

# Wyvern St Edmund's COVID19 Risk Assessment

## September 2021

### **Purpose of this document:**

This COVID-19 Risk Assessment sets out the decisions taken and measures put in place to minimise the risk of COVID-19 transmission ensuring the academy continues to operate in a safe way.

**Please note the risk assessment is an amended version of previous risk assessments in place based on the July 2020 updated government guidance.**

**In addition the school has an Outbreak Management Plan in the event that measures need to be stepped up including a partial or full school closure.**

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- Health and Safety Policy
- Safeguarding Policy
- Behaviour Policy
- Remote Learning Policy
- DFE Guidance relating to COVID-19
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'

**Guidance and support references:**

[Schools COVID Operational Guidance July 2021](#)

[Rapid lateral flow testing for households and bubbles of school pupils and staff](#)

[Safe working in education, childcare and children's social care settings, including the use of personal protective equipment \(PPE\)](#)

[Annexe A: health and safety risk assessment](#)

[Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19](#)

[Children of critical workers and vulnerable children who can access schools or educational settings](#)

[COVID-19 guidance for BAME staff](#)

[COVID-19: cleaning in non-healthcare settings outside the home](#)

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What are the hazards?	Who could be at risk?	Control Measures	What further action is required to control the risks?
<p>Contact with someone suffering from coronavirus</p>	<p>Staff Students Parents Non employees Visitors Contractors Delivery drivers</p>	<p>Everyone will be asked not to come into school if they need to self-isolate under <a href="#">current guidance</a>.</p> <p>Regular reminders in staff/parents/visitor and student communications.</p> <p>Anyone self-isolating with symptoms <b>must</b> access <a href="#">testing</a> and engage with NHS test and trace process.</p> <p>If someone comes into school with symptoms or develops symptoms when they are in school they will be sent home immediately. Staff affected will follow procedures as detailed in MLP staff sickness policy.</p> <p>There no longer a requirement for students to be in year group ‘bubbles’.</p> <p>Seating plans of all classes are recorded.</p> <p>Registers completed accurately and promptly on SIMS.</p> <p>Students will be isolated immediately in a dedicated location (student reception area in Maths block which has a toilet that will be kept for this use only) until they can be collected. 999 will be called if they are seriously ill or injured or their life is at risk.</p>	<ul style="list-style-type: none"> <li>- <i>Communication with parents and carers via letter explaining arrangements</i></li> <li>- <i>Ongoing communication with families and staff via weekly bulletins</i></li> <li>- <i>Staff training and briefings</i></li> <li>- <i>Duty cleaner on site and contactable during school hours for replenishment of sanitising equipment, conduct regimes of toilet facility checks, emptying bins and cleaning of high touch common areas and implement deep clean of affected areas in event of someone developing symptoms</i></li> <li>- <i>Empty room timetable provided for relocation of class in event of staff member displaying symptoms</i></li> <li>- <i>Inform parents of need to be contactable (in letter sent to parents)</i></li> <li>- <i>Record of seating plans kept by all teaching staff</i></li> <li>- <i>Ongoing review of outbreak management plan in the event of a partial/full school closure plan to ensure mitigation for absence of staff in key roles (i.e. to ensure the health and safety of all on site)</i></li> </ul>



		<p>Supervising staff will follow PPE and handwashing protocols during supervision and after student collection.</p> <p>An immediate deep clean of the affected areas and isolation location will take place and PPE will be disposed of in line with <a href="#">decontamination PREGNANCY guidance</a>.</p> <p>Everyone will be instructed not to come into school if they need to self-isolate under current guidelines. (Staff refer to MLP Policy)</p> <p>If the school becomes aware that a student or a staff member has tested positive for coronavirus, the school will contact the local health protection team. The team will carry out a rapid risk assessment to confirm who's been in close contact with the person, and these people will be asked to self-isolate.</p> <p>To help with this, records will be kept of:</p> <ul style="list-style-type: none"><li>➤ The students and staff in each group</li><li>➤ Any close contact that takes place between children and staff in different groups</li></ul> <p>Close contact means:</p> <ul style="list-style-type: none"><li>➤ Direct close contact – face-to-face contact with an infected person for any length of time, within 1 metre, including:</li><li>➤ Being coughed on,</li><li>➤ A face-to-face conversation, or</li><li>➤ Unprotected physical contact (skin-to-skin)</li></ul>	
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		<ul style="list-style-type: none"> <li>➤ Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person</li> <li>➤ Travelling in a small car with an infected person</li> </ul>	
<p>Getting or spreading coronavirus by not washing hands or not washing them adequately</p>	<p>Staff Students Parents Non employees Visitors Contractors Delivery drivers</p>	<p>Regular and thorough hand washing and good respiratory hygiene are vital control measures to reduce the risk of coronavirus.</p> <ul style="list-style-type: none"> <li>- All toilet/kitchen facilities have anti-bacterial hand wash and paper towels.</li> <li>- Hand sanitiser is provided where hand washing cannot take place.</li> <li>- All classrooms and offices supplied with hand sanitiser.</li> <li>- Hand sanitiser points at entrances to school building and located at key points around the building.</li> <li>- Ongoing review to identify further areas where increased hand washing facilities would help control the spread of coronavirus.</li> <li>- Daily regime by duty cleaners to check and replenish all of the above.</li> <li>- Regular staff and student briefings on the importance of correct and regular hand washing routines.</li> <li>- Signage to remind all. Consideration given to students with complex needs who will need additional support and plan for additional measures.</li> </ul>	<ul style="list-style-type: none"> <li>- <i>Duty cleaners on site and contactable during school hours for replenishment of sanitising equipment, conduct regimes of toilet facility checks, emptying bins and cleaning of high touch common areas and implement deep clean of affected areas in event of someone developing symptoms</i></li> <li>- <i>Plan in place for support students with additional needs (individual risk assessments where required)</i></li> </ul>



		<ul style="list-style-type: none"> <li>- Cleaning team members/first aiders trained on don and doff procedures for PPE equipment.</li> <li>- Hand dryers disabled in all toilet facilities.</li> <li>- Cease use of yellow lanyards for students going to the toilet in lesson time</li> </ul> <p>Enhanced cleaning regime is in place in line with <a href="https://www.hse.gov.uk/coronavirus/cleaning/in dex.htm">COVID19: Cleaning in non-healthcare settings guidance.</a></p> <p><a href="https://www.hse.gov.uk/coronavirus/cleaning/in dex.htm">https://www.hse.gov.uk/coronavirus/cleaning/in dex.htm</a></p>	
<p>Spreading infection due to touch, sneezing or coughing</p>	<p>Students Staff Visitors</p>	<ul style="list-style-type: none"> <li>- Handwashing facilities or hand sanitising points provided around the school.</li> <li>- Everyone will:             <ul style="list-style-type: none"> <li>➤ Wash their hands thoroughly for 20 seconds and dry thoroughly, or use alcohol based hand sanitiser to cover all parts of their hands.</li> <li>➤ Wash their hands on arrival, if they enter a different room or space, before and after drinking and eating, if they cough or sneeze.</li> <li>➤ Be encouraged not to touch their mouth, eyes and nose.</li> <li>➤ Follow ‘catch it, kill it, bin it’ protocols, sneezing or coughing into their elbow or</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- <i>Signage across school site</i></li> <li>- <i>Routine replenishment of all sanitising kit</i></li> <li>- <i>Site team stocktake and replenish schedule updated</i></li> <li>- <i>Sanitising box in every space (containing, tissues, anti bac wipes an aerosol spray, gloves, anti-viral tubes of anti bac wipes for every room, blue paper towels)</i></li> <li>- <i>Duty cleaners on site and contactable during school hours for replenishment of sanitising equipment, conduct regimes of toilet facility checks, emptying bins and cleaning of high touch common areas and implement deep clean of affected areas in event of someone developing symptoms</i></li> </ul>





		<p>tissue, disposing of the tissue in a lidded bin.</p> <ul style="list-style-type: none"> <li>- Signage in all classrooms.</li> <li>- Tissues and sanitisers available in all classrooms and offices.</li> <li>- Lidded bins in placed in all rooms</li> <li>- Outside bins are covered bins.</li> <li>- Cleansing of bins included in cleaning regimes.</li> <li>- Adequate stocks of sanitiser, hand wash, paper towels and tissues will be maintained and topped regularly and monitored to make sure they cannot run out.</li> <li>- Consideration given to students with complex needs who will need additional support and plan for additional measures.</li> </ul>	<ul style="list-style-type: none"> <li>- <i>Plan in place for support of students with additional needs (individual risk assessments where required)</i></li> </ul>
<p>Contracting or spreading the virus by not adhering to current social distancing requirements/excessive mixing in transitions, lessons and outside spaces</p>	<p>Staff Students Parents Non employees Visitors Contractors Delivery drivers</p>	<ul style="list-style-type: none"> <li>- Staff and student briefings to provide instructions training and guidance about the procedures in place under current guidelines and what they need to do.</li> <li>- Expectations clearly communicated to parents/carers and non-employees.</li> <li>- Sanctions given for noncompliance and putting others at risk</li> <li>- Year groups 'zones' at social times with increased staff duty presence.</li> <li>- Staggered lunchtimes.</li> <li>- Staggered exit from lessons.</li> <li>- Identification of areas where loitering is not allowed due to inability to adhere to</li> </ul>	<p><u>Full School Opening Guidance</u></p> <ul style="list-style-type: none"> <li>- <i>Signage in place to inform of routes around the site</i></li> <li>- <i>One way systems in place</i></li> <li>- <i>Plan for areas where staggered dismissal is essential to reduce mixing and congestion, staff in those areas aware and implement.</i></li> <li>- <i>Plan in place for support for students with additional needs (individual risk assessments where required)</i></li> </ul>



		<p>social distancing rules in the first instance.</p> <ul style="list-style-type: none"> <li>- Signage to communicate to non-employees how to maintain social distance.</li> <li>- Enhanced cleaning regimes.</li> <li>- Increase in hand washing/sanitising points.</li> <li>- Clear signage and floor stickers to indicate and control direction of movement around the site to avoid congestion and reduce mixing.</li> <li>- Tape and stickers on the floors to indicate one way systems and no go/no loitering areas.</li> <li>- Consideration given to students with complex needs who will need additional support and plan for additional measures.</li> </ul>	
<p>Getting or spreading coronavirus in common use, high traffic areas</p>	<p>Staff Students Parents Non employees Visitors Contractors Delivery drivers</p>	<p>Each area has been individually risk assessed to identify areas where people will congregate, where there are pinch points reducing the ability to social distance, areas and equipment that are high touch e.g. shared photocopiers and communal areas with less air movement than other areas</p> <ul style="list-style-type: none"> <li>- Increased staff duty presence before, after school, in corridors during transitions and at social times.</li> <li>- Clear signage in place about measures, direction of travel around the site (one</li> </ul>	<ul style="list-style-type: none"> <li>- <i>Regular full site walk, SDHT, DHT and site manager to monitor and review procedures and troubleshoot issues arising.</i></li> <li>- <i>Signs markings to indicate year zones on field</i></li> <li>- <i>Parents informed of lunchtime arrangements</i></li> <li>- <i>Duty cleaners wiping down high touch areas during the day.</i></li> <li>- <i>Signage in place</i></li> </ul>



		<p>ways systems), entry and exits points and no entry areas.</p> <ul style="list-style-type: none"><li>- All surfaces in kitchen areas, toilets, offices and classrooms to be kept as clear as possible during the day and <b>MUST</b> cleared completely at end of day to allow full sanitising and reduce risk of contamination.</li><li>- Visitors' reception has Perspex barrier screen in place.</li><li>- Each year group has designated area for break and lunchtime in poor weather.</li><li>- All offices and classrooms supplied with sanitisation box for regular wiping down/spraying of high touch equipment and surfaces.</li></ul> <p>In classrooms, windows open, minimise movement and sharing of resources during the lesson.</p> <ul style="list-style-type: none"><li>- Cleaning regime with increased frequency of high traffic/communal and toilet areas during the school day and enhanced cleaning at end of each day. Duty cleaner on call.</li><li>- Lift to be used for medical emergencies or transport of heavy deliveries only. Duty cleaner to sanitise after use.</li><li>- Outdoor zones for each year group (in fair weather on the field).</li><li>- Increased staff duties and supervision during transitions and social times.</li><li>- Staggered times for lunch for staff and students.</li><li>- Tutor boxes out of use</li></ul>	
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		<ul style="list-style-type: none"> <li>- Enhanced cleaning regime at end of each day.</li> <li>- Restricted flow in and out of buildings Hand washing facilities on entry.</li> <li>- Water fountains in use for refilling water bottles only. Hand sanitisers located next to bottle filling stations.</li> </ul>	
Getting or spreading coronavirus by sharing equipment in practical subjects	Staff (cleaners, teachers, TA's, Technicians, peripatetic teachers) Students	Currently no restrictions or need to quarantine equipment. We will reinstate subject risk assessments and protocols for Quarantining equipment in line with outbreak management plan if transmission rates rise.	
Getting or spreading coronavirus due to excessive mixing and contact in meetings, briefings, Professional Development & staff training.	Staff	Following current guidance which allows physical meetings. Ensure maximum ventilation in spaces used and limit occupancy and duration as appropriate.	
Getting or spreading coronavirus by not cleaning surfaces, equipment and work stations	Staff Students Visitors	<ul style="list-style-type: none"> <li>- Identification of surfaces that are frequently touched and by many people (often common areas), including handrails, door handles, (inside and outside), shared equipment such as printers and keyboards, finger print scanners etc.</li> <li>- Exercise books remain in the classroom with exception of prior to assessments for revision.</li> </ul>	



- All surfaces in kitchen areas, toilets, offices and classrooms to be kept as clear as possible during the day and MUST be cleared completely at end of day to allow full sanitising and reduce risk of contamination. *In particular, teacher and office desks and other surfaces in classrooms must be cleared at the end of each day by the staff member.*
- Teachers will tidy and check their classroom after their final lesson.
- Cleaning regime that specifies the frequency and level of cleaning and by whom.
- Students instructed to sanitise hands on entry to lessons and dining spaces.
- Sanitising box in every classroom and learning space.
- Current cleaners and first aiders have been trained how to put on and remove personal protective equipment (PPE) that is used for normal work hazards and how to keep it clean.
- Reduce surface contact by leaving non-fire doors open when possible.
- Use electronic documents rather than paperwork wherever possible.
- Cleaning protocol in place if [someone develops symptoms of coronavirus in school](#)

<https://www.hse.gov.uk/coronavirus/cleaning/index.htm>



<p>Mental health and wellbeing affected through anxiety and uncertainty due to coronavirus.</p>	<p>Staff</p>	<ul style="list-style-type: none"> <li>- Regular updates, communication and consultation with staff to keep them informed and reassured.</li> <li>- Involvement in completion of risk assessments so they can help identify problems and solutions.</li> <li>- Policy of honesty and openness in which staff feel confident about sharing concerns and talking things through without judgement.</li> <li>- If working remotely, regular keeping in touch meetings or calls to talk through issues.</li> <li>- Staff supported in seeking support for mental health.</li> <li>- Staff training tailored to support student transition back into school.</li> </ul>	<p><u>Further guidance and support</u></p> <ul style="list-style-type: none"> <li>- Risk assessment shared for consultation.</li> <li>- Regular consultation with staff and open door policy for comments and concerns</li> <li>- Weekly staff email from Head with information and updates.</li> <li>- Line manager regular contact and support.</li> </ul>
	<p>Students</p>	<ul style="list-style-type: none"> <li>- Student voice to identify concerns and address them.</li> <li>- Student briefings and information provided remotely ahead of September and ongoing.</li> <li>- Pastoral teams (inc. tutors) continue ongoing support, advice and referrals working with students, parents and external agencies where required.</li> </ul>	
<p>Mental health and wellbeing affected through anxiety about</p>	<p>Students Staff Parents</p>	<ul style="list-style-type: none"> <li>- <i>Whole school approach to adapting curriculum (S/M/L term), including:</i> <ul style="list-style-type: none"> <li>➤ <i>Wellbeing curriculum</i></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- <i>Review and update tutor programme, PSHE curriculum etc. to support transition back to school</i></li> </ul>



<p>catching up on the curriculum and possibility of future lockdown/s</p>		<ul style="list-style-type: none"> <li>➤ <i>Recognising 'non-curriculum' learning that has been done</i></li> <li>➤ <i>Capturing student achievements/outcomes</i></li> <li>- Pastoral, tutor and worship programmes written to support student's wellbeing and to address issues caused by lockdown.</li> <li>- Curriculum and assessment review led by senior team members and Heads of Department.</li> <li>- Blended learning policy and procedure (as required by DfE) in event of lockdown or self-isolation.</li> <li>- Pastoral support protocols</li> </ul>	<ul style="list-style-type: none"> <li>- <i>Conduct staff and student voice</i></li> <li>- <i>Blended learning policy and procedure created (as required by DfE) in event of lockdown or self-isolation.</i></li> </ul>
<p>Getting or spreading coronavirus through travel to school.</p>	<p>Staff Students</p>	<ul style="list-style-type: none"> <li>- Students advised that walking or cycling to school is firmly encouraged.</li> <li>- Anyone using public transport will be referred to <u>government guidance</u>.</li> <li>- Queueing for boarding buses at end of school day will be organised and supervised in year groups.</li> </ul>	
<p>Poor <b>ventilation</b> in learning and working spaces</p>	<p>Staff Students</p>	<ul style="list-style-type: none"> <li>- HSE guidance on <b>heating and ventilation</b></li> <li>- Identification of areas with poor ventilation and either increase the ventilation or restrict access/usage of the space.</li> <li>- Where ever possible have windows and non-fire doors open as fresh air is the preferred way of ventilation.</li> </ul>	<ul style="list-style-type: none"> <li>- <i>Identification of which systems are in current use in different parts of the site and the actions required in line with the guidance</i></li> </ul>



		<ul style="list-style-type: none"> <li>- Switch <u>heating ventilation and air condition (HVAC)</u> to drawing in fresh air rather than recirculating is possible</li> <li>- Provide additional air ventilation with fans etc. if required.</li> <li>- Guidance and signage to inform who can open windows</li> </ul>	
<p>Increased risk of infection and complications for vulnerable staff/students/visitors coming into school</p>	<p>Staff Students Visitors</p>	<ul style="list-style-type: none"> <li>- Ongoing identification and recording of staff and students who fall into any of these categories:             <ul style="list-style-type: none"> <li>➤ <u>Clinically extremely vulnerable</u></li> <li>➤ <u>Pregnant women</u></li> <li>➤ People self-isolating</li> <li>➤ People with symptoms of coronavirus</li> <li>➤ Some people with particular characteristics that may be at an increased risk</li> </ul> </li> <li>- Procedures to ensure the following:             <ul style="list-style-type: none"> <li>➤ Discussion with staff member or parent of student about what their personal risks are and identify what you need to do in each case.</li> <li>➤ Identify how and where someone in one of these categories will work in line with current government guidance.</li> <li>➤ If they are coming into school identify how you will protect them through social distancing and hygiene procedures.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- <i>System in place for reporting change in status.</i></li> </ul>





		<ul style="list-style-type: none"><li>➤ Completion of individual risk assessment if required. Risk Assessments provided by the Trust's Occupational Health provider are available for this purpose.</li><li>➤ Any individual that scores as a high or medium risk on the Risk Assessment will be referred to Occupational Health for an individual review.</li><li>➤ Staff members are to discuss any changes in their medical condition with their HR point of contact or Head of School/DHT.</li></ul> <ul style="list-style-type: none"><li>- All non-employees sign in and a record of their contact details are kept for track and trace purposes.</li><li>- Refer to MLP staff sickness policy</li></ul>	
Lack of PPE or lack of understanding of when and how PPE should be used increasing exposure to risk	Cleaning staff First aiders	<p>HSE guidance on <a href="#">PPE during the outbreak</a></p> <p>There are a very limited number of settings where PPE is needed for protection from coronavirus, e.g. healthcare. HSE advises PPE should be the last choice not the first choice.</p> <ul style="list-style-type: none"><li>- Stocks of PPE have been replenished.</li><li>- Sufficient PPE is available for first aiders and cleaning staff. Gloves are supplied in sanitising boxes in classrooms.</li><li>- Cleaning staff and first aiders have had training in <a href="#">Putting on PPE</a></li></ul>	<ul style="list-style-type: none"><li>- <u><i>Guidance on safe working in education, childcare and children's social care provides more advice</i></u></li></ul>



		<p>Face coverings are not PPE and (at time of writing) are not required to be worn in workplaces and schools. If staff or students choose to wear them for travel to school (mandatory on public transport) they will need to follow the guidance for wearing, removing and disposal/storage:            Instructed not to touch the front of face coverings or masks. See control measures under travel to school.</p> <ul style="list-style-type: none"> <li>- Staff and students will not be required to wear face coverings on school site unless they administer intimate care, provide first aid or are deep cleaning a contaminated area.</li> </ul>	
<p>Staff capacity falls below levels to ensure safeguarding of students</p> <p><b>or</b></p> <p>School Partial/Full Closure in event of a local or national lockdown.</p>		<ul style="list-style-type: none"> <li>- Outbreak Management Plan plans details the procedures to instigate either a partial lockdown in the event of staff capacity falling below levels to safely operate, or a full lockdown in the event of a local or national lockdown.</li> <li>- See MLP staff sickness policy and school closure plan</li> </ul>	
<p>Evacuation procedures are not adapted to meet COVID 19 measures</p>		<ul style="list-style-type: none"> <li>- Evacuation protocols and procedures revised in light of procedures in this risk assessment to ensure all can exit the building swiftly and safely whilst minimising contact where possible.</li> </ul>	<ul style="list-style-type: none"> <li>- <i>Evacuation plan revised.</i></li> </ul>



		<ul style="list-style-type: none"> <li>- Evacuation routes are confirmed, and signage accurately reflects these. NB in the event of an emergency the priority is getting out of the building calmly, regardless of social distancing.</li> <li>- Consideration given to PEEP – buddies are assigned or reassigned according to available persons.</li> <li>- Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.</li> </ul>	
Capacity of the site and cleaning team to maintain enhanced standards required to minimise risk of transmission of coronavirus		<ul style="list-style-type: none"> <li>- Recruitment to increase site and cleaning staff.</li> <li>- Routines will be reviewed on an ongoing basis and adaptations made where required.</li> <li>- If capacity fall below levels able to keep the site safe this would trigger the school partial/full closure plan.</li> </ul>	
All stakeholders are not fully briefed and instructed of their responsibility regard to control measures reducing risk of transmission of coronavirus	Everyone	<ul style="list-style-type: none"> <li>- Regular student and staff briefings.</li> <li>- Signage provides clear information and instruction.</li> <li>- Visitors’ signage and leaflet.</li> <li>- Parental communications.</li> <li>- Risk assessment shared with staff and published on the websites</li> <li>- LGB approval of risk assessment.</li> <li>- Trust approval of risk assessment.</li> </ul>	
Waste Disposal not carried out within guidelines	Everyone	<ul style="list-style-type: none"> <li>- Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).</li> </ul>	<ul style="list-style-type: none"> <li>- <i>Monitoring and checking that procedures meet requirements</i></li> </ul>



<p>Buildings and facilities are not prepared for safe full opening of the school and or spreading coronavirus due the school environment</p>	<p>Everyone</p>	<ul style="list-style-type: none"> <li>- All statutory health and safety procedures and maintenance has been conducted as scheduled as school has remained open.</li> <li>- Fire, first aid and emergency procedures will be reviewed.</li> <li>- Use of the lift will be avoided unless essential.</li> <li>- Lidded bins will provided in all classrooms and key locations.</li> <li>- Outdoor space will be fully utilised for exercise, social times and learning where ever possible.</li> <li>- Further 'normal' scheduled work to prepare school for September is ongoing.</li> <li>- Work to implement action for related to coronavirus will be conducted in time for September return.</li> <li>- <u>Checks to the premises</u> will be done to make sure the school is up to health and safety standards before full opening in September.</li> <li>- Before each new term a comprehensive site walk is carried out to review measures and make relevant adjustments.</li> </ul>	
<p>Whole events (e.g. sports day, sponsored walk, evening events including subject consultation evenings) trip and visits</p>	<p>Staff Students</p>	<ul style="list-style-type: none"> <li>- Whole school, events such as the sponsored walk and personal development days have been calendared during the academic year but will be reviewed in advance to assess if they can</li> </ul>	<ul style="list-style-type: none"> <li>- <i>Ongoing review and consultation about calendared events.</i></li> </ul>



<p>increase risk of getting or spreading coronavirus.</p>		<p>take place in light of the circumstances at the time.</p> <ul style="list-style-type: none"> <li>- Evening events will be considered individually and decisions made based on the current situation and context.</li> <li>- Parents’ Evenings are now conducted online using School Cloud.</li> <li>- Currently trips and visits are planned in line with the current guidance but will be continually risk assessed and reviewed before they take place.</li> <li>- Consultation with parents/carers and staff will not take place in person, this will be reviewed</li> </ul>	
<p>Students taking responsibility for their safety and other of others – in school</p>	<p>Staff Students</p>	<ul style="list-style-type: none"> <li>- Students will be closely supervised from arrival to departure to make sure they are following instructions to keep everyone safe.</li> <li>- There will be an increase staff presence at the beginning and end of the day, during transitions between lessons and during social times.</li> <li>- Students will be expected to follow the instructions about control measures without question. Failure to do so will result in sanctions.</li> </ul>	<ul style="list-style-type: none"> <li>- <i>Communication with parents/carers, staff and students</i></li> </ul>
<p>Staff and students taking responsibility for their safety and other of others – out of school</p>	<p>Staff Students</p>	<ul style="list-style-type: none"> <li>- Staff, parents/carers and students reminded of their responsibility to adhere to the government guidelines and restrictions in place at any given time to minimise the risk of coronavirus outbreak in school resulting in a local lockdown.</li> </ul>	<ul style="list-style-type: none"> <li>- <i>Communication with parents/carers, staff and students</i></li> </ul>



<p>Running enrichment activity may increase the risk of transmission</p>	<p>Staff Students External providers</p>	<p>Government guidelines state wrap-around care should continue. Enrichment is an important part of personal development and wellbeing.</p> <ul style="list-style-type: none"><li>- Accurate records of attendance are kept.</li><li>- Accurate record of enrichment providers are kept.</li><li>- Staff and external providers will be fully briefed on the risk assessment and their responsibility in adhering to all the measures with particular regards to contact, hygiene and social distancing.</li></ul>	<ul style="list-style-type: none"><li>- <i>COVID-19 risk assessment for enrichment, full guidance and instruction for all external providers.</i></li></ul>
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