**BISHOP STOPFORD’S RISK ASSESSMENT –CORONAVIRUS PANDEMIC (COVID-19)**



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| ***School:*** | | | |
| ***Headteacher:*** | Mrs Tammy Day | ***Persons undertaking the assessment:*** | Headteacher/  Senior Leadership Team/ School Business Manager |
| ***Work Activity being assessed:*** | Risk Assessment for Schools in response to Coronavirus | ***Risk Assessment Number:*** | *4* |
| ***Date of assessment:*** | 23rd October 2020 | ***Date of next review:*** | WKB 14th Dec 2020 |

The following model is based on:

* Full return of all pupils in Y7 – Y13 from September 2020 as directed by the DFE
* Delivery of a full curriculum model to all year groups
* Delivery of a slightly modified curriculum model for Y7-Y9 in terms of the tech rotation to enable students to be based in a consistent tutor group sized bubble
* The formation of year groups bubbles for purposes of arrival, teaching, breaks and departures to minimise mixing of students between age groups.
* At KS3 creation of class bubbles within the year group to restrict movement around the site and mixing of different groups.
* The zonation of year group bubbles to minimise student movement within the teaching day.
* The staggering of arrival and departure times to enable separation of year group bubbles
* The most up to date information that we have regarding staff availability to work in school
* The proposal is subject to the appropriate staff risk assessments having taken place. It is, therefore, subject to amendment to accommodate changes in staff availability
* The strategic use of cover supervisors and teaching assistants to support with lesson transition and staggered breaks to reduce demand on teachers.
* Using available classroom spaces to match the sizes of the classes that need to be taught, e.g. smaller rooms used for 6th form teaching, largest rooms used for delivery to biggest teaching sets to ensure that staff remain 2m from students and that students are spaced as much as possible.
* Specialist classrooms and equipment for Art and Engineering to be phased in during Autumn term 2, with priority given to examination classes accessing specialist teaching rooms for part of their timetable, whilst maintaining zoning of students in differing year groups.
* Specialist science classrooms to be used by Year 13 BTEC Science to facilitate completion of practical assignments. This has been timetabled to maintain zoning of students and to ensure that there is no contact between year group bubbles
* Specialist classrooms and equipment for Music and Drama are not currently being used, with all lessons being delivered to students within their zoned area. This will be reviewed regularly, with the phased return of Year 11 in accordance with the requirements of the BTEC Performing Arts

**Proposed model – Staffing**

* All staff to be on site every day – subject to individual risk assessments
* Staff delivering their own subject specialism.
* Staff to move to students within their allocated zones to ensure that 2m distance can be maintained and reduce exposure to pupils moving around site
* Staff to have clearly demarcated 2m teaching zone in each classroom to enforce social distancing
* Provision of multiple designated rest areas for staff to use when not teaching to restrict staff to staff interactions.
* All calendared staff meetings to be held via remote access platforms to reduce need for face to face interactions with other staff.

**Proposed model – KS5**

* Students to follow their normal curriculum timetable.
* Students to only be on site when they have a scheduled lesson – temporary suspension of private study to maximise usable space within the school.
* Students zoned and taught within a year group bubble.

**Proposed model – KS4**

* Students to follow their normal curriculum timetable.
* Students zoned and taught within year group bubbles.
* Curriculum timetable structured to minimise number of room changes within the day.

**Proposed model - KS3**

* Students to follow their normal curriculum timetable, with some modification to the Tech rotation in order to minimise mixing of student bubbles
* Students zoned and taught within year group bubbles and wherever possible tutor group bubbles of no more than 30
* Individual tutor groups allocated to 1 base classroom and taught within this room for all lessons to minimise movement within corridors

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| **SCOPE OF OPERATION, LOCATION AND TIME** | **ASSOCIATED GUIDANCE** |
| **SCOPE OF OPERATION (description of tasks being undertaken):**  *facilities/activities relevant to your school*  Education settings must be able to achieve the following controls as defined by the Department of Education before schools return full-time from the beginning of the Autumn term. This document has been completed by the Headteacher of Bishop Stopford’s School in collaboration with the Senior Leadership Team.  <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>    Where points are not completed but will need to be addressed, they have been placed in Further Actions Required column with a time frame for completion. | NHS 111  <https://111.nhs.uk/covid-19>  <https://www.hse.gov.uk/coronavirus/working-safely/index.htm>  <https://www.hse.gov.uk/mothers/index.htm>  Government guidance:  By the end of the summer term, Public Health England will publish revised guidance for cleaning non-healthcare settings to advise on general cleaning required in addition to the current advice on COVID-19: cleaning of non-healthcare settings guidance.  <https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus>  <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>  <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>  <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/covid-19-decontamination-in-non-healthcare-settings>  <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care>  <https://www.gov.uk/guidance/contacts-phe-health-protection-teams>  <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>  <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>  <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/>  <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>  <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>  <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>  <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/staying-alert-and-safe-social-distancing#clinically-vulnerable-people>  <https://www.gov.uk/government/publications/covid-19-review-of-disparities-in-risks-and-outcomes>  <https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers>  <https://www.gov.uk/government/publications/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk>  <https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19>  <https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm>  <https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown>  <https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm>  <https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits>  <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/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation>  <https://www.gov.uk/coronavirus>  [Coronavirus (COVID-19): implementing protective measures in education and childcare settings](https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings)    [What parents and carers need to know about schools and other education settings during the coronavirus outbreak](https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers)  <https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/> |
| Staffing  Current DfE Guidance for staff who are clinically or extremely vulnerable states that *“Where schools apply the full measures in this guidance the risks to all staff will be mitigated significantly, including those who are extremely clinically vulnerable and clinically vulnerable. We expect this will allow most staff to return to the workplace, although we advise those in the most at risk categories to take particular care while community transmission rates continue to fall… School leaders should be flexible in how those members of staff are deployed to enable them to work remotely where possible or in roles in school where it is possible to maintain social distancing.”*  Extremely vulnerable Staff:   * From 1st August, advice for the extremely vulnerable will move in line with those clinically vulnerable * The relaxation of the shielding guidance means they can now return to work from this date if they were previously not attending on the basis that they are able to maintain social distancing and the school can demonstrate they are a COVID-19 Secure workplace   Clinically Vulnerable Staff:   * School to undertake a risk assessment in the first instance or revise and update the one currently in place * Reasonable adjustments to be made to ascertain how these staff can come into the school to undertake work, offering the safest available on-site role if necessary, staying 2 metres away (or 1 metre plus mitigations) from others wherever possible * Working from home should endeavour to be supported if practically possible   Further guidance for full opening can be found at: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools> |
| **LOCATION:**  *Bishop Stopford’s School, Brick Lane, Enfield, EN1 3PU* |
| **WHEN DOES THE ACTIVITY TAKE PLACE?**  Daily for all students during normal school working hours. |

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| **Council Risk Assessment Sheet** | | | | |
| **Activity:** | Risk Assessment for Bishop Stopford’s School in response to Coronavirus and return to school Autumn term 2020 | **No. of pages:** |  |

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| **What are the hazards?** | **Who is at risk and How would they be harmed?**  (e.g. staff, public, contractors – trip, slip, fall, assault) | **What is currently done to reduce / control the risk?** | **Risk level scoring**  **(H,M,L)** | **What more can be done to reduce risk?** | **Action by whom, by when?** |
| 1. **Preparation of the school before re-opening** | * **Staff and their families** * **Students, parents and family members** * **Public contractors inc cleaning staff and catering staff** * **All other visitors to the school** | Premises and utilities have been health and safety checked and building is compliant (use usual compliance checklist)   * Usual premises checks * Water treatments/checks (eg legionella) * Fire alarm testing * Repairs * Grass cutting * Portable Appliance Testing * Fridges and freezers * Boiler/ heating servicing * Internet services * Any other statutory inspections * Insurance covers reopening arrangements * Consideration given to premises lettings and approach in place. * Carry out a formal / recorded full pre-opening premises inspection. | L | Planned maintenance and normal summer holiday premises checks will be carried out during the Summer Holidays  Further health and safety training for all staff members to ensure that they are aware of protocols before full reopening to students | Business Manager and site team.  By week beginning 24th August and ongoing  DHT Safeguarding and Business Manager 3rd – 7th September |
|  |  | * Posters erected about handwashing and persons with COVID symptoms not to enter the school * Measure classrooms and other available rooms to assess capacity for staff and students KAP1.1, 2.4, 3.2 * Arrangements in place to support individuals with reduced mobility for evacuation including cover arrangements in the case of reduced numbers of staff. * Outdoor football letting to begin on 1st August. Outside of school hours. No indoor lettings considered at present * Review evacuation routes and signage. * Adherence to additional guidance as provided in the schools Health and Safety booklet for staff distributed in June 2020 | M | Move unnecessary furniture and equipment out of classrooms to be used to free up space where required  Classrooms to be arranged with forward facing desks  Mark out social distancing, one-way flows including entrances and exits and queuing arrangements where required  Updated fire evacuation procedures to be distributed to all staff  Update Health and Safety booklet to reflect guidance for wider school opening and distribute to all staff | Caretakers to complete week beginning 24th August- completed  DHT Pastoral to distribute updated guidance week beginning 24th August- completed  DHT Pastoral and Business Manager to distribute updated guidance week beginning 24th August- completed |
|  |  | * Consider the staffing needs at any one time (and cover arrangements in case of staff absence/sickness) * Consideration given to staffing roles and responsibilities with regards to the continued remote provision alongside in-school provision. * The school’s annual calendar of events has been reviewed and decisions made on cancelling or going ahead with events in the immediate term, including school trips. | L | Updated individual risk assessments completed for all relevant staff to include those who are extremely clinically vulnerable, clinically vulnerable or who have a protected characteristic | Deputy Headteachers, staffing  By 7th September to allow for individual risk assessments to be completed in light of updated government guidance- completed |
| **2.**  **Increased risk of infection and complications for vulnerable pupils and staff**  [***Staff who have higher risk factors to Covid-19***](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)  ***Such as:***  ***Shielding staff***  ***Clinically vulnerable (over 70 or underlying health conditions)***  ***Pregnant***  ***BAME***  ***Carer for a vulnerable person***  ***Men over 40)*** | **WHO**  Staff with protected characteristics  **HOW**  Emerging evidence suggests that alongside underlying health conditions, there are key demographic factors that can affect people’s vulnerability or is a ‘risk factor’ in relation to COVID-19. Such as:  Older people, Men (from 40 and over), and people from Black and Asian and Minority Ethnic communities (BAME) and a combination of these factors.  The causes of these increased risk factors are not yet fully understood, and further research is taking place.  Disability might impact on how staff can move around the building or use the adjusted workplace | * Staff protected characteristics being considered in plan for September opening and will be in consultation with the LA, LDBS and unions. * SLT to discuss the needs of staff in relation to protective characteristics and underlying health conditions through staff questionnaire designed in consultation union rep. * Consideration has been made for measures or reasonable adjustments to take account of duties under the equality’s legislation. * There has been consideration of evacuation procedure for such staff in case of an emergency. * Face shields to be available on request and following training and adherence to guidance on their usage * Identify staff who require further individual risk assessments (for example, those who are extremely clinically vulnerable or those who are clinically vulnerable or living with someone who is extremely clinically vulnerable) and how they can be supported and deployed. Update and review regularly in accordance with government guidance and risk assessments * Follow up individual risk assessments with all staff who have previously identified as having a protected characteristic to include pregnant women, older staff, ECV, CV, disabled and BAME staff * Deployment of cover supervisors, TAs and support staff to support with duties and to minimise contact time where possible for identified staff * Agree any staggered working times to reduce risk of transmission. * Shielding advice for all adults and children paused on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. Please read current [shielding advice](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) * Some pupils no longer required to shield but who generally remain under the care of a specialist health professional have had the opportunity to need to discuss their care with their health professional before returning to school. Please read advice [here](https://www.rcpch.ac.uk/resources/covid-19-shielding-guidance-children-young-people#children-who-should-be-advised-to-shield)   Review of evacuation procedure for such staff that might be needed in an emergency. | * M | * Scheduling to ensure duty teams include teaching staff and where possible SLT or MLT | * Deputy Headteacher safeguarding * Individual risk assessments/questionnaire completed |
| **2.1 New and Expectant Mothers Contracting Corona virus, whilst at work or using public transport.**  **NOTE: New or expectant mothers under Government advice are designated as Clinically Vulnerable (CV), and those at 28 weeks as Clinically Extremely Vulnerable (CEV).** | Infection of Covid 19 and resultant illness with a wide range of symptoms. The effects of this disease are still being learned about and can vary.  New and expectant mothers are vulnerable, meaning they may be at higher risk of severe illness from coronavirus. | * The school will carry out and regularly review the **New and Expectant Mothers** risk assessment for the individual, (EACH TRIMESTER) and do everything reasonably practicable to protect the worker from harm * Discussion with the new or expectant mother will take place before any physical return to the school/workplace * The School will support expectant mothers in particular those in the **CEV** group (28 weeks) to work from home in the first instance. * Where it is not possible to work from home, ensure robust measures to mitigate risks: Expectant mothers can return to work as long as the workplace is COVID secure. * New and Expectant Mother’s guidance <https://www.hse.gov.uk/mothers/index.htm> |  |  | Complete |
| 1. **Potential transmission of Covid-19 Coronavirus from staff/students with symptoms** | **WHO**   * Students * Staff * Visitors to School Premises * Cleaners * Contractors * Drivers * Vulnerable groups (i.e., pregnant workers, those with underlying health conditions, elderly etc.   **HOW**  The virus is spread by droplets from coughs and sneezes and droplets picked up from surfaces | * Staff, students to be reminded on a regular basis to wash their hands for 20 seconds with water and soap. Sanitiser available in every operational room * During the High Level COVID alert all members of the community will be required to wear face coverings indoors in communal areas. * Also reminded to catch coughs and sneezes in tissues – Follow `Catch it, Bin it, kill it` and to avoid touching face, eyes, nose or mouth with unclean hands. Consider making tissues available throughout the workplace. Tissues available in every operational room with lidded pedal bins. * Engage fully with the NHS Test and Trace process and provide all staff and parents/carers with full information regarding this including how to book a test and the need to self-isolate * Liaise and work with the local health protection team if a member of the school community tests positive for COVID-19 as identified by NHS Test and Trace * Follow school health and safety protocols for any students or staff member displaying symptoms * Daily Staff Briefings, Internal communication channels and cascading of messages through Senior Leadership Team will be carried out regularly to reassure and support staff, parents, and carers in a fast-changing situation. * Line managers will offer support to staff who are affected by Coronavirus or has a family member affected. DHT pastoral lead to ensure that there are regular updates for bereavement counselling etc * Consistent monitoring of staff and student absence because of covid-19 contact / symptoms to ensure prompt return to work and full follow up as per government guidance * To help reduce the spread of coronavirus (COVID-19) by providing up to date information and guidance from the government   Follow the HSE guidance on cleaning, hygiene and hand sanitiser  <https://www.hse.gov.uk/coronavirus/working-safely/cleaning.htm>   * All staff to receive an updated return to work document including all guidance on hygiene, social distancing and managing student movement around the school * Staff to be reminded that wearing of gloves is not a substitute for good hand washing. * Internal communication channels and cascading of messages through Senior Leadership Team will be communicated to all staff concerned. * KAP 3.1-3.7 | M | Full monitoring of reasons for student and staff absence | DHT Pastoral and Business Manager  to distribute updated guidance week beginning 24th August based on most up to date information prior to school opening- complete  DHT Pastoral and Business Manager to monitor reasons for staff and student absence - ongoing |
| Mental health and wellbeing affected through isolation or anxiety about coronavirus  Potential for Stress or Anxiety caused by  fears associated with the virus, isolation, potential bereavement situations or other effects from the changes to living and working*.*  NOTE: NHS research shows that around 30% of staff may suffer from post-traumatic stress disorder and similar challenges in the wake of the pandemic crisis | All staff and Workers- anxiety stress or other mental health issues | The School will follow HSE  guidance on stress and mental health and;   * Have regular keep in touch meetings/calls with people working at home to talk about any work issues * Talk openly with workers about the possibility that they may be affected and tell them what to do to raise concerns or who to go to so they can talk things through * Involve workers in completing risk assessments so they can help identify potential problems and identify solutions * Keep workers updated on what is happening so they feel involved and reassured * Discuss the issue of fatigue with employees and make sure they take regular breaks, are encouraged to take leave, set working hours to ensure they aren’t working long hours |  | Further advice and support  - Share information and advice with workers about mental health and wellbeing  - Consider an occupational health referral if personal stress and anxiety issues are identified  - Where we have an employee assistance programme encourage workers to use it to talk through supportive strategies | All follow up to be completed within the first two weeks of returning in September  DHT Safeguarding- complete |
| 1. Musculoskeletal disorders as a result of using DSE at home for a long period of time | Workers | The School will follow guidance on display screen equipment in the HSE Protect homeworkers page  <https://www.hse.gov.uk/toolbox/workers/home.htm>  There is no increased risk for people working at home temporarily but if this arrangement becomes long term the School will assess risks s  - For all people working at home using display screen equipment (DSE) the school will provide information and training on how to protect themselves, e.g. take regular breaks, stretching exercises, set the equipment up properly  - For people working at home longer term the School will complete DSE assessment with them and identify what equipment is needed to allow them to work safely at home |  | Musculoskeletal disorders as a result of using DSE at home for a long period of time  Further information on how to set up a workstation for short duration home working and also what to do for long term home working can be found on HSE’s  <https://www.hse.gov.uk/toolbox/workers/home.htm> | Bus manager to follow up with any staff reporting symptoms and ensure staff are forwarded relevant guidance. |
| 1. Getting or spreading coronavirus in common use high traffic areas such as canteens, corridors, rest rooms, toilet facilities, entry/exit points to facilities, lifts, changing rooms and other communal areas | Workers  Customers  Visitors  Contractors  Drivers coming to your business | The School will carefully monitor inc. procedures for areas where people will congregate, e.g. rest rooms, canteens, changing rooms, reception, meeting rooms, tea points, kitchens etc  leave non-fire doors open to reduce the amount of contact with doors and also potentially improve workplace ventilation fire doors should normally be closed; HOWEVER; WHERE AREAS ARE OCCUPIED- providing staff are briefed to only keep open whilst area/vicinity is in use, there is robust monitoring on procedure, the Fire Risk Assessment is amended and records of briefing to staff maintained, then fire doors can be kept open to improve ventilation-   * areas where there are pinch points meaning people can’t meet the social distancing rules, eg narrow corridors, doorways, customer service points, storage areas * areas and equipment where people will touch the same surfaces, such as in kitchens, eg kettles, shared condiments etc * areas and surfaces that are frequently touched but are difficult to clean * communal areas where air movement may be less than in other work areas, eg kitchens with no opening windows or mechanical ventilation   The school will have a combination of controls in place to reduce the risks. This can include but is not limited to:   * limiting the number of people in rooms so that social distancing rules can be met, eg stagger breaks, have maximum occupancy numbers for meeting rooms * reorganise facilities in communal areas such as spacing out tables in meeting rooms, canteens etc so social distancing rules can be met * where possible put in place physical impervious barriers (e.g. Perspex in reception areas) to reduce contact * increase the use of online meeting facilities, even for people working in the same building, to reduce the number of people moving around * put in place one-way systems in corridors or regularly used pedestrian traffic routes to manage the flow of people moving around workplaces and to allow social distancing rules to be met * leave non-fire doors open to reduce the amount of contact with doors and also potentially improve workplace ventilation * provide lockers for people to keep personal belongings in so that they aren’t left in the open * keep surfaces, such as kitchen sides and tables, in communal areas clear for people to sit and eat at to make cleaning easier * provide washing facilities and hand sanitiser at accessible places near to where people will have contact with high traffic communal areas, e.g. sanitiser/washing facilities at the entrance/exit to canteens * put signs up to remind people to wash and sanitise hands and not touch their faces * put in place cleaning regimes to make sure high traffic communal areas are kept clean – consider frequency, level of cleaning and who should be doing it * During the High Level COVID alert all members of the community will be required to wear face coverings indoors in communal areas. | L | - Put in place monitoring and supervision to make sure people are following controls put in place, e.g. following hygiene procedures, washing hands, following one-way systems  - Near-miss reporting may also help identify where controls cannot be followed, or people are not doing what they should |  |
| 1. Getting or spreading coronavirus through workers living together and/or travelling to work together |  | * Identify groups of workers who live together and group them into a work cohort * Identify groups of workers who travel to work together and group them into a work cohort | L | Discuss with workers who live together and/or travel to work together to agree how to prevent the risks of spreading coronavirus | Deputy Headteacher staffing and Business Manager before 3rd September - completed |
| 1. Contracting or spreading the virus by not social distancing   **8.1**  Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations | Workers  Customers  Contractors  Delivery drivers to/from your workplace  Visitors | * During the High Level COVID alert all members of the community will be required to wear face coverings indoors in communal areas. * Students will be grouped into Year group sized ‘bubbles’ and each group will be kept apart from others whilst in school through zoning * Each Year group will be taught in an allocated zone within the school, and all lessons will be delivered within the allocated area by subject specialists, in order to prevent students from interacting with other students in year groups other than their own * In Year 7 and 8 all students will be taught all lessons in tutor groups, to ensure that class groups are consistent, kept apart and movement around the allocated zone is kept to a minimum * Double lessons have been timetabled in KS4 in order to ensure that movement within the allocated zone is kept to a minimum * One way systems in place in Year 11 and Year 9 zones to minimise overcrowding in corridors * Specialist rooms for DT to be used by examination classes where possible and where; this will not impact on zoning and mixing between year groups/equipment can be adequately cleaned between usage * Specialist rooms for BTEC Science (Year 13) will be used and are timetabled to ensure there is no cross over between students from different year group bubbles * Specialist rooms for Music and Drama will not be used, though there will some phasing in for Year 11 Performing Arts in line with the requirements of the BTEC course (due 23rd October) * PE lessons to take place outside or in the sports hall, where distancing is possible and equipment is able to be cleaned between usage * Changing rooms for PE will be closed, students will wear school PE kit on days when PE lessons are taking place * Breaks will be staggered as will the start and end times of the school day to reduce the number of children entering and leaving the building at any one time. * Staff and Student questionnaires will be used to glean information regarding greater risk. Questionnaires, where necessary, will be reviewed with a member of SLT to further investigate extenuating circumstances or increased risk. * Staff members to be grouped according to year teams, with allocated staff spaces provided for each discreet group * All classrooms will have clear demarcation to ensure 2 metre distancing between students and staff * Where ever possible meetings are held virtually rather than face to face * Use empty spaces in the school to allow for rest breaks where safe to do so * provide facilities to support travel by foot or cycling * Daily checklists will be used to monitor cleaning of key areas e.g. toilets. * Cleaning regime will be enhanced to ensure that a schedule is in place to ensure all toilets, higher volume and communal areas have additional cleaning throughout the day. * Checklists in place to monitor cleaning and that all classroom, staff rooms and toilets have the required cleaning materials in them (Sanitiser, Soap, Wipes, Disinfectant Spray, Paper Towels, disposable one use gloves) * Frequently cleaning and disinfecting objects and surfaces play equipment that are touched regularly particularly in areas of high use such as door handles, light switches, etc. using appropriate cleaning products and methods. * Premises Staff should carry out their usual health and safety checks (i.e., fire safety checks, regular flushing regime) to ensure the building remains safe. * Redesigning processes to ensure social distancing in place where possible and at all times for staff. * One-way flows should be in place for circulation around the school where possible. Separate entry and exits. Mark out queuing arrangements. * Taking steps to review work schedules including start & finish times/rotas, working from home etc.. * Fixed/standalone sanitisers stations or containers of hand sanitiser will be set up at various locations including entry and exit points. * Staff are to regularly wash hands or use hand gel frequently i.e. on arriving at work, after handling parcels/post/books, moving from room to room, before eating. * Avoid touching people, surfaces and objects where possible and regular hand washing. * Cough and sneeze into a tissue and dispose of immediately into the bin (or the crook of their elbow if no tissue to hand) and wash hands afterwards. * If possible open windows to ventilate rooms/corridors. * Toilets **–** Separate toilet blocks allocated to each Year group/zone * Operate on a one-in-one-out basis if the space is not allowing 2 metre separation. Maintain hot water and soap at wash hand basins. * Meeting rooms and any shared office space – will have signage with maximum number of occupants to maintain 2 metre distance. Avoid inviting external visitors at present. * All calendared staff meetings to take place remotely via Zoom * Reduce face to face meetings where possible and use other digital/remote means. * Staff Kitchen areas/ Staff rooms - operate on a one-in-one-out basis if the space is not allowing 2 metre separation. * Reduce the number of people using lifts * Lifts demarcated to show how people should stand in them * Staggered break and lunch breaks for students and staff. * Ensuring sufficient rest breaks for staff. * Printers - operate on a one-in-one-out basis to keep 2 metre distance. Queues will be managed. Cleaning wipes available at printers for touch points. Printing will be kept a minimum and where possible all resources will be electronic; students will receive individual resources prior to lessons to minimise/avoid the need for distribution by teachers. * All desks to be arranged to ensure that they are forward facing * Creating additional space for staff (eg for staff rooms) by using other parts of the building that are vacant or have been freed up by remote working. * All staff will have an allocated area to store personal belonging within their identified zone within school to include facilities for refreshments * Water fountains to be switched off   Regulating use of locker rooms:   * Encouraging storage of personal items and clothing in personal lockers during shifts. * Staff to avoid sharing the lockers. Where this is not possible the lockers to be cleaned between uses. * Access classroom via outside door if possible, using one-way system. * Hand sanitising on entering and exiting rooms, all operational rooms to have hand sanitiser in them * Classrooms to be re-arranged to ensure social distancing. This would also include other learning environments such as workshops, science labs etc., maintaining space between seats and desks where possible. * Class sizes – will be kept to the lowest possible number, with larger groups being accommodated in larger rooms in school. All rooms allocated have the capacity to ensure 2 metre distancing for staff * Employment of additional cover supervisors to support wider staff body and in the event of staff absence * Use of cover supervisors, TAs and support staff to provide capacity at break and lunch times * No unnecessary equipment to be brought into school. Students in KS3 to be provided with in school work packs for all lessons. Students encouraged to bring their own pencil cases from home. Additional equipment such as pens, pencils, paper to be available in every classroom to prevent sharing * Students to submit all work for marking and feedback via Google Classroom, self assessment to be used to supplement this and to avoid teacher handling of exercise books * Additional lesson resources to be provided in advance of sessions to minimise/avoid the need for teacher distribution during lessons * Students to be reminded on a daily basis of the importance of social distancing both in the School and outside. In particular, consideration needs to be adopted with students in early years groups. How to keep small groups of children together throughout the day and to avoid larger groups of children mixing. * Additional support for SEND and children with challenging behaviour to be considered. * Plan activities which can be undertaken outdoors with the students. * One-to-One sessions with students. Where unavoidable this to be done outdoors or in well ventilated area maintaining adequate distance. Try to use any digital devices to ensure minimum contact. * Regular cleaning regime of classrooms. Removal of any unnecessary items from classroom. Removal of soft furnishings, soft toys that are hard to clean and furniture to enable 2 metre social distancing for all staff. * Regular/frequent cleaning of toilets for student use. Checklists in use to check robust and frequent cleaning. Checked by on a daily basis by site team. * Wipes and hand sanitisers available in class and students reminded to clean/wash their hands frequently. * Staff to raise any concerns with the management as soon as possible.   <https://www.hse.gov.uk/coronavirus/working-safely/cleaning.htm>  <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings> | L |  | Deputy Headteacher – Staffing  Business Manager, cleaning contractors and caretakers.  Communicated to all staff before 17th July- completed  Updates provided as needed, in light of government guidance during the week beginning 24th August  Ongoing  Business Manager and Site team  Additional sanitisers to be installed by 3rd September- completed  Business Manager to place additional signage before reopening on 3rd September- completed  DHT and AHT Pastoral  DHT Pastoral/SENCO |
| 8.2  Poor workplace ventilation leading to risks of coronavirus spreading  <https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown> | Workers  Customers  Contractors | * Follow HSE guidance on heating ventilation and air conditioning (HVAC) * <https://www.cibse.org/coronavirus-covid-19/coronavirus,-sars-cov-2,-covid-19-and-hvac-systems> * Fresh air is the preferred way of ventilating your workplace so opening windows and doors (fire doors should normally be closed; HOWEVER; WHERE AREAS ARE OCCUPIED- providing staff are briefed to only keep open whilst area/vicinity is in use, there is robust monitoring on procedure, the Fire Risk Assessment is amended and records of briefing to staff maintained, then fire doors can be kept open to improve ventilation) * If you need additional ventilation provide it, e.g. mechanical ventilation, desk fans, air movers etc   Switch heating ventilation and air conditioning (HVAC) systems to drawing in fresh air where they can be, rather than recirculating air  <https://www.cibse.org/coronavirus-covid-19/coronavirus,-sars-cov-2,-covid-19-and-hvac-systems>  leave non-fire doors open to reduce the amount of contact with doors and also potentially improve workplace ventilation   * keep surfaces, such as kitchen sides and tables, in communal areas clear for people to sit and eat at to make cleaning easier * provide washing facilities and hand sanitiser at accessible places near to where people will have contact with high traffic communal areas, e.g. sanitiser/washing facilities at the entrance/exit to canteens * put signs up to remind people to wash and sanitise hands and not touch their faces * put in place cleaning regimes to make sure high traffic communal areas are kept clean – consider frequency, level of cleaning and who should be doing it | L | maintain air circulation systems in line with manufacturers’ recommendations  identify if there is any additional ventilation needed to increase air flow in any parts of the building particularly computers rooms | Completed |
| 1. **Potential transmission of Covid-19 Coronavirus from staff/pupils with symptoms**   **Test and Trace** | **WHO**   * Pupils * Staff * Visitors to School Premises * Cleaners * Contractors * Drivers * Vulnerable groups (i.e., pregnant workers, those with underlying health conditions, elderly etc.   **HOW**  The virus is spread by droplets from coughs and sneezes and droplets picked up from surfaces | Schools must ensure they understand the NHS Test and Trace process and how to contact their local Public Health England health protection team if they become aware of staff or pupil who has tested positive. Records of staff and pupils in each bubble (see later) must be kept to assist Track and Trace.  Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to undertake the actions below.  Anyone with symptoms of COVID-19 should not attend School and report to their relevant School Liaison.  Staff should access NHS 111 online which is an online interactive and personal checklist:  <https://111.nhs.uk/covid-19>  **Staff who become symptomatic should** [**self-isolate for 10 days**](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection)**.**  **If a staff member is a household contact of someone who becomes symptomatic (the case) the staff member should self-isolate for 14 days. If the staff member starts symptoms they need to self-isolate for 10 days from that date.**  **If a staff member or pupil is a household contact of someone who becomes symptomatic (the case) the staff member or pupil should self-isolate for 14 days from when the case first had symptoms. If the staff member or pupil starts symptoms, they need to self-isolate for 10 days from that date.**  If staff/pupil develop symptoms whilst at work, inform Staff Liaison at school and immediately go home. Staff liaison should provide information of [how to get tested](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested) and provide information about returning to work when safe to do so.  By the autumn term, all schools will be provided with a small number of home testing kits that they can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested.  Provide details of anyone they have been in close contact with if they were to test positive for COVID-19 or if asked by NHS Test and Trace  If a child is awaiting collection, they will be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.  If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using usual cleaning products and normal household bleach before being used by anyone else. Please see advice on cleaning if someone develops symptoms in school  <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>  PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found in the [safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE) guidance.](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)  The Schools will ask parents and staff to inform them immediately of the results of a test:   * if someone tests negative and they feel well and no longer have symptoms similar to COVID-19, they can stop self-isolating * if someone tests positive they should self isolate for 10 days from onset of the symptoms and only return to school once symptoms have stopped (except for loss of smell/taste or a cough whist can persist even when the infection has gone) | M  . | To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice  Daily Staff Briefings, Internal communication channels and cascading of messages through Senior Leadership Team will be carried out regularly to reassure and support staff, parents and carers in a fast-changing situation.  Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.  Consistent monitoring of staff absence because of covid-19 contact / reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels.  Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, kill it and to avoid touching face, eyes nose.  Tissues to be available throughout school. | Completed |
| 1. Potential transmission of virus from students presenting challenging behaviours (eg spitting and biting) |  | * All staff will be issued with PPE should they choose to wear it. Staff will be encouraged to wear PPE when necessary to manage challenging behaviour * Addendum for behaviour policy written to support behaviour management during COVID . * Clear protocols for students not following the school’s behaviour policy considering COVID. * Letter to parents reminding them of the School’s expectations | M | All students and staff to receive updated school expectations booklet (in line with DFE Guidance) on return to school.  (KAP 1.7)  CPD for teaching staff on consequences and how to deal with challenging behaviour in line with the Behaviour Policy.  Behaviour Induction sessions for all students on return to school to understand new expectations  Updated student risk assessments/pastoral plans and EHCP reviews | DHT Pastoral  Week beginning 24th August and on 3rd September- complete  DHT Pastoral  Staff INSET 3rd September- complete  DHT Pastoral  Week beginning 7th September  DHT Pastoral  Prior to school reopening on 3rd September and ongoing |
| 1. Potential exposure to Coronavirus – Use of PPE |  | 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. PPE is only needed in a very small number of cases including:   * Children, young people, and students whose care routine already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way. * Ensure that there is full PPE equipment for any member of staff treating suspected cases. * PPE to be ready and available to all first aiders. * Face shields to be available for all staff as requested, with training and ensuring adherence to guidance being followed regarding proper and safe use. * Face shields to be used in any situation where it may be deemed that it is not possible to maintain 2 metre distancing between students and staff * During the High Level COVID alert all members of the community will be required to wear face coverings indoors in communal areas. * The school will provide updated government info regarding use of masks for students and staff in communal areas with clear guidance for students e.g. posters/ slides in tutorial sessions. | M | KAP 3.1  CPD for both teaching and support staff on Health and Safety and protocols for PPE to be undertaken  Communication to staff and students re safe use of face mask via training and tutorial sessions | Business manager 3rd – 7th September  DHT Pastoral  Wkb 7th Sept 2020- completed |
| 1. **Exposure to workplace hazards because it isn’t possible to get normal PPE**   <https://www.hse.gov.uk/coronavirus/ppe-face-masks/non-healthcare/index.htm> | Workers | Follow guidance on PPE during the outbreak  <https://www.hse.gov.uk/coronavirus/ppe-face-masks/index.htm>  There are a very limited number of settings where PPE is needed for protection from coronavirus, e.g. healthcare. This line only considers PPE for workplaces that don’t need it for protection from coronavirus  Identify tasks where exposures to hazardous workplace substances may happen and put in place measures to protect people – PPE should not be the first choice; it should be the last.  - The school has identified full use of PPE for any medical member of staff treating those with symptoms.  Where supplies are difficult to obtain follow the HSE guidelines and put in place controls suitable to your workplace <https://www.hse.gov.uk/coronavirus/ppe-face-masks/non-healthcare/supply-issues-and-working-safely.htm>  (Please note – face coverings are not PPE and are not required to be worn in the workplace, however the School is recommending that face masks are worn in communal areas<https://www.hse.gov.uk/coronavirus/ppe-face-masks/non-healthcare/supply-issues-and-working-safely.htm> | L |  |  |
| 1. Potential transmission of virus from Welfare office |  | * Staff to adhere to infection control policy. * Infection control policy to be written and available to staff in the COVID Health and Safety booklet * Regular medication protocols to be followed. * Washing facility and sanitisers available in the welfare room. * Staff to frequently wash their hands. * Avoid/reduce close contact with students where possible. * Use face mask/gloves where appropriate or close contact is unavoidable. * Posters in place for 2m social distancing around the school as well as hand hygiene posters in all toilets that re open | M |  | Completed |
| 1. Potential transmission of virus from desks, monitors, keyboards and mouse |  | * Teacher desks to be located or will be taped off so that distance between staff and students will be 2 metres apart. * Clear desk policy will be robustly applied to enable effective cleaning * Enhanced cleaning regime - including desks every night and where possible between use. * Cleaning wipes/ disinfectant spray/ paper towels/disposable, one use gloves available in each operational room and equipment as needed before and after use of a desk and throughout day as needed. * Staff will be responsible for disinfecting their keyboard, computer, mouse etc at the start and end of each session. * All teaching staff to have their own portable mouse/remote and remote clicker * All keyboards in shared areas to be covered with a plastic cover to facilitate cleaning * Individual staff iPads to be used by teaching staff where possible and for work to be completed outside of the classroom * Allocation of static computers for individual use as needed, to be clearly identified with staff name and restricted usage protocol to be followed * Regular handwashing by staff and students or use a sanitiser if not near a wash hand basin. * Above applies to the ICT suite for student use as well. Computer rooms will only be used for exam groups, with an allocated classroom for each teaching group and individual computer allocated to each student * Health and safety protocols in place. * Rota for routine cleaning activities to be drawn up by Business manager in conjunction with cleaning contractors and caretakers. * Cleaning regimes monitored on daily basis by site team. * Staff asked to report concerns on a daily basis | **L** |  | Business Manager/Site Team/IT manager  By week beginning 24th August- completed |
| 1. Home visits |  | * Home visits to be ceased for now. Information about the students to be obtained over the phone or other digital/remote means. * EWO fully involved for those students who have been hard to reach | **L** |  | DHT to monitor on ongoing basis |
| 1. Kitchen Operations/food preparation |  | Phase 1   * No hot meals to be prepared on site and no students to access the canteen * Pre-prepared cold food will be available and this will be pre-ordered and packed in ‘grab bags’ * Students can bring in their own food from home * Grab bags will be pre-prepared for all FSM students and pre-ordered for all students required to pay * Named bags will be prepared and placed into form groups for Years 7-8. Year 9 will collect from hatch in science quad and Yr 10 and 11 will collect from canteen as have different lunch time and canteen touch surfaces are cleaned in between. * Yr groups zoned in the science quad to access hatch and lunches to be delivered to other yr group lessons Yr7 (P4) and Yr 8 / 10 (P3)   When kitchen is operational:   * Catering staff to wear their usual PPE. * Risk Assessment received back from Local Authority and completed in conjunction with the catering company. SLA service.      * Food service over counter to enable 2 metre separation between kitchen staff and students (extended counter/trolley?). * Removal of all self-serve options * Limit food being brought in from home * Food hygiene practices in place as per Better Food Guidance and accurate records maintained * No staff are to enter the kitchen. All deliveries and collections of meals are to be over the counter. * Ensure that staff are aware of Health and Safety regulations and guidance in return to school document. * All packaging to be wiped down using approved methods before storage * All cooking items, plates, cutlery to be washed at 60 degrees * Trolleys/other surfaces to be regularly cleaned. * Staff to wash hands frequently. * Staff need to take responsibility for following H & S guidance and for reporting any issues or concerns as they arise | **L** | Letter to go to parents / carers re. lunch options and booking system | Business Manager to share September proposals with catering staff by 17th July/updated week beginning 24th August- completed  Business manager to liaise with catering contractors on a weekly basis to adapt to any changing situation ensure that all standards are being met.  DHT Pastoral/ Safeguarding and Business Manager  Provide updates based on most up to date information from government week beginning 24th August- ongoing |
| 1. Potential transmission of virus during lunch/play breaks / food served in the dining hall |  | * For Year 7, 8 students to be handed lunch in their pre lunch lesson. Students accessing the hatch to queue and collect and eat outdoors in zoned areas. Yr 10 and 11 collect in canteen and eat outside - no seating in dining hall. * When Dining hall is operational: * Dining hall seating to be arranged in line with government’s guidance on social distancing * At present the dining hall is not operational as an eating area as students will be encouraged to eat in an allocated area within their zone. * Staggered lunch breaks for students and limiting students to their zoned areas in playground or eating areas. * Students encouraged to dispose of their left- over food in the bins. * Bins provided at various location around school and within zoned areas. * Additional closed top bins sourced Students will be supervised as normal. * Staggered play/break times. | **L** | KAP1.7  Behaviour Induction sessions for all students on return to school to understand new expectations | .  DHT and AHT for behaviour during week beginning 7th September |
| 1. Handling Deliveries |  | * Considering methods to reduce frequency of deliveries, for example by ordering larger quantities less often. All non-essential deliveries kept to a minimum * Local arrangements to be made whether deliveries made external to the building or to pre-allocated area as appropriate. * Staff wiping the outer surfaces of delivery boxes before handling/relocating/sorting the delivery * Deliveries to be moved immediately on delivery to the store area * Wash hands after handling deliveries/packaging. * New practice document for working in reception written COVID Health and safety booklet, to ensure deliveries handled safely. | **L** |  | Completed |
| 1. Potential transmission of virus from visitors/parents |  | * Parents to observe social distancing when dropping and picking children from school. * Only one parent to pick/drop the children. * Minimise and ensure the co-ordination of the number of external visitors coming into the school * Staggered school start and finish timings to avoid crowding by the school gates. * Notices displayed in Reception office reminding the parents not to send their child to school if they or anyone in the household have symptoms and to remind the public to practice social distancing when on school site. * Parents visiting reception office to wait outside. When queues are likely parents to maintain 2 metre distance. * Social distancing arrangements put in place with good signage, floor markings etc * Only one parent will be allowed in the reception area at any one time. * Fixed/standalone sanitisers stations will be set up at various locations including entry and exit points. * Screens installed at reception desk. * Staff are to regularly wash hands or use hand gel frequently i.e. on arriving at work, after handling parcels/post/books, moving from room to room. * Reduce intake of any paper documentation from parents. Advise parents to email any documentation. * Where it is unavoidable, staff to ensure wash and sanitise hands regularly. | **M** | Where parents wish to discuss any concerns with the teacher, this to be done outdoors where possible maintaining social distance.  Pre-recorded advisory message on the school phone line about the COVID-19 symptoms and isolation.  Communication to parents on social distancing outside of the building to reduce risk.  Liaise with Suffolk’s’ Primary to ensure the two schools work together on staggered opening. | Communication to parents HT - completed  Business manager  Business Manager to ensure in place for 3rd September-completed  Ongoing via parental letters and website  Business Manager completed initial phase 14th July  Further updates to be shared prior to school opening- completed |
| 1. Potential transmission of virus from contractors attending the school site |  | * Contractors to be notified in advance not to attend the premises if they have symptoms * Attendance by contractors notified to reception desk in advance * Contractors to sign in at reception desk and declare they do not have symptoms. * Site manager to ensure area of the work is clear before-hand. Any students and staff to leave that area. * Site manager to liaise with and monitor the contractor maintaining social distancing where possible. * Sanitisers stations will be set up at various locations including entry and exit points. * Supervised and limited access to other parts of the building. * Regular cleaning regime of public/communal areas. * Staff lead to observe and ask any contractors to leave the building if they have symptoms and report immediately to Business manager and staff liaison | **L** |  | Business manager Completed |
| 1. Potential Spread of virus from School Library |  | * Library to be closed for time being and redeployed as a classroom within the provision. * Staff to make use of any digital resources for students. | **L** |  |  |
| 1. Potential enhanced infection risk from music (eg singing, playing wind/brass instruments) |  | * The School will consider physical distancing and playing outside wherever possible, limiting group sizes to no more than 15, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies. | **L** |  |  |
| 1. Physical education, sport and physical activity (enhanced risk via exhalation during exercise) |  | * Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided. * Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and enhanced cleaning and handwashing | **L** |  |  |
| 1. Accidents, security and other incidents |  | * In an emergency, for example, an accident or fire, people do not have to stay 2m apart if it would be unsafe. * People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands. * Re-visit your first aid and fire safety arrangements which may need some alterations due to reduced staffing levels * Guidance to include in return to work document. | **L** | Updated evacuation protocol in return to work document | DHT pastoral  Week beginning 24th August – completed |
| 1. Potential stress/anxiety caused by COVID-19 |  | * Reassurance to staff of measures taken seriously to protect their safety. * Regular communication of mental health information should be communicated to all staff. * Communication of message that for most people Covid 19 results in mild illness. Also, that transmission of the virus is more likely if in contact with someone with symptoms at less than 2 metres for 15 minutes or more. * Regular communications from Headteacher. * Mental Health. * Senior Leadership Team will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and return to school and will offer whatever support they can to help. * Use of additional staff to include office staff and cover supervisors to support with additional teacher duties such as break and lunchtime supervision * Clear lines of communication to ensure ability to share concerns and offer appropriate support as needed * Regular updates provided to all staff * Reference:-   <https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19>   * Regular contact with managers and colleagues * One to one supervision meetings with manager * Medigold used as provider for Occupational Health * The Education Support Partnership provides mental health & wellbeing support to the Education sector: * <https://www.educationsupport.org.uk/> | **L** | * Updated workload audit to be completed, in line with current guidance | Ongoing DHT pastoral  DHT Staffing to review half termly |
| 1. Travel between schools or other travel whilst at work 2. Travelling to and from school |  | * Encourage greater use of walking, cycling or own car rather than public transport if possible with staff and students * Consider how children and young people arrive at School and reduce any unnecessary travel on coaches, buses or public transport where possible. [(Coronavirus (COVID-19), safer travel guidance for passengers.](https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers) * Make sure transport providers, as far as possible, follow hygiene rules and try to keep distance from their passengers * Take appropriate actions to reduce risk if hygiene rules and social distancing is not possible, for example when transporting children and young people with complex needs who need support to access the vehicle or fasten seatbelts etc. * Review questionnaires of staff and student travel. to ensure full information on public transport usage * Ensure that in HT communication there are clear guidelines to limit broader social interaction outside of school * Ensure that as per current protocol, all communication with parents and staff provides guidance on minimising the use of public transport and the safer travel guidance as per the government documentation <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers> | **L** |  | Prior to wider opening in September 2020- completed  DHT Pastoral. |