in staff or pupils or advice required. <p>A member of the public health team will aim to respond within the hour. A mobile phone number has also been provided, in the event urgent assistance is required.</p> <p>The local health protection team will conduct a rapid risk assessment to confirm who has been in close contact with the person during the period they were infectious and ensure they are asked to self-isolate for 10 days.</p> <p>Close contact means:</p> <ul style="list-style-type: none"> - face-to-face contact including being coughed on or having a face-to-face conversation within 1 metre - being within 1 metre for 1 minute or longer without face-to-face contact - being within 2 metres of someone for more than 15 minutes (either as a one-off contact or added up together over 1 day) - travelled in the same vehicle 	<p>Staff Student Parents/carers</p> <p>Local Health Protection Team</p>	<p>Upon full re-opening and continued until guidance is amended.</p>

			<p>A template letter has been provided to school, on the advice of the health protection team, to send to parents and staff, if needed.</p> <p>Household members of those asked to self-isolate due to close contact, do not need to self-isolate themselves unless the individual they live with subsequently develops symptoms.</p> <p>If an individual, who has been asked to self-isolate due to close contact, subsequently develops symptoms within their 10-day self-isolation period, they must follow ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’. https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection)</p> <p>The individual, who has developed symptoms during self-isolation due to close contact, should request a test via the following link https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested) to determine if they have COVID-19., -</p> <ul style="list-style-type: none"> - Where the student or staff member tests negative, they must remain in isolation for the remainder of the 10-day self-isolation period due to close contact, as they could still develop COVID-19. - If the test result is positive, the individual must inform school immediately, and isolate for at least 10 days from the onset of symptoms. Members of the household should then self-isolate for 10 days from when the symptomatic person first had symptoms. 		
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What are the risks? Response to infection	Who might be harmed?	How are we already controlling the risks?	What further action do we need to take to control the risks?	Who needs to carry out action?	When should this action be completed?
<p><u>Control measure 12 – Contain any outbreak by following local health protection team advice</u></p> <p>Increased risk of infection and transmission of COV-19.</p> <p><i>Direct transmission includes when in close contact with those sneezing and coughing.</i></p> <p><i>Indirect transmission is from touching contaminated surfaces.</i></p>	<p>Staff, students, parents and visitors attending school.</p>	<p>School previously followed advice outlined by Government for partial re-opening of school.</p>	<p>If school has two or more confirmed cases within 14 days, or an overall rise in sickness absence where COVID-19 is suspected, school will continue to work with the local health protection team who will advise if additional action is required.</p> <p>In some instances, the health protection team may recommend a larger number of people self-isolate at home as a precautionary measure. This could also be extended to the year group or whole site.</p> <p>In the event an outbreak within school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will focus initially upon the person’s class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.</p>	<p>Staff Student Parents/carers</p> <p>Local Health Protection Team</p>	<p>Upon full re-opening and continued until guidance is amended.</p>

Students identified as clinically extremely vulnerable (shielding) or clinically vulnerable

There is growing evidence that many children identified at the start of the pandemic as clinically extremely vulnerable (CEV) are not at increased risk of serious outcomes from COVID-19 and children are gradually being removed from the shielding patient list (SPL) as appropriate, following review with a clinician. All clinically extremely vulnerable students should now attend school unless they are one of the very small number of pupils under paediatric or other specialist care and have been advised by their GP or clinician not to attend. Students who live with someone who is CEV should continue to attend school as normal.

Decisions on whether young people should be removed from the shielded patient list (and therefore will not be advised to shield again in future if transmission starts to increase significantly) should be based on a consultation with the child's paediatric specialist or GP, who will be best placed to determine the most appropriate care. Where a student is unable to attend school because they are complying with clinical and/or public health advice, we will offer access to remote learning and their absence will not be penalised.

School will continue to monitor Government guidelines relating to clinically extremely vulnerable and clinically vulnerable groups and any changes to local measures.

If parents or students with particular conditions or significant risk factors are concerned, school will discuss this, explain the measures that are in place to reduce risks and ascertain whether anything additional can be done to support these areas further.

Travel and quarantine

All pupils travelling to England must adhere to government travel advice and parents should bear in mind the impact on their child's education which may result from any requirement to quarantine or isolate upon return. Those arriving from a 'red list' country, or have transited through one in the past 10 days, must quarantine in a government approved facility with a parent or legal guardian rather than at home.

Working safely during the COVID-19 outbreak

Whitley Bay High School is committed to taking all reasonable steps to manage risk and protect staff and others from transmission and infection of COVID-19.

The following control measures have been identified to protect those individuals with potentially increased vulnerability to infection or adverse outcomes from COVID-19. Where applicable they should be viewed as supplementary to the hierarchy of controls outlined in the previous sections of this risk assessment.

If staff are concerned, including those who were identified as clinically vulnerable, clinically extremely vulnerable or at increased comparative risk from coronavirus, we advise staff to discuss their particular circumstances with a member of SLT. This will allow an opportunity to review the measures that are in place to reduce risks and ascertain whether anything additional can be done to support these areas further.

Staff identified as clinically extremely vulnerable (CEV)

Staff in education settings who are CEV will be advised to continue to work from home where possible, but if they cannot work from home should attend the workplace from 1st April 2021.

School has spoken to all CEV staff about how they will be supported, including working from home and safe working practice in school.

School will continue to monitor Government guidelines relating to clinically extremely vulnerable and clinically vulnerable groups and any changes to local measures.

Those living with someone who is CEV can still attend work where home-working is not possible and should ensure they maintain good prevention practice in the workplace and home settings.

Staff identified as clinically vulnerable (CV)

CV staff can continue to attend school. While in school they must follow the system of controls to minimise the risks of transmission.

Living with a shielded or clinically vulnerable person

If a student or a member of staff lives with someone who is clinically extremely vulnerable or clinically vulnerable, including those who are pregnant, they can attend school. As with all staff, students and visitors, individuals are advised to follow the control measures within this risk assessment to minimise the risks of transmission.

Staff who may otherwise be at increased risk from COVID-19

The Public Health England report ‘Disparities in the risk and outcomes of COVID-19’ shows that some groups of people may be at more risk of being infected and/or an adverse outcome if infected. The higher-risk groups include those who:

- are older males
- have a high body mass index (BMI)
- have health conditions such as diabetes
- are from some black, Asian or minority ethnicity (BAME) backgrounds

There are currently no expectations of additional controls for these groups, however school will monitor the controls outlined within this risk assessment i.e. social distancing, good hygiene and cleaning, ventilation, supervision etc, to ensure they remain effective.

What are the risks?	Who might be harmed?	How are we already controlling the risks?	What further action do we need to take to control the risks?	Who needs to carry out action?	When should this action be completed?
<p><u>Pregnancy</u></p> <p>Pregnant women were included in the list of people at moderate risk (clinically vulnerable) as a precaution.</p>	<p>Pregnant mother</p> <p>Unborn child</p> <p>The majority of women who have become severely ill from coronavirus were in their third trimester of pregnancy (28 weeks +).</p>	<p>A risk assessment is available for pregnant workers.</p> <p>Reasonable adjustments are discussed with LB for teaching staff and NJT for support staff, on an individual basis and appropriate action is taken to reduce the risk to pregnant workers. This is reviewed regularly during pregnancy terms.</p>	<p>Pregnant women in the first or second trimester (less than 28 weeks’ pregnant), should take particular care to undertake frequent, thorough hand washing, practise social distancing, clean frequently touched surfaces and any other precautionary measures identified within their individualised risk assessment. This includes wearing a face covering in areas where it is difficult to maintain social distancing.</p> <p>Pregnant women in the third trimester (more than 28 weeks’ pregnant), or with an underlying health condition will be supported to ensure they are able to adhere to active national guidance by avoiding contact with anyone with symptoms of coronavirus and significantly reducing unnecessary social contact.</p> <p>This may require working flexibly from home in a different capacity or with alternative duties. School will consider both how to redeploy these staff and how to</p>	<p>L Buckle N Thorne Pregnant worker</p>	<p>As part of return to school planning – information gathering from staff and ongoing.</p>

			<p>maximise the potential for homeworking, wherever possible.</p> <p>Non-alcohol based sanitiser is available if required.</p> <p>Members of the Senior Leadership Team (LB for teaching staff and NJT for support staff) will continue to monitor arrangements, on an individual basis.</p> <p>Further information is available via https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees</p>		
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What are the risks?	Who might be harmed?	How are we already controlling the risks?	What further action do we need to take to control the risks?	Who needs to carry out action?	When should this action be completed?
<p><u>Supply teachers and other temporary or peripatetic teachers and specialists</u></p> <p>Increased risk of infection and transmission of COVID-19 due to movement between school communities.</p> <p><i>Direct transmission includes when in close contact with those sneezing and coughing. Indirect transmission is from touching contaminated surfaces.</i></p> <p><i>Indirect transmission is from touching contaminated surfaces.</i></p>	<p>Supply teachers and other temporary or peripatetic teachers, staff, students, parents and visitors attending school.</p>	<p>Periodic daily cover from supply agencies is kept to a minimum as school employs a Cover Supervisor team and has an established rarely cover policy.</p> <p>The internal rarely cover policy, facilitated by teaching staff, reduces the need for short term, periodic external agency cover. Rarely cover is drawn upon if the Cover Supervisor team is fully deployed.</p> <p>Rooms are allocated for peripatetic teaching and these rooms are included within the school's daily cleaning routine.</p>	<p>School has recruited full capacity to the Cover Supervisor team from September 2020 (3.6fte staff). They provide cover for periodic absence internally, ensuring external agency cover is kept to a minimum.</p> <p>Long term agency staff have been engaged to facilitate cover requirements that are known to be required. This avoids drawing heavily from the cover supervisor team during the re-opening phase and minimises the number of temporary staff entering the school premises. Individuals receive an induction, including COVID-19 protocols.</p> <p>When a situation arises where temporary/agency staffing is required, contact is made via the agency to confirm the individual is not displaying symptoms of COVID-19 prior to attending site, a copy of the school's visitor protocol and risk assessment is provided and confirmation received that the individual will comply with the school's arrangements and expectations for managing and minimising risk, including taking particular care to maintain distancing from other staff and students.</p> <p>Movement around the site is minimised, as far as possible, with instructions provided regarding the most direct route to each classroom. Individuals are asked to wear a face covering to move around the school. This can be provided by the school, if required, with single use face masks disposed of after use.</p>	<p>Supply teachers and other temporary or peripatetic teachers</p> <p>Lead contact within school</p> <p>SLT Staff</p>	<p>Upon full re-opening and continued until guidance is amended.</p>

What are the risks?	Who might be harmed?	How are we already controlling the risks?	What further action do we need to take to control the risks?	Who needs to carry out action?	When should this action be completed?
<p><u>Staff mental health and wellbeing</u></p> <p>Staff, with or without an underlying health condition, may have concerns or anxieties about their health, the health of others, or regarding necessary changes within the workplace.</p> <p>Some staff may also have experienced illness or bereavement and may require additional support with this.</p>	<p>Staff</p>	<p>Feedback from staff following the period of partial re-opening has contributed to planning and evaluation processes and has been overwhelmingly positive.</p> <p>Members of the Senior Leadership Team are available to confidentially discuss concerns or anxieties. This support is available to all staff, on a continuous basis.</p> <p>Referrals are made to Occupational Health where it is apparent that specialist advice and support is required.</p> <p>Staff can access fully funded counselling through the school with remote/virtual sessions available for those who may be apprehensive about a face-to-face appointment.</p> <p>The Local Authority HR Business Partner is also available to provide advice and support.</p> <p>Governors request feedback from SMW/NJT regarding staff mental health and welfare during COVID-19 Strategic Response Group meetings.</p>	<p>Information has been shared regularly and consultation undertaken with staff throughout the period of partial opening and in anticipation of full re-opening. This will be maintained for as long as required. This may involve direct communication with staff or indirect communication via Staff Consultative Committees, Line Managers and Trade Union Representatives.</p> <p>Information gathering has taken place to identify staff who need additional support in school.</p> <p>Teacher Training days on 1st and 2nd September included briefings in small groups socially distanced, to ensure staff are confident and comfortable with the new procedures.</p> <p>The School Counsellor produced a remote wellbeing session for staff for training days, focussing upon supporting staff with full-reopening of the school.</p> <p>PPA time has been increased, where possible, to provide staff with additional non-teaching time to support revised working arrangements.</p> <p>The school day has been structured to provide time for routines and tasks that may be more difficult to complete during the school day due to revised working arrangements.</p> <p>Sensitive and confidential discussions will continue to be undertaken with staff expressing concerns or</p>	<p>S Wilson A Sherlaw L Buckle N Thorne</p>	<p>Support will be ongoing, for as long as it is required.</p>

			<p>anxieties regarding their mental health. Support mechanisms are discussed as part of this dialogue.</p> <p>Advice and recommendations from Occupational Health and/or other specialists are discussed and agreed as supportive actions.</p> <p>Our School Counsellor continues to provide a “Happy Monday” weekly blog with useful hints and tips to facilitate positive mental health.</p>		
		<p>Governing Body and Senior Leaders consider the mental health and wellbeing of staff (including school leaders themselves) and strive to ensure that workload and working practice promotes a good work-life balance for all staff.</p>	<p>In addition to maintaining an ongoing dialogue with staff, Seniors Leaders will continue to review upcoming calendared tasks/activities/events and adapt, defer, cancel or modify, where it is appropriate to do so, in line with Government advice and the school’s COVID-19 risk assessment.</p>		

What are the risks?	Who might be harmed?	How are we already controlling the risks?	What further action do we need to take to control the risks?	Who needs to carry out action?	When should this action be completed?
<p><u>Student mental health and wellbeing</u></p> <p>The COVID-19 outbreak may have caused mental health or wellbeing difficulties for some students.</p> <p><i>For example –</i></p> <ul style="list-style-type: none"> - Individual students may have found the lockdown period at home difficult to manage. - Some students may have enjoyed being at home and are reluctant to return - Others may have developed severe depression or anxiety. - There may be safeguarding concerns for some students including vulnerable groups. - Some students may make safeguarding disclosures once they return to school. - Some students may have experienced bereavement in their immediate family or 	<p>Students</p>	<p>Information has been shared regularly with parents throughout lockdown to ensure families have confidence in the steps school are taking to keep students safe.</p> <p>Regular emails and Tweets have been sent by the Head of Year and School Counsellor to all students.</p> <p>A summer self-care leaflet was emailed to all students prior to the summer break.</p> <p>School has an established pastoral team with the necessary knowledge, skills and experience to support mental health and wellbeing.</p> <p>An effective referral process is in place either for internal support (e.g. School Counsellor, Learning Mentor, Behaviour Specialist etc) or to external specialist support services.</p> <p>The Pastoral and Safeguarding Leads network effectively with other schools, the Local Authority and other services to ensure information is shared and action taken where there are concerns. This includes</p>	<p>Further guidance was issued to parents during the lockdown, followed by information gathering to identify students who will need additional support in school.</p> <p>Students received a 'Return to School' wellbeing leaflet via email, prior to re-commencing school.</p> <p>Communication and engagement with families to support transition back to school will be maintained for as long as it is required.</p> <p>Student induction days included briefings in tutor groups, to ensure students are confident and comfortable with the new procedures. A session was also provided by the School Counsellor.</p> <p>Staff facilitate opportunities for students to talk about their experiences and have been briefed as to the procedure for referring concerns to the pastoral team.</p> <p>One-to-one conversations with members of the pastoral team will be available on a continuous basis. School supports the needs of particular groups already highlighted as in need and also those individuals and/or groups identified as newly vulnerable.</p> <p>A continued focus on mental wellbeing, staying safe and healthy and other relevant topics, is provided within tutorials and personal development curriculum. Tutorials include signposting information for students</p>	<p>Leadership Team Safeguarding Leads SENCO Pastoral Team Staff Bought in professional services</p>	<p>Support will be ongoing, for as long as it is required.</p>

<p><i>wider family and friends or increased caring responsibilities.</i></p>		<p>comprehensive record keeping using CPOMS.</p> <p>The pastoral team has remained in contact with identified students throughout the duration of closure.</p> <p>Students have been signposted to contact their Head of Year for additional support if they are experiencing difficulties affecting their mental health during lockdown.</p> <p>The first day back in school for face-to-face learning included an extended tutorial first period, to provide an opportunity for students to share their experiences during lockdown and to spend time with their tutors.</p>	<p>to access additional support via the pastoral and student support teams.</p> <p>Reopening will provide an opportunity to re-engage with peers and to develop and renew friendships.</p> <p>Consideration has been given as to how best to balance reintegration and re-engaging students with their learning, in a manner which supports their mental wellbeing and also provides an opportunity for those with individual concerns or needs, to be identified.</p> <p>Designated Safeguarding Leads (and Deputies) are available to support staff and students throughout the re-opening period and ongoing, managing referrals to social care and other agencies, where this is appropriate.</p> <p>Pastoral teams continue to access training (including remote/virtual sessions) regarding supporting student mental wellbeing and recovery techniques, including trauma and bereavement.</p>		
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What are the risks?	Who might be harmed?	How are we already controlling the risks?	What further action do we need to take to control the risks?	Who needs to carry out action?	When should this action be completed?
<p><u>Student health – Administration of medication</u></p> <p>Receipt of medication is delayed due to revised arrangements onsite.</p> <p>Mixing between year group bubbles if collecting medication from a central location.</p>	<p>Students</p>	<p>Protocols are held for students within the main office by the first aid team. They are regularly reviewed and updated with records maintained.</p> <p>More than one member of staff is trained/approved to provide medication to students.</p> <p>Medication stores and inventories are maintained for easy identification of items. This includes school stock of adrenaline pens and inhalers.</p> <p>Two defibrillators are onsite with staff trained in their use.</p> <p>In the event of a serious illness or injury, the emergency services are contacted by calling 999.</p>	<p>Information regarding administration of medication has been collected and agreed with parents of new Year 9 and Year 12 students and any other students who are new to the school or have newly prescribed medication.</p> <p>For those students requiring scheduled administration of prescribed medication, members of the first aid team deliver medication to the student, within their year group bubble, to mitigate movement of students between year group bubbles.</p> <p>Medication is dispensed by the first aider wearing gloves and placed into a disposable cup to ensure a contactless process.</p> <p>In the event a student requires an inhaler or Jext AAI (adrenaline auto injector / epi-pen), a member of staff must call the main office (100) and a first aider will attend.</p> <p>The local immunisation programme will continue, ensuring this is delivered in keeping with the school's control measures.</p>	<p>First Aiders Students Staff</p>	<p>From full re-opening and ongoing</p>

What are the risks?	Who might be harmed?	How are we already controlling the risks?	What further action do we need to take to control the risks?	Who needs to carry out action?	When should this action be completed?
<p><u>Wellbeing and reducing anxiety – new staff and students</u></p> <p>Staff and student stress and/or anxiety due to lack of confidence or uncertainty with new year group bubble arrangements when moving around site.</p>	<p>Staff and students</p>	<p>Blocks and room numbers are clearly labelled.</p> <p>Maps are displayed throughout the site.</p> <p>New students are provided with an induction booklet including a map and a tour of the site.</p> <p>Staff are available to assist students during lesson change and arrival onsite.</p> <p>A briefing has been provided to staff and students during staff training and student induction days, including a tour of the school for new Year 9 students.</p>	<p>New staff take part in an induction programme. This includes layout and movement around the site and areas to work during non-teaching times.</p> <p>Newly qualified staff are supported by a mentor and are allocated a reduced teaching load.</p> <p>All students have been provided with a coloured lanyard for their year group which they must wear at all times when onsite. As follows – Year 9 – purple Year 10 – green Year 11 – blue Year 12 – orange Year 13 – yellow This assists staff supervising student entry and movement around the school.</p> <p>School maps displayed throughout the site have been re-coloured to reflect the year group bubble colours outlined above. This assists new staff and students should they become lost or unsure of their bubble block.</p> <p>All rooms have a new door sign, colour coded to their bubble. This assists staff and students with identification of rooms assigned to year group bubbles.</p> <p>For students joining Year 9 and Year 12 in September 2021, transitional and taster days will run in line with our internal system of controls which aligns with the Government’s operational advice to schools and the roadmap out of lockdown.</p>	<p>Staff</p> <p>SLT</p> <p>Pastoral Teams</p> <p>Site Team</p> <p>Admin Teams</p>	<p>From full re-opening and ongoing</p>

What are the risks?	Who might be harmed?	How are we already controlling the risks?	What further action do we need to take to control the risks?	Who needs to carry out action?	When should this action be completed?
<p><u>Students with additional needs</u></p> <p>Students may exhibit challenging behaviours or social or emotional challenges as a response to lockdown or COVID-19 experiences.</p>	<p>Students</p>	<p>A network of knowledgeable, experienced and professional staff are available within school to support students with a wide variety of needs.</p> <p>A risk assessment has been carried out for students with an Education Health and Care Plan detailing how school has supported students during the lockdown period (whether home learning or attending school). <i>This will provide a useful reference point for full re-opening.</i></p> <p>Students with additional needs and vulnerable groups have been supported remotely by keyworkers within the Pastoral and Learning Support Teams during the lockdown period.</p> <p>In addition, staff within these teams have liaised with parents/carers to ensure students are adequately supported and that they are safe and well.</p>	<p>Some students with additional needs require specific help and preparation for changes to normal routines. The Learning Support and Pastoral Teams planned how best to meet these needs as part of transition and induction planning. Preparatory work was undertaken in anticipation of new Year 9 students joining in September.</p> <p>The specific needs of students (including physical and sensory impairments) has been considered to ensure measures are explained to students utilising the most effective method of communication for their need. In class support arrangements have been modified to maintain 2m distancing, however where <2m contact is required, staff wear a face covering and minimise this form of contact.</p> <p>Students continue to be supported by keyworkers and have access to pastoral support (e.g. Learning Mentor, Counsellor, Behaviour and ESBD Specialists) if required. Contact is maintained with parents/carers by the school.</p> <p>External agencies will be engaged should specialist support be required. Therapists, clinicians, sensory support workers etc. can provide interventions/ support as usual.</p> <p>There are allocated support hubs for each year group to provide students with access to their allocated keyworker and for taught interventions and specialist resources. Sixth form students with additional needs make appointments directly with their key worker.</p>	<p>SENCO AEP & ESBD Leads</p> <p>Pastoral Team</p> <p>Learning Support Team</p> <p>Class Teachers</p>	<p>From full re-opening and ongoing</p>

What are the risks?	Who might be harmed?	How are we already controlling the risks?	What further action do we need to take to control the risks?	Who needs to carry out action?	When should this action be completed?
<p><u>Clothing</u></p> <p>Ambiguity regarding expectations and clothing cleaning procedures.</p>	Students	<p>Guidance regarding school uniform is available on the school website https://www.whitleybayhighschool.org/lower-school/uniform</p> <p>Uniform information has been issued to parents of new Year 9 students.</p>	<p>Students were reminded of uniform expectations during induction days and first days of term and this will be monitored on an ongoing basis.</p> <p>Students will not be required to change for PE, instead they should attend school in their PE kit on the day/s PE is timetabled. This position will remain under review and parents/students will be notified accordingly.</p> <p><i>Uniforms do not need to be cleaned any more than usual, nor do they need to be cleaned using methods which are different from normal.</i></p>	<p>Staff SLT Pastoral Team Students Parents</p>	From September and ongoing
<p><u>Clothing</u></p> <p>Ambiguity regarding expectations and clothing cleaning procedures.</p> <p>Slips, trips and falls due to footwear.</p>	Staff	<p>As per guidance issued to staff during the summer term, staff should continue to attend school in their normal work clothing.</p> <p>Ties should not be worn as in most instances they cannot be washed. For this reason, we also advise against wearing clothing that requires dry cleaning.</p>	Low heel footwear is recommended for staff moving between blocks and bubbles, particularly when using staircases during lesson change and/or carrying resources.	Staff	From September and ongoing

What are the risks?	Who might be harmed?	How are we already controlling the risks?	What further action do we need to take to control the risks?	Who needs to carry out action?	When should this action be completed?
<p><u>Managing school premises – Cleaning areas after a suspected or confirmed case of CV-19</u></p> <p>Increased risk of infection and transmission of COV-19 as the number of staff and students attending school increases.</p> <p><i>Indirect transmission is from touching contaminated surfaces.</i></p> <p><i>The risk of infection depends on a number of factors, including:</i></p> <ul style="list-style-type: none"> - <i>The type of surfaces contaminated</i> - <i>The amount of virus shed from the individual.</i> - <i>The time the individual spent in the setting.</i> - <i>The time since the individual was last in the setting.</i> <p><i>The infection risk from COVID-19 following</i></p>	<p>Staff, students, parents and visitors attending school.</p>	<p>Disinfectant cleaning products, effective against viruses, are available in a range of application methods, e.g. wipes, spray bottles and concentrated solutions for dilution.</p> <p>COSHH assessments have been completed for all cleaning products and displayed in key areas. Staff are trained in their use.</p> <p>Additional stock of cleaning products has been ordered in anticipation of full reopening.</p>	<p>Arrangements for cleaning an area after an individual with suspected or confirmed COVID-19 has left the building are as follows –</p> <ul style="list-style-type: none"> - Cleaning with a regular/stock disinfectant product will reduce the risk of indirect infection transmission. - Cleaning staff will wear disposable gloves and aprons. - All surfaces that a symptomatic individual has come into contact with will be washed using warm soapy water and a disposable cloth, followed by disinfecting the surfaces with stock disinfectant cleaner. - Particular attention will be paid to frequently touched surfaces such as door handles, banisters, chairs, keyboard, telephone, sanitary fittings in toilet areas etc. Disposable cloths or paper roll and disposable mop heads will be used to clean all hard surfaces. - Care will be taken to avoid splashes and spray when cleaning. - Communal areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids, can be cleaned thoroughly as normal. - If an area or object has been contaminated with visible bodily fluids, PPE will be used to cover the eyes, mouth and nose, in addition to wearing gloves and an apron. Cleaning staff will be trained to apply a face 	<p>N Thorne B Wood Site Team Cleaning Team</p>	<p>Upon re-opening and continued until guidance is amended.</p>

<p><i>contamination of a setting decreases over time. It is not yet clear at what point there is no risk. However, studies of other viruses in the same family suggest that, in most circumstances, the risk is likely to be reduced significantly after 72 hours.</i></p>			<p>mask correctly. Any items that are heavily contaminated with body fluids and cannot be cleaned by washing will be disposed of.</p> <p>- Cleaning staff will wash their hands with soap and water for at least 20 seconds once the area is cleaned, after removing PPE.</p>		
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What are the risks?	Who might be harmed?	How are we already controlling the risks?	What further action do we need to take to control the risks?	Who needs to carry out action?	When should this action be completed?
<p><u>Managing school premises – Waste management</u></p> <p>Increased risk of infection and transmission of COVID-19.</p> <p><i>Indirect transmission from touching contaminated surfaces.</i></p> <p>The risk of infection depends on a number of factors, including:</p> <ul style="list-style-type: none"> - The type of surfaces contaminated - The amount of virus shed from the individual. - The time the individual spent in the setting. - The time since the individual was last in the setting. <p>The infection risk from COVID-19 following contamination of a setting decreases over time. It is not yet clear at what point there is no risk. However, studies of other viruses in the same family suggest that, in most circumstances, the risk is likely to be reduced significantly after 72 hours.</p>	<p>Staff, students, parents and visitors attending school.</p>	<p>Bins are provided in all rooms and circulation areas. Cleaning staff and site team are aware of and follow waste management procedures.</p> <p>Arrangements have been put in place for disposal of waste from individuals with symptoms of Covid-19 (including cleaning cloths, face coverings and tissues) as follows –</p> <p>All waste will be put into a designated orange plastic bag (located in Medical Room 2) and tied when full. The plastic bag will then be placed in a second orange plastic bag and tied. It will then be put in the assigned secure bin located behind the bungalow, until the individual's COVID-19 test results are known.</p> <p>Waste is stored safely, away from students. It will not be put in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours.</p> <p>If the individual tests negative, it will be put in with the normal waste. If the individual tests positive, then it will be stored for at least 72 hours and then put in with the normal waste.</p>	<p>Used PPE and any disposable face coverings that individuals arrive wearing must be placed in a bin and will be disposed of as normal domestic waste unless the wearer has symptoms of coronavirus (COVID-19). Used PPE and face coverings should not be put in a recycling bin or dropped as litter.</p> <p>Any homemade non-disposable face coverings that staff or students are wearing when they arrive or move around site will be removed by the wearer and put into a plastic bag that the wearer has brought with them in order to take it home. The wearer will then clean their hands using soap and water or alcohol rub/sanitiser provided.</p>	<p>Staff/ Students/ Visitors Site Team Cleaning Team</p>	<p>Upon full re-opening and continued until guidance is amended.</p>

What are the risks?	Who might be harmed?	How are we already controlling the risks?	What further action do we need to take to control the risks?	Who needs to carry out action?	When should this action be completed?
<p><u>Managing school premises – Re-opening buildings following a period of closure (including partial)</u></p> <p>Serious illness or injury caused by defective services, systems or equipment following period of reduced occupancy.</p>	<p>Staff, students, parents and visitors attending school.</p>	<p>All statutory compliance and health and safety checks were undertaken, as scheduled (note: site was not fully closed during lockdown as school remained open for keyworker and vulnerable students). This has continued in anticipation of full re-opening and will be ongoing. Records are maintained for inspection purposes.</p> <p>All services/systems were fully recommissioned prior to reopening for Years 10 and 12. This included gas, heating, water supply, mechanical and electrical systems, lifts, security/alarm and catering equipment.</p> <p>The cleaning team have carried out a thorough deep clean of all classrooms, work spaces and communal areas during the holiday and lockdown periods.</p> <p>Catering Services also undertake a deep clean of catering facilities during the holiday period.</p>	<p>Annual PAT testing was carried out during October half term due to extensive building work during the summer holidays resulting in limited access to many areas.</p> <p>Use of the lifts (A and D Block) will be on an essential basis only and limited to one occupant (signage amended accordingly). The lift will be regularly cleaned by day janitorial staff. Occupants should wash their hands or use sanitiser after using the call button.</p>	<p>N Thorne B Wood Site Team Cleaning Team Catering Services Contractors</p>	<p>Upon full re-opening and ongoing.</p>

What are the risks?	Who might be harmed?	How are we already controlling the risks?	What further action do we need to take to control the risks?	Who needs to carry out action?	When should this action be completed?
<p><u>Managing school premises – Emergency procedures</u></p> <p>Increased risk of infection and transmission of COV-19.</p> <p><i>Direct transmission includes when in close contact with those sneezing and coughing.</i></p> <p><i>Indirect transmission is from touching contaminated surfaces.</i></p>	<p>Staff, students, parents and visitors attending school.</p>	<p>The fire safety system has been checked as scheduled including making sure all fire doors are operational and the fire alarm system, call points and emergency lights are operational. Regular site walks are undertaken to ensure exit routes are clear.</p> <p>Critical posts are onsite during the school day, including:</p> <ul style="list-style-type: none"> - First Aiders - Safeguarding Leads - Fire Wardens - SLT - Site and cleaning teams <p>A system for PEEPS (Personal Emergency Evacuation Plans) is in place for staff and students and updated on an ongoing basis.</p> <p>First aid kits are checked at scheduled intervals and records maintained.</p>	<p>Emergency procedures have been reviewed and amended for evacuation to reflect year group bubbles. Signage has been displayed in each classroom detailing the assigned muster point for each year group. Directional signage has been reviewed and amended where necessary to reflect changes to the route to the nearest exit door. Detailed guidance has been provided within the Staff Handbook. A briefing <i>has been</i> provided to staff and students during Staff Training and Induction days at the beginning of term.</p> <p>All year groups <i>walked</i> to their muster point during tutorial, accompanied by their tutor. Two drills will take place this academic year. <i>The first drill was undertaken on 12th November 2020.</i></p> <p>Staff, contractors and visitors will muster with 2m social distancing from adult-to-adult and adult-to-student contact. Students will also be instructed to socially distance where possible.</p> <p>Face masks are available for staff assisting others using the evac chairs.</p> <p>Staff levels will be monitored and action taken should levels fall below the number required to operate safely.</p> <p>The First Aid team has been increased as part of contingency planning.</p>	<p>Staff Students Visitors</p> <p>SLT First Aiders Site Team Fire Wardens</p>	<p>Upon full re-opening and ongoing</p>

What are the risks?	Who might be harmed?	How are we already controlling the risks?	What further action do we need to take to control the risks?	Who needs to carry out action?	When should this action be completed?
<p><u>Cash handling arrangements</u></p> <p>Increased risk of infection and transmission of COV-19.</p> <p><i>Direct transmission includes when in close contact with those sneezing and coughing.</i></p> <p><i>Indirect transmission is from touching contaminated surfaces.</i></p>	<p>Staff, students, parents and visitors attending school.</p>	<p>School has an online payment facility, Scopay, for parents/carers to make electronic payments for goods (e.g. revision guides), school trips and visits etc.</p> <p>Information regarding registration for Scopay has been provided to new Year 9 parents.</p>	<p>Families are encouraged to utilise Scopay for online payments to reduce the requirement to exchange cash between parties.</p> <p>Where online payments cannot be made, cheque payments are preferable. Where cash is essential, this should be placed in a sealed envelope or money bag.</p> <p>For the purchase of goods e.g. revision guides, if using Scopay, an email will be sent to the student from a member of the finance team with a date and time to collect the item (ideally after school). This will be an external collection point within the year group bubble. The staff member will wear disposable gloves when handling the items.</p> <p>If purchasing with cash, parents should email accounts@whitleybayhighschool.org confirming the items required. The finance team will respond with the cost of the items and to confirm when payment will be provided, in order to arrange payment and collection (ideally after school). This will be an external collection point within the year group bubble. The staff member will wear disposable gloves when handling the items.</p> <p>Staff are discouraged from using petty cash whenever possible. Orders should be raised with the Finance Team using the standard requisition process for either a purchase order or credit card payment.</p>	<p>Staff Students Parents</p> <p>Finance team</p>	<p>From full re-opening in September and ongoing</p>

What are the risks?	Who might be harmed?	How are we already controlling the risks?	What further action do we need to take to control the risks?	Who needs to carry out action?	When should this action be completed?
<p><u>Managing school premises – Catering</u></p> <p>The limitation and location of existing onsite catering provisions leading to year group bubbles mixing.</p> <p>Maintaining an open gate policy for lunch increases the likelihood of year group bubbles mixing within the wider community.</p>	<p>Students Staff</p>	<p>School has an established SLA with NTC Catering Services. All existing catering facilities will be fully open from the autumn term with statutory compliance and health and safety checks undertaken for services and equipment.</p> <p>Meetings with NTC Catering Services took place in July 20 to agree extension of existing catering facilities to designated areas within each bubble.</p>	<p>From September, a temporary closed gate policy was introduced, with students remaining onsite during break times.</p> <p>Additional service points have been agreed with NTC Catering Services for each bubble, comprising: Year 9 – A Block Hall Year 10 – B Block Gym Year 11 – Sports Hall Year 12 – Sixth Form Café and Qube Year 13 – Library</p> <p>A fixed price menu has been agreed with food and drinks served during both breaks. This is limited to “grab and go” options in order to ensure all students are served within the time allocated for breaks. Service times are extended for the Sixth Form Café and Library for Sixth Form students. Students can eat in their designated area outlined above, or within the external area assigned to their year group bubble. Seating will be limited.</p> <p>Students eligible for free school meals have access to the same food and drink offer, which is collected from the designated service point as outlined above. Students should confirm they are entitled to free school meals when collecting their meal.</p> <p>Students can bring a packed lunch and snacks. Bottled water is also recommended.</p> <p>NTC Catering Services have confirmed cashless facilities will be available (one per bubble) from September via</p>	<p>N Thorne Site Team NTC Catering Services</p>	<p>In anticipation of full re-opening and ongoing</p>

			<p>ParentPay. Contactless card payment facilities have also now been introduced.</p> <p>Queue barriers have been purchased by the school to assist students and catering staff.</p> <p>Additional catering staff have been provided by NTC to supplement the existing team and account for the new service points and time allocated to each break.</p> <p>Supervision is provided via the break duty rota for morning break and lunchtime duty team for afternoon break, with support from SLT and pastoral teams. The lunchtime duty team has been extended to provide additional supervision.</p> <p>A pre-order system for staff lunches has been set up by Catering Services, with support from school admin. This is collected from the designated pickup point for staff, in the bistro.</p> <p>In addition, arrangements have been made to provide staff with a complimentary tea or coffee and biscuit at break. This will also be located in the bistro. This is a “grab and go” facility to ensure social distancing.</p> <p>Staff are unable to congregate in the staffroom during break times and should take their break in their timetabled classroom, outside, or in a designated work area or office, providing social distancing can be maintained.</p> <p>Hot water and access to fridges will continue to be available to staff. Hand sanitiser and wipes are located in these areas to clean hands and surfaces prior to and after use. Staff can bring a flask or cold water bottle if preferred.</p>		
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What are the risks?	Who might be harmed?	How are we already controlling the risks?	What further action do we need to take to control the risks?	Who needs to carry out action?	When should this action be completed?
<p><u>Managing school premises – Use of public transport and dedicated transport including statutory provision</u></p> <p>Increased risk of infection and transmission of COV-19.</p> <p><i>Direct transmission includes when in close contact with those sneezing and coughing.</i></p> <p><i>Indirect transmission is from touching contaminated surfaces</i></p> <p><i>Public transport capacity is likely to continue to be constrained in the autumn term due to social distancing.</i></p>	<p>Staff Students</p>	<p>Staff and students onsite during partial re-opening of the school were encouraged to walk or cycle to school whenever possible.</p> <p>Bicycle racks are located in various locations onsite to secure cycles.</p> <p>School has an established partnership arrangement with the Local Authority Home-School Transport team overseeing statutory provision.</p> <p>A number of transport options are available to staff and students including walk, cycle, bus, Metro, drop off offsite by parent/carer/family member.</p>	<p>The revised school day has been structured to avoid peak travel times - particularly afternoon rush hours when staff and students are more likely to mix within the community.</p> <p>School continues to encourage students to walk or cycle to school if at all possible. Bicycle racks <i>have been</i> relocated during the summer break, to ensure provision is available within each bubble.</p> <p>Students <i>are</i> reminded to maintain social distancing, especially between bubbles, as they come to school and go home.</p> <p>School crossing patrol have been notified of the revised timings of the school day.</p> <p>Transport provided via the Local Authority (Home-School) will follow the risk assessment agreed between North Tyneside Council and contracted transport providers.</p> <p>Staff and families should refer to the safer travel guidance for passengers for further information https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#safer-travel-information-sheet</p> <p>Wearing a face mask or face covering is now mandatory on public transport for both staff and students, except for those with a medical exemption.</p> <p>Staff arriving by vehicle should take care when accessing /egressing their vehicle, to ensure social distancing is maintained.</p>	<p>Staff Students</p>	<p>From full re-opening September and ongoing</p>

What are the risks?	Who might be harmed?	How are we already controlling the risks?	What further action do we need to take to control the risks?	Who needs to carry out action?	When should this action be completed?
<p><u>Resumption of Educational Trips & Visits</u></p> <p>Increased interactions within the wider community exposing staff and students to infection and transmission.</p> <p>Use of external venues that are not COVID-19 secure increasing the likelihood of infection and transmission. <i>School may have limited authority to adequately review or request changes to third party risk assessments.</i></p> <p>Lack of confidence or awareness of controls within the third party risk assessment could lead to inadvertent non-compliance and consequently increased risk of infection and transmission.</p>	<p>Staff Students</p>	<p>The school and Local Authority have an established and rigorous approval procedure in place for all trips & visits. This includes specific approval measures for trips involving adventurous activities, overnight stays and international travel.</p> <p>Trips are only approved where appropriate risk assessments have been completed, and where the school, (and local authority where appropriate) are satisfied that control measures, and staff attending, are reasonably practicable to safeguard those attending.</p> <p>The Headteacher and Educational Visits Co-Ordinator monitor local and national advice regarding offsite activities and update staff regarding safe practices.</p>	<p>Educational day visits Schools can resume educational day visits from 12 April 2021.</p> <p>Domestic residential educational visits Schools can undertake domestic residential education visits from 17 May 2021.</p> <p>International residential educational visits Given the complexities attached to international travel at this stage of the pandemic, Government recommend schools do not go on any international visits this academic year up to and including 5 September 2021. The position beyond 5 September will be reviewed again in advance of Step 4.</p> <p>New Bookings Whilst there are still gaps in the traditional insurance market regarding COVID-19 cancellation cover, school should be able to secure appropriate travel insurance for other aspects of their visit. Given the likely gap in COVID-19 cancellation related insurance, school will ensure that any new bookings have adequate financial protection in place.</p> <p>Many providers are now offering no cost deferral to a later date or a full cash refund of all monies paid against a new booking should a deferral not be acceptable. Other measures that may be available include: insurance backing of 'COVID-19 guarantee' extended payment terms financial protection in case of insolvency</p>	<p>P Lilley S Wilson</p> <p>Staff leading trips</p>	<p>Prior to a trip leaving the school site</p>

			<p>membership of industry organisations School will speak to the Risk Protection Arrangement (RPA) team to make sure policies provide suitable protection in the event of a COVID-19 related cancellation.</p> <p>All educational visits must be conducted in line with relevant COVID-19 secure guidelines and regulations in place at that time. This includes the system of controls and COVID-secure measures in place at the destination e.g. –</p> <ul style="list-style-type: none"> - Risk assessment/management - Bubbles – management and movement - Accommodation – sleeping arrangements, kitchen, bathroom, shower provision & dining - Other parties at the venue - Transport - Outbreak management - Shared equipment and frequent touch surface. <p>School will continue to undertake full and thorough risk assessments in relation to all educational visits to ensure they can be undertaken safely. As part of this risk assessment, school will consider what control measures need to be used and follow wider advice on visiting indoor and outdoor venues. School will consult the health and safety guidance on educational visits when considering visits.</p> <p>Sport From 29 March 2021, outdoor competition between different schools can take place. From 12 April 2021, indoor competition between different schools can take place.</p>		
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What are the risks?	Who might be harmed?	How are we already controlling the risks?	What further action do we need to take to control the risks?	Who needs to carry out action?	When should this action be completed?
<p><u>Resumption of Extra Curricular provision</u></p> <p>Increased risk of infection and transmission of COV-19.</p> <p><i>Direct transmission includes when in close contact with those sneezing and coughing.</i></p> <p><i>Indirect transmission is from touching contaminated surfaces.</i></p>	<p>Staff Students</p>	<p>Extra-curricular activities were halted as school entered lockdown in March 2020 and have not recommenced during the period of partial re-opening.</p>	<p>Extra-curricular activities may only go ahead with prior approval from SLT. This will require a separate and thorough risk assessment for each activity, as sufficiency of control measures depends upon the activity undertaken.</p> <p>The decision to approve an activity will depend upon the activity itself, but also the number of other extra-curricular or other activities taking place at that time onsite.</p> <p>If approved, NJT and BDW must be informed of the time and location for the activity, in order to ensure cleaning arrangements are in place and to ensure no crossover with community lettings.</p> <p>Staff must ensure students are kept within their year group bubbles. Students should attend the toilet (designated to the bubble) one at a time, under the direction of the member of staff.</p> <p>Staff must ensure there is sufficient provision for first aid.</p>	<p>Staff Students</p>	<p>Upon full re-opening and ongoing until guidance is amended</p>

What are the risks?	Who might be harmed?	How are we already controlling the risks?	What further action do we need to take to control the risks?	Who needs to carry out action?	When should this action be completed?
<p><u>Managing school premises – Community lettings</u></p> <p>Resumption of community letting activities on the school site without completion and/or fulfilment of COVID-19 risk assessments, leading to increased exposure to both direct and indirect transmission of infection.</p>	<p>Staff, students, parents and visitors attending school; and those using the school site for community letting activities</p>	<p>Community groups have been instructed to submit risk assessments for their activities prior to recommencing activities on the school site.</p> <p>Government guidelines require groups to carry out a COVID-19 specific risk assessments. This has been shared with community groups to assist with completion of their assessments.</p> <p>In addition school has requested all groups address the following areas explicitly within their assessments:</p> <ul style="list-style-type: none"> - Compliance with Government recommended procedures to reduce the risk of infection. - Management of access to/from/and around the school site. - Provision of first aid cover and measures hirers have in place to provide care to children or vulnerable adults with COVID-19 symptoms. - Access to, and use of, sanitising facilities by participants during letting activities. - How the group will manage a suspected COVID-19 case while on the school site, and the procedures they will take to notify the school of this, and/or any subsequent positive test result. - The cleaning of any shared equipment utilised during the letting activity. <p>Advice has been provided to help groups achieve compliance with the above points.</p> <p>School has long standing positive relationships with community groups and this allows school to work through any issues that arise.</p>	<p>Community lettings are only permitted to resume activities once their risk assessment has been received, evaluated and agreed by the school.</p> <p>Recommencing after hours community lettings will begin from Monday 12th April 2021, for permitted activities only. The list of permitted activities extends from Monday 17th May 2021 with additional groups scheduled to return.</p> <p>Amendments to the cleaning rota have been made to account for the community programme, to ensure all areas are cleaned thoroughly prior to the school day.</p> <p>Communication has been maintained with all community groups to ensure risk assessments are regularly reviewed and updated in line with Government guidance.</p> <p>In the event community activities negatively impact the wider school risk assessment, a thorough review will be undertaken by SLT to identify appropriate additional control measures, or cessation of sessions if absolutely necessary.</p>	<p>N Thorne B Wood Community Letting Groups</p>	<p>Prior to the resumption of a community letting activity on the school site and ongoing</p>

What are the risks?	Who might be harmed?	What action do we need to take to control the risks?	Who needs to carry out action?	When should this action be completed?
<p><u>Contingency planning for outbreaks</u></p> <p>Increased risk of infection and transmission of COV-19.</p> <p><i>Direct transmission includes when in close contact with those sneezing and coughing.</i></p> <p><i>Indirect transmission is from touching contaminated surfaces</i></p>	<p>Staff Students Parents and visitors to the school</p>	<p>If a local area sees a spike in infection rates leading to localised community spread, the appropriate authorities will decide which measures to implement to contain the spread. Measures may also be necessary to help minimise the impact from new variants of the virus.</p> <p>Depending on the scientific and public health advice, DfE may advise implementation of a contingency framework across a geographical area (a cluster of settings, local area, local authority or region). Any restrictions on education would only be initiated following a ministerial decision.</p> <p>Further information regarding the contingency framework is available at https://www.gov.uk/government/publications/coronavirus-covid-19-contingency-framework-for-education-and-childcare-settings/contingency-framework-education-and-childcare-settings-excluding-universities</p> <p>Where the contingency framework is implemented, secondary schools would only allow specific groups of students to attend. High-quality remote education would be provided for all other pupils.</p> <p>In the event restrictions are implemented, school will consider advice from the Director of Public Health and the local authority in relation to staff attending the workplace.</p> <p>A plan to return to remote learning is in place to ensure continuity of education in the event of a local or national lockdown, leading to whole school closure.</p> <p>Where a class, group or small number of students need to self-isolate or shield, school has the capacity to offer remote education in the form of lessons and resources via email and post.</p> <p>Year group Teams have been set up by IT, organised by subject groups which will enable delivery of blended learning in the form of live and emailed lessons and tasks for students to complete offline (including for those without online access). At least one representative from each subject area has been trained to deliver live lessons.</p>	<p>Staff Students Governors Local and national authorities Parents/ carers</p>	<p>Upon full re-opening and ongoing until guidance is amended</p>

		<p>Remote education will be high quality and linked to curriculum expectations. Interaction, assessment and feedback will be provided to students by class teachers. Staff and students will be supported in the use of IT by the school's IT technical support team.</p> <p>Staff workload and the requirement to deliver learning in alternative formats will be considered and supported by SLT when planning staff deployment for partial or full closing.</p> <p>IT Technician support have undertaken health checks and updates to the school's IT infrastructure, to ensure systems are operational and able to fulfil both onsite and remote learning, as far as is reasonable practicable. Specialist support contracts are in place in the event of significant infrastructure failures.</p> <p>Additional laptops have been provided by the Government for use by Pupil Premium students (provided to Year 10 during the summer term). School has limited stock of additional devices, which can be loaned to other year groups, if required.</p> <p>Staff will be provided with information via email as full staff briefings are not permitted. Individual queries will be addressed by SLT.</p> <p>In the event of whole school closure, school buildings will be closed, ensuring the boiler remains operational at low set points, access control programmes (i.e. electronic gates and doors) will be amended, gas shutoffs will be activated in practical subject areas, mechanical ventilation will remain active, scheduled contracts will be notified (e.g. catering teams, waste collections, sanitary services, grass cutting etc).</p> <p>A rota will be put in place for Site Team to ensure the site is regularly checked including statutory checks for fire safety, water hygiene, asbestos and site perimeter checks for signs of trespassing.</p> <p>Re-opening school will depend upon specific guidance pertaining to a local outbreak, for example this may involve re-opening only for vulnerable students and children of keyworkers and providing remote education to other students, or partial re-opening for some year groups. School may also be required to act as a free school meal hub. A risk assessment will be undertaken and consulted upon in these circumstances.</p>		
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Sources:

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

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

<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>

<https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people>

<https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak>

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

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<https://www.hse.gov.uk/news/assets/docs/working-safely-guide.pdf>

Summary guidance for the use of PPE in school settings

<https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/covid-19-virus-infection-and-pregnancy/#covid>

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#clinically-extremely-vulnerable-children-and-young-people-0-to-18>

<https://www.rcpch.ac.uk/resources/covid-19-shielding-guidance-children-young-people#children-who-should-be-advised-to-shield>

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

<https://www.gov.uk/guidance/contacts-phe-health-protection-teams#north-east-hpt>

<https://www.hse.gov.uk/coronavirus/working-safely/protect-people.htm>

<https://www.afpe.org.uk/coronavirus-guidance-support/>

<https://www.musiciansunion.org.uk/Home/Advice/covid-19/music-teaching>

[North Tyneside Council SEND Guidance to schools and education providers following Government Guidance on coronavirus \(Covid19\)](#)

<https://www.gov.uk/government/publications/coronavirus-covid-19-contingency-framework-for-education-and-childcare-settings/contingency-framework-education-and-childcare-settings-excluding-universities>

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation>

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/967139/Schools_coronavirus_operational_guidance.pdf

<https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees>

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/985138/10_May_Schools_Guidance.pdf

Enclosure:

Appendix A – Summary Guidance for the use of PPE in School Settings