

Covid-19 increase in school numbers from June 2020 Updated 10.07.2020 for full opening in September 2020

RA100

IMPORTANT – please read this information before completing this risk assessment.

This is a model risk assessment and **MUST be adapted to reflect the significant hazards and control measures present in your site** to allow the safe return of pupils and staff to your school. This is a live document and it must be continuously reviewed alongside the latest Covid-19 government guidance. It must also be read alongside existing risk assessments and health and safety arrangements for your school.

The control measures listed **are prompts** and will not necessarily reflect those in all establishments and you **MUST** adapt it by adding (or removing) **and outlining in detail the control measures as appropriate to your establishment.**

If you need help to complete this risk assessment, please refer to HS47 (Risk Assessment Arrangements) or telephone the Devon Health & Safety Service on 01392 382027.

Please report **suspected or confirmed cases of COVID-19** to the local **Public Health England (PHE) Health Protection team** on **0300 303 8162 (press Option 1, Option 1)**. This will enable you to discuss the outbreak control measures that are needed and the information to be communicated to others.





	Establishment/Department:	Establishment Risk Assessment	RA100
	Address: All sites Paignton Academy Borough Rd and Waterleat Rd, Great Parks		
Person(s)/Group at Risk Staff, Pupils, Visitors, Parents/Guardians and Contractors		Date assessment completed: 19.05.2020, updated 01.06.2020, updated 04.06.2020, updated 17.06.2020, updated 10.07.2020, updated 15.07.2020, updated 05.08.2020	
Vulnerable groups – this risk assessment considers vulnerable groups which the NHS lists as ‘people at high risk (clinically extremely vulnerable)’; and ‘people at moderate risk (clinically vulnerable)’.		This document is to remain under constant review due to the fast-changing nature of DfE / Government guidance in response to the challenges posed by Covid-19.	
Return to school risk assessment – based on the principles and guidance contained within DfE Guidance: Guidance for full opening: schools (2/7/20) and Guidance for full opening: special schools and other specialist settings (2/7/20) . This risk assessment is generic and each school is responsible for reviewing and amending to ensure it is applicable to their setting. This risk assessment should be read alongside DCC guidance document C-19, checklist C-19 and the latest government guidance: https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings		Assessor(s): Claire Blagdon	

Significant Hazard Section	Control measures in place <i>Additional measures or actions not included in this column below should be put in the assessor's recommendations at the end of this document</i>
Movement of persons around the school	
Entrance and egress to school site causing large groups of people inside school grounds compromising social distancing.	<p><i>Separate drop-off and collection areas. See control factors for details.</i></p> <p><i>Gates to be manned at all times and staff opening will ensure their hands are washed before and after.</i></p> <p><i>Hand sanitiser at various points around sites and within class zones.</i></p> <p><i>Provide information to parents. Regular updates to be shared through letters and Facebook.</i></p> <p><i>Parents and students encouraged to avoid public transport where possible. Ensure parents and young people are aware of recommendations on transport to and from education or childcare setting (including avoiding peak times). Read the Coronavirus (COVID-19): safer travel guidance for passengers.</i></p> <p><i>Liaise with School Transport Team where further consideration needs to be given to taxi and escort services. Liaising with the School Transport Team before change are made. Follow government guidance https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/vehicles</i></p> <p><i>Schools should also have a process for removing face coverings when pupils and staff who use them arrive at school and communicate it clearly to them. Pupils must be instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom. Guidance on safe working in education, childcare and children's social care provides more advice.</i></p> <p>Added 05.08.2020 from updated Local Authority guidance</p> <p><i>The updated guidance 27/7/20 contains information on: Measures for arriving at and leaving school</i></p>
Parents gathering at school gate not social distancing	<p><i>Plan parents' drop-off and pick-up protocols that minimise adult to adult contact. See site maps.</i></p> <p><i>Make clear to parents that they cannot gather at entrance gates or doors or enter the site (unless they have a pre-arranged appointment, which should be conducted safely).</i></p>

<p>Overcrowding in extra-curricular provision (breakfast and afterschool clubs, holiday clubs).</p>	<p>Added 05.08.2020 from updated Local Authority guidance</p> <p><i>Consistent groups to reduce the risk of transmission. Limit the number of pupils and staff in contact with each other where possible.</i></p> <p><i>The updated guidance 27/7/20 contains information on: Measures for arriving at and leaving school</i></p> <p><i>The updated guidance 27/7/20 contains information on: Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak</i></p>
<p>Overcrowding in classrooms and corridors.</p>	<p><i>Keep to year zones. No key worker bubbles from now on.</i></p> <p><i>Children and young people are kept in the same zones at all times each day, and different groups are not mixed during the day, or on subsequent days. Depending on options for specialist subjects, some students will be collected from their zone and moved to a separate location, which only that year group will occupy that day. Thorough cleaning of each area after each day.</i></p> <p><i>Children will change classes between zones. Staff will move between classes but will maintain social distancing.</i></p> <p><i>Where possible children and young people use the same area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day. Students to use the same desks in each classroom.</i></p> <p><i>At the start of the lesson pupils are to wipe down their desk and must wipe down after the lesson if moving locations.</i></p> <p><i>Where possible desks to be spaced as far apart as possible and placed facing forwards in all classes. Where there are a small number of desks these will also be arranged to face forward or side by side to ensure social distancing observed. Updated 12.06.20 NASUWT</i></p> <p><i>Reduce movement around the school using timetabling and appropriate selection of classroom or other learning environments.</i></p> <p><i>One-way circulation will be established where possible in each setting. Signage to be placed within settings. Marked on site maps.</i></p> <p><i>Rooms that have access from outside to be accessed in this way to avoid going through other areas of the building unnecessarily. Marked on site maps.</i></p> <p><i>Assemblies to take place in zones and will be virtual.</i></p>

	<p><i>Some children and young people will need additional support to follow these measures (for example, routes round school marked in braille or with other meaningful symbols, and social stories to support them in understanding how to follow rules).</i></p> <p>Added 05.08.2020 from updated Local Authority guidance</p> <p><i>The updated guidance 27/7/20 contains information on: Measures within the classroom, Measures elsewhere.</i></p>
<p>Increased numbers during breaks compromising social distancing.</p>	<p><i>Break times will be staggered to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time. Groups will be supervised within their designated break areas. Other additional areas will be added to cater for hot food and packed lunches. All parents and staff will be made aware of the information through communication from the school.</i></p> <p>Added 05.08.2020 from updated Local Authority guidance</p> <p><i>The updated guidance 27/7/20 contains information on: Measures within the classroom, Measures elsewhere.</i></p>
<p>Increased numbers during lunchtime compromising social distancing.</p>	<p><i>Pupils to be supervised moving to dining areas (BRC – BBs and Canteen) (WRC – Canteen, Hall, Gym)</i></p> <p><i>If using dining hall/canteen groups must wash/sanitise hands on arrival, tables to be kept apart and areas cleaned between uses of different year groups.</i></p> <p><i>Tables will be socially distanced and benches marked so that children do not sit opposite one another.</i></p>
<p>Spread of virus due to increased numbers of people within the building.</p>	<p><i>Inform parents that if their child needs to be accompanied to school only one parent should attend.</i></p> <p><i>Visitors, contractors and the public are only permitted on site if it is for an essential reason; all other visits, meetings and contract work are postponed until further notice. Inspection and servicing will still be required and this will be worked around the school day where possible.</i> - each visitor must be approved by a member of the Academy SLT or BET SLT.</p> <p><i>Parents are not permitted to enter school buildings, unless prior arrangements are made to receive them.</i></p> <p><i>Staff should not enter the main reception office.</i></p> <p><i>Employees able to work from home have been provided with equipment, advice and guidance to facilitate this. Management maintain regular communication with them to ensure wellbeing and ongoing support.</i></p> <p><i>Social distancing is observed and measures put in place to enable personnel to maintain at least 2 metres (1 metre if not possible) between themselves and other people.</i></p> <p>Added 05.08.2020 from updated Local Authority guidance</p>

	<p>The updated guidance 27/7/20 contains information on: Measures within the classroom, Measures elsewhere.</p>
<p>Inadequate social distancing measures leading to spread of the virus.</p>	<p><i>Always keep cohorts together where possible – in same small year zones.</i></p> <p><i>Where break and dining facilities are used, this should be limited and kept to year groups and social distancing adhered to. Students must wash hands before break and lunch and/or use sanitiser and tables. If dry year groups can eat grab and go or packed lunch on the field or outdoor areas.</i></p> <p>Added 05.08.2020 from updated Local Authority guidance</p> <p><i>Refer to 'How to group children' section in guidance: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</i></p> <p><i>Where a child routinely attends more than one setting on a part time basis, for example because they are dual registered at a mainstream school and an alternative provision setting or special school, schools should work through the system of controls collaboratively, enabling them to address any risks identified and allowing them to jointly deliver a broad and balanced curriculum for the child.</i></p>
<p>Remote Education</p>	
<p>Plan for remote education at short notice</p>	<p><i>Develop remote education so that it is integrated into school curriculum planning: Remote education may need to be an essential component in the delivery of the school curriculum for some pupils, alongside classroom teaching, or in the case of a local lockdown. All schools are therefore expected to plan to ensure any pupils educated at home for some of the time are given the support they need to master the curriculum and so make good progress.</i></p>
<p>Premises related matters</p>	
<p>Changes to building use being safe for pupils & staff – e.g. storage, one-way systems, floor tape.</p>	<p><i>Update risk assessments to include any changes that have been necessary (e.g. handwashing, one-way systems, allocation of specific classrooms) to ensure control measures remain suitable and in place.</i></p> <p><i>Consider how changes will impact on arrangements such as safe fire evacuation routes (see below).</i></p> <p><i>Fire evacuation points will remain the same. Member of admin will be responsible for taking visitors book, fire, asbestos and COSHH folders outside. Regular fire procedures should be followed.</i></p>

<p>First Aid procedures – Reduced numbers of first aiders and Paediatric first aider.</p>	<p><i>Review First Aid risk assessment (RA22 or equivalent).</i></p> <p><i>Rota systems in place to ensure adequate numbers of first aid and FAW trained staff.</i></p> <p><i>Essential first aid items i.e. gloves, plasters, dressings and wipes to be kept in each zone area to minimise sharing first aid equipment.</i></p> <p><i>Communication of first aid arrangements during regular staff briefings.</i></p>
<p>Fire Procedures</p>	<p><i>Review the fire risk assessment taking into consideration any changes made to the layout, and the impact this may have on fire evacuation and escape route. Fire evacuation points will remain the same.</i></p> <p><i>Ensure that testing and monitoring regimes are in place for fire detection and alarm systems, fire extinguishers and that any interim arrangements (such as doors propped open where necessary to reduce hand contact), are managed so that they do not compromise fire protection (and security) measures.</i></p>
<p>Water hygiene – management of legionella</p>	<p><i>Review the water hygiene management plan. Ensure that agreed regimes for flushing and monitoring of temperatures have been maintained throughout any period of closure / partial opening. - All school sites have been maintained throughout lockdown with site staff completing weekly water flushing tests. All servicing that was not completed by external contractors is now booked to be completed before sites reopen fully. Water samples have been taken at all sites by Wemco to check for Legionella. All tests came back negative for all sites. During summer holidays site staff will maintain flushing regimes.</i></p> <p><i>Where regimes have not been maintained ensure that cleaning and disinfection has taken place prior to reoccupation as per government guidance https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak (and NPS guidance: Water Hygiene Management during Covid-19 Lockdown))</i></p> <p>https://www.cieh.org/media/4208/legionella-guidance-covid-19.pdf</p> <p>https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm</p>
<p>Using and monitoring new practices to reduce risk of Covid-19 transmission</p>	<p><i>Training of all staff via briefing prior to start – to include contents of this RA, alternative layouts and any changes to fire evacuation routes, use of PPE, location of designated room for suspected cases and completion of iHasco Infection Prevention and Control course</i></p> <p><i>Regular updates from Heads of school and SLT ensuring social distancing is observed.</i></p> <p><i>Heads of school and SLT must monitor arrangements throughout the day and make remedial actions where needed.</i></p> <p><i>Ensure there are opportunities for all employees to raise concerns / make suggestions.</i></p>

<p>Management of premises related risks e.g. asbestos, delayed statutory testing (LOLER)</p>	<p><i>Communication arrangements to ensure that requirements and controls are understood by responsible persons (e.g. signing in processes for contractors). If equipment is not within statutory test periods (e.g. lifts and hoists) then it should be taken out of use until the inspection and test can be completed.</i></p> <p><i>All school sites have been maintained throughout lockdown with site staff completing fire tests, water flushing, defib checks, toilet alarms and evacuation chairs.</i></p> <p><i>All servicing that was not completed by external contractors is now booked to be completed before sites reopen fully.</i></p>
<p>Staff rooms and offices to comply with social distancing and safe working practice</p>	<p><i>Numbers of people reduced at one time on a rota to allow social distancing – chairs removed/placed apart.</i></p> <p><i>Stagger the use of offices to limit occupancy – Office staff on a rota maintaining social distancing if necessary, no hot desking.</i></p> <p><i>Avoiding unnecessary gatherings.</i></p> <p><i>Where possible reduce the use of communal / shared facilities such as tea and coffee facilities and staff to bring their own food and utensils.</i></p> <p><i>Staff will be able to purchase food from the canteen.</i></p> <p><i>Enhanced cleaning regimes as per below.</i></p> <p><i>Staff not to pop into other offices communication needs to be via phone and email. If staff have to go into another office this to be agreed and social distancing observed.</i></p>
<p>Ventilation to reduce spread</p>	<p><i>Fans are not to be used, unless an individual is alone in a room, with the window open and no one else is likely to enter the room, as this could potentially spread the virus.</i></p> <p><i>Open windows and prop doors open, where safe to do so (bearing in mind fire safety, security and safeguarding).</i></p> <p><i>If rooms get hot, children will need to be taken outside to shade and social distancing guidance/instructions must be observed. (Added 12.06.2020 NASUWT)</i></p> <p><i>Where mechanical ventilation is present, recirculatory systems should be adjusted to full fresh air.</i></p> <p><i>If mechanical ventilation systems cannot be adjusted to full fresh air these should be switched off and signage applied. Ventilation to chemical stores and server rooms should remain operational.</i></p>
<p>Management of waste</p>	<p><i>Ensure bins for tissues/wipes are emptied regularly.</i></p> <p><i>Follow guidance on disposal of waste (such as used fluid resistant masks)</i></p> <p>https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-</p>

	<p>care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe#how-should-ppe-and-face-coverings-be-disposed-of</p> <p>Schools should also have a process for removing face coverings when pupils and staff who use them arrive at school and communicate it clearly to them. Pupils must be instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom. Guidance on safe working in education, childcare and children’s social care provides more advice.</p> <p>Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):</p> <ol style="list-style-type: none"> 1. Should be put in a plastic rubbish bag and tied when full. 2. The plastic bag should then be placed in a second bin bag and tied. 3. It should be put in a suitable and secure place and marked for storage until the individual’s test results are known. <p>Waste should be stored safely and kept away from children. You should not put your waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours.</p> <ul style="list-style-type: none"> • if the individual tests negative, this can be put in with the normal waste • if the individual tests positive, then store it for at least 72 hours and put in with the normal waste <p>If storage for at least 72 hours is not appropriate, arrange for collection as a Category B infectious waste either by your local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for you to place your bags into so the waste can be sent for appropriate treatment.</p> <p>Note: Waste to be placed in yellow bins and staff to wear correct PPE when dealing with waste.</p>
Lessons or activities to take place outdoors in line with social distancing.	<p>Decide which lessons or classroom activities can take place outdoors and refresh risk assessment for outdoor space.</p> <p>All outside lessons must be agreed with your SLT link. (Except PE which has separate guidelines)</p>
Cleaning and reducing contamination	
Contaminated surfaces spreading virus.	Remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere. Follow government cleaning guidance if a someone becomes ill with suspected COVID-19 at the setting.

	<p><i>Tables to be forward facing where possible and social distancing guidance/instructions must be observed. (Added 12.06.2020 NASUWT)</i></p> <p>https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</p> <p><i>Regular cleaning. Anti-bacterial wipes and/or appropriate cleaning materials are available for wiping down contact points on shared equipment, computer/office and telephone equipment, i.e. in reception where there is shared use of equipment.</i></p> <p><i>Surfaces that children and young people are touching, such as, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, are cleaned more regularly than normal. Wipes and cleaning products made available by site staff throughout the day.</i></p> <p><i>Limit the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff.</i></p> <p><i>There will be daytime cleaner across the general site cleaning light switches, hand rails, door handles etc.</i></p> <p><i>Staff in zones will be provided with wet wipes, disposable hand towels and cleaning spray. Tables should be routinely wiped throughout the day.</i></p> <p><i>Where specialised equipment is needed such as musical instruments and PE equipment, it will be divided up and if this is not possible it will be thoroughly cleaned at the end of use.</i></p> <p><i>The library will be managed by the librarian and books will be kept to one side for 72 hours before returning to the library. (This will be regularly reviewed).</i></p> <p>Added 05.08.2020 from updated Local Authority guidance</p> <p>COVID-19: cleaning of non-healthcare settings guidance</p>
<p>Shared resources and equipment increasing spread</p>	<p><i>Prevent the sharing of stationery and other equipment where possible.</i></p> <p><i>Suitable procedures in place for managing access to items of 'heavy use' such a photocopiers to reduce social distancing.</i></p>

	<p><i>Cleaning regimes have been enhanced and frequency of cleaning has been increased with particular attention given to 'touch points' such as door handles in line with the "Local Requirements for Cleaning to Protect from COVID-19" document.</i></p> <p><i>Hand sanitiser is at front reception for all staff and located in classrooms as required.</i></p> <p><i>Wipes for computers/telephones/tablet PCs are kept in reception and distributed as required.</i></p> <p><i>Doors to be propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.</i></p> <p><i>Water fountains to be cordoned off with signage stating out of use. Pupils to bring in named water bottles which can be refilled in school by taps and water machines in the canteens – only at break and lunch time.</i></p>
<p>Cleaning staff and hygiene contractor's capacity - providing additional requirements</p>	<p><i>Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this.</i></p> <p><i>Ensure cleaning products being used are suitable and that adequate supplies of cleaning materials are available. See 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 and https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings.</i></p> <ul style="list-style-type: none"> <i>• Cleaning an area with normal products after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people.</i> <i>• Wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged then placed in yellow bins.</i> <i>• Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles</i> <i>• If an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), use protection for the eyes, mouth and nose, as well as wearing gloves and an apron</i> <i>• Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning</i> <i>• Public 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.</i> <i>• All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including:</i>

	<ul style="list-style-type: none"> - <i>objects which are visibly contaminated with body fluids</i> - <i>all potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells</i> <ul style="list-style-type: none"> • <i>Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below:</i> • <i>Use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine or a household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants or if an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses</i> • <i>Avoid creating splashes and spray when cleaning.</i> • <i>Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below in waste management above.</i> • <i>When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used.</i> • <i>Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of as outlined in waste management above.</i> <p>Added 05.08.2020 from updated Local Authority guidance</p> <p><u>COVID-19: cleaning of non-healthcare settings guidance</u></p>
<p>Sufficient handwashing facilities for staff and pupils</p>	<p><i>Hand washing facilities are made available to all people who use the site, both employees and visiting people alike and regular checks are made to ensure soap and hand drying facilities are kept well stocked.</i></p> <p><i>Pupils, students, staff and visitors should wash their hands:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> <i>before leaving home</i> <input type="checkbox"/> <i>on arrival at school</i> <input type="checkbox"/> <i>after using the toilet</i> <input type="checkbox"/> <i>after breaks and sporting activities</i> <input type="checkbox"/> <i>before food preparation</i> <input type="checkbox"/> <i>before eating any food, including snacks</i> <input type="checkbox"/> <i>before leaving school</i>

	<p><i>Soap and water are more effective than using sanitisers - Where a sink is not nearby, hand sanitiser will be provided in classrooms and other learning environments.</i></p> <p><i>Paper towels to be placed in toilets. Signs on hand dryers saying do not use.</i></p> <p>Added 05.08.2020 from updated Local Authority guidance</p> <p><u>COVID-19: cleaning of non-healthcare settings guidance</u></p>
Additional time for staff and pupils to carry out handwashing	<p><i>Frequent hand cleaning as part of normal routine.</i></p> <p><i>Stagger regular access to handwashing facilities through the day</i></p>
Handwashing practice with children	<p><i>Review the guidance on hand cleaning and introduce handwashing songs for younger children.</i></p> <p><i>Ensure that help is available for children and young people who have trouble cleaning their hands independently. See guidance and resources available at: https://e-bug.eu/eng_home.aspx?cc=enq&ss=1&t=Information%20about%20the%20Coronavirus</i></p>
Encourage good hygiene	<p><i>Children and adults are advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in the bin. If no bin is available, they should put the tissue into their pocket or up their sleeve for disposing of later. If they don't have any tissues available, they should cough and sneeze into the crook of their elbow. Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.</i></p> <p><i>Students and staff are encouraged not to touch their mouth, eyes and nose.</i></p> <p><i>Bins for tissues are emptied throughout the day.</i></p> <p><i>Posters are displayed in prominent positions throughout the school sites to raise awareness of the need to maintain social distancing, regularly wash hands, and Government advice regarding how to prevent the spread of COVID-19.</i></p>
Sufficient supplies of soap and cleaning products	<p><i>Discuss with suppliers and contractors to ensure sufficient supplies and deliveries.</i></p> <p><i>Use regular detergents and cleaning products.</i></p> <p><i>Review COSHH assessments (RA05) and implement additional controls required where there has been any change in products.</i></p>
Toilets being overcrowded	<p><i>Limit the number of children or young people who use the toilet facilities at one time. Visiting the toilet one after the other if necessary.</i></p> <p><i>Toilets to be used by different year zones and will be marked up to indicate this.</i></p>

Staff related issues	
Inadequate training for Heads on completion of RA for covid-19 return leading to anxiety and lack of the reassurance needed for staff	<i>Guidance, risk assessment and checklist provided to schools, Schools DfE Helpline and resources, access to support via LA</i>
Insufficient staff capacity to deal with increased numbers of pupils - Shortage of teachers to maintain staff to pupil ratios	<p><i>Staffing ratios in the absence of a teacher will be looked at to see if alternative arrangements can be made or if reduced staffing compromises the safety of the children. Decision will be made with the Head of School and Executive Head accordingly.</i></p> <p><i>Managers should discuss and agree any changes to staff roles with individuals.</i></p> <p>https://www.gov.uk/guidance/school-workload-reduction-toolkit https://www.gov.uk/government/collections/case-studies-remote-education-practice-for-schools-during-coronavirus-covid-19</p>
<p>Anxiety levels of staff and community causing breakdown in staffing ratios, compromising group sizes.</p> <p>Staff understanding of new changes – safe practice at work & in classroom. Teaching in a safe environment</p>	<p><i>Talk to staff about (or where not possible put in writing) the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful.</i></p> <p><i>If appropriate, seek GP or occupational health advice</i></p>
Accessing testing arrangements are clear for all staff	<p><i>The new arrangements for local testing of individuals with symptoms of COVID-19 is now in place. Please use this link to request a test: https://bit.ly/2VqU4Ue</i></p> <p><i>Staff may also request a test using this link: https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/ask-for-a-test-to-check-if-you-have-coronavirus/</i></p> <p><i>Requests may be made by a parent/guardian or the school for a child. Whoever makes the request will get an email with the result. This will also be sent to PHE. The testing service will arrange the best way of getting the swab taken, whether at the hospital or couriered to the child's home. Please continue to inform PHE and Rachael Williams that you have a suspected case</i></p>
Possible Infection brought to site	<p><i>Follow government cleaning guidance if a someone becomes ill with suspected COVID-19 at the setting 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</i></p> <p><i>Any staff member with any symptoms of Covid 19 must inform their line manager, senior staff and personnel and isolate for a minimum of 7 days and family members for 14 days.</i></p>

	<p>Staff can now be tested locally by booking an online appointment. https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/ask-for-a-test-to-check-if-you-have-coronavirus/</p> <p>Or : https://bit.ly/2VqU4Ue</p> <p>Any staff working in other organisations, i.e. cleaners who work in care homes to discuss working arrangements with the Operations Officer to minimise any infection into the school sites.</p> <p>If a member of staff feels unwell at school and is too ill to make their own way home call a relative of staff member and explain reasons for suspicions of exposure and ask for them to come to school. Advise they call NHS 111. Call 999 if they are seriously ill or injured or their life is at risk.</p> <ul style="list-style-type: none"> • Adult is sent to the main school office and will be seated in the old first aid room at Borough Road with the door open and in the medical room at Waterleat Road with the door open. • They should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in the bin. If no bin is available, they should put the tissue into their pocket or up their sleeve for disposing of later. If you don't have any tissues available, they should cough and sneeze into the crook of their elbow. • If they need to go to the bathroom whilst waiting for medical assistance, they should use the public toilet by the main school office. • The room and the public toilet will need to be cleaned once they have left. <p>https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june As part of the national test and trace programme, if other cases are detected within the child or young person's cohort or in the wider education or childcare setting, Public Health England's local Health Protection Teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases, a larger number of other children and young people may be asked to self-isolate at home as a precautionary measure - perhaps the whole class, site or year group.</p> <p>Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.</p>
<p>Conditions for use of fluid resistant face mask and other equipment when dealing with a symptomatic child are clear and understood by staff.</p>	<p>If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home then gloves, an apron and a face mask should be worn by the supervising adult if a distance of 2 meters cannot be maintained.</p> <p>If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn Ensuring that fluid resistant face masks are available for all schools and that a supply is maintained.</p>

	<p>https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</p>
<p>Assessment of all staff, including high risk staff with vulnerable / shielding family member, underlying health conditions or other risk factors</p>	<p>Where schools apply full measures in the Guidance for full opening: schools (2/7/20) the risks to all staff will be mitigated significantly, including those who are extremely clinically vulnerable and clinically vulnerable. A risk assessment should be undertaken for <u>all</u> vulnerable groups.</p> <p>School leaders should be flexible in how clinically extremely vulnerable members of staff are deployed to enable them to work remotely where possibly or in roles in school where it is possible to maintain social distancing.</p> <p>As a general principle, pregnant women are in the clinically vulnerable category and are advised to follow the guidance for clinically vulnerable people.</p> <p>Guidance on shielding and protecting extremely vulnerable persons 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 and social distancing</p> <p>https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people should also be followed when considering staffing arrangements.</p> <p>Added 05.08.2020 from updated Local Authority guidance The Royal College of Obstetrics and Gynaecology (RCOG) has published occupational health advice for employers and pregnant women</p> <ul style="list-style-type: none"> • Guidance on shielding and protecting extremely vulnerable persons has been updated 14/7/20 <p>file://paignton.local/administration/claire.blagdon/Downloads/2020-07-24-coronavirus-covid-19-infection-in-pregnancy.pdf</p> <p>Added 05.08.2020 from updated Local Authority guidance</p> <p>Schools are advised to complete individual risk assessments for staff.</p> <ul style="list-style-type: none"> • Guidance on School workforce has been updated 27/7/20 <p>https://www.gov.uk/government/publications/covid-19-review-of-disparities-in-risks-and-outcomes</p>
<p>Staff use of PPE</p>	<p>Pupils whose care routinely already involves the use of PPE due to their intimate care needs will continue to receive their care in the same way. Follow guidance</p>

	<p>https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</p>
<p>Use of PPE Lack of understanding</p>	<p>Government advice is that PPE is not required unless it was already part of everyday use.</p> <p>Adequate training / briefing on use and safe disposal. Follow guidance on putting on and taking off standard PPE https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures and above guidance on use in education settings.</p> <p>All staff to undertake training on iHasco (Infection Prevention and Control course)</p>
<p>Dealing with suspected and confirmed cases / cases</p> <p>Member of a class or staff becoming unwell with suspected COVID-19</p>	<p>Follow government guidance on what happens if someone becomes ill and what happens if there is a confirmed case of coronavirus in a setting 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#when-open</p> <p>Guidance for full opening: schools (2/7/20)</p> <p>Ensure accurate records of staff and pupils are maintained to enable public health contact tracking and test regimes.</p> <p>As in usual practice, in an emergency call 999 if someone is seriously ill or injured or their life is at risk. Anyone with Corona Virus / Covid 19 symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.</p> <p>Any staff member who helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS test and trace.</p> <p>If a case of Covid-19 (pupil or school adult) is suspected no restrictions or special control measures are required while laboratory test results for COVID-19 are awaited. No need to close the setting or send other learners or staff home.</p> <p>If a case is confirmed</p> <p>Contact with the local Public Health England Protection Team will be made to discuss the case, identify people who have been in contact with them and to advise on any actions or precautions that should be taken. An assessment of each childcare or education setting will be undertaken by the Health Protection Team with relevant staff. Advice on the management of pupils or students and staff will be based on this assessment.</p> <ul style="list-style-type: none"> • The Health Protection Team will also be in contact with the patient directly to advise on isolation and identifying other contacts and will be in touch with any contacts of the patient to provide them with appropriate advice. Advice

on cleaning of communal areas such as classrooms, changing rooms and toilets will be given by the Health Protection Team.

- If there is a confirmed case, a risk assessment will be undertaken by the educational establishment with advice from the local Health Protection Team. In most cases, closure of the childcare or education setting will be unnecessary, but this will be a local decision based on various factors such as establishment size and pupil mixing.

If a student feels unwell at school - Call parent and explain reasons for suspicions of exposure and ask for the parent to come to school and advise they call NHS 111 – Children aged 5 and above can now be tested. Call 999 if they are seriously ill or injured or their life is at risk.

- Child is sent to the main school office and will be seated in the old first aid room at Borough Road with the door open and in the medical room at Waterleat Road with the door open.

- They should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in the bin. If no bin is available, they should put the tissue into their pocket or up their sleeve for disposing of later. If you don't have any tissues available, they should cough and sneeze into the crook of their elbow.

- If they need to go to the bathroom whilst waiting for medical assistance, they should use the public toilet by the main school office.

- The room and the public toilet will need to be cleaned once they have left.

<https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june> As part of the national test and trace programme, if other cases are detected within the child or young person's cohort or in the wider education or childcare setting, Public Health England's local Health Protection Teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases, a larger number of other children and young people may be asked to self-isolate at home as a precautionary measure - perhaps the whole class, site or year group.

Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.

If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home, a face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. Eye protection should also be worn if there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting.

In the event that a child presents with any symptoms then the parent/guardians will be contacted immediately as all should have provided contacts of someone who will be available at any time via SIMS

	<p>Contact PHE Health Protection Team on 0300 303 8162 to notify so they can support risk assessment and follow up.</p> <p>If a child is awaiting collection, they will be moved to a room where they can be isolated behind a closed door with ventilation with appropriate adult supervision. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p> <p>Child is sent to the main school office and will be seated in the old first aid room at Borough Road with the door open and in the medical room at Waterleat Road with the door open.</p> <p>Ensure suitable PPE, including fluid resistant face mask is available at this location and worn by the supervising adult delegated to monitor the child so they are prepared to respond to the child in the event that they need urgent attention.</p> <p>On collection of the child, it will be confirmed with the parent that they are aware of how to get the child tested and confirm that they will let the school know the result as soon as they are aware.</p> <p>You can ask for a test online at: https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/ask-for-a-test-to-check-if-you-have-coronavirus/</p> <p>Or: https://bit.ly/2VqU4Ue</p> <p>For children under five it is a good idea to call NHS 111 to check out their symptoms.</p> <p>In the event that a member of staff presents with symptoms, they will immediately remove themselves from the school having notified a member of staff, at a safe distance, as well as confirming where they've been and with whom so cleaning can be immediately initiated to any affected areas and contacts within school closely monitored. The member of staff will, as soon as they are able, arrange to be tested and will provide the school with the test results as soon as practicable. https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</p> <p>Clean and disinfect rooms the suspected case was using – ensure appropriate PPE (gloves and apron) are used.</p> <p>Added 05.08.2020 from updated Local Authority guidance</p> <p>Ensure that all staff, parents and children have clear guidance from the school to ensure that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school</p> <p>stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</p>
<p>Member of a class or staff has a confirmed positive test for COVID-19</p>	<p>On confirmation that a member of a class cohort, either child or member of staff, has had a positive test, ensure they stay at home for 8 days (day of onset + seven days). The rest of their household need to self-isolate for 14 days.</p>

	<p>Contact the PHE SW Health Protection Team on 0300 303 8162 immediately so they can support the risk assessment and advise about follow up.</p> <p>Advise that anyone with symptoms get tested: Children under 5: Call NHS 111.</p> <p>Any siblings also in the same setting (but a different, unaffected area) would need to isolate at this point</p> <p>The HPT will undertake an assessment to determine whether contacts in the setting need to self-isolate at home for 14 days.</p> <p>Clean and disinfect rooms the case was using if this has not already been done – ensure appropriate PPE (minimum gloves and apron) are used.</p> <p>Subject to PHE advice, the whole cohort may need to be isolated within their room or, if weather permits, in an outside location, whilst parents/guardians are notified to collect <i>them</i>.</p> <p>Subject to PHE advice, once all children have been collected then the staff will make their way home to begin their isolation and the classroom will be subject to a cleaning regime agreed with the cleaners for a location where there has been a positive test (schools to ensure that this has been agreed in advance). https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p>
First Aiders	<p>Where it is not possible to maintain a 2 metre or more distance away from an individual, disposable gloves and a disposable plastic apron are recommended. Disposable gloves should be worn if physical contact is likely to be made with potentially contaminated areas or items.</p> <p>The use of a fluid repellent surgical face mask is recommended and additional use of disposable eye protection (such as face visor or goggles) should be risk assessed when there is an anticipated risk of contamination with splashes, droplets of blood or body fluids.</p> <p>Clean your hands thoroughly with soap and water or alcohol sanitiser before putting on and after taking off PPE. In all circumstances where some form of PPE is used, the safe removal of the PPE is a critical consideration to avoid self-contamination. Guidance on putting on and taking off PPE is available. Use and dispose of all PPE safely, preferably in a yellow clinical waste bin (found in First Aid)</p> <p>First aiders to be based at one site only.</p> <p>Disposable cold packs to be used and parents informed regarding medication and use of heat packs eg for menstrual cramps, parents to provide own disposable packs if appropriate by sole use for that child.</p>

	<p><i>Students are to be seen on a one to basis and staggered times if needing to receive medication at break or lunch.</i></p> <p><i>Students waiting to be seen must socially distance.</i></p> <p><i>Parents must supply an inhaler for all children deemed to have asthma.</i></p> <p><i>In an emergency and with no other option a fan can be used to treat a patient.</i></p> <p><i>No other staff will be able to use the first aid rooms.</i></p>
Pupil related issues	
<p>Vulnerable groups who are clinically, extremely vulnerable.</p>	<p>Read the current advice on shielding</p> <p>COVID-19 - 'shielding' guidance for children and young people.</p> <p><i>Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, we expect schools to be able to immediately offer them access to remote education. Schools should monitor engagement with this activity.</i></p> <p><i>If parents of pupils with significant risk factors are concerned, we recommend schools discuss their concerns and provide reassurance of the measures they are putting in place to reduce the risk in school. Schools should be clear with parents that pupils of compulsory school age must be in school unless a statutory reason applies (for example, the pupil has been granted a leave of absence, is unable to attend because of sickness, is absent for a necessary religious observance etc).</i></p>
<p>Children with EHCP</p>	<p><i>Complete risk assessment before attendance</i></p> <p><i>Schools should also provide more focused pastoral support where issues are identified that individual pupils may need help with, drawing on external support where necessary and possible. Schools should also consider support needs of particular groups they are already aware need additional help (for example, children in need), and any groups they identify as newly vulnerable on their return to school</i></p> <p><i>Additionally, provision for children who have SEND may have been disrupted during partial school closure and there may be an impact on their behaviour. Schools will need to work with local services (such as health and the local authority) to ensure the services and support are in place for a smooth return to schools for pupils.</i></p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance</p>

Application of sun cream	<i>Sun cream to be applied by parents prior to arrival at school. Parents to be made aware.</i>
Water bottles	<i>Water fountains will be cordoned off. Pupils to bring in a named water bottle that can be refilled using taps at school. Parents to be made aware. (Add in from above)</i>
Pupils unable to follow guidance	<i>Ensure that the same teacher(s) and other staff are assigned to each group. some children will need additional support to follow these measures.</i> <i>Updated behaviour policy to be adhered to.</i>
Interventions	<i>Children will stay in year zones. If the children are attending an intervention they will come out with the teacher who will socially distance and the area will be thoroughly cleaned before another group attends from the same year group. Children will not be mixed across year zones.</i>
PE lessons	<i>PE staff will collect children from year zones adhering to social distancing. They will deliver PE outside where possible, if inside in large spaces.</i> <i>Pupils should be kept in year groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.</i> <i>Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sport setting because of the way in which people breathe during exercise</i> <i>For the day students have PE lessons, they will come to school in school PE kit and stay in this throughout the day.</i> Added 05.08.2020 from updated Local Authority guidance <i>Schools should refer to the following advice:</i> <ul style="list-style-type: none"> • guidance on the phased return of sport and recreation and guidance from Sport England for grassroots sport <i>advice from organisations such as the Association for Physical Education and the Youth Sport Trust</i>
Transport	
Travel to school and provision of safe school transport:	<i>Consider school transport arrangements and where possible encourage parents and children and young people to walk or cycle to school where possible.</i> <i>Liaise with School Transport Team where further consideration needs to be given to taxi and escort services.</i>

School Transport arrangements support changes to school times	<p><i>Liaising with the School Transport Team before change are made.</i></p> <p>Follow government guidance https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/vehicles <i>Added 05.08.2020 from updated Local Authority guidance</i></p> <p><i>Ensure that the school is satisfied with transport arrangements by liaising with the School Transport Team.</i></p> <p><i>Refer to the section Dedicated school transport, including statutory provision in the guidance updated 27/7/20</i></p>
Provision of food	
Kitchen facilities comply with latest Covid19 guidance to reduce risk of infection/contamination and food prepared on premises is compliant with Covid - 19 health and hygiene guidance	<p><i>We expect that kitchens will be fully open from the start of the autumn term and normal legal requirements will apply about provision of food to all pupils who want it, including for those eligible for benefits-related free school meals.</i></p> <p><i>School kitchens can continue to operate, but must comply with the guidance for food businesses on coronavirus (COVID-19)</i></p>
Catering staff are operating in a safe environment	<p><i>Catering staff to follow government guidance https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery</i></p>
Communications with parents and others	
Parents, contractors and other staff entering or working in the building – school complying with external requirements for staff safety	<p><i>Tell parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus coronavirus (following the COVID-19: guidance for households with possible coronavirus infection)</i></p> <p><i>Inform all visitors, suppliers, and contractors that only pre-arranged calls will be allowed on site. Publish a site telephone number in case of immediate access required. All site contractors must be booked through the Operations Officer.</i></p>
Parents wanting meetings	<p><i>Encourage parents to phone school and make telephone or virtual appointments if they wish to discuss their child or safety measures. If a meeting has to take place face to face then all social distancing observed.</i></p>
Suppliers understanding and complying with new arrangements	<p><i>Discuss new arrangements with suppliers and deliveries to be arranged for quiet times or outside school hours.</i></p>
Communications to parents and staff	<p><i>Plan a communications strategy and timetable, let parents know when they can expect to hear from the school, manage expectations to avoid any parental confusion. Ensure staff are briefed regularly and have a forum for raising concerns and issues.</i></p>

	<p><i>All relevant information made available by the Government through their gov.uk website is shared with school staff via Head of Schools.</i></p> <p><i>All entrance and exit points marked on sites maps.</i></p>
Parent aggression due to anxiety and stress.	<i>Tell parents their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use) to reduce anxiety, keep parents up to date with regular communications.</i>
Review – Monitor Arrangements, Consult with Staff and Parents	
Continually review the steps put in place to ensure they remain effective and maintain communication with staff.	<p><i>Consultation with employees and trades union Safety Reps on risk assessments.</i></p> <p><i>Risk assessment published on school intranet and website.</i></p> <p><i>Nominated employees tasked to monitoring protection measures.</i></p> <p><i>Employees encourage to report any non compliance.</i></p> <p><i>The effectiveness of prevention measures will be monitored by school leaders.</i></p> <p><i>This risk assessment will be reviewed if the risk level changes and/or in light of updated guidance.</i></p> <p><i>Encourage feedback from parents via message boards or parent mail systems</i></p>

Assessor's Recommendations - Additional Control Measures or Actions			
Section	List Actions / Additional Control Measures	Date action to be carried out	Person Responsible
Premises Related Matters	If any room has no ventilation or windows do not open, room is not to be used unless only daily single workers are occupying the space and the area is cleaned thoroughly between uses for different individuals.	Ongoing (Added 09.07.2020)	Claire Blagdon
Movement of Persons	One-way pedestrian routes to be established on site to reduce the likelihood people will need to pass each other in corridors. <i>Heads to mark-up school site maps and this to be attached to the risk assessment.</i>	Ongoing	Claire Blagdon

Staff related issues	Lone Working. If staff are in a position where they need to be left alone with a child, they must alert SLT and, if appropriate, leave the door open.	Ongoing (Added 04.06.2020)	Staff member
Movement of Persons	Use of lifts - persons must stand back to back facing walls of the lift	Ongoing	Staff member
Cleaning and Reducing Contamination	Photocopier touch panels for staff and students – minimise the use of photocopying by students. Wipes to be used before and after each use of the photocopier by all. Wipes provided next to each machine.	Ongoing	Mark Smith
Premises Related Matters	Use of science labs – non-science subjects using science labs as classrooms. Gas and water taps are not to be touched.	Ongoing	Staff member
Cleaning and Reducing Contamination	IT classrooms - Use of mice and keyboards. Need to be sanitised between uses.	Ongoing	Staff member
Cleaning and Reducing Contamination	First aid rooms – Areas to be sanitised between uses.	Ongoing	First Aider
	Track and Trace – John Harle to be informed if NHS track and trace service calls to verify the situation before any information is passed on.	Ongoing	Staff Member
	<p>The following information will help to identify if you are genuinely being contacted by the NHS:</p> <p>Genuine contract tracers will:</p> <ul style="list-style-type: none"> • call you from 0300 013 5000 • send you text messages from 'NHS' • ask you to sign into the NHS test and trace contact-tracing website https://contact-tracing.phe.gov.uk. • ask for your full name and date of birth to confirm your identity, and postcode to offer support while self-isolating • ask about the coronavirus symptoms you have been experiencing • ask you to provide the name, telephone number and/or email address of anyone you have had close contact with from the two days before your symptoms started 	Ongoing	Staff Member

	<ul style="list-style-type: none"> ask if anyone you have been in contact with is under 18 or lives outside of England. <p>Never disclose financial information, password information or further personal details to anyone over the phone. If you are concerned about the process, check the details of the scheme online here: www.gov.uk/guidance/nhs-test-and-trace-how-it-works.</p> <p>Contact tracers will never:</p> <ul style="list-style-type: none"> ask you to dial a premium rate number to speak to them (for example, those starting 09 or 087) ask you to make any form of payment ask for any details about your bank account ask for your social media identities or login details, or those of your contacts ask you for any passwords or PINs, or ask you to set up any passwords or PINs over the phone ask you to purchase a product, including a test ask you to download any software to your device or ask you to hand over control of your PC, smartphone or tablet ask you to access any website that does not belong to the Government or NHS. <p>If you receive a call from somebody claiming to be from the NHS, and they ask you to do any of these things, hang up and report the call: to Action Fraud, by calling 0300 123 2040 or by visiting its website</p>		
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Signed: Headteacher: Mark Smith

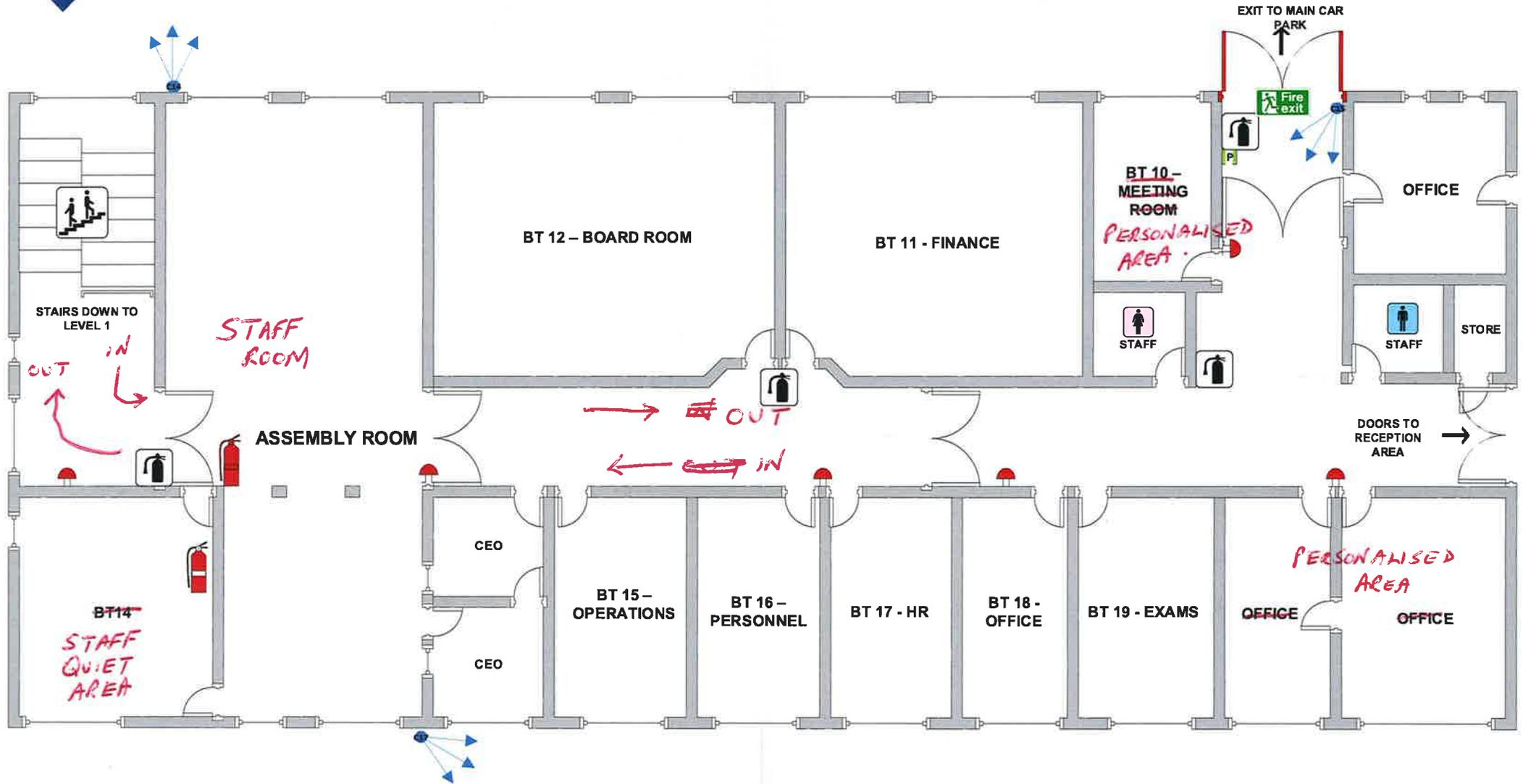
Date 22.05.2020, updated 01.06.2020, 03.06.2020, 09.06.2020, 10.07.2020, 15.07.2020, 05.08.2020

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

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



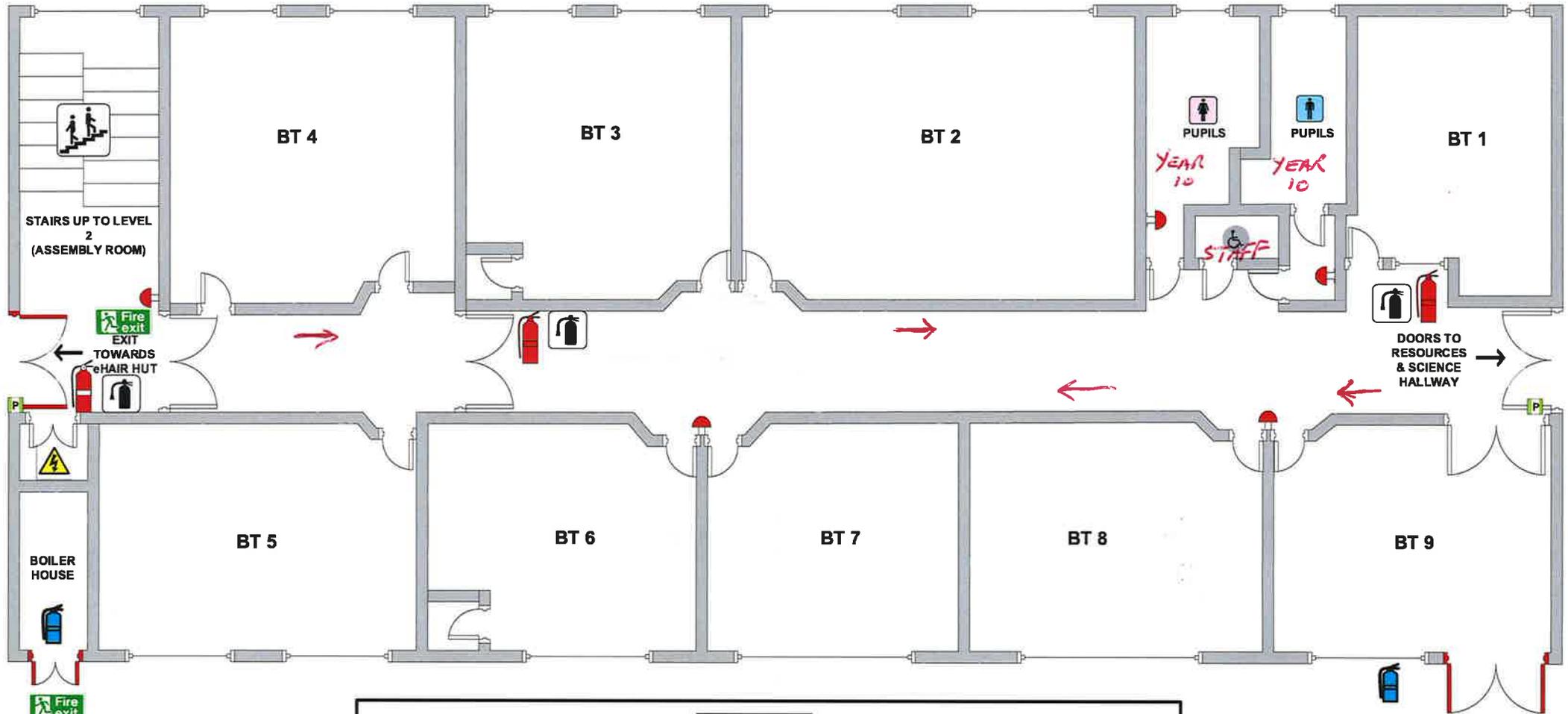
BUSINESS & TECHNOLOGY LEVEL 2 (TOP FLOOR)



KEY							
	WATER		POWDER		SMOKE DETECTOR		FEMALE TOILETS
	FOAM		FIRE BELL		CARBON MONOXIDE DETECTOR		MALE TOILETS
	CO2		CALL POINT		FIRE BLANKET		DISABLED TOILET
							STORE
							CLEANING CUPBOARD
							STAIRS
							FIRE PANEL
							ELECTRICS



BUSINESS & TECHNOLOGY LEVEL 1 (GROUND FLOOR)

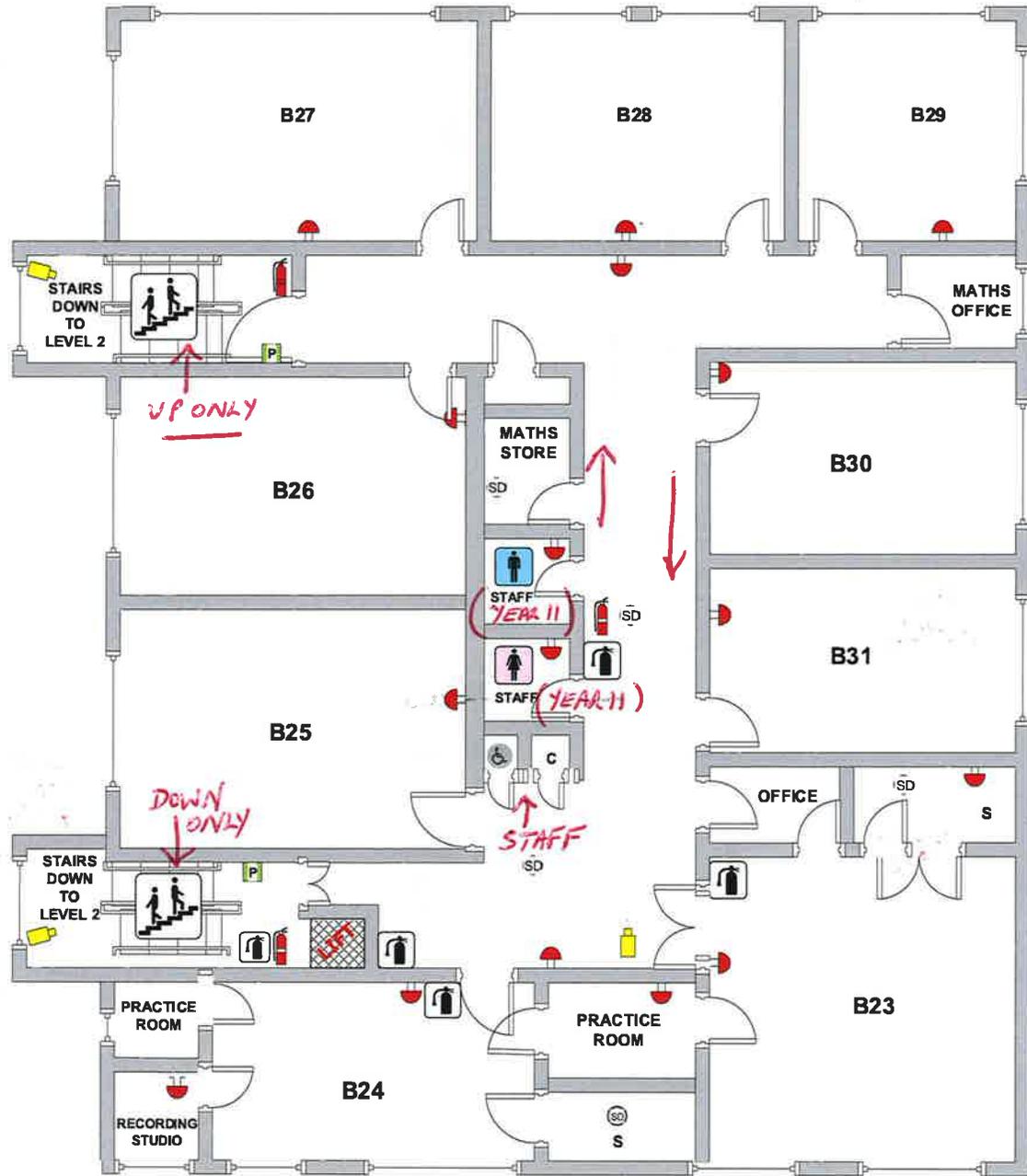


KEY					
	WATER		POWDER		SMOKE DETECTOR
	FOAM		FIRE BELL		CARBON MONOXIDE DETECTOR
	CO2		CALL POINT		FIRE BLANKET
	FEMALE TOILETS		MALE TOILETS		DISABLED TOILET
	STORE		CLEANING CUPBOARD		STAIRS
	FIRE PANEL		ELECTRICS		

Fire exit
↓
EXIT TOWARDS ENGLISH MEDIA BLOCK



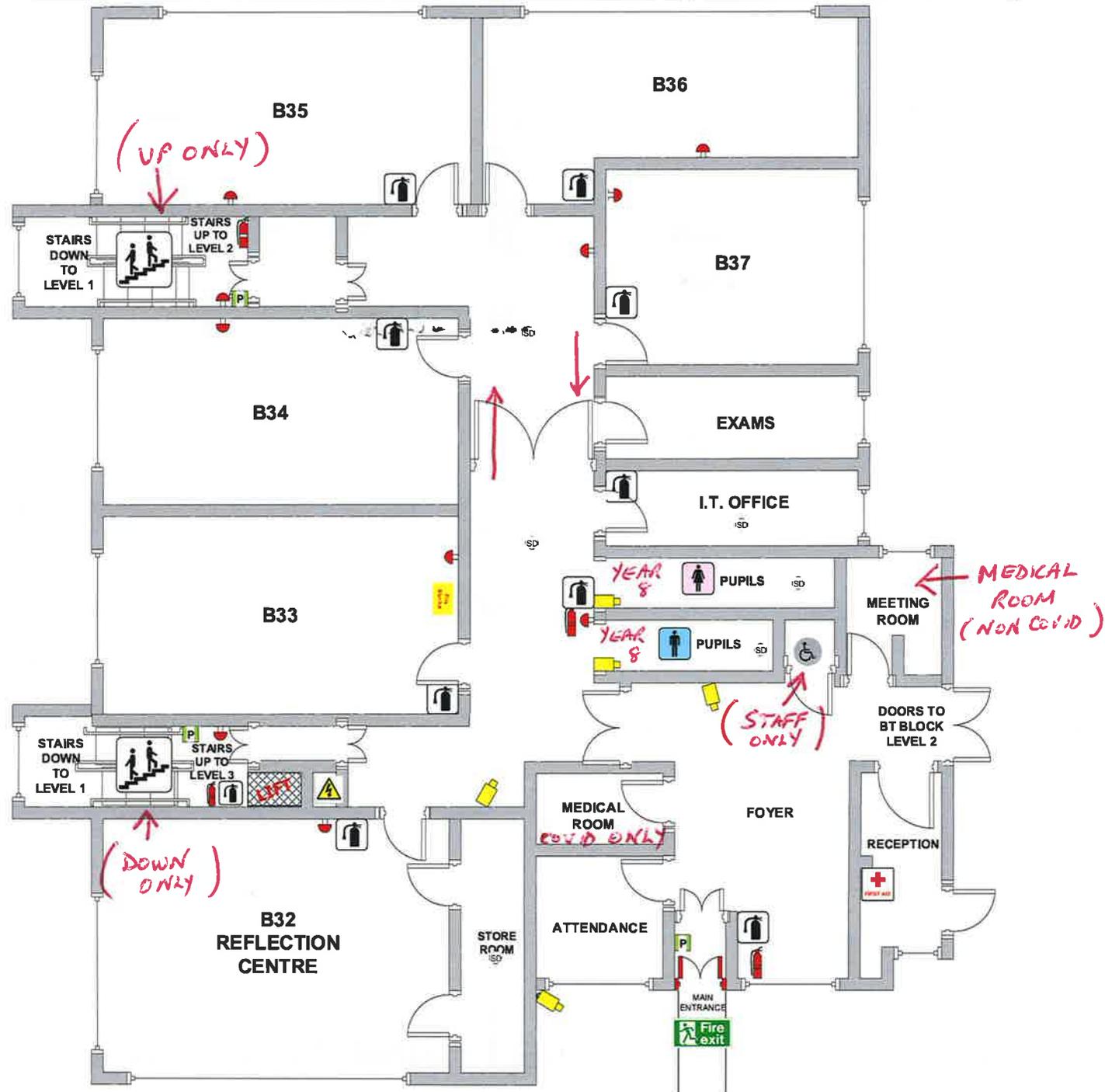
3 STOREY BUILDING – LEVEL 3 (TOP FLOOR)



KEY			
	WATER		FEMALE TOILETS
	FOAM		MALE TOILETS
	CO2		DISABLED TOILET
	POWDER		STAIRS
	FIRE BELL	S	STORE
	CALL POINT	C	CLEANING CUPBOARD
	SMOKE DETECTOR		ELECTRICS
	CARBON MONOXIDE DETECTOR		FIRE PANEL
	FIRE BLANKET		



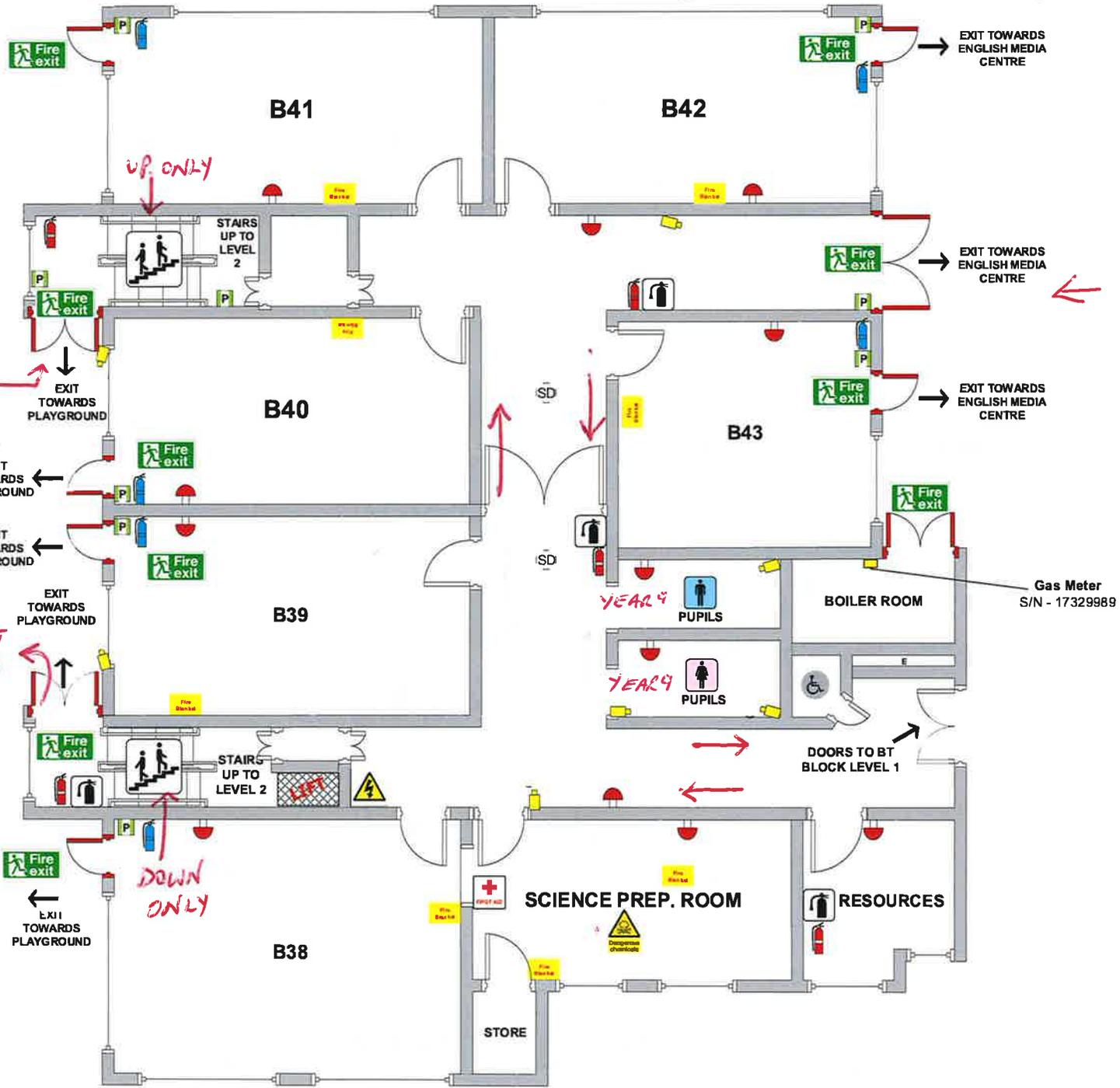
3 STOREY BUILDING – LEVEL 2 (MIDDLE FLOOR)



KEY			
	WATER		FEMALE TOILETS
	FOAM		MALE TOILETS
	CO2		DISABLED TOILET
	POWDER		STAIRS
	FIRE BELL	S	STORE
	CALL POINT	C	CLEANING CUPBOARD
	SMOKE DETECTOR		ELECTRICS
	CARBON MONOXIDE DETECTOR		FIRE PANEL
	FIRE BLANKET		



3 STOREY BUILDING – LEVEL 1 (GROUND FLOOR)



SCHOOL ENTRANCE DURING LESSON TIME

UP ONLY

DOWN ONLY

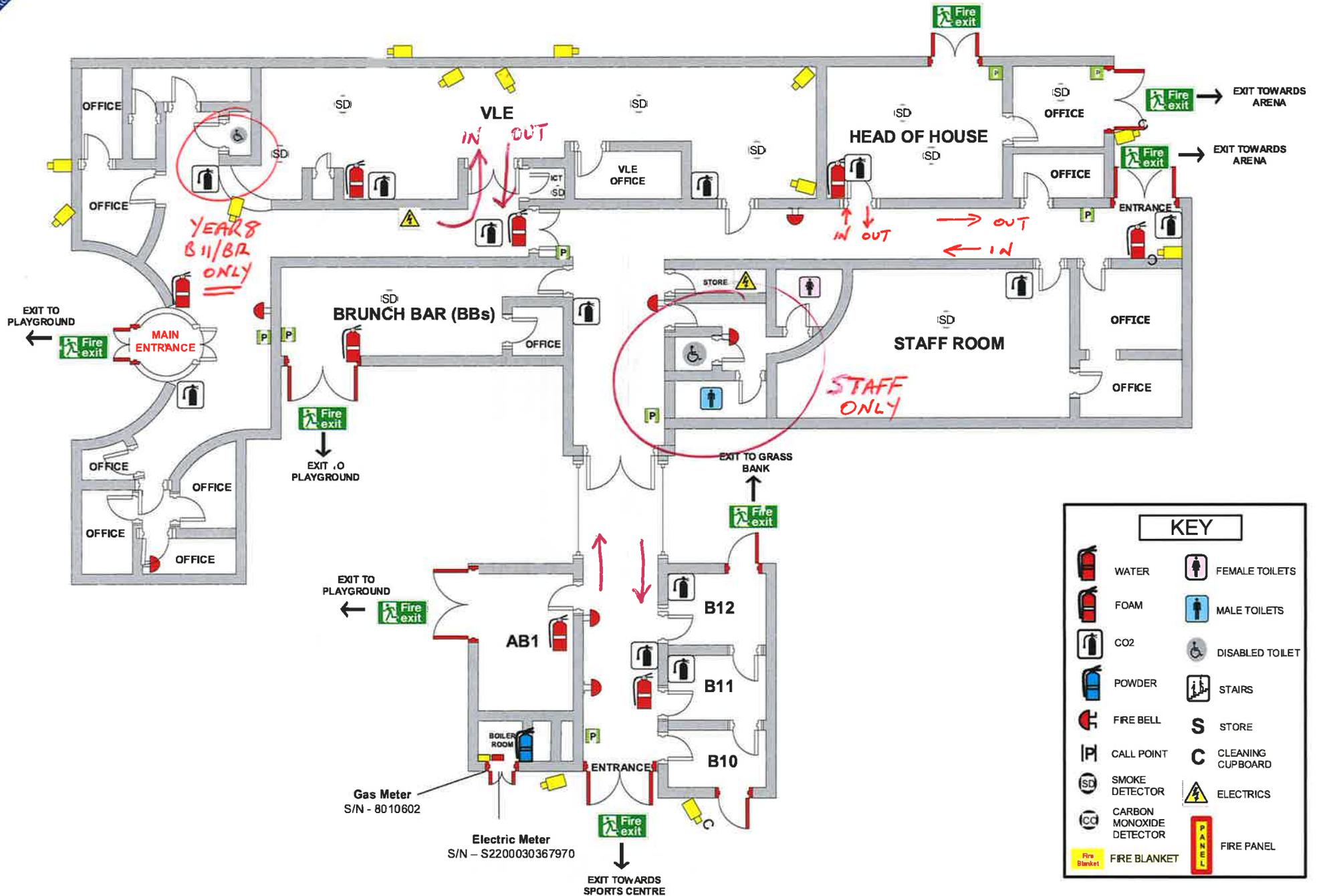
ENTRANCE FOR MORNING

EXIT ONLY

KEY			
	WATER		FEMALE TOILETS
	FOAM		MALE TOILETS
	CO2		DISABLED TOILET
	POWDER		STAIRS
	FIRE BELL		STORE
	CALL POINT		CLEANING CUPBOARD
	SMOKE DETECTOR		ELECTRICS
	CARBON MONOXIDE DETECTOR		FIRE PANEL
	FIRE BLANKET		

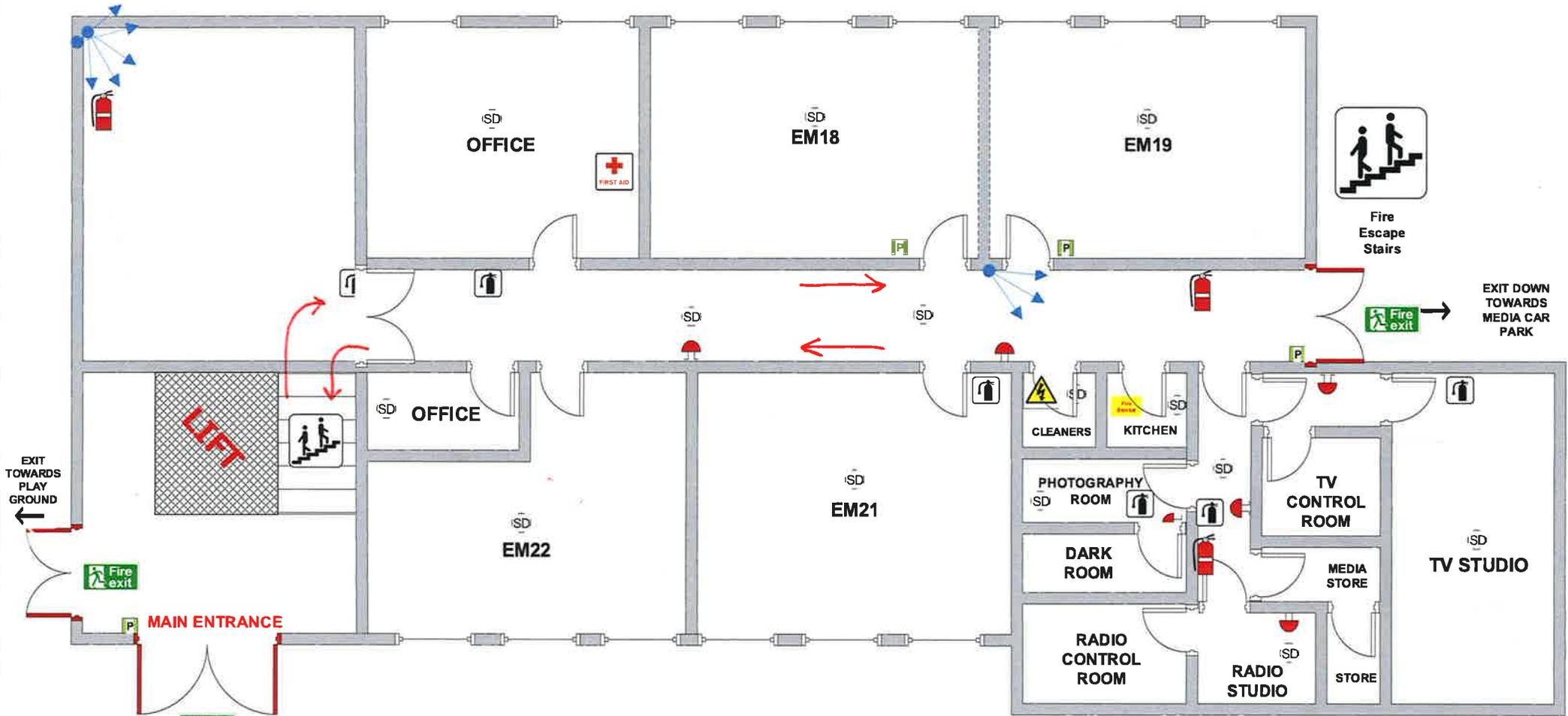


VLE BLOCK



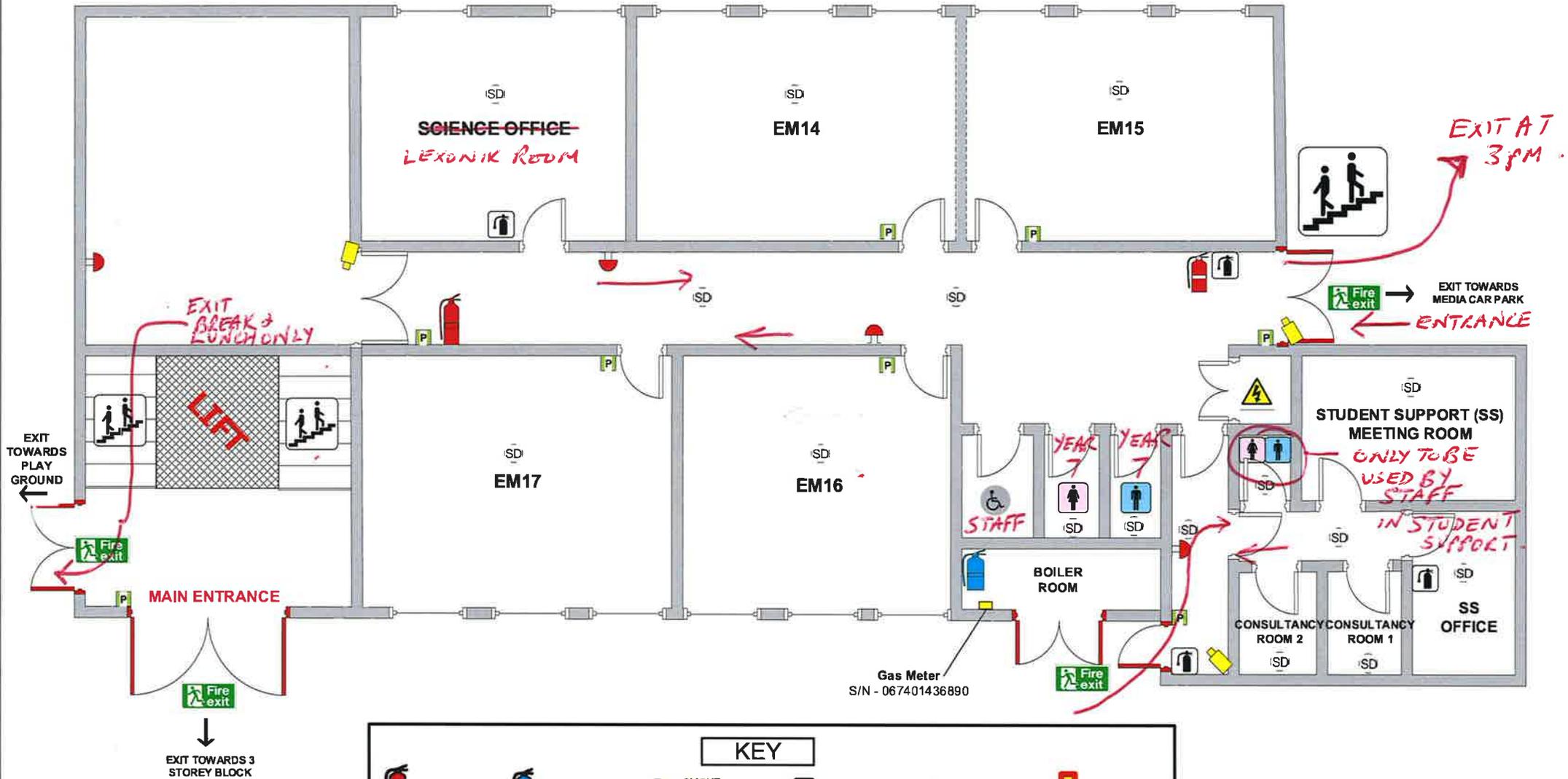
KEY			
	WATER		FEMALE TOILETS
	FOAM		MALE TOILETS
	CO2		DISABLED TOILET
	POWDER		STAIRS
	FIRE BELL	S	STORE
	CALL POINT	C	CLEANING CUPBOARD
	SMOKE DETECTOR		ELECTRICS
	CARBON MONOXIDE DETECTOR		FIRE PANEL
	FIRE BLANKET		

ENGLISH & MEDIA BLOCK – LEVEL 2 (TOP FLOOR)



KEY					
	WATER		POWDER		SMOKE DETECTOR
	FOAM		FIRE BELL		CARBON MONOXIDE DETECTOR
	CO2		CALL POINT		FIRE BLANKET
	FEMALE TOILETS		MALE TOILETS		DISABLED TOILET
	STORE		CLEANING CUPBOARD		STAIRS
	FIRE PANEL		ELECTRICS		

ENGLISH & MEDIA BLOCK – LEVEL 1 (GROUND FLOOR)

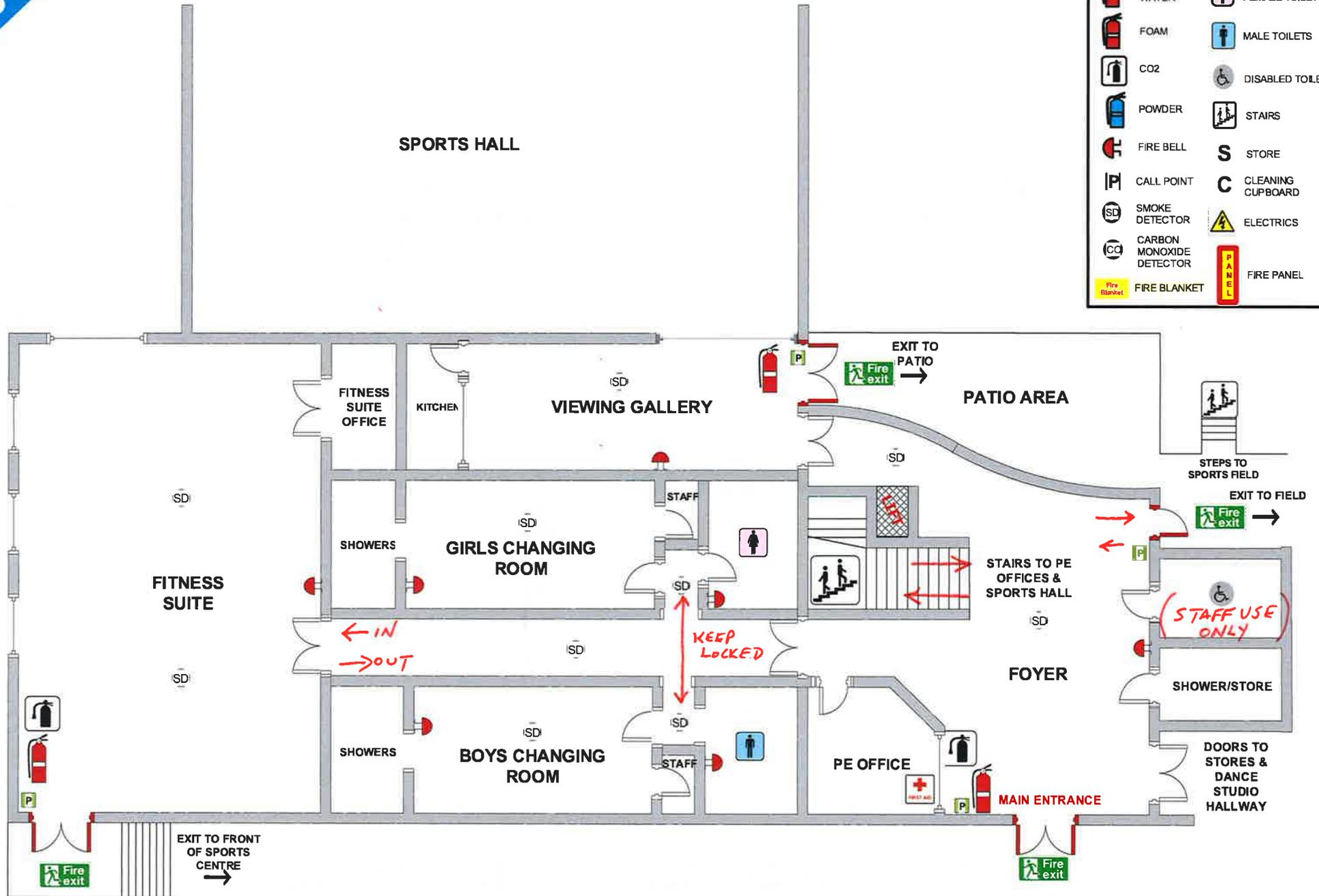


KEY					
	WATER		POWDER		SMOKE DETECTOR
	FOAM		FIRE BELL		CARBON MONOXIDE DETECTOR
	CO2		CALL POINT		FIRE BLANKET
	FEMALE TOILETS		MALE TOILETS		DISABLED TOILET
	STORE		CLEANING CUPBOARD		STAIRS
	FIRE PANEL		ELECTRICS		



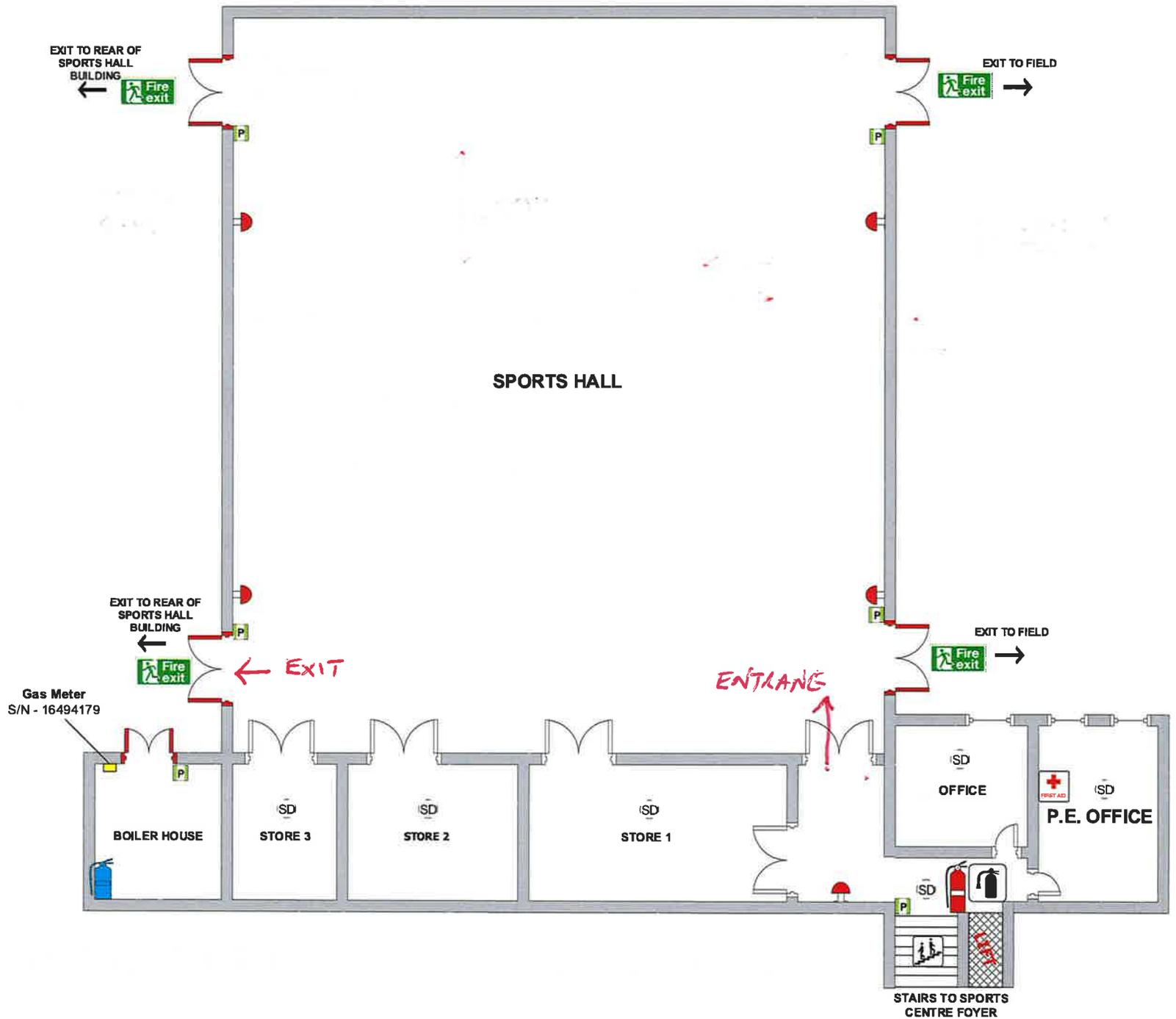
SPORTS CENTRE – LEVEL 2 (TOP FLOOR)

KEY			
	WATER		FEMALE TOILETS
	FOAM		MALE TOILETS
	CO2		DISABLED TOILET
	POWDER		STAIRS
	FIRE BELL	S	STORE
	CALL POINT	C	CLEANING CUPBOARD
	SMOKE DETECTOR		ELECTRICS
	CARBON MONOXIDE DETECTOR		FIRE PANEL
	FIRE BLANKET		



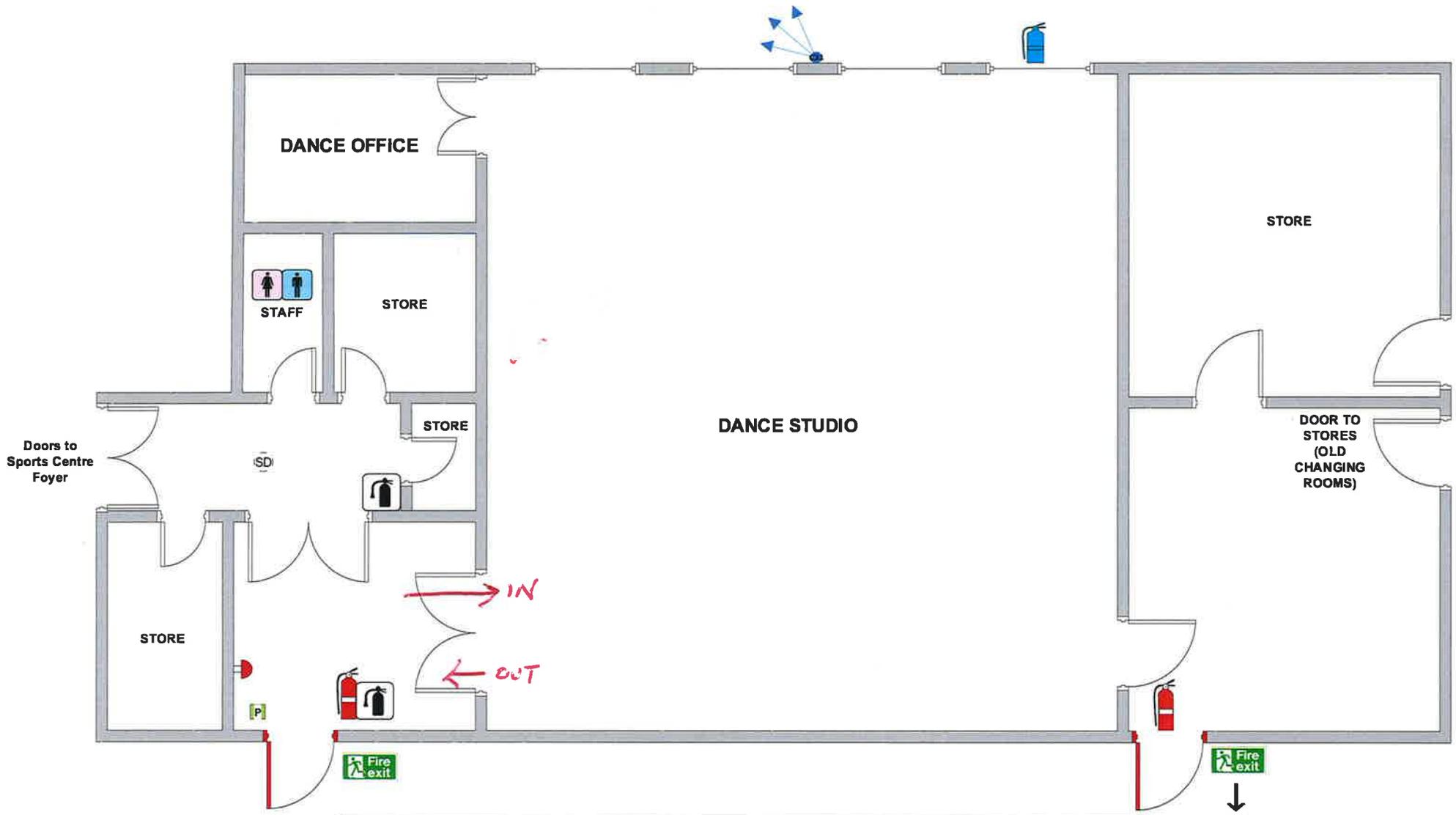


SPORTS CENTRE – LEVEL 1 (GROUND FLOOR)



KEY			
	WATER		FEMALE TOILETS
	FOAM		MALE TOILETS
	CO2		DISABLED TOILET
	POWDER		STAIRS
	FIRE BELL		STORE
	CALL POINT		CLEANING CUPBOARD
	SMOKE DETECTOR		ELECTRICS
	CARBON MONOXIDE DETECTOR		FIRE PANEL
	FIRE BLANKET		

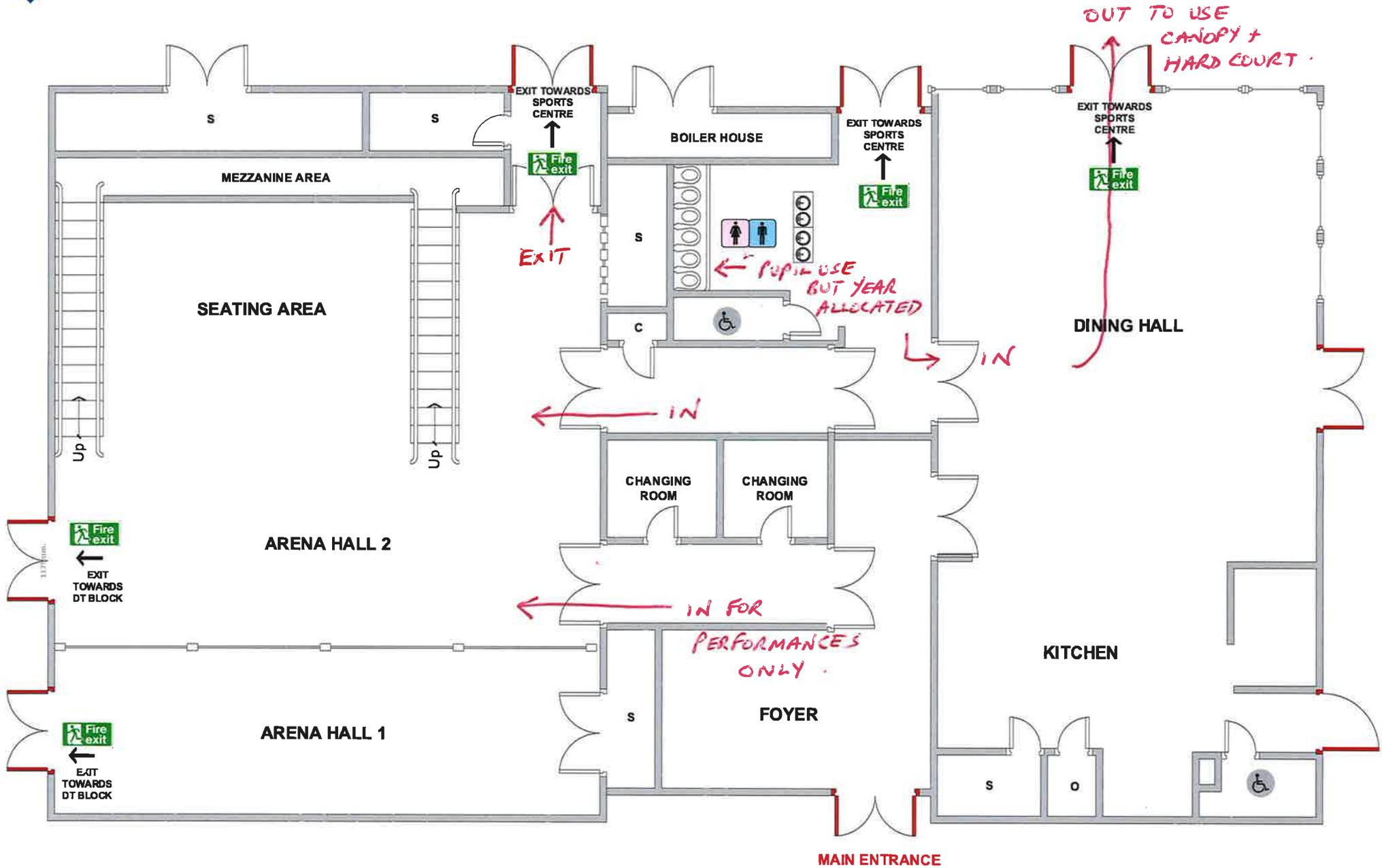
DANCE STUDIO



KEY											
	WATER		POWDER		SMOKE DETECTOR		FEMALE TOILETS	S	STORE		FIRE PANEL
	FOAM		FIRE BELL		CARBON MONOXIDE DETECTOR		MALE TOILETS	C	CLEANING CUP BOARD		ELECTRICS
	CO2		CALL POINT		FIRE BLANKET		DISABLED TOILET		STAIRS		

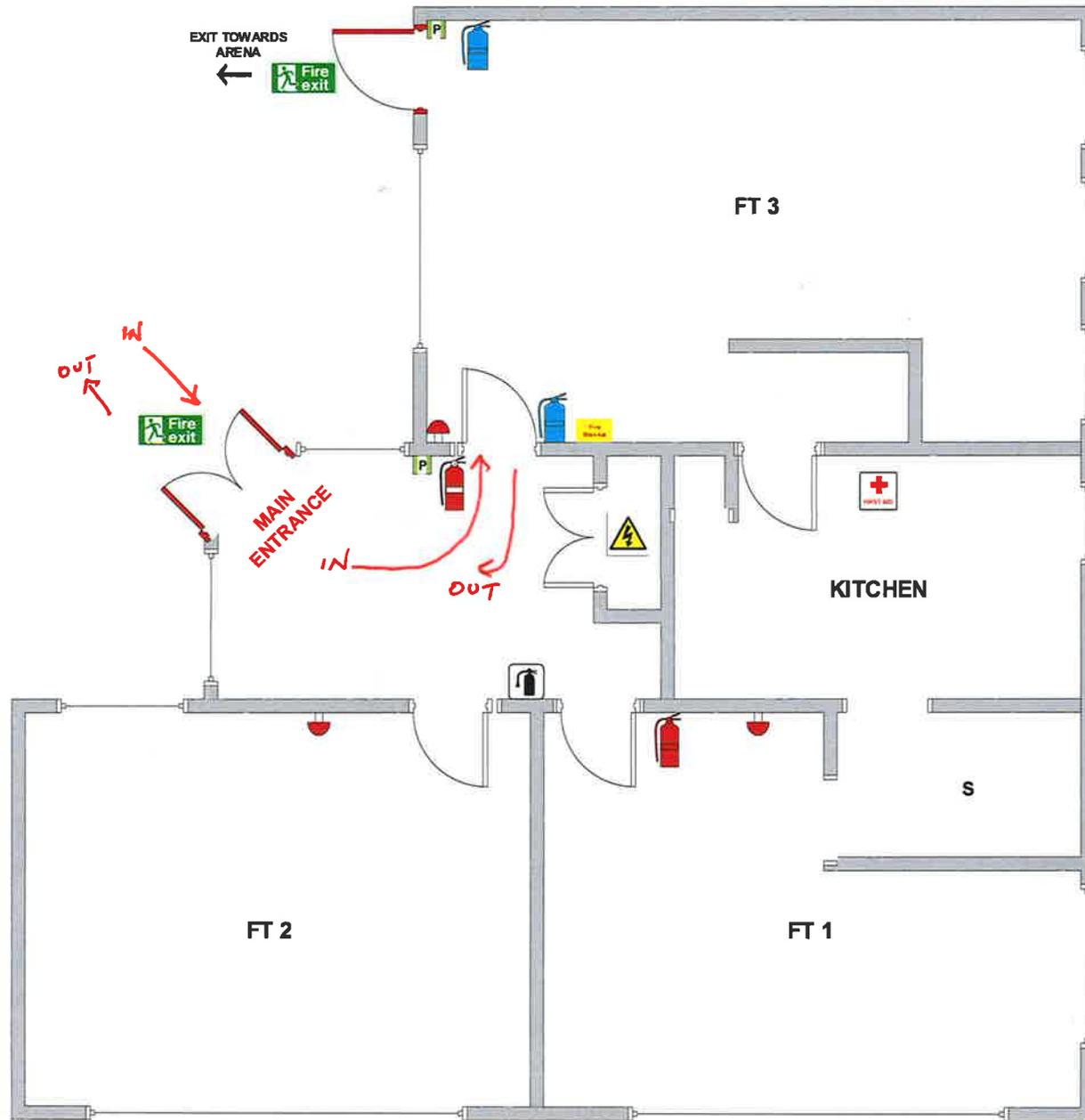


ARENA



MAIN ENTRANCE

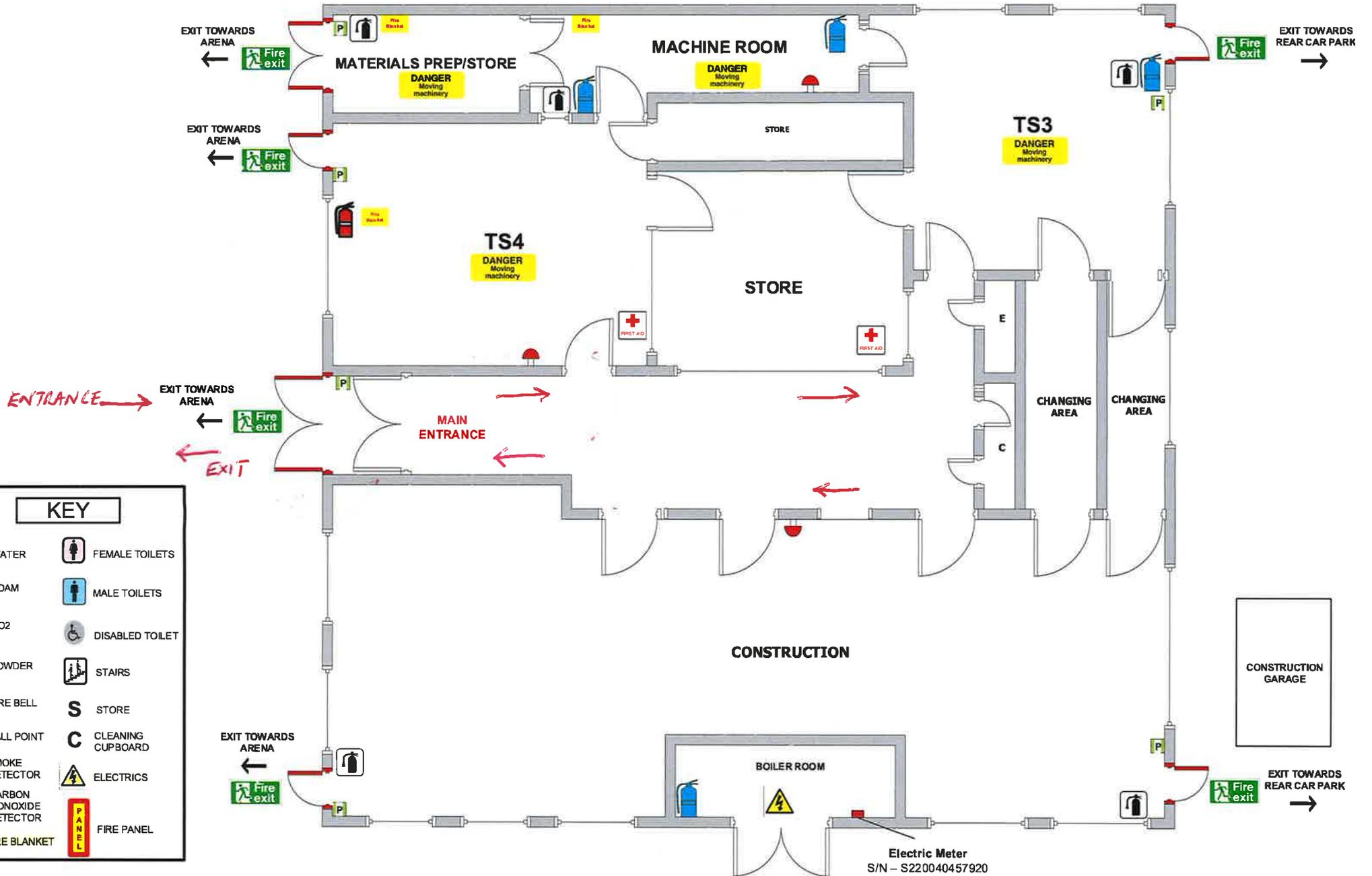
FOOD TECHNOLOGY BLOCK



KEY			
	WATER		FEMALE TOILETS
	FOAM		MALE TOILETS
	CO2		DISABLED TOILET
	POWDER		STAIRS
	FIRE BELL	S	STORE
	CALL POINT	C	CLEANING CUPBOARD
	SMOKE DETECTOR		ELECTRICS
	CARBON MONOXIDE DETECTOR		FIRE PANEL
	FIRE BLANKET		



TECHNOLOGY & SCIENCE BLOCK

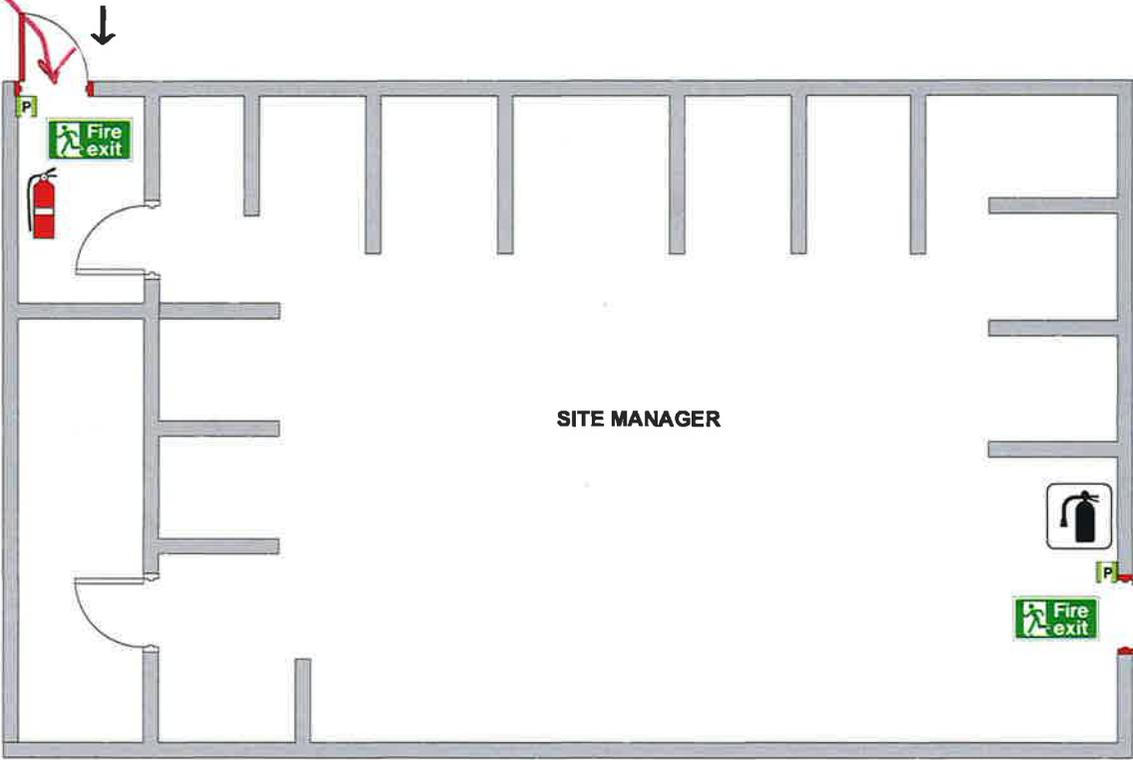


KEY			
	WATER		FEMALE TOILETS
	FOAM		MALE TOILETS
	CO2		DISABLED TOILET
	POWDER		STAIRS
	FIRE BELL		STORE
	CALL POINT		CLEANING CUPBOARD
	SMOKE DETECTOR		ELECTRICS
	CARBON MONOXIDE DETECTOR		FIRE PANEL
	FIRE BLANKET		

SITE MANAGER'S HUT

IN
OUT
NO PUPIL
ENTRANCE

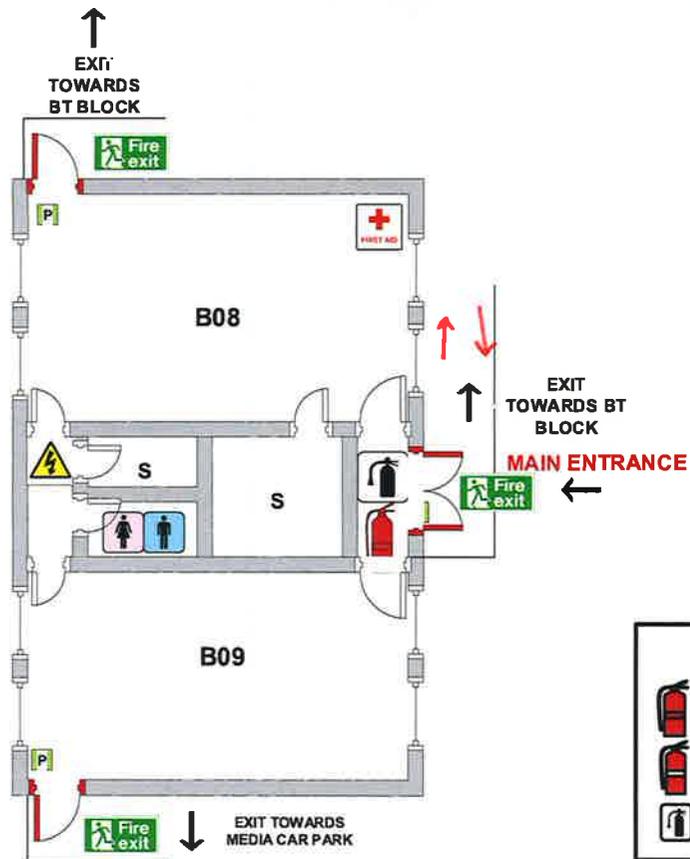
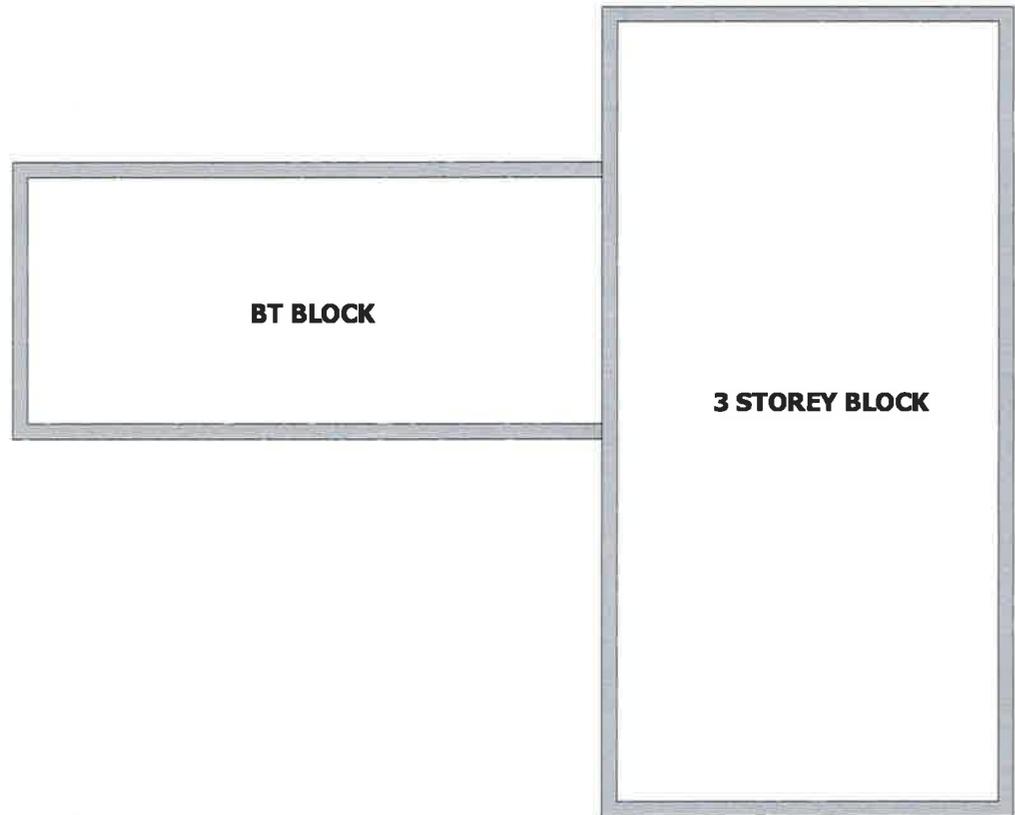
MAIN ENTRANCE



EXIT TOWARDS SPORTS CENTRE

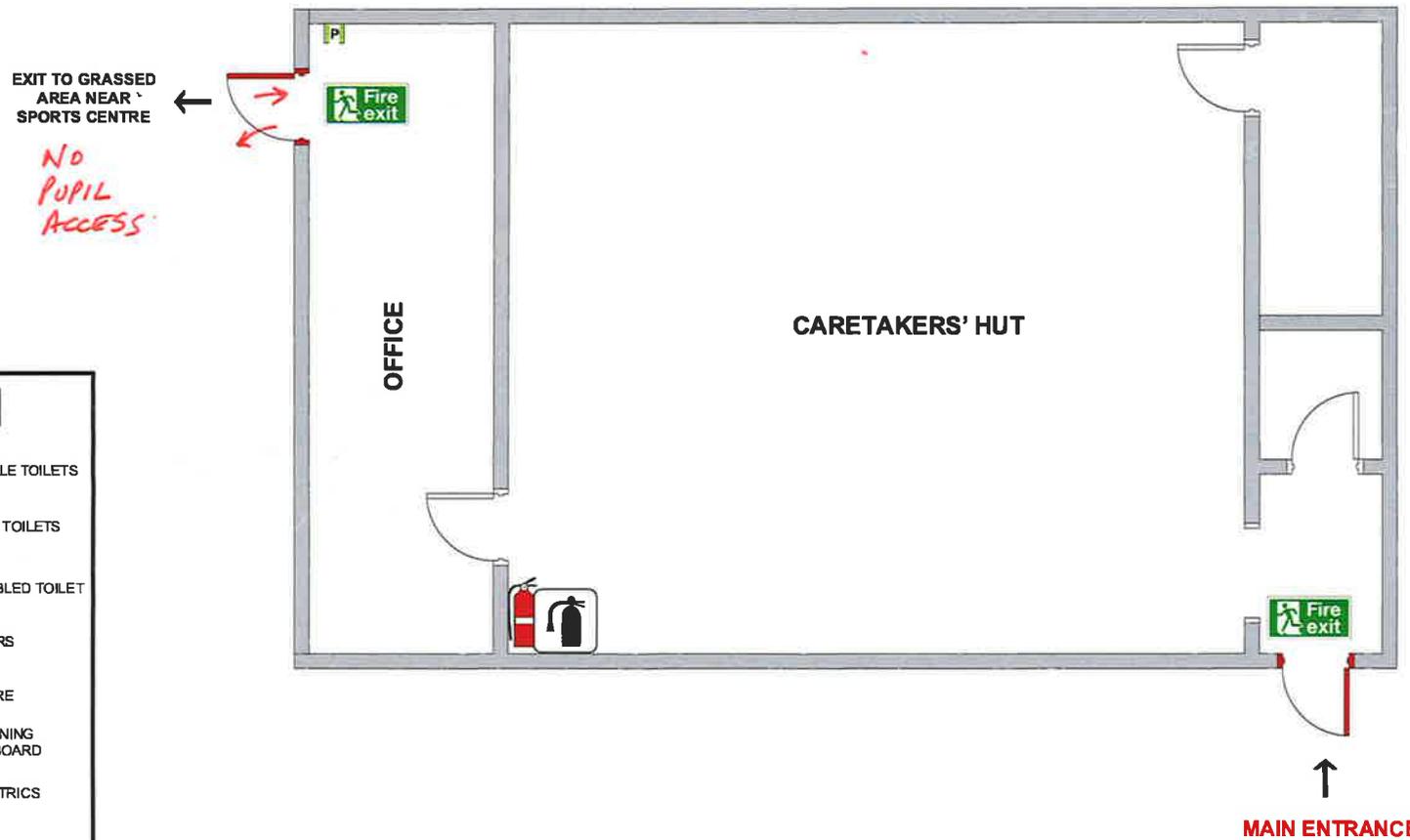
KEY			
	WATER		FEMALE TOILETS
	FOAM		MALE TOILETS
	CO2		DISABLED TOILET
	POWDER		STAIRS
	FIRE BELL	S	STORE
	CALL POINT	C	CLEANING CUPBOARD
	SMOKE DETECTOR		ELECTRICS
	CARBON MONOXIDE DETECTOR		FIRE PANEL
	FIRE BLANKET		

eHAIR



KEY					
	WATER		POWDER		SMOKE DETECTOR
	FOAM		FIRE BELL		CARBON MONOXIDE DETECTOR
	CO2		CALL POINT		FIRE BLANKET
	FEMALE TOILETS		MALE TOILETS		DISABLED TOILET
	STORE		CLEANING CUPBOARD		FIRE PANEL
	STAIRS		ELECTRICS		

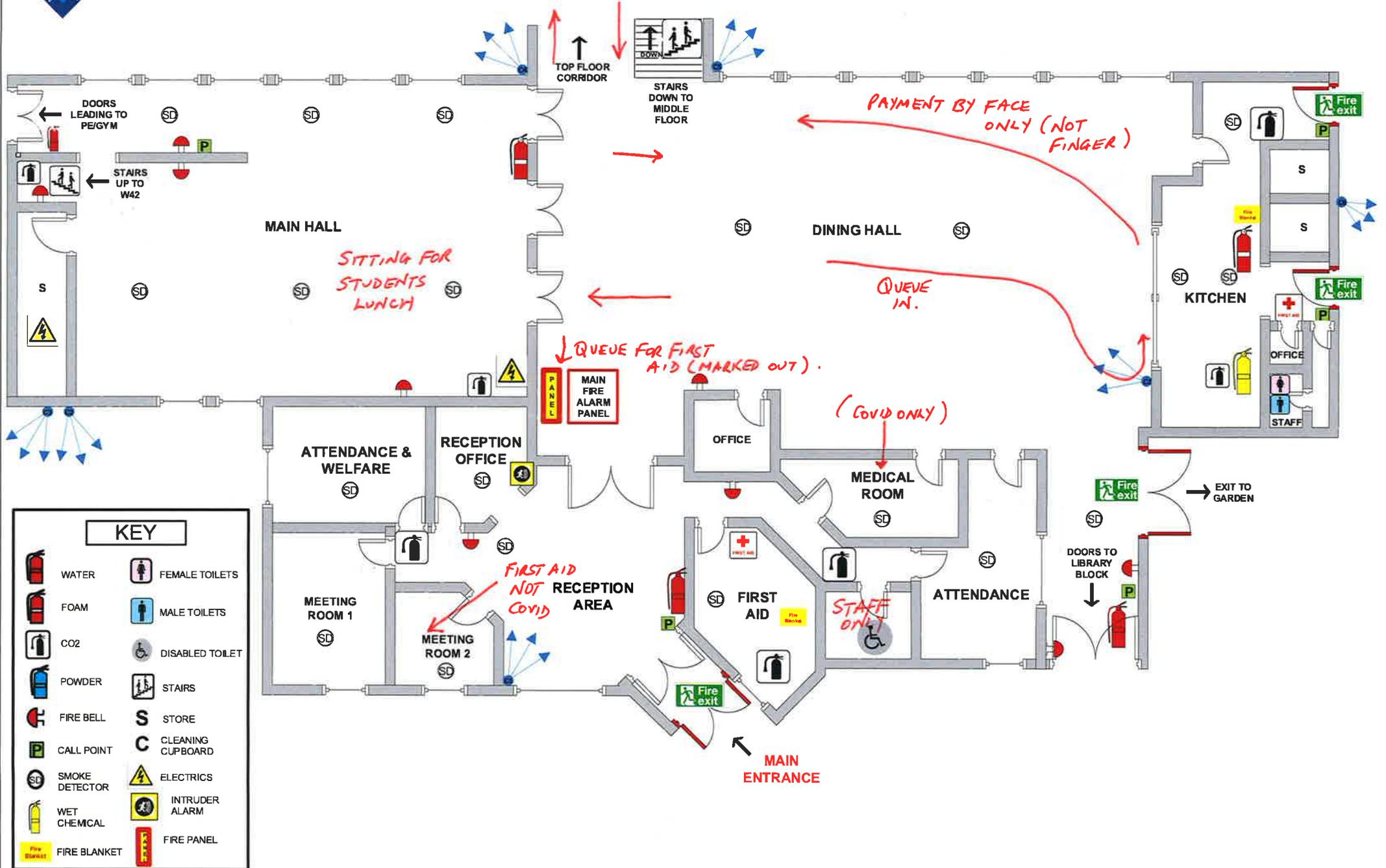
CARETAKERS' HUT



KEY			
	WATER		FEMALE TOILETS
	FOAM		MALE TOILETS
	CO2		DISABLED TOILET
	POWDER		STAIRS
	FIRE BELL	S	STORE
P	CALL POINT	C	CLEANING CUPBOARD
	SMOKE DETECTOR		ELECTRICS
	CARBON MONOXIDE DETECTOR		FIRE PANEL
	FIRE BLANKET		

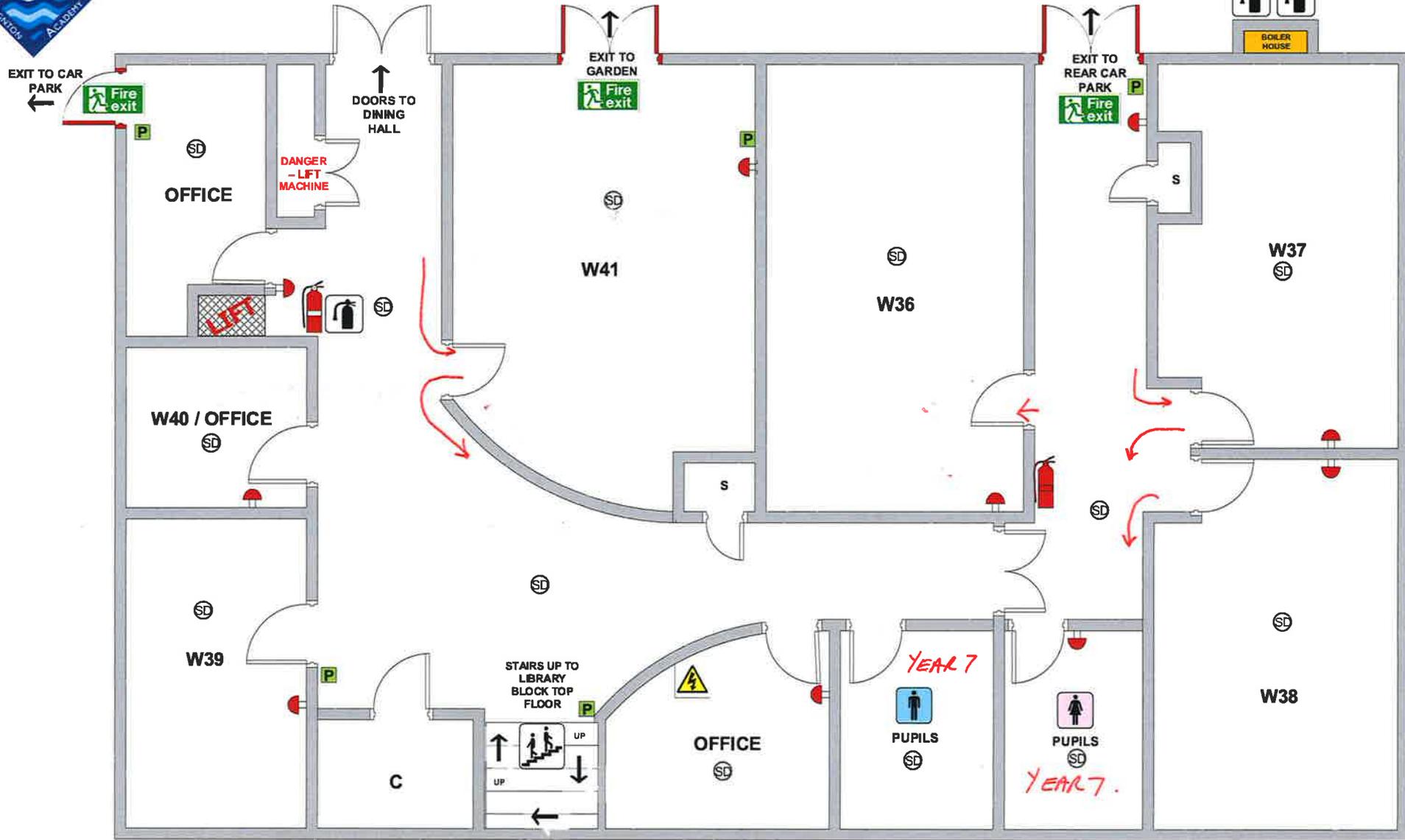


RECEPTION & KITCHEN





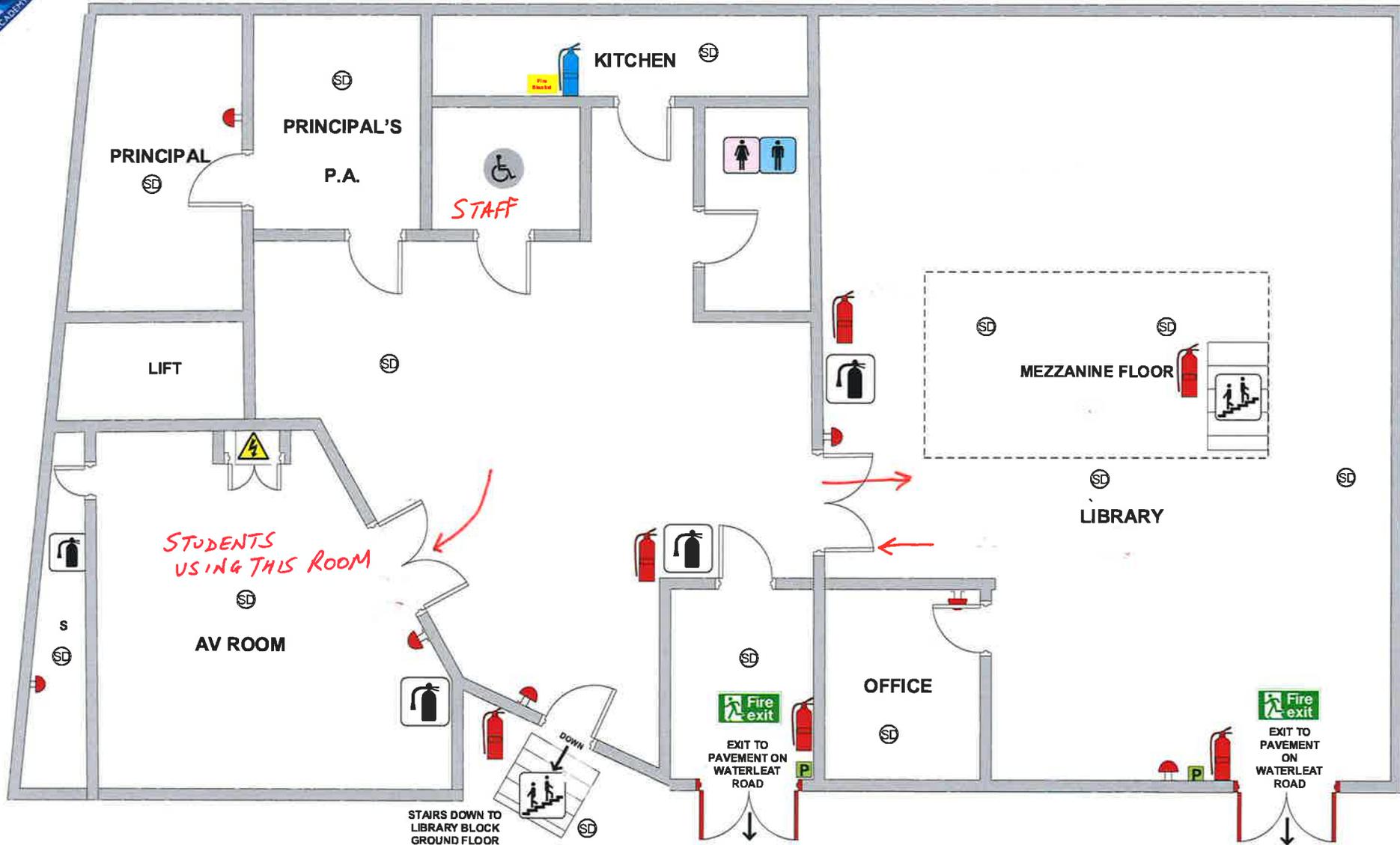
LIBRARY BLOCK GROUND FLOOR



KEY					
	WATER		POWDER		SMOKE DETECTOR
	FOAM		FIRE BELL		CARBON MONOXIDE DETECTOR
	CO2		CALL POINT		FIRE BLANKET
	FEMALE TOILETS		MALE TOILETS		DISABLED TOILET
	S STORE		C CLEANING CUPBOARD		STAIRS
	FIRE PANEL		ELECTRICS		



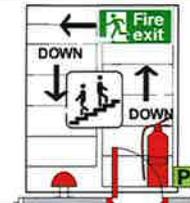
LIBRARY BLOCK TOP FLOOR



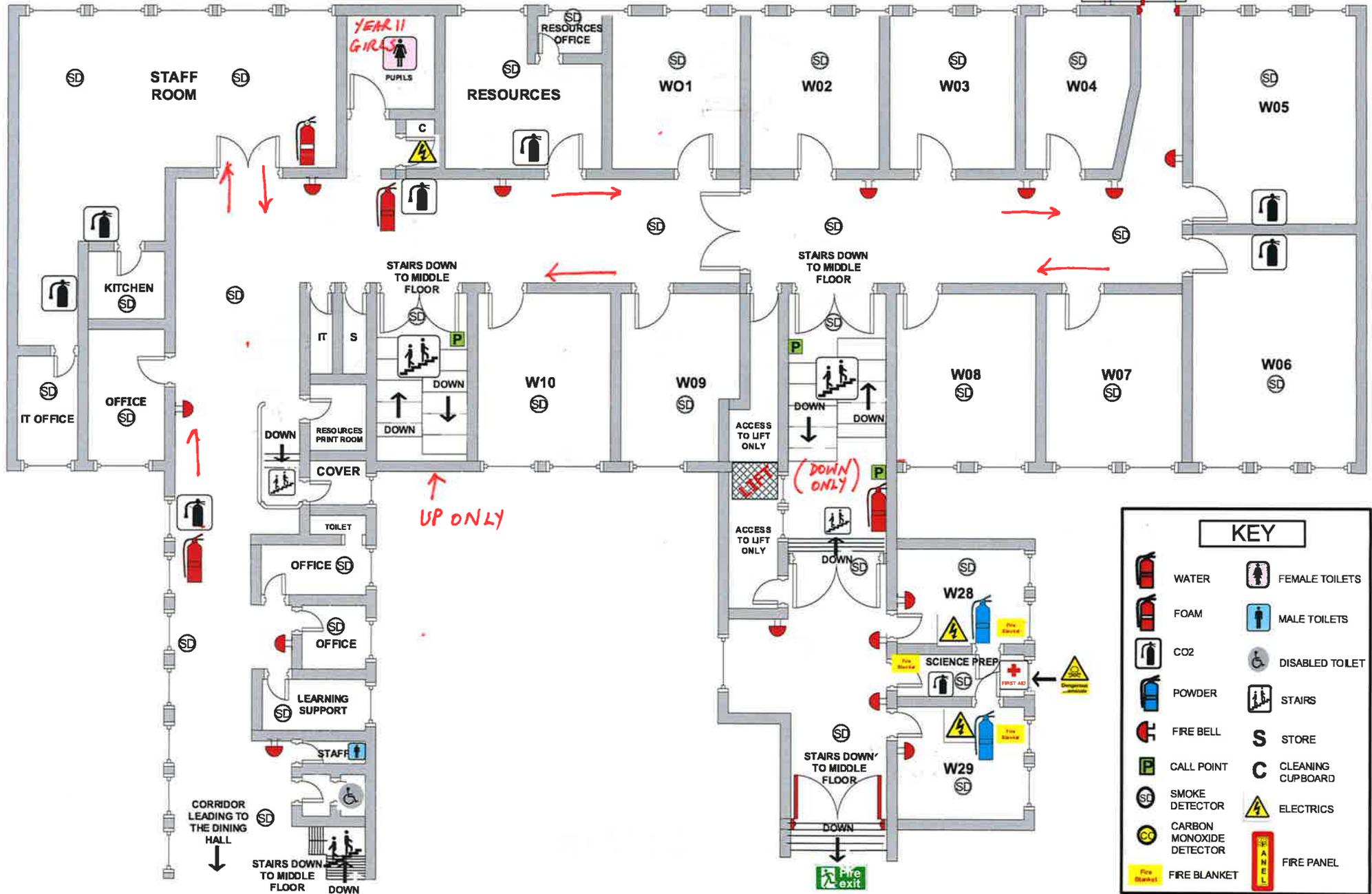
KEY					
	WATER		POWDER		FEMALE TOILETS
	FOAM		FIRE BELL		MALE TOILETS
	CO2		CALL POINT		DISABLED TOILET
	SMOKE DETECTOR		CARBON MONOXIDE DETECTOR		STORE
	FIRE BLANKET		CLEANING CUPBOARD		FIRE PANEL
	FIRE EXIT		STAIRS		ELECTRICS



TOP FLOOR



FIRE ESCAPE STAIRWELL TO FIELD

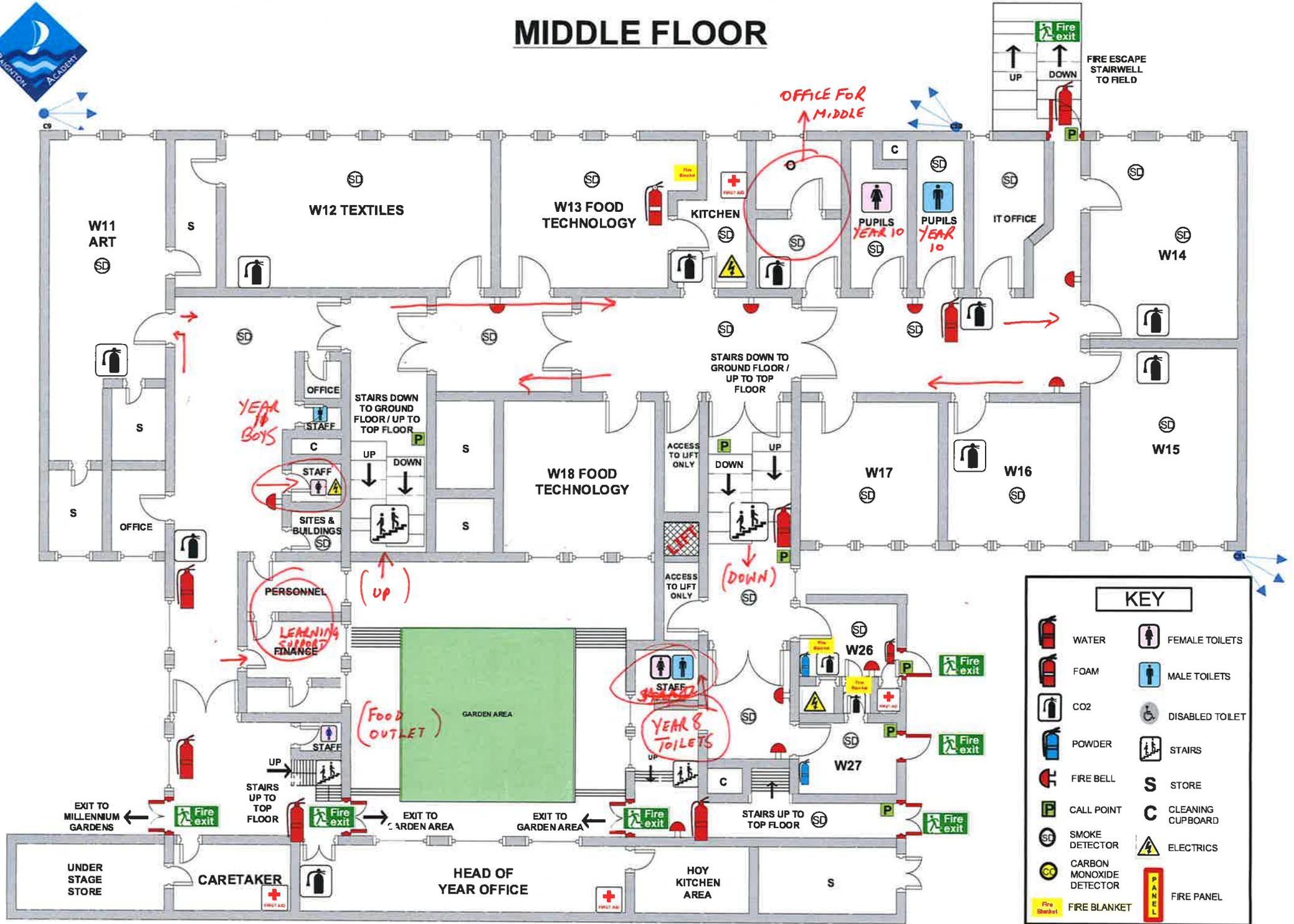


KEY

- | | | | |
|--|--------------------------|--|-------------------|
| | WATER | | FEMALE TOILETS |
| | FOAM | | MALE TOILETS |
| | CO2 | | DISABLED TOILET |
| | POWDER | | STAIRS |
| | FIRE BELL | | STORE |
| | CALL POINT | | CLEANING CUPBOARD |
| | SMOKE DETECTOR | | ELECTRICS |
| | CARBON MONOXIDE DETECTOR | | FIRE PANEL |
| | FIRE BLANKET | | |



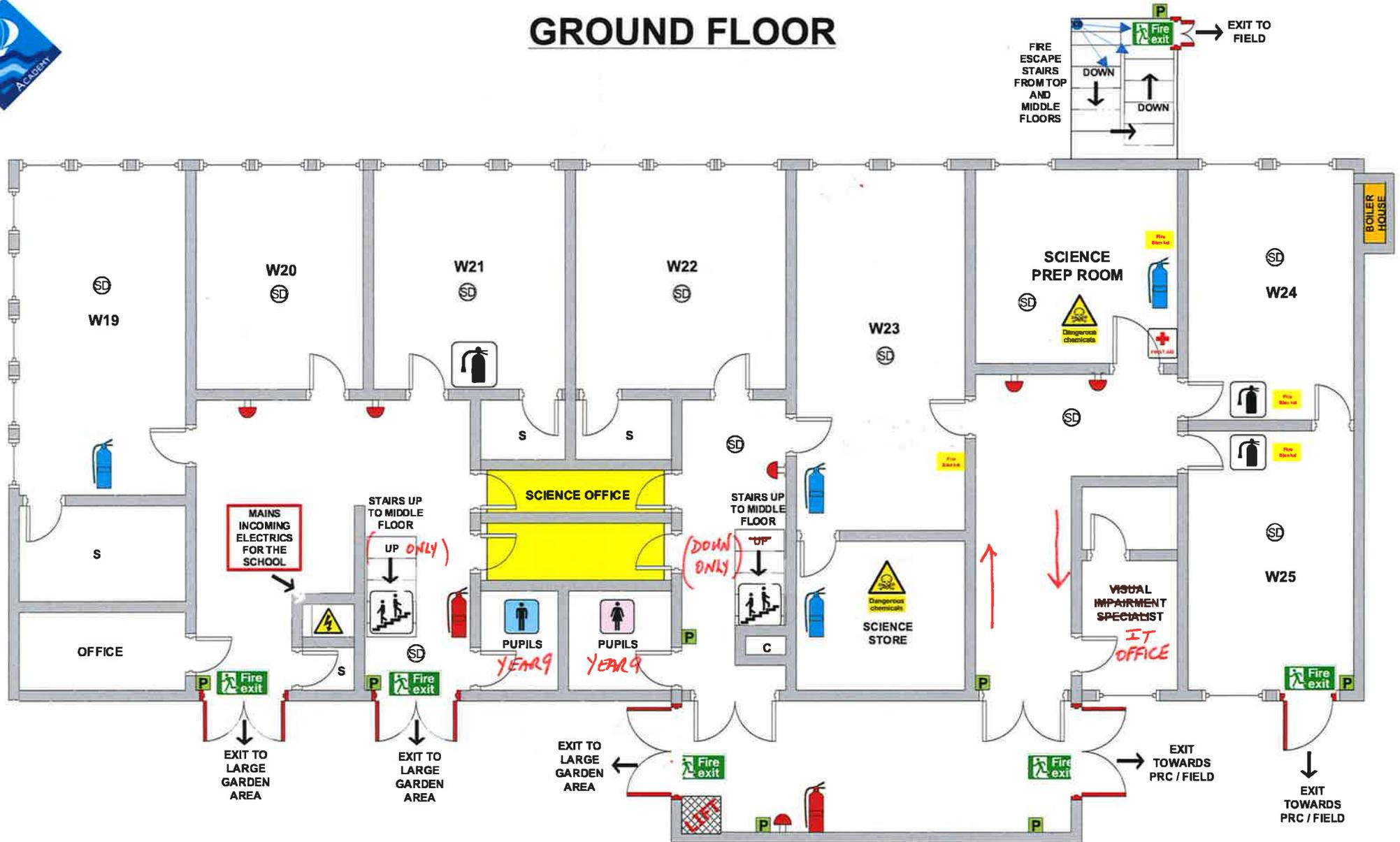
MIDDLE FLOOR



KEY			
	WATER		FEMALE TOILETS
	FOAM		MALE TOILETS
	CO2		DISABLED TOILET
	POWDER		STAIRS
	FIRE BELL	S	STORE
	CALL POINT	C	CLEANING CUPBOARD
	SMOKE DETECTOR		ELECTRICS
	CARBON MONOXIDE DETECTOR		FIRE PANEL
	FIRE BLANKET		



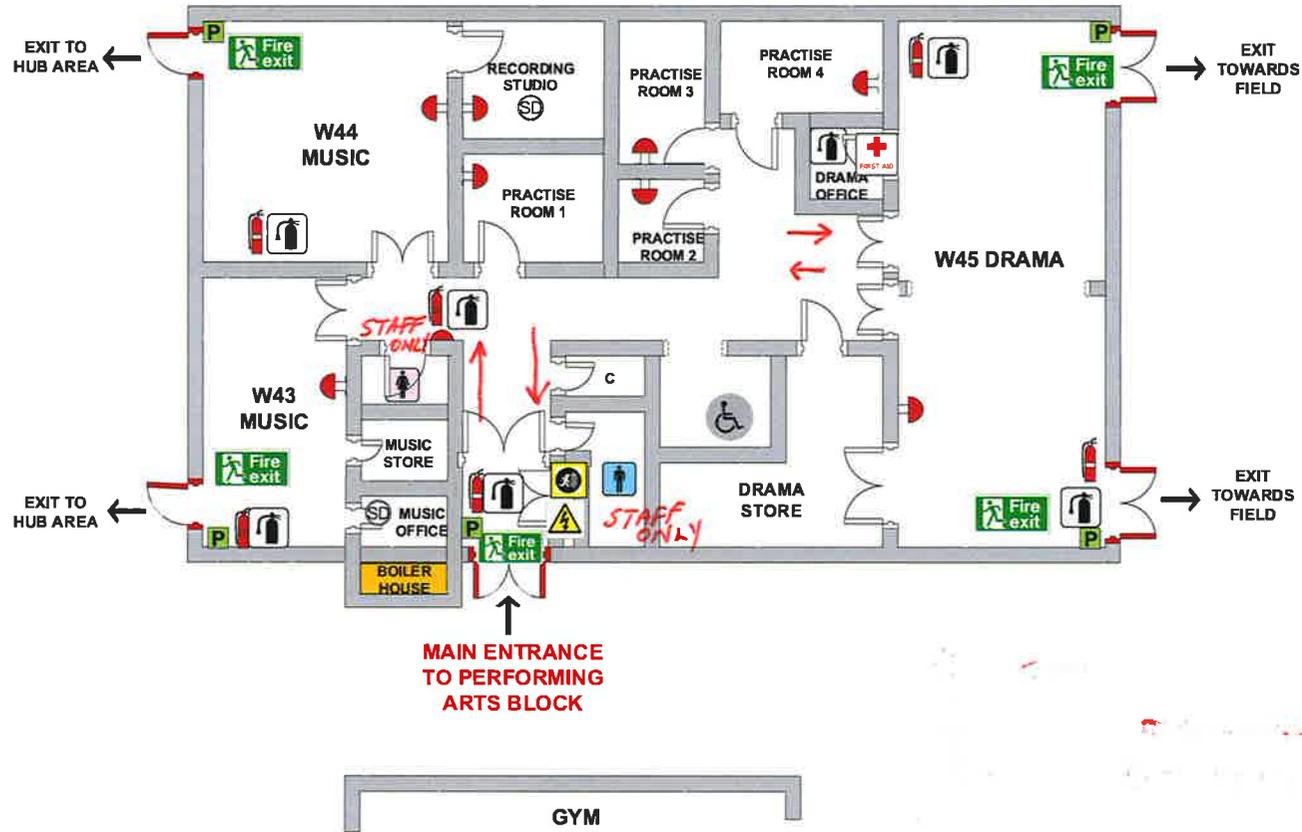
GROUND FLOOR



KEY					
	WATER		POWDER		SMOKE DETECTOR
	FOAM		FIRE BELL		CARBON MONOXIDE DETECTOR
	CO2		CALL POINT		FIRE BLANKET
	FEMALE TOILETS		MALE TOILETS		DISABLED TOILET
	STORE		CLEANING CUPBOARD		FIRE PANEL
	STAIRS		ELECTRICS		



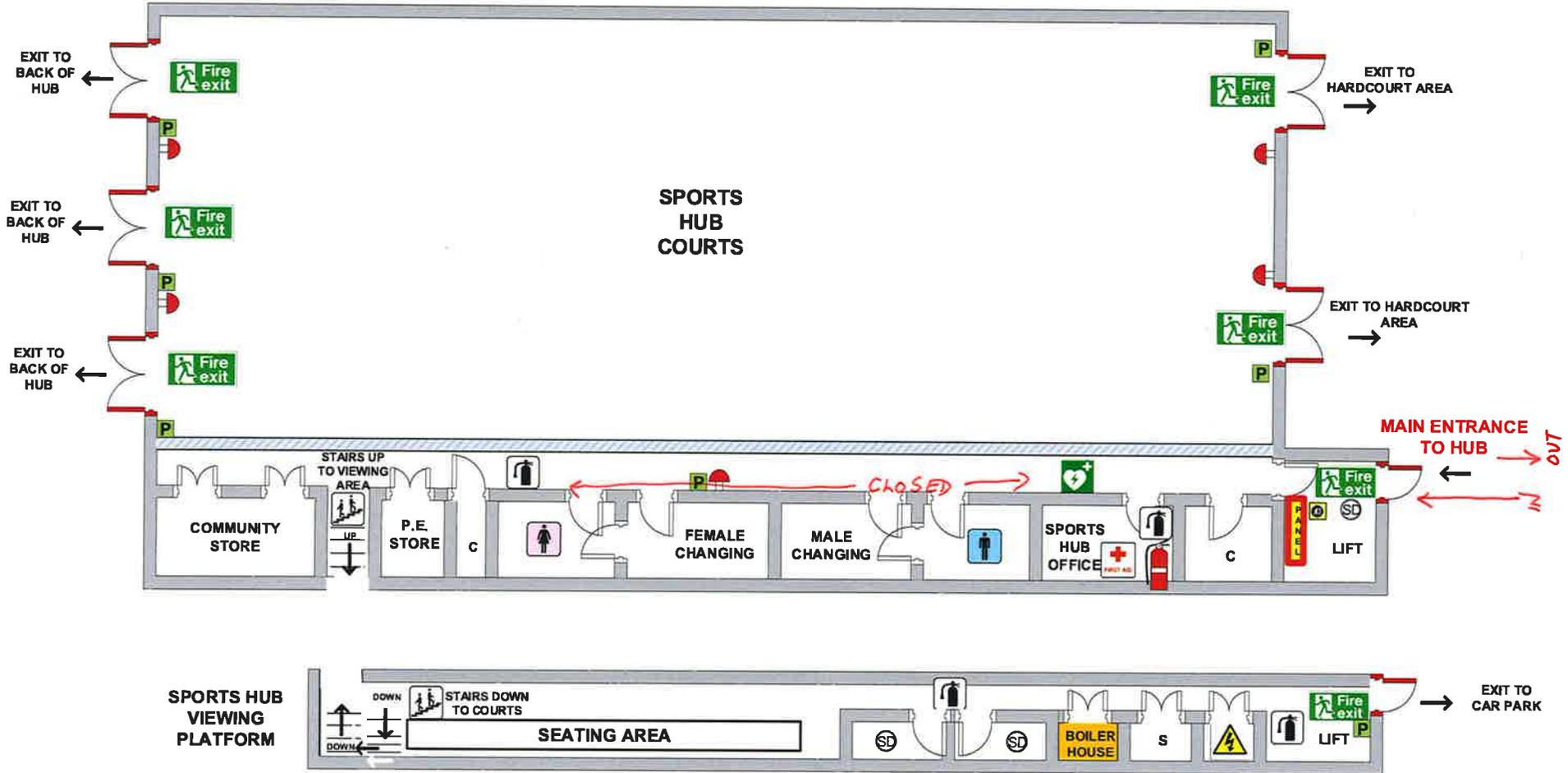
PERFORMING ARTS BLOCK



KEY			
	WATER		FEMALE TOILETS
	FOAM		MALE TOILETS
	CO2		DISABLED TOILET
	POWDER		STAIRS
	FIRE BELL		STORE
	CALL POINT		CLEANING CLIPBOARD
	SMOKE DETECTOR		ELECTRICS
	CARBON MONOXIDE DETECTOR		
	FIRE BLANKET		FIRE PANEL



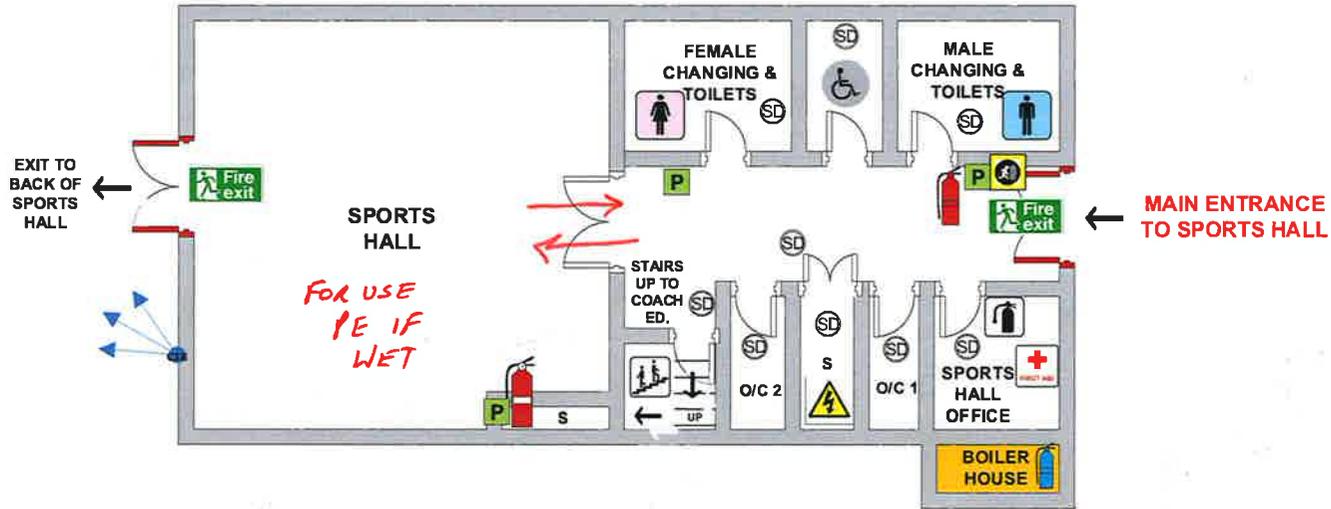
SPORTS HUB



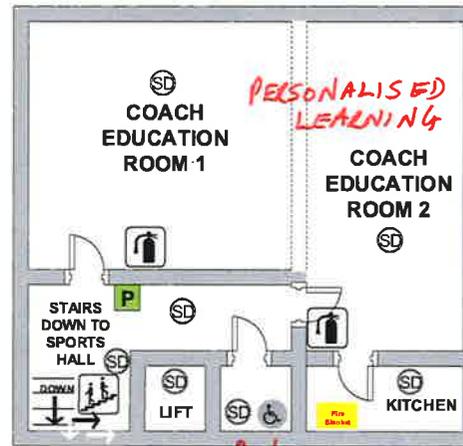
KEY					
	WATER		POWDER		SMOKE DETECTOR
	FOAM		FIRE BELL		CARBON MONOXIDE DETECTOR
	CO2		CALL POINT		FIRE BLANKET
	FEMALE TOILETS		MALE TOILETS		DISABLED TOILET
	S STORE		C CLEANING CUPBOARD		STAIRS
	FIRE PANEL		DEFIBRILLATOR		ELECTRICS
	INTRUDER ALARM				



SPORTS HALL



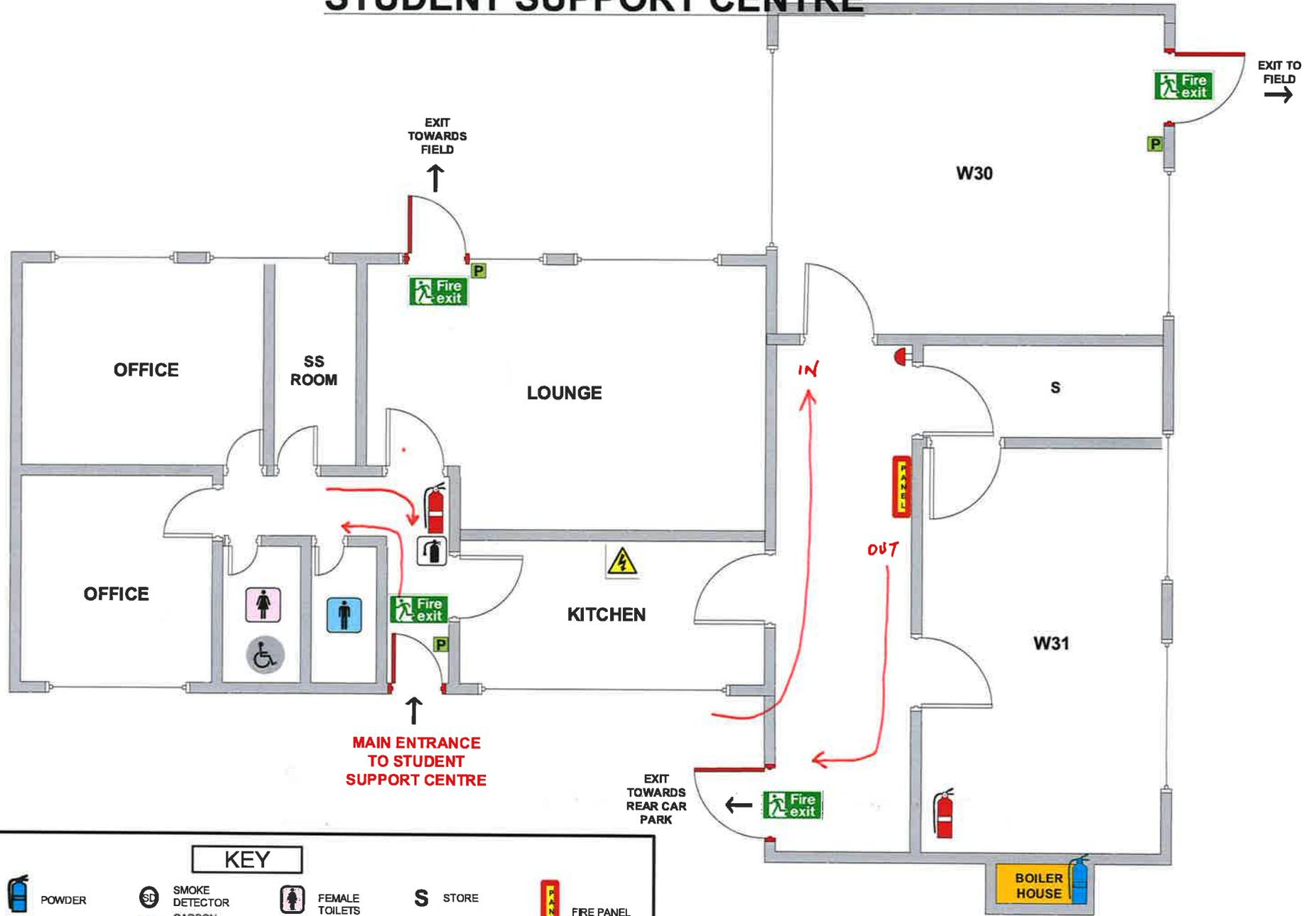
SPORTS HALL TOP FLOOR



KEY							
	WATER		POWDER		SMOKE DETECTOR		FEMALE TOILETS
	FOAM		FIRE BELL		CARBON MONOXIDE DETECTOR		MALE TOILETS
	CO2		CALL POINT		FIRE BLANKET		DISABLED TOILET
					STORE		CLEANING CUPBOARD
					STAIRS		FIRE PANEL
					ELECTRICS		OFFICIALS CHANGING
					INTRUDER ALARM		



STUDENT SUPPORT CENTRE

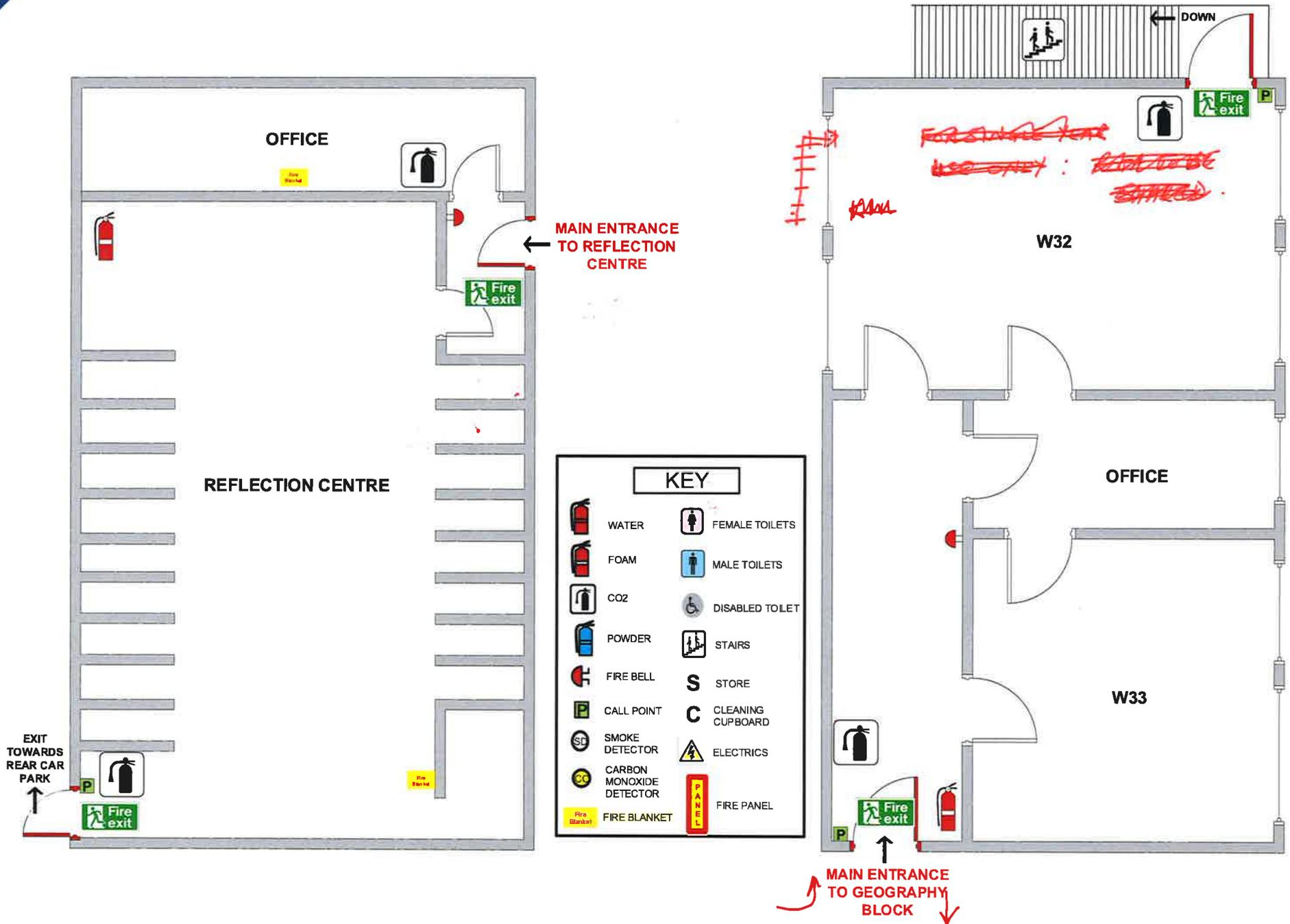


KEY					
	WATER		POWDER		SMOKE DETECTOR
	FOAM		FIRE BELL		CARBON MONOXIDE DETECTOR
	CO2		CALL POINT		FIRE BLANKET
	FEMALE TOILETS		MALE TOILETS		DISABLED TOILET
	STORE		CLEANING CUPBOARD		STAIRS
	FIRE PANEL		ELECTRICS		



REFLECTION CENTRE AND GEOGRAPHY BLOCK

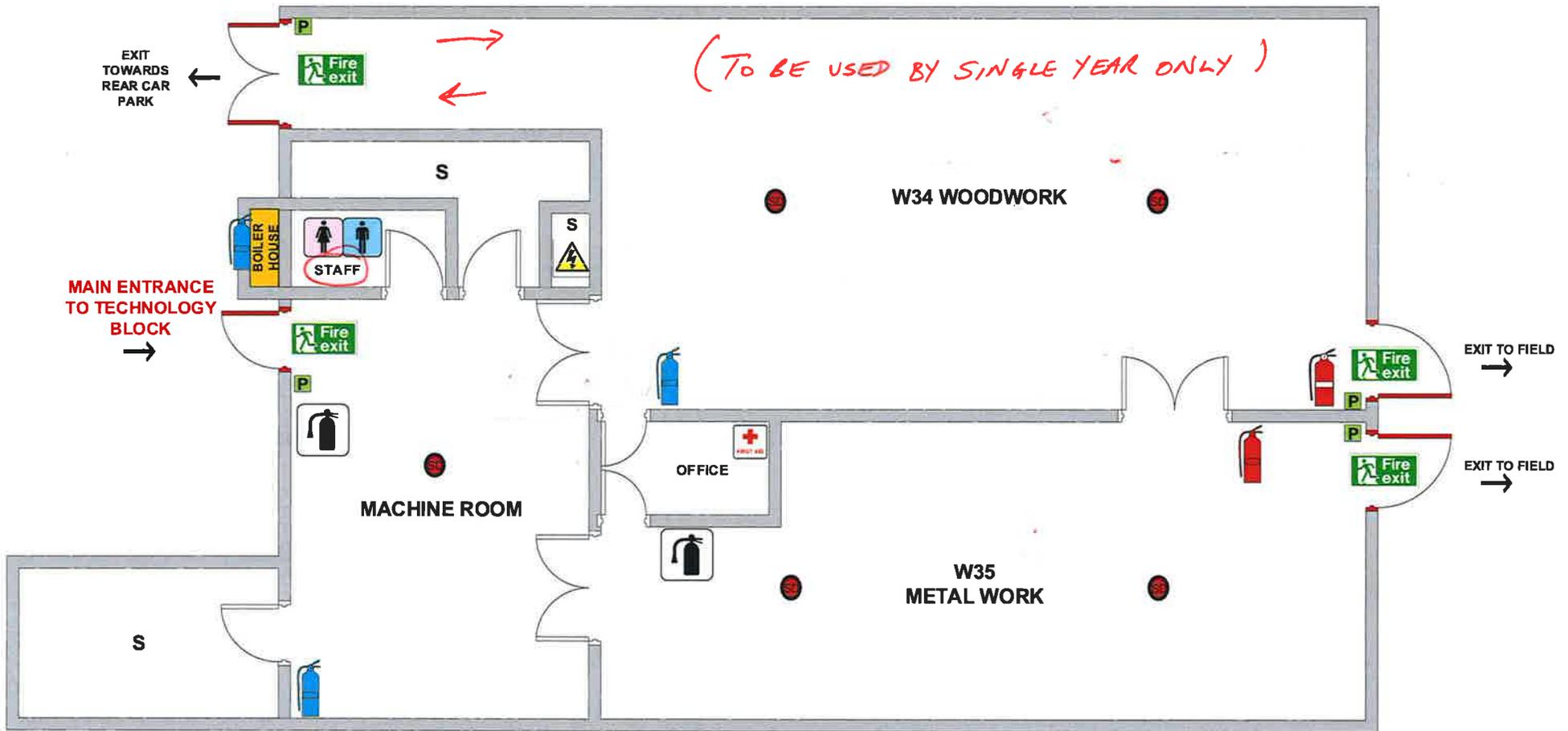
TOP FLOOR - GEOGRAPHY





DESIGN TECHNOLOGY

(TO BE USED BY SINGLE YEAR ONLY)



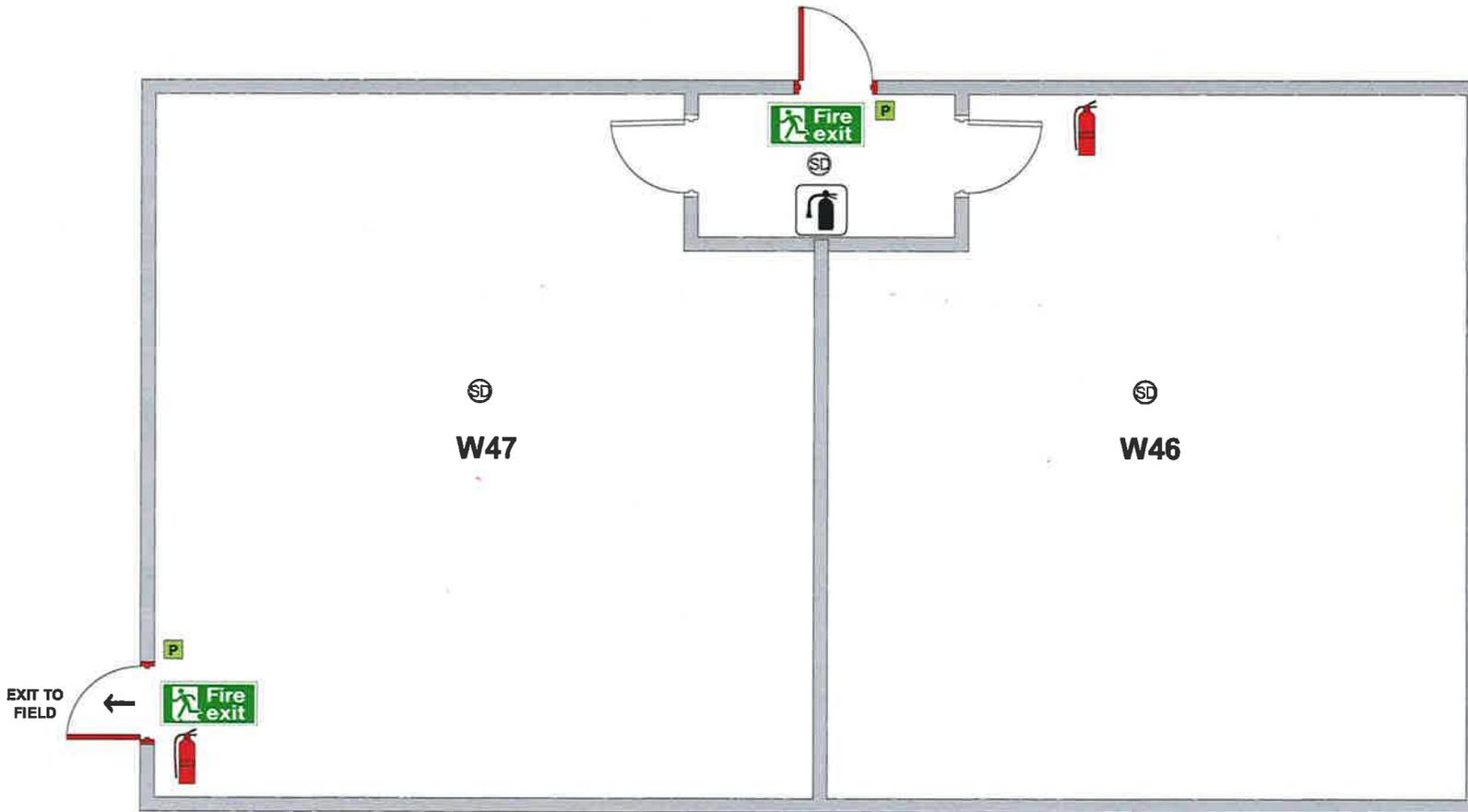
KEY					
	WATER		POWDER		INTEGRATED SMOKE DETECTOR AND FIRE BELL
	FOAM		FIRE BELL		CARBON MONOXIDE DETECTOR
	CO2		CALL POINT		FIRE BLANKET
	FEMALE TOILETS		MALE TOILETS		DISABLED TOILET
	STORE		CLEANING CUPBOARD		STAIRS
	FIRE PANEL		ELECTRICS		



MATHS HUTS

NOT IN USE UNTIL
OCTOBER

MAIN ENTRANCE
TO HUTS



KEY

	WATER		POWDER		INTEGRATED SMOKE DETECTOR AND FIRE BELL		FEMALE TOILETS		STORE		FIRE PANEL
	FOAM		FIRE BELL		CARBON MONOXIDE DETECTOR		MALE TOILETS		CLEANING CUPBOARD		ELECTRICS
	CO2		CALL POINT		FIRE BLANKET		DISABLED TOILET		STAIRS		