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| **Covid-19 Guidance for Full Opening September 2020** | **RA100 V2.3** |

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

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

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

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

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



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| leaflogo | **Establishment/Department:**  **The Ilfracombe Academy** | **Establishment Risk Assessment** | **RA100 V2.1** |
| **Address:**  **Worth Road Ilfracombe EX34 9JB** | | |
| **Return to school risk assessment – based on the principles and guidance contained within DfE Guidance, latest: Guidance for Full Opening: Link:**  [**www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools**](http://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools)  It is a **legal requirement** that schools should revisit and update their risk assessments (building on the learning to date and the practices they have already developed), to consider the additional risks and control measures to enable a return to full capacity in the autumn term.  **This risk assessment is generic, and each school is responsible for reviewing and amending to ensure it is applicable to their setting and the latest government guidance and must consult with their staff regarding the risks and control measures being implemented.**  **General guidance on completing risk assessments is available at arrangements note HS47.**  **When conducting the risk assessment. it is important that the school adopts a considered collaborative approach in line with DfE Guidance.**  **Person(s)/Group at Risk**  **Staff, Pupils, Visitors and Contractors**  ***At all times the school is mindful of the SAGE hierarchy of controls***  **Hierarchy of Controls: SAGE**  **• Controlling the transmission of the disease: minimising contact with children and adults who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend school.**    **• Management and control through personal hygiene: cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.**    **• Ensuring good respiratory hygiene: promoting the ‘catch it, bin it, kill it’ approach**    **• Enhanced cleaning regimes: cleaning frequently touched surfaces often using standard products, such as detergents and bleach.**    **• Minimising contact and mixing: altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times).**  **Return to school risk assessment – based on the principles and guidance contained within DfE Guidance, latest: Guidance for Full Opening: Schools dated 7 August 2020**  As part of planning for full return in the autumn term, it is a **legal requirement** that schools should revisit and update their risk assessments (building on the learning to date and the practices they have already developed), to consider the additional risks and control measures to enable a return to full capacity in the autumn term.  **This risk assessment is generic, and each school is responsible for reviewing and amending to ensure it is applicable to their setting and the latest government guidance:** [**Guidance for Full Opening**](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools?utm_medium=email&utm_source=govdelivery)  **General guidance on completing risk assessments is available at arrangements note HS47.**  **When conducting the risk assessment. it is important that the school adopts a considered collaborative approach in line with DfE Guidance.** | | **Date assessment completed:**  This document is to remain under constant review due to the fast-changing nature of DfE / Government guidance in response to the challenges posed by Covid-19. | |
| **Assessor(s):** | |
| **Version Control: RA 100 Version 2.1** | |  | |
| **Update – 15/7/20, page 6. Premises related matters - Management of waste** | |  | |
| **Update – 25/08/20, page 12,13,14. School Transport** | |  | |
| **Update – 25/08/20 and 02/09/20, page 14-15. Curriculum considerations (Science, art and D&T Music Dance and Drama – link to new guidance and guidance for performing arts)** | |  | |
| **Update – 25/8/20, page 8.**  **Managing supply teachers, visitors, contractors and other temporary visiting staff** | |  | |
| **Update – 25/8/20, 28/08/20, 02/09/20 page 10-11. Dealing with suspected and confirmed case/ cases and outbreak, link to access to testing kits, use of face coverings in education – link to new guidance, link to action cards and updated guidance of 31/820** | |  | |
| **Update – 25/8/20, page 6-7. Contaminated surfaces spreading virus.** | |  | |
| **Update – 02/09/20, page 4. Social distancing and reducing risk of transmission, Wraparound provision** | |  | |
| **Update – 02/09/20, page 6. Premises related matters - Hiring of premises** | |  | |
| **Update – 29/10/20, page 5 – 6. Premises related matters, ventilation to reduce to spread and thermal comfort –**  **Updated following HSE spot checks.** | |  | |
| **Update – 29/10/20, page 15. Curriculum considerations, update on Music Dance and Drama** | |  | |
| **Update – 04/01/2021 – page 2 – new links to DfE school’s website for up to date guidance and consultation with staff** | |  | |
| **Update – 04/01/2021 page 3 – definition of close contact** | |  | |
| **Update – 04/01/2021 page 9 -** Staff **measures to reduce contact and transmission Covid-19.** | |  | |
| **Update – 04/01/2021 page 14 – Lateral Flow Testing** **(Secondary Schools)** | |  | |
| **General guidance on completing risk assessments is available at arrangements note HS47.**  **Updates:** | | Assessor(s): | |
| **First iteration July 14th 2020** | |  | |
| **Updated: July 15th** | |  | |
| **Updated August 14th (Red)** | |  | |
| **Updated August 21st (Green)** | |  | |
| **Updated August 24th (Purple) – After Union H&S Input** | |  | |
| **Updated 31st August (Turquoise Backed)** | |  | |
| **Updated 7th September (Yellow Backed)** | |  | |
| **Updated 9th September (Pink Backed)** | |  | |
| **Updated 14th September (Green Backed)** | |  | |
| **Updated 28th September (Blue Backed)** | |  | |
| **Updated 29th September (Brown Backed)** | |  | |
| **Updated 4th October (Purple Backed)** | |  | |
| **Updated 12th October (Red Backed)** | |  | |
| **Updated Friday 30th October (Dark Blue Backed)** | |  | |
| **Updated Wednesday 4th November (Dark Blue Backed)** | | Updated PE Extra-Curricular guidance | |
| **Updated 14th November (Dark Red Backed)** | | PE Behaviour Club & Music Peri Updates | |
| **Update 30th November (Light Grey)** | | DT, Music, Drama, ML Meetings & Assemblies | |
| **Update 15th December (White Writing Black Backed)** | | New definition of contacts, KS3 Anti-bacterial bottles. | |
| **Update 4th January (Yellow Writing Black Backed** | | Lateral Flow Testing & January staggered return. NHS RA in Appendix | |
| **Update 26th January (Yellow Writing Teal Backed)** | | COM 1, 2, 3 & 4 KW/V Reshuffle  Staff Testing two per week (where needed)  Consented students one test per week | |
| **Update 9th February (Lime Green Dark Yellow Backed)** | | Ventilation update (appendix)  Elite Footballer (Morning Training) | |

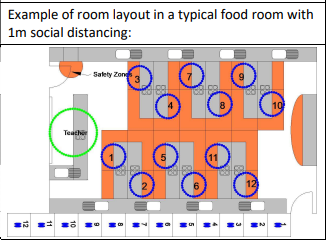
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| **Significant Hazard Section** | **Control measures in place**  *Additional measures or actions not included in this column below should be put in the assessor’s recommendations at the end of this document* | **Optional: School’s comments re. mitigations put in place** |
| **Definition of close contact** | **When completing your risk assessment, it is important that your mitigations control measures in all aspects of the school day, considers PHE definition of ‘close contact’. The following definition of ‘close contact’:**  ***Manage confirmed cases of coronavirus (COVID-19) amongst the school community. (Close contact means):***   * ***direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)*** * ***proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual*** * ***travelling in a small vehicle, like a car, with an infected person***   **Focusing on obtaining mitigations they reduce close contact, will reduce staff and pupil absences when there are cases within the school.**  *These procedures were followed when the school was dealing with some live cases within the school during the end of the Autumn term.* |  |
| **Social distancing and reducing risk of transmission** |  |  |
| Entrance and egress to school site causing large groups of people inside school grounds compromising social distancing. | *Stagger drop-off and collection times avoiding any changes to pupils that arrive at school on school transport where possible. Provide information to parents. If possible, only one parent to attend. Use alternative drop off locations where possible. Schools should also have a process for safely removing and disposing of / storing face coverings when pupils and staff who use them arrive at school and communicate it clearly to them, following the recommendations in the government guidance* [*Staying safe outside of your home: face coverings*](https://www.gov.uk/government/publications/staying-safe-outside-your-home/staying-safe-outside-your-home#face-coverings) *and* [*Guidance for Full Opening*](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools?utm_medium=email&utm_source=govdelivery)*. Pupils must be instructed to wash their hands, on arrival*.   * Buses arrive in window between 8.40 and 8.50. * Buses will be held and disembarked one bus at a time to ensure that there is not a rush to students on the drive * Students will disembark in year groups * Students will leave the bus and sanitise their hands before removing their face covering. After their face covering has been removed and placed in their own/named clear plastic bag they will then use hand sanitiser again before they enter the school building. * Extra staff will be on duty to ensure this becomes routine. * There is a drop off bay for students which will be staffed to ensure a “drive in/ drive out, staggered drop off” * Students on foot will be asked to enter by the pedestrian gates closest to their home * *Students will enter through the main doors ( Student Reception) or the St Christopher’s Hall entrance* * *There will be a slightly staggered dismissal to avoid year group bubbles crossing over in so far as is possible* * *Students will queue for buses in year group bubbles* * *External handsanitiser stations will be on exterior of the building to ensure use before entering school* * *Students will be required to put their face covering, should they choose to use them, in a bag in school* * *Buses on site at 3.10* * *Staff reminded not to Park in the drop off bay.* * *Period 5 Teachers of KS3 classes to escort students during their contracted time to the that are going home on school transport to the buses. This is to ensure we can establish and maintain a safe, smooth and consistent exit from the school building at the end of the day.* * *Further Guidance on the use of Face Coverings was sent to Parents/Carers and Staff on 1st September (see appendix p52)* * *Year group staggered release for social times introduced*  |  |  | | --- | --- | | **Break A**  – 10.10 – 10.40 | **Year 13** - Please release 5 minutes early **(10.05)**  **Year 10** - **On time**  **Year 9 -** Please hold them back for 3 minutes **(10.13)** | | **Break B**  – 10.40 – 11.10 | **Year 8** - **On time**  **Year 7** - Please hold them back for 3 minutes **(10.43)** | | **Break C**  – 11.10 - 11.40 | **Year 12** - Please release 5 minutes early **(11.05)**  **Year 11** - **On time** |  |  |  | | --- | --- | | **Lunch A**  – 12.40 – 1.10 | **Year 13** - Please release 5 minutes early **(12.35)**  **Year 10** - **On time**  **Year 9 -** Please hold them back for 3 minutes **(12.43)** | | **Lunch B**  – 1.10 – 1.40 | **Year 8** - **On time**  **Year 7** - Please hold them back for 3 minutes **(1.13)** | | **Lunch C**  – 1.40 - 2.10 | **Year 12** - Please release 5 minutes early **(1.35)**  **Year 11 - On time** |   **Year Group Routes**  **Years 7 and 9**  On the way down the south stairwell, stay to the right-hand side.  At the bottom of the stairs turn right, then go through the sliding doors by PE and around the outside of the building to access St. Christopher’s Hall.  **Years 8 and 10**  On the way down the south stairwell, stay to the left-hand side. Enter St. Christopher’s Hall through the usual doors.  Cone and rope have been purchased to aid the students getting into lines as they approach the school to protect the bubbles  SRo has written to parents to remind and ask them to use the pick-up and drop off bay  Staggered return to school in January (announced by DfE on 17th Dec)  This has been very difficult to plan due to a very confused and last-minute decision making from the DfE   * Vulnerable and Critical Worker children to receive supported lessons in school * Year 11/13 to receive remote leaning to 11th – possibly 18th of January * Year 10/12 students that have imminent external assessments to receive remote leaning to 11th – possibly 18th of January * Student that have assessments this week will still be called in to complete them (socially distanced) * All other Year groups to receive remote learning until 18th January * This could all be subject to change at any time * SLT will constantly check available staffing to ensure the school site is safe. Issues could be staff having to self-isolate like in the last two weeks of the Autumn term * Union Action with some staff possibly following their Union guidance to exercise their right to list Section 44 of the Heath & Safety Act 1996 stating that the workplace is not safe due to the current pandemic. This is a National NEU directive. Two staff at this stage have exercised that right. * Both staff will still come in to support Keyworker and Vulnerable students   Student Immunisations (Year 9,10,)   * Students to be given an allocated time by the Immunisation Team. * Students to be dropped off in front car park. * Students will approach school and walk past Student Services under the walk way and around the back of the school down to the Sports Hall where they will be met by the Immunisation Team. * After their Immunisation the students will leave the Sports Hall and walk around the front of the school and directly to their parent’s car. * The student will then wait in their parent’s car for the 15 minutes. * Parents are to contact the Immunisation Staff if their child has a reaction. * This was information was sent directly to the students by the Immunisation Team and confirmed in terms of on-site expectations and direction on the school site as part of the HT letter on Friday 22nd January. * Staff informed in HT Briefing on Wednesday 20th and Monday 25th January. |  |
| **Parents gathering at school gate not social distancing** | *Plan parents’ drop-off and pick-up protocols that minimise adult to adult contact. Make clear to parents that they cannot gather at entrance gates or doors or enter the site (unless they have a pre-arranged appointment, which should be conducted safely.*   * Parents have been asked in writing not to gather at the school gates to wait for children * Parents dropping off students will do so in a bay where they are supervised by staff * Parents to remain in cars * This will be reiterated in the start of term letter from SRO * Parents/Carers reminded not to gather at the school gates   Parents reminded in a letter (Friday 11/9/20)  *A low number of parents (mostly new Year 7) were waiting at the gates. SLT have circulated and reminded parents/carers that they must wait in their cars. This rarely happens at this stage.*  *Immunisations (Parents must staff in their car)* | *due to rurality there is the likelihood of an initially large number of parental drop offs*  *advice will be taken from highways and police to ensure that mitigation measures do not become a hazard in themselves* |
| Overcrowding in classrooms and corridors. | *Children are to be grouped into consistent groups with contact between groups avoided (see Curriculum section below). Desks should be forward facing and spaced as far apart as possible and arranged so that face to face seating is avoided. Set out classrooms where possible to ensure access to outside space and their age appropriate equipment and resources, whilst preventing mixing with other groups. Removal of some furniture may be required to enable this. Reduce movement around the school using timetabling and appropriate selection of classroom or other learning environments. Stagger assembly groups*   * Classrooms have been arranged so that desks are all forward facing * SLT to walk and check classroom arrangements prior to arrival of students on GCSE Results Day * In specialist rooms furniture will be moved as needed to socially distance children. * Children in Key Stage 3 will be taught in tutor groups to reduce movement around the school. This will ensure that there are around 20 staff moving rather than 500+ children * Rooming of timetable has been completely rewritten to ensure minimal movement of students around the site. This will ensure only limited movement of two key stages (4 and 5) * Corridors are two way but single file * Corner stair cases are one way * Middle Stairs are for teachers and Sixth Form only * Senior Leaders will remote supervise KS3 classes in their tutor groups as teachers move between rooms * Members of SLT, and where necessary some support staff will remote supervise KS3 classrooms in their tutor groups during lesson changeovers. This means that they will move between and observe a number of classrooms along a corridor to ensure the students are safe. Teaching Assistants that have been allocated to particular classes will also support the students during lesson changeovers.   For further details see curriculum considerations  SLT have sent an email to Art, Music and DT with options:   1. Current configuration with emphasis on teachers social distancing due to the guidance stay 2. To implement forward facing classrooms with the introduction of extra folding tables. To be reviewed in Mid-Sept   **Much larger Year 12**.   * Out going Year 13 (now at University = 63 Students * In coming Year 12 (115 students and rising) * The current common room and study area are not large enough to offer effective social distancing or quiet study space * Decision has been made to use take seating out of the PE changing rooms to create two study spaces/common rooms for Year 13 as they are the smaller year group and it will; be quieter. * Windows can circulate fresh air and the air circulation system will also be in use. * Exam desks will be used initially but this will be reviewed at Oct ½ Term. * Adjustment to the PE risk assessment will be needed as KS4 students are currently dropping their bags off in the changing rooms   They will now drop them at their teaching space in a storage cupboard or container. A container will need to be purchased and sited on Marlborough.(Now in place)  *SLT hold Year Group at the bottom of the steps outside the main reception to ensure the corridors and up stairwell are clear.*  *HoY & SLT Key Information sharing with year group bubbles.*   * *These information sharing sessions will all take place around once every ½ term in St Christopher’s Hall within year group Bubbles. This will to give HoY and SLT the opportunity to share safeguarding and behavioral expectations with the whole year group as well as specific Year group information such as Year 9 Options.* * ***Year 7*** *– Extended Tutor 8.50 to 9.20am – Tutor leads students to St Christopher’s Hall – Period 1 Teacher goes to St Christopher’s at 9.10am and escorted their class to their teaching room at 9.20am* * ***Year 8*** *– Extended Tutor 8.50 to 9.20am – Tutor leads students to St Christopher’s Hall – Period 1 Teacher goes to St Christopher’s at 9.10am and escorted their class to their teaching room at 9.20am* * ***Year 9*** *– 9.35am Year 9 escorted by teacher to St Christopher’s Hall. At 10.00 they are sent through the food queue and directed off to their break area. The tables and chairs will be cleaned before Year 10 come down at 10.07 for break. Year 13 to get their food from the back of the canteen.* * ***Year 10*** *– 9.40 teacher escorted their class to St Christopher’s Hall. At 10.05 the students are to remain in the same seats (socilising) whilst they wait for Year 9 to go through the food queue. Normal breaktime procedures apply.* * ***Year 11*** *to receive an assembly during morning break 11.10 -11.30am. They then receive a full 30 minute break until 12.00. Students then move to their normal Period 3 lesson.*   **Year Group Rewards – In School**  HOYs to have a celebration with their bubble, pupils being rewarded for their efforts.  Up to 30 pupils in a classroom, room booked via Mel and HOY/PC to wipe down tables afterwards.  1 Hour so there are no room changes, or 1hr 20 if an appropriate space is available for P1 and tutorial.  HOYS to consider pupil movement on corridors so there is no mixing or movement between lesson changeover. | *Decision taken to have two way single file corridors to prevent “lapping” by groups of students*  *Fleeting passing contact in corridor low risk compared to groups of students, who are unable to socially distance walking several students abreast* |
| Risk of transmission within EYFS settings | *Updated Guidance for EYFS (2 July 2020) to be followed.*[*https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures*](https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures) *removes keeping children in small consistent groups within settings, but still minimising mixing where possible taking into consideration increased risk factor to staff.* |  |
| Groups mixing during breaks and lunchtime compromising social distancing. | *Staggered break times and ensure appropriate supervision is in place. Use different playground locations where possible Staggered lunchtimes & in set groups with handwashing – tables kept apart. Or lunches delivered to classrooms. Ensuring everyone keeps further apart than normal. Cleaning of tables between uses by different groups.*   * Period 2 and 4 have been lengthened * Break staggered to keep year group bubbles separate * Sixth Form split in two to avoid entire cohort being off site * Menu revised to “grab and go” to ensure through put of students and avoid hall becoming crowded * The kitchen manager will be reminded of the need to adapt the menu * *Staff reminded to bring a packed lunch* * *Duty staff will still be catered for in school* * Students and staff to be encouraged to bring a packed lunch where possible * Queue markers in hall and corridors to avoid crowded hall * Students will take break/lunch food either outside to zoned play area, or back to classroom in wet weather when determined by SLT * SLT to be on duty during extended breaks and lunches * A dozen extra duty staff will be deployed * Three key duty points have been identified as strategic regarding separating bubbles and maintaining safeguarding * Absence line coordinator to alert SLT in the morning to absent key staff – SRO Mel walker (Cover) has been notified about this.   Duty Team meetings will take place on the September Training Days   * Staggered breaks and lunches are in place. * Students sit in rows facing forwards in Year Group Bubbles. Students are only able to sit facing forwards which is the same as their classroom arrangement. Tables cannot be spread out any more due to the size of the room and only half the seating can be used dur to the necessity to face forward. * Students hand sanitise as they enter St Christopher’s Hall.   See below for example of how the year groups rotate through the canteen.   * 6th Form go through 5 mins early * KS4 on the bell and sit down on the seating facing forward. * KS3 year group then flow through the canteen socially distanced from the other year group bubble and move to their social area or Tutor room if it is wet. * The KS4 year group then go through the canteen and flow to their social space or stay in St Christopher’s if it is wet*.* * *New PE walkway through visitor’s carpark between the main building and the Astro. A white line is being painted with foot prints on the floor. This is stop PE classes mixing with Bubbles in other year groups in their social time* * *Rope has been purchased to place between the two social areas (A/B)*   *Table below shows an example for the new social release times.*    *Year 8 students are to flow straight through the canteen on dry days during break/lunch to give them more social time. Wet days they will wait for Year 7 to flow through as normal.*  *Science Labs*   * Staff informed that the Labs have been decommissioned. Essentially, they will be known as classrooms not labs. (PM to contact Babcock for advice on this). * A laminated notice will go up in the classroom window stating this is a classroom not a science lab * We will need to perform another deep clean * If 6th Form still have to do practicals then that will have to be in a designated lab and the KS3 stuffers that want to eat their lunch will have to do that in the other rooms. * Taps will need to turned off at source but still flusted as and when needed. | *The school is taking advice from the police about how to manage the flow of traffic on Worth Road to accommodate this* |
| **Groups mixing during extra-curricular provision** | *Carefully consider how such provision can work alongside wider protective measures, including keeping children within their year groups or bubbles where possible. If it is not possible to maintain bubbles being used during the school day then use small, consistent groups.* *As with physical activity during the school day, contact sports should not take place and recommendations set out in* [*Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak*](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) *should also be taken into consideration.*   * Initially in the first three weeks of the school term enrichment activities will not take place due to pressure on accommodation and equipment during lesson time during * Staff will be putting in a lot of discretionary effort to ensure the school day works as it should * Extra-curricular sessions are set to recommence as of Thursday 3rd December. All activities will take place in year group bubbles * *Extra-Curricular Provision is on hold and will be received once the full school has returned.* * *An elite footballer training for International Selection will be using the Astro for 1 hour between 7.00am and 8.00am each academic week. The student will be accompanied by his Father and will gain access via the caretaker. The student will only use one goal and will wipe this down after use. The student must also have an LFD test the day the 1st session of the week. They will need to approach the school via the top carpark and in through the Art doors before leaving around the back of the Art block and driving straight off site. Social distancing must be practiced at all times. The school reserves the right to withdraw this provision at anytime if the risk is deemed to be too high or the R Rate continues to rise.* | *extra curricular provision will be reviewed as the term progresses.*  *See for example drama appendix* |
| **Spread of virus due to increased numbers of people within the building.** | *Inform parents that if their child needs to be accompanied to school only one parent should attend*   * Parents will be reminded not to come to or the near the site if they or anyone in their families has symptoms * Parents will be reminded that no parents will be seen on site without an appointment unless there is an emergency * Parents do not need to accompany their child to school routinely unless the child has an additional need that makes this necessary. * Parents who drop children off do not need to come into the buildings without appointment unless in an emergency * Clear signage on the school gate regarding not entering the premises if person has CV 19 symptoms * Non- essential visitors will not be allowed on to the site. * Essential is defined as contractors working on health and safety, visitors engaged in safeguarding work, multi-agency and specialist support team work * Clear signing in processes for essential visitors including hand sanitisation * Leaflet will be given to visitors * One toilet to be used by all visitors: the toilet allocated will be the Reception Toilet * Staff to be given clear and explicit social distancing guidelines as part of this risk assessment * Areas where staff work in offices will have own risk assessment and working from home will still apply to some staff who are working in offices where social distancing is not possible * New rota has been implemented in the admin Office. Another two members of staff have been moved to different office space and another has been moved into a new position in the room to further promote social distancing and allow staff to complete their work safely. | *Non essential visitors on site will be reviewed as the threat of the virus recedes/escalates* |
| Wraparound provision: Groups mixing during extra-curricular provision | *Schools should work to resume any breakfast and after-school provision, where possible, from the start of the autumn term. Carefully consider with external providers how such provision can work alongside wider protective measures, including keeping children within their year groups or bubbles where possible. If it is not possible to maintain bubbles being used during the school day then use small, consistent groups. Schools can consult the guidance produced for* [*providers who run community activities, holiday clubs, after-school clubs, tuition and other out-of-school provision for children*](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)*, as much of this will be useful in planning extra-curricular provision. Where parents use childcare providers or out of school extra-curricular activities for their children, schools should encourage parents and carers to seek assurance that the providers are carefully considering their own protective measures, and children should only attend settings that can demonstrate this. DfE have issued* [*guidance for parents and carers*](https://www.gov.uk/government/publications/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak)*, which schools may want to circulate.*  Extra-Curricular provision will commence after October ½ Term  This will only be in year group bubbles and the same hand hygiene and equipment cleaning will take place before other bubbles can use the equipment on another day.  Staff will also escort their group to the school exit to ensure that bubbles don’t mix  Extra-curricular activities are to recommence from Thursday 3rd December.  *Extra-Curricular Provision is on hold and will be received once the full school has returned.*  Small staff meeting on Thursday 11th February for a long term members of staff.  Short meeting socially distanced in the Library  All staff members will be 3+ |  |
| Spread of virus due to increased numbers of people within the building. | *Inform parents that if their child needs to be accompanied to school only one parent should attend* |  |
| Staff | *Staff should maintain Public Health guidance of 2m wherever possible. If reduced to 1m as long as mitigations are in place, e.g. not face to face or wearing PPE (face covering doesn’t count) or a Perspex screen in place. The priority is always to try to maintain 2m social distancing, but where this cannot be achieved, regular hand washing/cleaning and good respiratory hygiene are also important for both staff and pupils.*  *All staff training is to be remote*  *SLT lead produces a Pre-recorded video that covers the relevant points*  *Departments meet in a socially distanced space where face coverings must be worn.*  *A Teams meeting will be set up between SLT and the departments to clarify any questions*  *Many middle leaders have called for Middle Leaders meetings to move to socially distanced Face to Face sessions based in St Christopher’s Hall.*  *All staff to wear face coverings*  *HT to make a short presentation and present some presents to a long standing members of staff*  *5 staff to be in the Library with some others viewing from the top of the atrium or via teams.* |  |
| Increased clarity on ‘close contact’ for insertion into School Covid Risk Assessments | The following definition of ‘close contact’ can be inserted into RA100 V2.2 on page 11 - **Dealing with suspected and confirmed case/ cases and outbreak**  ***Manage confirmed cases of coronavirus (COVID-19) amongst the school community. (Close contact means****):*   * *direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)* * *proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual* * *travelling in a small vehicle, like a car, with an infected person*   [*https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#soc*](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#soc)  *Staff reminded about the need to social distance in staff briefing Monday 4th January* |  |
| Premises related matters |  |  |
| Changes to building use being safe for pupils & staff – e.g. storage, one-way systems, floor tape. | *Review whole school risk assessment (RA22 or equivalent), to ensure control measures remain suitable and in place. Update risk assessments to include any changes that have been necessary (e.g. handwashing, one-way systems, allocation of specific classrooms) and this must include curriculum risk assessments where necessary.*  *Consider how the layout will enable access to outdoor space and the equipment necessary for teaching the year groups. Consider how changes will impact on arrangements such as safe fire evacuation routes (see below).*   * Whole school risk assessment updated following new DfE guidance issued during summer holidays   **Hand Hygiene and Toilets**   * Hand sanitisers are wall mounted on outside of building on student entrance. Additional sanitisers located in 20 locations around the school including all the entrances * Toilets have queue markers outside * Toilets on E Year 7 * Toilets on D Year 8 * Toilets on C Year 9 * Toilets on B (StC) Year 11 * Toilers on A Floor Year 10 * Clear signage to show which toilets certain students can use and where the other year groups can access their allocated toilets. * Sixth Form will use toilets outside the Common Room * Internal suspension will use the accessible toilet in DT   **Corridors and Social Distancing**   * Floor tape in place on corridors on all levels marked in 2 meter sections * Movement around the school will be minimised by KS 3 groups being taught for the main part in tutor groups * Stair use prescriptive up and down stairs: student services stairs up, Hall stairs down, Stairs by computer rooms C Floor up with signage in place * Internal stairs staff and Sixth Form use with signage in place * Signage on stairs to remind of symptoms and distancing * Corridors two way but single file with tape line down the middle of the corridors * Ingress and egress addressed above * Significant signage to remind staff and students of expectations and this is being done regularly * Staff on duty to move students quickly to lessons with expectations outlined to staff and students at regular points * Pre term check will take place on all signage and tape to ensure consistency   **Classrooms**   * In rooms where desks are movable all desks will be front facing * Teachers desks will be marked off with tape to give 2m distance * Classrooms decluttered of departmental resources and personal clutter three times prior to end of term * Departmental resources stored centrally to remove need for staff to go into each others classrooms * Staff to be R/A to ascertain whether there is a need to allocate lift keys, trolleys to move resources * Pre term check will take place * Union Health & Safety Rep to join check walk around.   **Offices**   * Student services office split into two locations * Conversations with individual children to take place outside where possible * Main office split into three locations and an onsite/offsite rota in place * Signage on doors indicates how many staff can be in any one work area at any time * Guidance given to staff about no hot desking * Seat covers will be used where hot desking is unavoidable * Where close tasks are shared and SD may not be possible face coverings will be worn * New Rota has been implemented in the admin office. Two staff members have been moved to two individual rooms and one staff member is working from home. * *SLT removal Remove (DT Area) has been converted into the Lateral Flow testing Centre in the short term.* * *It follows the guidance set by the DfE* * *It has a clear entrance and exit* * *Its already has a number of booths that can be easily converted* * *It has a non-porous floor covering that can be easily cleaned* * *This room will be used for the initial two weeks giving SLT time to assess its effectiveness and to plan a possible alternative when the full school returns (see testing procedures later in guidance)* | *as passing in the corridor briefly is low risk there is a single file two way system in place.*  *A bigger risk was considered to be students in groups walking around the corridors several abreast- the design of the building leads to this.*  *Stair cases have been changes to one way.*  *Bannisters will be regularly cleaned*  *Time has been allocated prior to the end of term to allow staff to declutter rooms without students present* |
| First Aid procedures – Reduced numbers of first aiders and Paediatric first aider. | *Review First Aid risk assessment (RA22 or equivalent). Rota systems in place to ensure adequate numbers of first aid and PFA trained staff. Communication of first aid arrangements during daily briefings. PPE within first aid supplies*   * There is a full team of first aiders in place * They are aware of the expectations regarding the wearing of PPE if they step within 2m of a child * All have been sent the latest DfE guidance to read and will acknowledge “read and understood” regarding use of PPE, acknowledged by return of email to First Aid Coordinator * Visors should be worn if a child is coughing * Health and safety lead with regularly update rota * Health and safety lead will regularly update training and advice * Rota will be held by the main office, including a reserve list in case of illness * Rota will also be displayed in Student Services Offices x 2 and in every departmental office * Rota will be emailed out weekly with a daily reminder * Pre-term check that rotas are displayed in every departmental, pastoral and admin office * *Rota meeting (15thSeptember) a new rota is being produced so that staff are only on duty for a maximum of 21/2 Hours per day so they can complete other work. Higher level trained staff (those with the 3 day rather the 1 day course) will step in if staff need support. Higher level staff will do two duty shift per week as well.* * *Pastoral Coordinators and 1st Aid Rota will be trained to complete the initial testing/screening process* * *Volunteers will be brought in as soon as they can be trained and vetted* | *First aid team have been regularly updated with the DfE guidance throughout the pandemic* |
| Fire Procedures | *Review the fire risk assessment taking into consideration any changes made to the layout, and the impact this may have on fire evacuation and escape routes.*  *Ensure that testing and monitoring regimes are in place for fire detection and alarm systems, fire extinguishers and that any interim arrangements (such as doors propped open where necessary to reduce hand contact), are managed so that they do not compromise fire protection (and security) measures. Review where required fire evacuation routes and assembly points to ensure that social distancing guidelines are being met.*   * Fire routes will remain the same * Fire notices will be displayed in all rooms as they are now * For KS 3 Fire walk throughs to Marlborough will take place within the first ten days * For Year 7 the Fire Walk through will be part of their induction day when no other students are in the school * Fire walks for other year groups will be done during the extended tutor period   Marlborough Field will be marked to ensure social distancing  *All Fire Walk Throughs have been completed* | *Weighing risk with risk fire walks will be done in year bubbles and not a whole school fire drill*  *Lockdown practice will also be done with a warning rather than no notice to avoid adding to student distress at a challenging time. This will be on a designated day in the Autumn Term* |
| Water hygiene – management of legionella | *Review the water hygiene management plan. Ensure that agreed regimes for flushing and monitoring of temperatures have been maintained throughout any period of closure / partial opening. Where regimes have not been maintained ensure that cleaning and disinfection has taken place prior to reoccupation as per government guidance* [*Managing School Premises during the Covid-19 outbreak*](https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak)*.*   * Checks will take place as usual during the summer break ready to return in September * Checks for other services are due for rechecking in October * Maintenance checks have continued throughout the pandemic and lockdown |  |
| Using and monitoring new practices to reduce risk of Covid-19 transmission | *Training of all staff via briefing prior to start – to include contents of this RA, alternative layouts and any changes to fire evacuation routes, use of PPE, location of designated room for suspected cases. Headteachers and school leaders must monitor arrangements and make remedial actions where needed. Ensure there are opportunities for all employees to raise concerns / make suggestions.*  **Consultation**:   * Working group of Senior Staff: Wednesday 15/7/20 done * New Senior Team Meeting: Friday 17/7/20 done * School Middle Leaders by Meeting: Friday 17/7/20 done with opportunity for questions * Broadcast to staff on Friday 17/7/20 with opportunity for feedback and training on the trainings days in September * The risk assessment was sent to all staff on 16/7/20 and as for the first R/A questions and concerns will collated and the R/A will be adapted as is reasonable in response * Union input was sought before drafting and will be sought again on completion of first draft-meeting held with reps and Ht and DHt on 20/7 * NEU advice and checklist was used for completion * Regular discussions with H&S Union Rep * Ad Hoc Committee of the Board of Directors on Friday 17/7/20 by the new Senior Team with support as required * It will reviewed again on Friday 14/8/20 and Friday 21/8/20 by the new Senior Team with support from the current HT as required * It will be shared again, with training, on Thursday 3/9/20 to the whole staff * It will be a dynamic document which will be regularly reviewed during the autumn term * Union consultation sought on Friday 21/08/20 * Weekly consultation with Union Reps especially H&S Rep   **Training**   * See above and in addition: * September Training Day briefing led by HT as part of the September Training Days * Training Programme has ensured that every element makes reference to Covid security * Departmental Meeting time with prescribed item led by HoD on Departmental specific CV 19 information   Duty Team Meeting led by HT to ensure break and lunch time duty teams are fully briefed on expectations relating to managing the CV 19 risk  *All staff training is to be remote*  *SLT lead produces a Pre-recorded video that covers the relevant points*  *Departments meet in a socially distanced space where face coverings must be worn.*  *A Teams meeting will be set up between SLT and the departments to clarify any questions*   * SRo informs ECV staff and H&S Rep verbally, all staff by e-mail, CDir/CoG by phone and Parent/Carers by letter after the school is informed of each live case (2 x W/B 4th Nov 2020)   Lateral Flow testing to be introduced ASAP to track and isolate any staff and students that are asymptomatic.  Testing in process of being updated to 2 satff tests for tsoe staff that are in for more than one day per week  Consented students have also been having weekly testing during the National Lockdown 3 as a way of further ensuring that everyone is safe.  Track and Trace will be used rather than Proximity Testing inline with current DfE guidance. | *Departments have a corresponding risk assessment in more detail which is subject specific (see Appendix).*  *All risk assessments will be regularly reviewed as they are put into practice and the risk becomes higher/receded.*  *The matter will be a standing item on staff and department meetings throughout the first term*  *Managing risk will be an element of all staff briefings through the autumn term* |
| Management of premises related risks e.g. asbestos, delayed statutory testing *(LOLER)* | *Communication arrangements to ensure that requirements and controls are understood by responsible persons (e.g. signing in processes for contractors). If equipment is not within statutory test periods (e.g. lifts and hoists) then it should be taken out of use until the inspection and test can be completed.*  This is up to date an in hand and will continue on the normal cycle of testing |  |
| Staff rooms and offices to comply with social distancing and safe working practice | *Numbers of people reduced at one time to allow social distancing – chairs removed/placed apart. Avoiding unnecessary gatherings. Where possible reduce the use of communal / shared facilities such as tea and coffee facilities and encourage staff to bring their own food and utensils. Enhanced cleaning regimes as per below.*   * The number of morning briefings will be reduced to 1 for the first term and will focus on issues related to the safety of staff and students on the premises * Note the capacity of the hall at 1.5m+ is for 160 staff. The school has 125 staff on its role and where social distancing may be compromised face coverings will be worn * An additional morning briefing will be given to departments as this is where most dynamic risk assessment will take place in the first few weeks * The two largest offices, Main Office and Student Services, are now split location with some home working continuing * Staff have been asked to bring in own crockery and own tea and coffee. * Staff have been asked to sanitise hands before opening cupboard doors/using boiler in staff room * Soft furnishings have been removed from office- this creates extra space and removes risks of fabric being infected * All staff provided with hand sanitiser * All staff provided with anti bac wipes * Staff will be asked to bring own food to reduce traffic in canteen * Office staff asked not to be on corridors at lesson change overs * There will be no hot-desking. If there is an unavoidable use of another chair and desk space, chairs will be covered, and phone will be wiped   *More plastic chairs have been ordered for offices where needed to support easy cleaning*  *SRo to ask all meetings to take place via Teams apart from SLT who are able to socially distance in St Christopher’s Hall in the morning due to the vast amount of space and air flow.* | *The vast majority of staff have been into the buildings during lockdown by choice and are therefore familiar with the majority of these expectations* |
| Ventilation to reduce spread | *Open windows and prop doors open, where safe to do so (bearing in mind fire safety, security and safeguarding).* *Where mechanical ventilation is present, recirculatory systems should be adjusted to full fresh air. If mechanical ventilation systems cannot be adjusted to full fresh air systems should be operated as normal. Ventilation to chemical stores should remain operational.*   * Ventilation is in place in rooms in use- to be reviewed when weather changes * Mechanical ventilation in internal classrooms and offices draws in fresh air- this has been checked with BAM and discussed with unions * Classroom doors should always be open * Two windows at least should be open in each classroom. This plan will need to be reconsidered in winter * Staff reminded that the ventilation system will be fully on in September. * The ventilation system was serviced October ½ Term. This will guarantee the air flow in the rooms * Staff remined by SLT to keep windows open | *There will be a need to revisit this when the weather changes and also consider temperatures in areas with mechanical ventilation* |
| Ventilation to reduce spread  Update | *Schools need to balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate:*   * *opening high level windows in preference to low level to reduce draughts* * *increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused)* * *providing flexibility to allow additional, suitable indoor clothing. For more information see*[*School uniform*](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools?utm_source=22%20October%202020%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19#school-uniform) * *rearranging furniture where possible to avoid direct drafts* * *mechanical ventilation systems – these should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply)* * *Opening internal doors can also assist with creating a throughput of air* * *natural ventilation – if necessary external opening doors may also be used Where schools believe that ventilation could be improved by leaving fire doors, either internal or external, open, this must only be done once the fire risk assessment has been reviewed and amended. Schools must ensure that systems are in place to close doors in the event of a fire alarm, during breaks if they cannot be monitored or at the end of the day. There is also the security risk of leaving external doors open and therefore there must be procedures in place to mitigate this such as ensuring that they are closed at times when they cannot be sufficiently monitored.* * *Ventilation to chemical stores should remain operational.*   *It is advisable to use a thermometer to monitor temperatures where opening windows and doors is being used as a mechanism to aid ventilation. For more information on suitable workplace temperatures see HSE:* [*Guidance on temperature in the workplace*](https://www.hse.gov.uk/temperature/index.htm)   * Ventilation is in place in rooms in use- to be reviewed when weather changes * Mechanical ventilation in internal classrooms and offices draws in fresh air- this has been checked with BAM and discussed with unions * Classroom doors should always be open * Two windows at least should be open in each classroom. This plan will need to be reconsidered in winter * Staff reminded that the ventilation system will be fully on in September.   The ventilation system was serviced during October ½ Term. This will guarantee the air flow in the rooms  *Many teachers are now using the top windows to promote airflow but also ensure the environment is as comfortable as possible. Students allowed to wear additional/appropriate clothing where necessary.*  *Request by teachers to move the larger KW/V classes into COM 3 and 4 as there is a more open space is being considered. The teaching spaces already have functioning ventilation systems in place that ensure the correct flow of air. However, this will be actioned as long as we have enough functioning PC’s in the COM 1 and 2.* |  |
| Management of waste | *Ensure bins for tissues are emptied throughout the day.*  *Follow* [*Guidance on disposal of PPE waste*](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#how-should-ppe-and-face-coverings-be-disposed-of) *(such as used fluid resistant masks)* *and* [*Government guidance on disposal of waste*](https://www.gov.uk/guidance/coronavirus-covid-19-disposing-of-waste?utm_source=9742866f-a0c4-4e00-ba29-43f523670856&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate#face-coverings-and-personal-protective-equipment-ppe-for-social-distancing)*, including waste such as wipes and cloths generated by additional cleaning and disposable face coverings where for instance they have been worn for the journey to school. You must make sure that these items are disposed of properly rather than going into recycling bins.*   * Any suspected Covid 19 waste will be stored for up to 72 hours until the case is proved to be positive or negative. If negative this will be disposed of in the normal way. If Covid19 case is positive then a specialist waste disposal team will be contacted. Unsure of exact wording for this at the moment but can look into it further. This has been made explicit to Parents/Carers * Classrooms will have pedal bins to ensure staff and students do not need to touch bins * Classroom bins will be checked throughout the day- staff will alert site staff if the bin is full or a child has symptoms * Protocol for disposal of stored potentially hazardous waste in place * Advice at PHE if there any doubts or concerns   *All waste Lateral Flow Equipment (packaging etc will need to be disposed in line with guidance).* |  |
| Management of incoming goods | *Consider how to manage supplies coming into the school, which takes into consideration SD and hygiene measures. E.g. drop-off point – one person controls the process etc.* |  |
| School owned outdoor play equipment | *Promote good hygiene and social distancing using signage and other methods of comms (community noticeboards, school newsletters) to set out: maximum numbers to enable SD, encouraging parents to clean children’s hands before and after play, disposal of all rubbish. Consider limiting numbers (e.g. taking out swings), using time limits, one ways systems around pieces of equipment, cleaning regimes if applicable for high traffic touch points such as slides, monkey bars and climbing frames / walls, playhouses and huts, crawl through tunnels and tube slides, exercise equipment, gates, benches and picnic tables, refuse areas and bins. Encourage effective sanitation by users, parents etc. Consult guidance on* [*Managing Outdoor Playgrounds*](https://www.gov.uk/government/publications/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms) *for equipment also used by the community.*  *When used by the school, it must be appropriately cleaned between groups of children and only used by one group at a time.*  *This is not being used by outside groups at this stage* |  |
| Hiring out premises | *Schools should ensure they are considering carefully how to hire out to external bodies or organisations, such as external coaches or after-school or holiday clubs or activities. Such arrangements can only operate within their wider protective measures and should also have regard to any other relevant government guidance. For example, where opening up school leisure facilities for external use, ensuring they do so in line with government guidance on* [*working safely during coronavirus (COVID-19) for providers of grassroots sport and gym or leisure facilities*](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities).  At this stage we are not hiring out our facilities. This will be regularly reviewed. |  |
| **School owned outdoor play equipment** | *Promote good hygiene and social distancing using signage and other methods of comms (community noticeboards, school newsletters) to set out: maximum numbers to enable SD, encouraging parents to clean children’s hands before and after play, disposal of all rubbish. Consider limiting numbers (e.g. taking out swings), using time limits, one ways systems around pieces of equipment, cleaning regimes if applicable for high traffic touch points such as slides, monkey bars and climbing frames / walls, playhouses and huts, crawl through tunnels and tube slides, exercise equipment, gates, benches and picnic tables, refuse areas and bins. Encourage effective sanitation by users, parents etc. Consult guidance on* [*Managing Outdoor Playgrounds*](https://www.gov.uk/government/publications/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms) *for equipment also used by the community.*  *When used by the school, it must be appropriately cleaned between groups of children and only used by one group at a time.*  The school does not have an outdoor play area |  |
| Cleaning and reducing contamination |  |  |
| Contaminated surfaces spreading virus. | *Classroom based resources such as sports, art and science equipment can be used and shared within the bubble. Such resources should be cleaned frequently and meticulously and always between bubbles or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.*  *Follow government* [*guidance for working in education and childcare*](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) *if a someone becomes ill with suspected COVID-19 at the setting. Follow guidance on* [*Cleaning and decontamination of non-health care settings*](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings)*. Further guidance on cleaning non health care settings is to be published by Public Health England by the end of the summer term.*   * Parents will be regularly reminded not to send their children to school if they have symptoms of CV 19 and that they should get them tested if they do exhibit symptoms * If a child becomes ill with these symptoms they will be dealt with by a member of the first aid team and the staff will be regularly reminded of these expectations. The child will be removed from circulation immediately * If a child with symptoms is awaiting collection they will wait in the small meeting room in Reception. This room is well ventilated and close to the exit in not in the main building. * The child will only from this point use the Reception toilet * Once the child has been collected the room will be disinfected * In the case of a positive test the school will engage with Public Health England as required. * Children will be asked to bring in hand sanitizer as a routine part of their equipment. Where they cannot do this the school will supply it. Hand sanitization will become a routine part of the start of every lesson before children start to work * In addition if the lesson is in a computer room children will wipe the key board and sanitise their hands before they leave the room, as well as before they start the lesson * There will be no sharing of their personal equipment between children * Departmental equipment will be sanitised between use * Rooms which are used for more than one group in a day will be cleaned during the day at break and lunch time * Bannisters in the school will be wiped down at regular intervals during the school day by cleaning staff * The cleanliness of door handles will also be covered by the constant use of good hand sanitiser routines in all classrooms (Hands/Face/Space) * However, staff are welcome to wipe their own door handle down if they feel it is necessary on a case by case basis.   Subject specific RA to be reviewed on training in light of updated whole school RA  HoD to ensure all have seen and understand subject specific RA. SLT LM to check.  TAs and Technicians to clean equipment whilst specialist staff are taking their KS3 class back to their Tutor Base. Staff to be inform ed during training days.  **Art**   * equipment ready for each year group * work pack in clear wallet for every student containing sketchbook and basic equipment. large clear plastic boxes for every class to house wallets [easy to manage and distribute/collect and store after each lesson] * lower school sketchbooks to remain in school at all times [ homework?] * laminated handouts so they can be wiped down * students will remain in their seats staff to distribute equipment * exam groups may use laptops and these will be wiped down after use and stored in set location * sixth form space – designated desk for each student. windows opened every morning by member of staff * wipes, soap and paper towels * visors available for staff, extra gloves, masks * With many of these measures obviously there will be a cost involved, at this stage we will price up an ideal and go from there**.**   **Drama**   * Practical groups are to be strictly no more than 4 students (where ever possible using pairs). These groups will then be expected to follow strict social distancing procedures. * Practical groups (where appropriate/possible) will remain the same over the course of a SOW/assessment. * Practical groups to work in designated areas of the space and (where ever possible) will remain in these each lesson. * Students will not have access to the prop and costume store until further notice. * Vocal work (specifically singing – Exam groups only) will be done in one of the following ways: 1) In a large, well ventilated space for example the Activity Studio or 2) Outside, weather allowing. Extreme social distancing will be in place (at least 2 meters and all facing forward). * Contact based theatrical styles such as Physical Theatre not to be taught in 2020-21. Schemes of learning and play texts adapted accordingly. * Until further guidance is released, any extra curricular is to be planned and offered in year group bubbles and casts/participants kept between 5-10. E.g. a Year 9 play with a cast of 7, all invited/signed up by RVA and parental permission granted. Socially distanced, invited audience or live streamed performances.   **Music**   * All pupils will be taught in music classrooms using appropriate equipment. ON entering the space all pupils will be required to sanitise hands. * On using shared instrumental resources such as keyboards and strummed instruments these will be cleaned with antibacterial wipes before use. * Where close working practice and stepping into the “working space” of a pupil is required visors will be available to all staff. * Where singing is relevant and important to musical activity it will be conducted at quiet levels using no extremes of diction (particularly plosives) with pupils at separation of 3m2 * Music technology devices such as computers, ipads and tablets these will be cleaned before each use and where possible at the end of each day by staff. * Individual instrumental lessons will be conducted under guidance according to the music department RA in rooms enabling appropriate social distancing. * Extra-curricular rehearsals will take place in small groups of no more than 8 and with appropriate social distancing relating to the nature of instruments (strummed, blown or bowed). * Colin Jackson to clean Music equipment   **\*\*\*\*\*Possible introduction of Peripatetic teachers -This section is under consideration as the school have concerns about ventilation.**   * The music department are keen to start peripatetic music lessons again. * Visiting music teachers (VMTs) to be sent the appropriate school-based guidance prior to arrival.  On signing in appropriate sanitisation procedures should be followed and mask and visor should be worn on all corridors as guided by reception. * Hand sanitisation protocol to be followed before and after lessons by pupils and staff. * Lessons must be timetabled (and therefore rotated) in bubble/year group blocks * There should be a 2 minute gap between pupils in different year groups, VMT can collect cleaning materials from MUS1. * Lessons should not be timetabled to start at lesson changeover so that we have made our best endeavours to avoid pupils in different bubbles coming in to contact during lesson changeover. VMT’s to avoided 10 past starts and 20 to when timetabling lessons. * The room should be ventilated at all times by propping the door open for the entire session to promote air circulation. Pianos and any other musical instruments and equipment must be cleaned in between pupils with antibacterial wipes.  A second piano will be made available for piano lessons for the purpose of demonstration. * Masks and visors may be worn by staff at all times. * Clear plastic screens to be available to all VMTs and should be used in singing and wind lessons * They have sourced information from Devon Music Education Hub, Music Mark (the music educators association), and the various trade union bodies (MU and ISM) that advise the music teachers themselves. * Current guidance suggests that transmission from wind/brass instruments is not as high as originally suspected as because sounds is produced with very little air. The sound is produced with very little air but the vibrations are amplified.  This issue was mis-conveyed at the onset of the pandemic along with singing being significantly different to talking- it is now understood not to be. * The guidance suggests that 2m distancing at all times and 3m when practical is the appropriate control measure- the further mitigation we would put in place is the use of face coverings and plastic screens. * The technical team are currently investigating the working flow of the ventilation capacity in the rooms in relation to the air filtration system in place.  They are looking to gain some precise figures relating to the “litres per second per person” as is referred to in the government guidance that was sent out at the end of August. * The Peripatetic teachers will are also planning on using the larger practice rooms which will make the physical distancing in these spaces much easier. * The peripatetic teachers will need to sign in the main reception and them walk around the outside of the building, around the back of the Sportshall and in through the PE sliding doors in order to access the music department.   **\*\*\*\*\*Please see Appendix for further guidance**  **This has now been updated. At this stage all Peripatetic Teaching is to take place in the main music rooms as they have outside windows with sufficient airflow. These sessions will take place as a socially distanced face to face session using Perspex screens. These sessions will take place once every three weeks with any other Peripatetic lessons to take place in the child home via Zoom or Teams.**   * **Further information in the appendix to clarify how Peripatetic teaching Will/could work in school**   **PE**   * Activities have got to be limited to striking and fielding and athletics based activities following Afpe and DfE guidance. * Wet weather lessons PE staff can only use the sportshall for one class and the activity studio for a low intensity activity such as yoga or Pilates to ensure breathing rates are not too elevated in smaller indoor spaces. Any other class will have to do a theory lesson in a classroom. * All equipment must be cleaning after each use. Bats, javelins and shot puts will be cleaned with hand sanitiser to speed up drying time and reduce the risk of them slipping out of students hands. * Equipment can be shared within the teaching bubble but social distancing where possible should remain and equipment such as bibs to be avoided. * Additional hand sanitiser stations are needed at the back of the changing room area and in PE store rooms. * All students are to arrive in school in PE kit as the changing rooms will not be in use. No spare kit will be given out. * KS4 will walk now be registered by their teacher in their designated meeting point and they will then take their bags with them to their teaching space. * To facilitate using the astro trainers will need to worn as boots will not be given out. * New activities are being introduced from Monday 2nd November. These all follow DfE and Sports Governing Body Advice (please see the updated PE RA on Page 61)   \*\*\*\*This guidance for extra-curricular activities in Physical Education has been has now been superseded 4th November 2020 – See Page 61  DfE Guidance   * *Training for extra-curricular purposes, for instance as part of clubs, should not take place.*   **Further information in the appendix to clarify how the PE behaviour tutor sessions will run.**  **IT/Media/Photography**  **These subjects are covered by cleaning regimes and UV wands**  Order for UV Wands has been cancelled. The Directors and Governors raised a concern over safety and the need for PPE and Training. The school approached Devon County to gain their opinion and they say they do not have enough evidence to confirm they are safe. School will go back to the original plan of students’ using hand sanitiser for their hands and wipes for their keyboard before using it.  **Design Technology**   * Until we receive further guidance from CLEAPS in early August the department will not be engaging in  practical work at KS3, Year 10 focus will be on theory and year 11 will concentrate on their NEA task which will be computer based. * By the nature of the BTEC courses and the size of classes years 12 and 13 will continue to participate in practical activities. Social distancing will be adhered to at all times. * Workshop/kitchens will be well ventilated with a natural air supply. Staff will ensure windows and doors are left open. * Staff must consider when planning lessons that extra time will be needed at the start and end of each lesson. This will allow students time to tidy up their equipment, wash their hands using hand sanitizer. * Students will work on their own bench at all times to allow for appropriate social distancing of 2m and the least amount of movement around the room. * There will be tool boxes provided for each student at their workstation which will be cleaned at the end of every lesson. * Goggles and aprons will be provided for students which will be dropped into Milton at the end of each lesson so that they can be sterilised.  Two sets will be provided with one set being sterilised and one set being used. * Specialist equipment will be collected and stored in the technician’s room overnight. * Any waste material will be collected at the end of the lesson and stored for 24hours in a designated area. | *There will need to be regular reminders during the autumn term*  *There will need to be a review of capacity in flu season* |
| Shared resources and equipment increasing spread | *Prevent the sharing of stationery and other equipment where possible Suitable procedures in place for managing access to items of ‘heavy use’ such a photocopiers to maintain social distancing. Enhanced cleaning regimes.*   * There will be no sharing of personal resources between children in the short to medium term * All departments which have equipment which is likely to be used by more than one child in a day will have subject plans to manage risk * These plans will be department specific and will be shared in more detail on the Training Days in September * There will be a routine for all children at the start of every lesson of bags down, and sanitise hands before the days starts * Routines for lessons will be reinforced with staff through session on Covid Secure teaching session on training days * *Proposal that TAs to use Visors and the option of a Face Covering as well to allow them to fulfil their role. They will have to continually helicopter around the room and when not needed should wait by the door until directed by the teacher. KS3 TAs will be embedded a class as they are fixed. KS4 TAs will be allocated to a department.*   *This is to be proposed and discussed during the September training days.*  Teachers reminded to pack up their class and clean their desk down in good time (SRo Briefing Wed 30th Sept)  All pink anti-bacteria bottles have been removed from KS3 lessons as we have had two occasions where a student in year 8 and 9 have sprayed the liquid into another child’s face. The liquid is non-hazardous as listed on the data sheet. However, we do not want another incident like this to take place. The bottles will remain in the KS4 classrooms at this stage. Antiseptic wipes are to be used by staff in KS3 classrooms form this point forward. However, some teachers have requested their own bottle so that they can carry it around to each of their lessons (this is optional, and staff have signed for their bottle in the staffroom) |  |
| Cleaning staff and hygiene contractor's capacity - providing additional requirements | *Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this. Ensure cleaning products being used are suitable and that adequate supplies of cleaning materials are available. See* [*Safe working in education and childcare*](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) *for guidance on PPE and guidance on* [*cleaning non-health care settings*](file:///C:\Users\srogers\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\RYXHBO9J\Further%20guidance%20on%20cleaning%20non%20health%20care%20settings%20is%20to%20be%20published%20by%20Public%20Health%20England%20by%20the%20end%20of%20the%20summer%20term)*. Put in place an enhanced cleaning schedule and establish more frequent cleaning of shared areas or those used by different groups. Additional guidance on cleaning of non-health care settings is to be published by Public Health England by the end of the summer term.*   * For KS 3 there will be no additional cleaning requirements during the day due to students being in fixed groups and rooms. Rooms will be thoroughly cleaned each evening. * KS4 (Year 10 and 11) must have break and lunch in the dining hall each day. On wet days they must remain in the dining hall to allow enhanced cleaning to take place * There will be additional cleaning of classrooms which are used by more than one group during break time and lunch time. A rota and list of rooms will be in place * There will be cleaning of the Dining Hall between sessions of students * Rota given to cleaning supervisor. Rota to be placed in the admin office windows for easy reference. * Pre-populated cleaning time sheet to be produced and signed by cleaners after each cleaning session is completed. * We have enhanced cleaning in place during break and lunch for KS4 & 5 classes. Some staff have said that they want to wipe down tables themselves at the end of Period 3. This is optional rather than an expectation and should not be undertaken if your class have to wait in the corridor before they come into the classroom (social distancing)   Cleaning staff to be invited to take part in our LFT procedures | *There will need to be a review of this after the first two weeks*  *There will be complementary routines to support this focusing in catch it bin it kill it, hand hygiene and the arrangement of desks* |
| Sufficient handwashing facilities for staff and pupils | *Where a sink is not nearby, provide supervised access to hand sanitiser in classrooms and other learning environments. Plan in regular access to facilities throughout the day. Provide additional sinks where possible. Ensure enough handwash and sanitiser stations are available based on what you have learned from usage to date.*   * The school is providing additional hand sanitiser stations * Children will be asked to come to school with their own hand sanitiser- this is especially important for students who have an allergy of any sort, or hand washing will take place instead. This was communicated at the end of term and will be communicated again at the beginning of the term * the school will keep a supply for students who do not have it * staff have all been provided with hand sanitiser | *There are limited handwashing facilities*  *There will be 20 handsaniter stations which will be regularly replenished during the day* |
| Additional time for staff and pupils to carry out handwashing | *Frequent hand cleaning as part of normal routine. Stagger regular access to handwashing facilities through the day. Build routines into behaviour expectations and school culture.*   * break and lunch are staggered (see appendix) to allow time for cleaning hands * clear expectations at the start of all lessons regarding use of hand sanitiser   clear routines for wiping key boards etc built into lessons |  |
| Handwashing practice with children | *Review the guidance on hand cleaning and introduce handwashing songs for younger children. Ensure that help is available for children and young people who have trouble cleaning their hands independently. See guidance and resources available at* [*e Bug*](https://e-bug.eu/eng_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus)*.*  *Consider risks around ingestion of sanitiser and where this is a risk substitute for skin friendly sanitiser wipes for young children / those with complex needs.*  *Hand Santiser is available in all teaching spaces.*  Students wash hands when they use the toilet facilities |  |
| Good respiratory hygiene | *Promote ‘catch it, bin it, kill it’ ensuring that enough tissues and bins are available. Support should be provided for young children and those with complex needs, particularly where children spit / use saliva. In such cases this should be considered within the pupil’s individual risk assessment.*   * Bins with lids supplied to all classroom * All classrooms to have boxes of tissue x 2 checked and available for the start of the day   Posters refreshed regularly by the H and S team regarding hand hygiene and good respiratory practices to avoid students seeing them as “wall paper |  |
| Sufficient supplies of soap and cleaning products | *Discuss with suppliers and contractors to ensure sufficient supplies and deliveries. Use regular detergents and bleach. Review COSHH assessments (RA05) and implement additional controls required where there has been any change in products.*   * This is already in hand with suppliers * Rota in place to check during school day   Hand dryers are switched off to reduce air particles |  |
| Toilets being overcrowded | *Limit the number of children or young people who use the toilet facilities* at one time. Visiting the toilet one after the other if necessary. *Different groups don’t need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet.*   * Direct supervision of students visiting toilets on a duty rota at break and lunch * until the end of the first term students will be allowed to visit toilets during lessons to stagger usage and this will be tracked by classcharts * toilet cleanliness to be checked by cleaners at regular intervals   toilet signage to cover lids being closed for flush |  |
| Staff related issues |  |  |
| Staff measures to reduce contact and transmission Covid-19. New variant of the Covid-19 virus. It is also noted that the new variant may present an increased risk amongst children and young people who present as - asymptomatic. | *When assessing the return to full opening the following section of the DfE guidance must be followed****:*** [*https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks*](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks)  ***Where this cannot be met, then the school must record why and what other control measures they will adopt.***  *All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable.**Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults and should avoid close face to face contact and minimise time spent within 1 metre of anyone. Similarly, it will not be possible when working with many pupils who have complex needs or who need close contact care. These pupils’ educational and care support should be provided as normal.*  *When considering the return of non-teaching staff school leaders should recognise the wider government policy that staff who can work from home should do so and apply this where feasible (e.g. in administrative roles).*  **Focusing on control measures that reduce close contact, will reduce the number of staff and pupils required to self-isolate when there are cases within the school.**  *PHE have identified issues that have arisen in IMTs in schools and some adjustments are being made by schools as a result. There may be difficult to implement due to disruption to learning or operational issues. But schools are also identifying that actually having positive cases and seeing the impact on numbers being sent home to self-isolate (staff and pupils) will also affect learning and operational issues.*  *Mitigating measures that will reduce the number of close contacts between individuals and therefore numbers required to self-isolate as the result of a positive case in the school:*   * + - *Reducing bubble sizes,*     - *reducing face to face meetings (move to video calling if appropriate),*     - *reducing or eliminating the number of staff and pupils mixing across year groups/ classes at lunch, breaks, staff rooms etc.*     - *reducing or eliminating the movement around the school of pupils and teaching staff,*     - *reducing or eliminating the movement across bubbles of pupils and teaching staff,*     - *no car sharing between staff to school*     - *keeping to the 2m distancing (for teachers especially) if at all possible*   *Other measures that will reduce the spread of the virus in the school – face coverings, thorough regular cleaning regimes throughout the day (of hands and of hard surfaces/ high use touch points), catch it bin it kill it messages.*    *School is currently only delivering education in school to a relatively low number of Vulnerable and Keyworker children.*  *The year groups are still working in bubbles and are following the same social times of the day that we in place last term to promote social distancing.* |  |
| Staff measures to reduce contact and transmission | *When assessing the return to full opening in September the following section of the DfE guidance must be followed****:*** [*https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks*](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks)  ***Where this cannot be met, then the school must record why and what other control measures they will adopt.***  *All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable.**Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults and should avoid close face to face contact and minimise time spent within 1 metre of anyone. Similarly, it will not be possible when working with many pupils who have complex needs or who need close contact care. These pupils’ educational and care support should be provided as normal.*  *When considering the return of non-teaching staff school leaders should recognise the wider government policy that staff who can work from home should do so and apply this where feasible (e.g. in administrative roles).*  Student services staff and office staff locations have been split  For office staff there is a rota in place which involves staff, where possible, working from home  All soft furnishings have been removed from staff areas where necessary. If more than one person will use a soft desk chair seat covers will be used.  Staff work rooms, including the staff room, have clear signage stating how many staff can safely work in the room taking into account social distancing  There will be no “blanket ban” of face mask use for staff who would like to wear them in a work room, or have a medical need  Proposal that TAs to use Visors and the option of a Face Covering as well to allow them to fulfil their role. They will have to continually helicopter around the room and when not needed should wait by the door until directed by the teacher. KS3 TAs will be embedded a class as they are fixed. KS4 TAs will be allocated to a department.  *This is to be proposed and discussed during the September training days.*  All staff have been and will be reminded regularly about the importance of engaging fully with Test and Trace  Classroom have tape to indicate a working space that is socially distanced for staff and into which students should not step  All staff have been provided with hand sanitiser and wipes  Staff are asked to bring in own crockery and cutlery  Staff will be encouraged to bring in their own food  Staff will not deal directly with students exhibiting CV 19 symptoms but will call first aid  Staff dealing with First Aid will have appropriate PPE  Systems for isolating students are clear  All staff will been given the full copy of this risk assessment and have the opportunity to comment  Staff will be able to work in a free period off site and/or in library. Staff must sign out and back in  Further guidance for teachers in the classroom (shared with staff oin 6th September by (SRo)   1. If the teacher wants to write something on their white board and it is slightly outside their box then they can do so as long as the students are seated and they can maintain social distance. If they can’t then they must use their Face Covering and Visor.      1. If you want to move outside of your box to support your Class/Individual student for a short period of time you must inform them what you are doing and check if they are happy for you to approach. You must again be wearing your Face Covering and Visor.   *Staff reminded to wear their mask and face covering when they move outside their Teacher Box.*  *Many middle leaders have called for Middle Leaders meetings to move to socially distanced Face to Faced sessions based in St Christopher’s Hall.*  *All staff to wear face coverings*  *All to maintain 3m+*  **Behaviour Learning Walks**  SCR to conduct safe behaviour learning walks for the new staff.  The outline plan is below, SCr to wait at the door, the new member of staff will observe from the back of the room. Observing staff must wear a mask and visor and stay for no more that for 5 minutes. SCr has selected high performing/stronger teachers and would inform them beforehand (optional basis).  **Behaviour Learning Walks – December**   * Meet me 10 minutes into the period in student services. * 30-minute learning walk followed by a de-brief. * Masks on at all times, Masks and Visors when in the classroom. * SCr will ask TA’s to wait outside briefly. * We will observe each room for no more than 5 minutes. |  |
| Managing supply teachers, visitors, contractors and other temporary visiting staff. | *Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. Schools should consider how to manage other visitors to the site, such as contractors, catering staff and deliveries, as well as cleaning staff and site staff who may be working throughout the school and across different groups / sites. This will require close cooperation between both schools and the other relevant employers. Schools should have discussions with key contractors about the school’s control measures and ways of working as part of planning for the autumn term* and *ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival. Where visits can happen outside of school hours, they should. A record should be kept of all visitors. It is important that staff who are managing supply teachers, visitors, contractors and other temporary visiting staff are conversant with SD and hygiene protocols within the school.*   * All visitors to the school site have to sign in at the Main Reception * Visitors will receive an information leaflet detailing requirements whilst on site * There is a guidance at the front desk for visitors to read as the sign in * The school already has cover supervisors as part of the staff and they will therefor provide continuity for students * Two additional cover supervisors have also been appointed   The cover organizer is sourcing consistent supply from agencies who are working with this guidance  *The cover organiser to highlight which rooms that might need to go onto the cleaning rota if room allocations have to take place (Vaccinations & Exams etc). This is to stop any contamination between bubbles if they do have to use a different classroom.* |  |
| Insufficient staff capacity to deal with increased numbers of pupils - Shortage of teachers to maintain staff to pupil ratios | *If there are any shortages of teachers to teach the number of classes, appropriately trained teaching assistants can be allocated to lead a group, working under the direction of a teacher.* *Careful planning of the year groups/classes should be undertaken based on staff availability. Supply teachers and other peripatetic staff can be engaged where necessary. See ‘school Workforce’ section of the DfE guidance:* [*https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks*](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks)  In an emergency any staff can be required to cover a class  The school has several large space where in an absolute emergency classes could be collapsed into without compromising social distancing. This would be a last resort and would need to be year group focused  The issue of emergency cover issue will be addressed with Teaching Assistants in the first instance through the September Training Day meeting  DHT modeling tier scenarios  *The school had to go into a rotation on the last two days of term and commute a non-pupil day from the 12th of February to the 18th of December due to a large number of staff having to self-isolate due to being a close proximity contact with two subcontracted staff.*  *SRo asked for Directors approval to do this which was agreed on health safety grounds*  *SRo also contacted the RSC to inform them of the situation* |  |
| Anxiety levels of staff and community causing breakdown in staffing ratios, compromising group sizes. | *Talk to staff about (and/or put in writing) the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including a discussion on whether training would be helpful. If appropriate, seek GP or occupational health advice.*  *Where the member of staff has anxieties about returning, this conversation can be held and recorded using the ‘Risk assessment for all staff including vulnerable groups’ -* [*https://devoncc.sharepoint.com/:w:/s/PublicDocs/Education/ESoXeZkAQylLupPG5VVG6yQB2iEFDD4pgkko5qBbtOSEkw?e=040Qiy*](https://devoncc.sharepoint.com/:w:/s/PublicDocs/Education/ESoXeZkAQylLupPG5VVG6yQB2iEFDD4pgkko5qBbtOSEkw?e=040Qiy)  *Further advice is available from HR if required.*   * Throughout the lockdown there has been regular communication with parents about all aspects of the management of safety in school. This has inspired confidence. This approach will continue into September * Summer letter to be reissued with updates by HT * This risk assessment will be shared as a link to parents in September and will be published on the school website * The Risk Assessment and consequent behavioural processes have been shared with all students as they have returned to school through partial opening and this is planned for September too * The school values are being used in a visual way outside classrooms to support students in reflecting on how things have changed and why * At every stage the Risk Assessment Process has involved and will involve staff at all levels of leadership (see above) so that the views of all staff are taken into account * The school provides regular opportunities for questions and concerns to be raised * The input of the school’s union representative for Health and Safety was sought before the Risk Assessment was written and the views of all staff sought and collated after the publication * Staff have had a positive experience of working on site during the lockdown, have given freely of their time and this can confidence can be built on * Staff who have individual health concerns have been asked on three separate occasions about health concerns. All have met with Senior Staff * Shielding came to an end on August 1st. All staff have been asked to contact the senior team for a further appointment to discuss concerns should they have any remaining anxieties * SLT have FAQ guidance from HR in case staff have questions * There will be a chaplain for staff well-being from September   HoDs reminded in briefings to look out for their team and report any issues to SLT line manager (Sept 7th. 14th & 21st) |  |
| Staff understanding of new changes – safe practice at work & in classroom. Teaching in a safe environment | *Talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful.*   * Middle Leaders have met on Friday 17th July * Staff who are able to come on to site for a safe, socially distanced initial explanation have done on Monday 20th July * The Risk Assessment has been distributed to all staff prior to the relevant meetings. This will be distributed again in August. * Effective teaching and learning checklist to be issued during September training. * The September Training Days have time clearly allocated to safe working practices within the Covid 19 guidance * Safe working practices will be a regular part of briefings from September * Staff training – Teaching in Covid Safe School   Monday Briefing 14th Sept and Staff Meeting will cover any new updates that will already have been e-mailed out.  *SRO has sent out to updates to staff over the Christmas break, This is due to the constantly changing position and guidance that the DFE is offering schools. It is challenging to ascertain how much staff have absorbed but a Q&A session has been arranged on the first morning back (4th January) to answer any questions. Staff and parents will be constantly updated as and when new guidance is available*  *A change to TEAMs briefings with a Q&A session built in rather than a pre-recorded briefing will be trialed on Monday 11th January.*  *Considering a reshuffle of COM rooms to accommodate the larger KW/V groups in COM 3 & 4 as they have a large open space. Current airflow rate is still compliant but staff member has requested the move and we will accomadate it as long as we have enough working PCs in the new rooms* | *Meeting time can be regularly offered during the autumn term to allow staff to ask questions and express concerns to allay anxieties* |
| Accessing testing arrangements are clear for all staff | *Guidance about testing, including the NHS ‘Test and Trace’ service, is available via this link* [*https://inside.devon.gov.uk/task/guidance-for-dealing-with-coronavirus-covid-19/essential-worker-testing/*](https://inside.devon.gov.uk/task/guidance-for-dealing-with-coronavirus-covid-19/essential-worker-testing/)   * Guidance has now been sent out to staff three times   Regular reminders will be issued throughout the autumn term  **Asymptomatic Lateral Flow Testing**  **(see annex for DfE guidance on testing and testing centre set up)**  New Asymptomatic Lateral Flow Testing (ALFT) procedures are being introduced at school in line with the DfE guidance  Delivery of Lateral flow Tests are due on Monday 4th January.  All staff engaged in the testing will be issued with full PPE and be asked to practice social distancing at all times.  **Phase One**  Initially TIA Support staff will be trained to administer the LFT for students and staff. The staff will not actually perform the test but will help to guide the students and staff to complete the test themselves.  Certain SEND students might have to be exempt ort complete the tests at home to minimise distress and dysregulation in school  Consent from all parents/carers will be sought before any testing commences  These staff will perform the initial screen process (two test per student/staff member 3/5 days apart.  All positive cases will be asked to go home to self-isolate  Proximity contacts will be offered a LFT every day for 5 days to ascertain if they are safe to be in school  **Phase Two**  Volunteers from the community have been recruited to help support the testing in school  These will need to be trained and vetted before offering their support  The volunteers will then be placed into a rota across the working week.  Testing for staff before and after school to work around their own job schedule.  Others will be loaded into the current staff team to complete the close proximity testing – dependent on their availability.   * Testing in process of being updated to 2 staff tests for all staff that are in for more than one day per week * Consented students have also been having weekly testing during the National Lockdown 3 as a way of further ensuring that everyone is safe. * Track and Trace will be used rather than Proximity Testing inline with current DfE guidance. * Teaching are tested at 8.40am and wait until they have recorded a negative test. A selection of Staff including SLT, Pastoral Coordinators and TAs cover the room (pre=tested) to ensure the students are safe. |  |
| Conditions for use of fluid resistant face mask and other equipment when dealing with a symptomatic child are clear and understood by staff. | *If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home a face mask should be worn by the supervising adult if a distance of 2 meters cannot be maintained.*  *If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn Ensuring that fluid resistant face masks are available for all schools and that a supply is maintained.*  [*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/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)   * Guidance on PPE including putting on and taking off have been shared with the First Aid team prior to the partial reopening of schools in June * The link above has been re-shared with the team and they will be required to confirm to the First Aid coordinator that they have read and understood it * First aid rotas will need to be displayed in all offices   Full PPE to worn by all staff engaged in Lateral Flow Testing |  |
| Assessment of all staff, including high risk staff with vulnerable / shielding family member, underlying health conditions or other risk factors | *Staff deemed to be clinically extremely vulnerable and clinically vulnerable can return to school in the Autumn term subject to school leaders confirmation that the school is ‘covid-secure’, i.e. that every reasonable step has been taken to ensure the safety of children, staff, premises and community and that the full measures as provided in the DfE guidance have been applied.*  *A risk assessment should be undertaken with clinically extremely vulnerable and clinically vulnerable staff returning to the school, especially where they are returning to the school for the first time since the pandemic commenced. A risk assessment should also be undertaken (or reviewed/updated if one was previously undertaken) with staff who may be anxious about returning to school and/or due to the increased numbers. The ‘Risk assessment for all staff including vulnerable groups’ can be used to aid and record this assessment -* [*https://devoncc.sharepoint.com/:w:/s/PublicDocs/Education/ESoXeZkAQylLupPG5VVG6yQB2iEFDD4pgkko5qBbtOSEkw?e=040Qiy*](https://devoncc.sharepoint.com/:w:/s/PublicDocs/Education/ESoXeZkAQylLupPG5VVG6yQB2iEFDD4pgkko5qBbtOSEkw?e=040Qiy)   * All staff at the start of the pandemic lock down were asked to identify health vulnerabilities and these staff were not used on the rota * A formal risk assessment was undertaken for all staff who have a health vulnerability in June * As shielding comes to an end on August 1st staff with remaining conditions or concerns have been asked to arrange further meeting to discuss any outstanding health conditions. This will be an ongoing process   *Updated staff risk assessments were carried out during the staff training days.*  A review of our Extremely Critically Vulnerable Staff will be completed again on Monday 4th January  Staff will be offered a return to work meeting if they are highly anxious where support will be offered. |  |
| Staff use of PPE | *Pupils whose care routinely already involves the use of PPE due to their intimate care needs will continue to receive their care in the same way. Follow guidance*  [*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/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) *Guidance on the appropriate selection and use of PPE from DCC can be found here:* [*http://devon.cc/ppe*](http://devon.cc/ppe)  This at the moment does not apply to any students at The Ilfracombe Academy  Full PPE to worn by all staff engaged in Lateral Flow Testing | *The school will have a small supply of face covering for students who come on public transport and lose their face coverings or do not have one* |
| Use of face coverings  Lack of understanding | [*Guidance on the use of face coverings for pupils in year 7*](https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education) *and above should be followed with consideration given to communal areas such as corridors where social distancing is hard to maintain. Additional precautionary measures should also be taken* [*where local restrictions apply*](https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education#where-local-restrictions-apply)*.*  *Adequate training / briefing on use and safe disposal*  *Follow guidance on putting on and taking off standard PPE* [*https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures*](https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures) *and above guidance on use in education settings.*   * PPE will not routinely be used in the building * Visors may be used in practical subjects if staff wish to step into the space around the student * Students wearing face coverings on Public Transport or dedicated transport who wear a face covering are required to put in into a bag for safe storage during the school day * Guidance will regularly be shared by staff   *Full PPE to worn by all staff engaged in Lateral Flow Testing* |  |
| Dealing with suspected and confirmed case/ cases and outbreak. | *If you have any infection control concerns or questions, please call the South West Health Protection Team on 0300 303 8162. If the matter is not urgent you can also email* [*swhpt@phe.gov.uk*](mailto:swhpt@phe.gov.uk)*. Devon County Council’s Local Outbreak Management Plan (LOMP) is available here:* [*https://www.devon.gov.uk/coronavirus-advice-in-devon/lomp/*](https://www.devon.gov.uk/coronavirus-advice-in-devon/lomp/)*. IF A* ***SUSPECTED OR CONFIRMED CASE IN SCHOOL ALWAYS*** *Contact your local Health Protection Team on 0300 303 8162 or* [*swhpt@phe.gov.uk*](mailto:swhpt@phe.gov.uk) *and inform the local authority by emailing* [*educate.schoolspriorityalerts-mailbox@devon.gov.uk*](mailto:educate.schoolspriorityalerts-mailbox@devon.gov.uk)*. If there is a complex situation or an outbreak is declared in your setting, you may be asked to join an Outbreak Control Team or Local Incident Management Team Meeting.  School should up-date the* ***Schools Emergency Plan*** *to incorporate the above links.*   * The school will not deviate from this advice * The school will at all times follow Health Protection Institute (HPI) Team guidance in responding to a case * See above for isolation of suspected cases and where they will be isolated whilst waiting for parents * Where parents are unable to quickly access a test they will be supplied with one by the school, on the understanding that these supplies are limited * All decisions regarding sending a larger number of students home, and communicating around an outbreak, will be referred to HPI as required. * Staff will be informed at every stage of the necessary actions that need to be taken with regards to a possible outbreak inline with HPI guidance. * Staff to adhere to DfE HPI guidance with regards to any contingency based planning and implementation of a particular tier (see appendix)   **Expectation for schools**  **Tier 1** - School remains fully open, as the government has been clear that ensuring schools and educational settings remain open should be prioritised over other areas when restrictions are considered.  **Tier 2** - Secondary schools asked to adopt a rota system and further education (FE) colleges to limit on-site attendance, whilst all other settings, including alternative provision (AP) and special schools, remain fully open  **Tier 3** - Requires secondary schools and FE colleges to limit on-site attendance to just vulnerable children and young people, the children of critical workers and selected year groups, other settings remain fully open.  In the event of tier 3 local restrictions being implemented the Department for Education will issue operational guidance for the affected area that will confirm which year groups should be prioritised.  **Tier 4** - Goes further to limit attendance to just vulnerable children and young people and the children of critical workers at all settings, excluding AP and special schools. Where there are no local restrictions in place, education provision should continue to remain fully open to all, and these tiers do not apply.  D Gifford (Union Rep) has voluntarily completed an online Infection Prevention Control in Education course (Sat 5th Sept 2020)  Thus far the school has used 6 tests. These have been issued to help staff get back into school after a negative test result.   * School have been engaged with Track and trace * 4 known cases within the school community in the last 2 weeks of school. This was all communicated to Directors and Parents/Carers (1 student and 3 members of staff) * Another 3 cases were reported to Track and Trace over the Christmas holidays (1 member of staff and two students from the same bubble). No further action was needed for these as they were not in school during their infectious period. |  |
| Lateral Flow testing **(Secondary Schools)** | ***Guidance on the coronavirus (COVID-19) testing programme for secondary schools and colleges***  DfE have created a [schools and colleges document sharing platform](https://drive.google.com/drive/folders/1jYv0MjFyIIbzgPn_1S10OuRgfrj_b5_P?usp=sharing) for asymptomatic testing. This area contains additional information to support schools and college staff in preparing and operating LFT.  *See Appendix for full LFD Testing RA* |  |
| Pupil related issues |  |  |
| Vulnerable groups who are clinically, extremely vulnerable. | *Shielding advice for all adults and children will pause on 1 August meaning 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.* [*Covid-19 shielding guidance from the Royal College of Paediatrics for children and young persons*](https://www.rcpch.ac.uk/resources/covid-19-shielding-guidance-children-young-people#children-who-should-be-advised-to-shield) *should be followed, and those under the care of a specialist encouraged to discuss their return to school. Any additional temporary recommendations received from local health agencies due to localised higher rates of transmission should be implemented as required.*   * Pastoral staff have been asking parents of medically vulnerable students to take advice before children have been allowed on to the site during lockdown * Reconnection meetings have been held with some students * Pastoral and HSL have been liaising and will continue to liaise with families of vulnerable students * Target of 95% of reluctant learners identified by RTi to improve engagement by Christmas 2020. | *the ASL in charge of attendance has been charged with collating the names of vulnerable students and ensuring that families have had the opportunity to discuss concerns* |
| Children with EHCP and pupils who attend dual settings | *A risk assessment should be completed before attendance. For dual settings work through the system of controls collaboratively, enabling any risks identified to be addressed and allowing the joint delivery of a broad and balanced curriculum for the child*   * The one student who will be dual registered is receiving remote support and will not physically be in another setting * All EHCP students have had a risk assessment * SEND team to update new Year 7 RAs during the training days. * All have been contacted and offered the opportunity to tour the site before full reopening. Some have accepted and some have declined | *suggest a review date for parents to speak to SEND team regarding EHCP students ability to cope and further support that may be needed at the end of September face to face if safe or by phone* |
| Pupils unable to follow guidance | *Some pupils will need additional support to follow these measures.* [*https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings*](https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings)   * In terms of the universal provision all students will have a full explanation of the new expectations regarding social distancing in writing to their parents and also in tutorials at the start of the new term This will be recorded and be shared with all tutors * Students who may have trouble following the guidance are being given additional support in terms of SEND and reconnection visits in July * All students with EHCP have been risk assessed as said above * Students from Year 6 have been given differentiated provision in July to support with transition * SEND team will write RA for new Yr 7 on training days   The school behaviour policy has been updated to take into account the additional challenges of managing Covid 19 ratified 8th June by govs |  |
| Pupils equipment | *Pupils to limit the amount of equipment they bring into school each day, to essentials*  *For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared.*   * Students have received guidance in writing regarding what they can bring into school for the first term. This will be reiterated at the start of the term * Students will not be allowed to share equipment * Where needed disadvantaged students will be issued with basic equipment (Pens/pencils). No student should be disadvantaged from engaging in their learning environment. * Staff will advised not to share equipment * Lockers will not be issued at the start of the term to Year 7 * Yr 8-11 will clear lockers but retain key during their extended tutorial * SLT are producing a tutor rota so that the locker emptying process is controlled and safe. * Students will arrive at school wearing kit on the days they have PE   Lockers will not be used in the first term |  |
| Member of a class becoming unwell with COVID-19 | *If a child is awaiting collection, they will be moved to a room where they can be isolated behind a closed door, depending on the age of the child and 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. Allocate a suitable room for this purpose and communicate intentions to staff. Ensure suitable PPE (including fluid resistant face mask) is available at this location.*   * The child will be removed from the room and be asked to wait outside where they can been seen by staff through the viewing panel * Message will be sent to student services or reception by phone or student messenger * First aid member of staff will collect child who will be taken to the small meeting room near reception * Parent or carer will contacted for immediate collection. If this is not possible student will remain in this room with passive supervision from Reception.   In an emergency 999 would be called | *If there is more than one student the area immediately outside student services would be used where there is also a toilet* |
| School Uniform | *Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.* |  |
| **Transport** |  |  |
| Travel to school and provision of safe school transport: | *Consider school transport arrangements and where possible encourage parents and children and young people to walk or cycle to school where possible. Liaise with School Transport Team where further consideration needs to be given to taxi and escort services.*   * Parents will be encouraged not to drop children off at school and where possible children to walk * Parents will be encouraged if they do have to drive to school, to drop off their children at a distance from the school and allow children to walk the remaining distance * There is a designated bay outside the school which parents can use if they must drop off children * There will be a staggered exit * Specific plans are in place for managing school buses- see Appendix   *Staff will ensure students sit in year group bubbles on the bus before leaving the site.*  *Students regularly reminded to sit in their bubbles and to wear face coverings.* | *The school will take advice from the police in managing the traffic outside the school* |
| Dedicated school transport, including statutory provision  Face coverings & PPE  Loading for vehicles above nine passenger seats  Good practice & personal care  Carriage of passengers with symptoms  Children with Special Educational Needs: | [*transport-to-school-and-other-places-of-education-autumn-term-2020*](https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020?utm_source=de9e20dc-895e-4cd3-baad-06e6b2575eb7&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate)  *Although there is no requirement for students to sit with the group of students or “bubble” with which they are educated, students should sit in year groups as far as possible when travelling – this will be in ascending year groups front to back (youngest students at the front of the vehicle).* *Schools may even wish to draw up seating arrangements on vehicles.*  *Consider how you are going to “police” any seating arrangements as this is not the driver’s responsibility – their role is to focus on driving the vehicle safely.*  *Any arrangements will require clear communication between schools and families/students, and school staff should initially be on hand at the end of each day to assist the students.*  *Where possible, transport operators will aim to keep windows on home to school transport open to increase ventilation; or use air conditioning.*  *Ensure organised queuing/boarding and distancing within vehicles if possible.*   * Students will be seated in year group bubble on the bus * Students will fill up the bus from the back to the front and in reverse when leaving in year groups in line with updated DFE Guidance 11/8/20 * Bus exits, and queues will be supervised by staff so that buses to do not all disembark at the same time * Staff will be on duty in the bus bays at the beginning and end of the school day * Students will be asked to wear a face covering on school transport as despite the above measures they will be coming into contact with students outside of the bubble they are in during the school day. * Students will need to put their face coverings in a bag at the start of the school day * Local police have been consulted about safe egress on to a busy road * School minibus guidance for staff that are collecting students – face covering must be worn. Staff have the option of wearing a visor. Additional staff member should sit at the front/left hand seat. Maximum of 4 students spaced out in the back from the same year group and a maximum of two students spaced out in the back if they are in different year groups.   *It is now the law that people age 11 and over must wear a face covering on public transport. This law does not apply to school transport. However, DCC, supported by PHE,* ***recommend*** *that people aged 11 and over wear a face covering when travelling on dedicated school transport from the start of the autumn term. However, there are some exemptions:*  [*https://www.gov.uk/government/publications/coronavirus-covid-19-safer-transport-guidance-for-operators/coronavirus-covid-19-safer-transport-guidance-for-operators#exemptions-from-mandatory-face-coverings*](https://www.gov.uk/government/publications/coronavirus-covid-19-safer-transport-guidance-for-operators/coronavirus-covid-19-safer-transport-guidance-for-operators#exemptions-from-mandatory-face-coverings)  *Face coverings should not be worn by those who may not be able to handle them as directed (for example, young students, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission. Drivers may wear face coverings if they wish to, although guidance indicates that PPE is not normally needed on home to school transport.*  *Transport Co-ordination Service will work with operators, schools and parents to manage arrangements for organised queueing and boarding.*  *Students should be asked to respect the driver’s personal space and hold back from entering the vehicle until the driver has indicated it is safe to do so, and then do so one by one in an orderly manner. They should hold their bus pass so it is visible to the driver (and produce for closer examination if requested).*  *Seats alongside or immediately to rear of the driver may be out of use and if so, would be clearly marked as “out of use” by the operator.*  *ALL students will be expected to abide by the DCC Code of Conduct*  *Students, drivers and escorts should clean their hands, before boarding home to school transport and when arriving at school or home. It should not normally be necessary for students to clean their hands during the journey. Coughs/sneezes – students/parents to be given guidance on good management of coughs and sneezes, in line with the “catch it, bin it, kill it” approach – this will be reinforced in schools.* *Students should be encouraged to carry tissues on home to school transport. These will need to be disposed of in a covered bin. Where it is not possible to have a bin on board, schools should have a suitable disposal process on arrival.*  *Parents must be advised that students MUST NOT board home to school transport, if they or a member of their household has symptoms of coronavirus.* *Any child, young person or other learner who starts displaying coronavirus symptoms while at their setting should be sent home immediately. They must not travel on home to school transport. The school should contact the parent or carer who should make arrangements for the child or young person’s journey home. In exceptional circumstances, where this is not possible, and where a symptomatic child or young person or other passenger needs to be transported to their home, you must contact the Transport Coordination Service at DCC. Transport Coordination Service will work with Public Health colleagues to manage any virus outbreak.* *Students, drivers and passenger assistants who have been in contact with someone that has developed symptoms whilst at school or on home to school transport do not need to go home to self-isolate unless;*  *• they develop symptoms themselves (in which case, they should arrange a test) or*  *• the symptomatic person subsequently tests positive (see below) or*  *• if they have been requested to do so by NHS Test and Trace.*  *When deciding on the package of measures that is appropriate on transport for children and young people with special educational needs, Transport Coordination Service will need to take account of the particular needs of the children using the transport and will work with the parents and school.* | *the police have indicated a willingness to support with traffic management at the start of term when they have the capacity to do so.*  *The encouragement of face coverings on buses may give parents greater confidence in allowing students to travel on the bus* |
| Wider public transport | *It is the law that you* [*must wear a face covering when travelling in England*](http://www.legislation.gov.uk/uksi/2020/592/contents/made) *on public transport. Some people* [*don’t have to wear a face covering*](https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#exemptions-face-coverings) *including for health, age or equality reasons. Some transport staff may not wear a face covering if it is not required for their job. You should also wear a face covering in other enclosed spaces where it is difficult to maintain social distancing. For example, at stations and in taxis and private hire vehicles. A taxi driver or private hire vehicle operator may be entitled to refuse to accept you if you do not wear a face covering.*   * Parents and students will be reminded that face coverings are mandatory on service buses * The school will have a small stock of face coverings for students who may lose them, or cannot afford them   Some service buses are being duplicated with adults following the normal service bus containing students. These extra services will be reviewed during Oct ½ Term. |  |
| School Transport arrangements support changes to school times | *Any alternative access arrangements for when students arrive at the school grounds should be communicated via the school to families/students.*  *Liaising with the School Transport Team before change are made. Follow government guidance* [*https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/vehicles*](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/vehicles)  At this stage school transport are stating that for September they will be running a normal service and cannot provide for a staggered start | *The school is staggering on exit by time and on entrance by place –e the gates and doors that students enter the site by* |
| **Curriculum considerations** |  |  |
| Planned return to normal curriculum in all subjects by Summer Term 2021 | *Substantial modification to the curriculum may be needed at the start of the year, so teaching time should be prioritised to address significant gaps in pupils’ knowledge with the aim of returning to the school’s normal curriculum content by no later than summer term 2021.*   * The timetabling for September 2020 does allow for in most cases a full and broad curriculum to be covered by all students * Key Stage 3 students will be “fixed” on one and a half floors of school to ensure minimum movement * Staff in specialist subjects will collect students to take them to subject areas * At this stage only Food Technology cannot be safely delivered * PE kit will be worn by students on the day that they have PE on their timetable * Practical subjects are adapting their provision in the light of CV 19 (see above and appendix * *Remote leaning is planned for the 1st and possibly second week of term – January 2021 – awaiting confirmation from the DfE* |  |
| Suspension of some subjects for some pupils in exceptional circumstances. | *Schools should be able to show that this is in the best the interests of these pupils and this should be subject to discussion with parents during the autumn term. They should also have a coherent plan for returning to their normal curriculum for all pupils by the summer term 2021.*   * The usual school timetable has been written and staffed for a return to a normally timetabled curriculum at any stage of the year when the DFE state that it is safe to do this * Enrichment activities will not start immediately * When they do resume they will be delivered in year group bubbles to support the Covid Secure plan |  |
| Music, dance and drama activities | *Schools should note that there may be an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments or shouting and also in drama and dance activities.*  *This applies even if individuals are at a distance. Schools should consider how to reduce the risk, particularly when pupils are playing instruments or singing in small groups such as in music lessons by, for example, 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. Schools should also consider* [*Guidance for Music, Dance and Drama*](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#music-dance-and-drama-in-school) *as well as* [*Guidance for the Performing Arts*](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts)  Music, Drama, Art, Music and DT and computer room based activities have written subject specific RA (see appendix). This will be reviewed on the Training Days – See Sept Update  *Remote leaning is planned for the 1st and possibly second week of term – January 2021 – awaiting confirmation from the DfE* |  |
| Music, dance and drama activities | *Schools should note that there may be an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments or shouting and also in drama and dance activities. As a result, schools must refer to the detailed* [*Guidance for Music, Dance and Drama*](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#music-dance-and-drama-in-school) *as well as* [*Guidance for the Performing Arts*](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts) *and should take particular care to observe social distancing which may limit numbers taking part in group activity, and prevent physical correction by teachers, and contact between pupils in drama and dance.*  *Schools should keep any background or accompanying music to levels which do not encourage teachers or other performers to raise their voices unduly. If possible, use microphones to reduce the need for shouting or prolonged periods of loud speaking or singing. If possible, do not share microphones. If they are shared, follow the guidance on* [*handling equipment*](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#handling-equipment)  *If planning an indoor or outdoor face-to-face performance in front of a live audience, schools should follow the latest advice in the DCMS* [*performing arts*](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts) *guidance, implementing events in the lowest risk order as described. If planning an outdoor performance they should also give particular consideration to the guidance on delivering* [*outdoor events*](https://www.eventsindustryforum.co.uk/index.php/11-features/14-keeping-workers-and-audiences-safe-during-covid-19)*.*  *Schools should consider risk reduction measure such as physical distancing and playing and singing outside wherever possible, limiting group sizes, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. The guidance should be consulted for further information relating to:*  *- peripatetic music staff,*  *-* [*cleaning and handling of equipment*](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts)*,*  *- singing and playing brass and woodwind instruments*  *- Avoiding sharing of musical instruments*  *- Handling scripts*  *See Updates in appendix* |  |
| Physical activity in schools | *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 paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise. External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities. Schools should refer to the following advice:*   * [*guidance on the phased return of sport and recreation*](https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation) *and guidance from* [*Sport England*](https://www.sportengland.org/how-we-can-help/coronavirus) *for grassroot sport* * *advice from organisations such as the* [*Association for Physical Education*](https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf.) *and the* [*Youth Sport Trust*](https://www.youthsporttrust.org/coronavirus-support-schools)   *Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so. Schools should consider carefully how such arrangements can operate within their wider protective measures.*  *Activities such as active miles, making break times and lessons active and encouraging active travel help enable pupils to be physically active while encouraging physical distancing.*   * PE are writing a subject specific risk assessment * The autumn term will focus on fitness, athletics and striking and fielding sports to avoid unnecessary contact between students * All students will wear kit to school on the days that they have PE * Letter to encourage Parents/Cares to purchase a coat for inclement weather. |  |
| Practical science, art and D&T lessons | *Guidance from CLEAPSS should be followed when planning practical lessons, using resources such as the* [*Guide to doing practical science work during Covid-19*](http://science.cleapss.org.uk/Resource/GL343-Guide-to-doing-practical-work-during-the-COVID-19-Pandemic-Science.pdf)*,* [*Guide to doing practical work in D&T, food and art*](http://dt.cleapss.org.uk/Resource-File/GL344-Guidance-on-practical-work-during-the-COVID-19-pandemic-D-T.pdf) *,* [*Carrying out practical science work in non-lab environments*](http://science.cleapss.org.uk/Resource/GL352-Managing-practical-work-in-non-lab-environments-COVID-19-pandemic.pdf) *and for primaries* [*Practical activities in a bubble*](http://primary.cleapss.org.uk/Resource/P110-Practical-activities-in-a-bubble.aspx)*. Schools must ensure that they stay up to date with the latest guidance in these specialist areas.* |  |
| Educational visits | *All educational visits should be planned and risk assessed following the usual school procedures and taking into consideration the* [*Covid-19 DfE travel guidance for educational settings*](https://www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-for-educational-settings/coronavirus-travel-guidance-for-educational-settings) *For additional information check with EVOLVE guidance on website.*  Only one educational visit has been planned for Year 13 Geography visit to Woolacombe. Parents are dropping off and picking up to ensure there are no transport issues  Social distancing will be in place at all times  Trip has been entered onto Evolve |  |
| Groups of children mixing resulting in risk of more widespread transmission | *Children should be grouped into consistent groups that do not mix to enable track and trace and self-isolation where necessary. Groups should be as small as possible whilst providing the full range of curriculum subjects and for primary this is likely to be up to the size of a year group. Whatever the size of the group, they should be kept apart from other groups where possible and older children should be encouraged to keep their distance within groups. Schools with the capability to do it should take steps to limit interaction, sharing of rooms and social spaces between groups as much as possible. It is accepted that the youngest children cannot socially distance from each other or staff. Measures should be combined and implemented as far as is possible at all times (even if not always achieved 100% of the time).*  *Large gatherings such as assemblies and with more than one group should be avoided*   * In all lessons in all subjects there will be start of the lesson routine with hand sanitiser * All KS3 lessons will be fixed in one room on Floor E and half of floor D. This is apart from some specialist/practical lessons where those teachers will collect their and move them to their practical teaching space (ART, Drama, DT, Art, Music & PE). This can be achieved for most lessons but not all. In those cases specialist teachers will need to adapt their teaching to focus on theoretical aspects of their curriculum. * This allows the school to move 21 teachers during lesson change over rather than 600 KS3 students * KS4 will continue to be nomadic allowing them to access specialist teachers, teaching spaces and computer based resources * These classrooms will be cleaned at break and lunch time with enhanced cleaning to reduce the risk of transition * Bannisters will be cleaned between lessons by cleaning staff * KS5 lessons will be taught where possible in smaller teaching spaces and always by subject specialists. These rooms will also receive additional cleaning * SLT removal will be in a classroom not internal suspension to provide a better ventilated classroom. The room will be flexible to maintain bubbles as much as possible with adequate space for social distancing   **Entry into school is managed.**   * New notices (mounted high on the wall) and Traffic Cones have been have been purchased to show/direct the student which line they should be in to keep the students separate * Year 11 (Main reception) * Year 10,9,8,7 (Student Reception) * Year 12 & 13 (Side gate and straight up to the ART block)   Social Area A & B will also have a roped section and clear signage to keep students year group separate. |  |
| Provision of food |  |  |
| Food prepared on premises is compliant with Covid - 19 health and hygiene guidance | School kitchens must comply with the [Guidance for food businesses on coronavirus (COVID-19)](https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19)   * The current kitchen manager is aware of all aspects of this guidance and has inducted the current staff * He has inducted the catering staff * The new kitchen manager has been trained * There is a contingency plan in place * Food will be grab and go for the first term * Packed lunches will be encouraged (SRo letter) |  |
| Catering staff are operating in a safe environment | *Catering staff to follow the relevant aspects of government guidance for food premises:* [*https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery*](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery)  see above regarding induction of staff. |  |
| Communications with parents and others |  |  |
| Parents, contractors and other staff entering or working in the building – school complying with external requirements for staff safety | *Tell parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus. Inform all visitors, suppliers, and contractors that only pre-arranged calls will be allowed on site*. *Publish a site telephone number in case of immediate access required.*   * A sign on the main school gates displays this information regarding symptoms * There is a telephone number to call for anyone needing to access the site after the gates are closed * Food deliveries take place between 7.30 am and 8.00 when there are very few staff, and no students on site * Parents and all other visitors will need to comply with the instructions in Reception * Parents/Carers must pre-arrange an appointment to come on site (Letter) * HT has written to parents each week (Fridays) to update them * HT has written to parents/carers twice over the Christmas break to update them |  |
| Suppliers understanding and complying with new arrangements | *Discuss new arrangements with suppliers and deliveries to be arranged for quiet times or outside school hours*   * The Business manager has alerted regular suppliers * Signage informs casual suppliers |  |
| Communications to parents and staff | *Regular communications*   * Parents have received at least one communication every week during lockdown * This will need to continue during the first half term to reassure parents * Communication through the pastoral system and SEND is excellent and regular contact will need to take place between those responsible for attendance and anxious families- see below |  |
| Pupils and families anxious about return | *Support in place to address concerns and communications with parents on measures in place to reduce anxiety. Clear messaging on expectations for attendance and identification of those who may be disengaged, disadvantaged or vulnerable and where catch up funding may need to be applied.*   * Weekly meetings between the ASL Attendance and his team have been taking place * Pastoral Teams are contacting homes of students and families who may be anxious prior to the start of the new term * The will be a “helping hand” approach to reconnect students   *Target will be set at 95% of reluctant learners to have improved engagement by Christmas.* |  |
| Parent aggression  due to anxiety and stress. | *Tell parents their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use) to reduce anxiety*   * Clear and regular and timely communication will ensure that parental confidence remains high * A letter went to all parents at the end of term detailing plans for the start of the new term * This will be resent with any updated guidance immediately prior to the start of the autumn term Mon 24/8/20 * ASL for attendance is ensuring contact between pastoral staff and vulnerable families (health vulnerabilities)   All SEND students and their families have been supported throughout the pandemic and all have been offered reintegration meetings |  |
| Oversight of the governing body |  |  |
| Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements | *The governing body continues to meet regularly via online platforms. The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. The Headteacher’s report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school’s response to COVID-19.*  *Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place.*  *Minutes of governing body meetings are reviewed to ensure that they accurately record governors’ oversight and holding leaders to account for areas of statutory responsibility.*   * The headteacher has updated the various portfolio groups and the LGB regularly throughout the pandemic * The Headteacher’s Report of July 2020 covered all aspects of support for the staff, students and community that have run through the pandemic and parental confidence is high- see above * An ad hoc meetings of the Board of Directors is meeting once a week to consider the progress of the risk assessment * This meeting is minuted by the Clerk to the Board * The meeting is chaired by the Vice Chair of Directors who has a health and safety background, and is attended by the incoming Chair of the LGB, the Business Manage, The HT and the DHT who is the incoming Acting HT * Informal meetings have been held between the incoming Chair of the LGB with the incoming HT and Vice Chair of Directors * The RA is updated for every significant event and as DfE Guidance evolves * Meetings have been held regularly throughout the summer holiday with Directors and Governors committee   This process will continue throughout the autumn term |  |

**Appendices**

**Structure of the School Day**

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| **Time/Period** | **Description** |
| **8.50 to 9.10** | **Tutor - (Assembly in tutor, reflection or reading)** |
| **9.10 – 10.10** | **Perio1 1** |
| **10.10 – 11.40** | **Period 2** (wet break students return to their tutor room and will be monitored by duty staff)  **Break is 25 mins + 5 mins to return to lessons – class teachers escort students down to the hall**   |  |  | | --- | --- | | **Break A** – 10.10 – 10.40 | **Year 9 -** Covered Area & Bottom Court  **Year 10** - Top Courts & Blazing Sounds  **Year 13** - Common Room | | **Break B** – 10.40 – 11.10 | **Year 7** - Covered Area and Bottom Court  **Year 8** - Top Courts & Blazing Sounds | | **Break C** – 11.10 - 11.40 | **Year 11 -** Covered Area and Bottom Court  **Year 12** - Common Room | |
| **11.40 – 12.40pm** | **Period 3** |
| **12.40 – 2.10pm** | **Period 4** (wet lunch students return to their tutor room and will be monitored by duty staff)  **Lunch is 25 mins + 5 mins to return to lessons – class teachers escort students down to the hall**   |  |  | | --- | --- | | **Lunch A** – 12.40 – 1.10 | **Year 9 -** Covered Area & Bottom Court  **Year 10** - Top Courts & Blazing Sounds  **Year 13** - Common Room | | **Lunch B** – 1.10 – 1.40 | **Year 7** - Covered Area and Bottom Court  **Year 8** - Top Courts & Blazing Sounds | | **Lunch C** – 1.40 - 2.10 | **Year 11 -** Covered Area and Bottom Court  **Year 12** - Common Room | |
| **2.10 – 3.10pm** | **Period 5** |
| **3.10 – 3.25pm** | Independent study and staggered release (7,8,9,10,12, 11/13) |
| **3.25 – 4.25pm** | Period 6 for Year 11 catch up if optional for staff but an expectation for students |
| **4.25 – 5.25pm** | “60 for Success” - Make it happen - Hour (SLT remote supervised) |

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| **Covid 19 Risk Assessment** | | | Subject: Design and Technology (30th November Update)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_- **Assessment Date: First Assessment October 2020**  **Review Date: First Review Date Summer as further subject guidance emerges 2020**  **Second Review Date September Training Days**  **Third Review Dates- during the first few weeks of the new term** | |
| **List areas/aspects that will need to be considered for your area eg**   * **Equipment hygiene** * **Entry/exit to your area** * **Seating** * **Routines** | **People affected:**  **Students and Staff**  **Risk High Medium or Low** | **Control Measures** | | **Comments** |
|  |  | For all subjects there is a generic risk assessment in place for the whole school   * For Heads of Department there is a briefing on July 17th * For the wider staff there is a briefing on July 20th * Further training and support for staff on September Training Days * Staff have been advised to consult CLEAPS for RA advice before planning or teaching any lessons. * This new RA is to eventually support all Year groups to engage in practical DT activities. Priority is for exanimations groups Year 11/10. | | Staff have all consulted the CLEAPS document.  GL344 CLEAPSS Guide  CLEAPS will be updating their information early August |
| Contact and proximity to students |  | * Corridors outside of rooms should have markers indicating 2M waiting distances * Meet and greet students at the door so that students enter the room in an orderly fashion (no bunching) * When entering the room students need to follow the 2m school policy. * When practical work is being completed only 1 student to work on their allocated cooker/sink. * All staff to wear a face covering and visor when assisting the students. * The student at the next station must work diagonally opposite one another (see diagram 1) * Hand sanitizer will be located at the door so that it can be used by students on entry and exit. . * Planning of lessons will need staff to consider whether activities can be done safely. * Demo’s should be projected onto the whiteboard if necessary. * Staff will need to keep their distance when observing students as they work (face visors are being provided. * If students need assistance they need to raise their hand and wait for assistance. | | Staff need to abide by social distancing 2m distance from students  Fixed machines and sinks have not been zoned.  Sanitizer located on the wall by the door. All students must use the sanitizer on entering the room and on departure. If any student needs to leave the room the same procedure needs to followed.  When giving assistance where possible staff should keep 2m apart. If this is impossible they must wear a mask and mask  As much as possible students should stay at their work station.  Students and staff must ensure that routes to and from fixed equipment and workstations are clear before moving around the room. |
| Seating arrangements |  | * Windows/Doors to be left open to ensure good ventilation * Class sizes must not exceed 10 in the food room as per Diagram 1 (1 student per workstation (1M rule) * Food rooms will be able to accommodate 10 students as students can’t face each other. | | Students must work diagonally as per Diagram 1(CLEAPS) |
| Use of equipment |  | * Students will be issued with their own tool/equipment kits to avoid movement around the room as much as possible. * Students will be directed to sanitise the tools/equipment before and at the end of each lesson. * PPE will be issued if needed and kept by the child and then dropped into a bath of Milton at the end of the lesson where they will be left for the allocated time. equipment will need to be air dried. * Student’s will need to sanitise their hands before using PPE * Department aprons will be removed from use and students advised to bring their own. * Students can bring their own aprons * Disposable aprons will need to be purchased. * Students will be prevented from using fridges. Instead the food will be placed at their work area by a member of staff. * No chilled items should be at the workstation prior to the lesson. * Any specialised equipment that has been used will need to be wiped down and stored by the teacher or technician. | | Goggles will need to be restocked  Milton has been purchased  Apron are not classified as PPE so are not compulsory. We will order through away aprons.  Staff will look into adding disinfectants to the washing machine to speed up the process |
| General arrangements |  | * At the end of the lesson students will be expected to wipe down their area with a cleanser under the supervision of the teacher. * At the end of the lesson it will be the student’s responsibility to clean up equipment and sanitise their hands under the supervision of the teacher. * At the end of each lesson specialised equipment should be cleared away and wiped with a suitable cleanser and placed back in the store by the technician or teacher. * Any ingredients left at the end of the day will be disguarded. * Students will be given the task of cleaning any fixed machines. * Staff should use their own PPE * Any spills will need to be cleared up by the student using kitchen roll under the supervision of the teacher. * In case of an accident staff will be expected to follow the school’s protocol. However, when close contact is needed, staff may ‘break’ the 2m exclusion zone to provide IRM (immediate remedial measures). See <https://blog.redcrossfirstaidtraining.co.uk/what-can-i-do-as-a-first-aider-at-work-or-in-public-duringthecoronavirus-outbreak>? * Staff will need to consider the extra time that will be needed when planning their lessons. | | **Ingredients**  **Procedures**   * **Students to bring their own ingredients** * **CP to collect disadvantaged students ingredients for 1st cook. Disadvantaged students to give CP a list of ingredients they need for all subsequent cooks.** * **All ingredients need to transported from home and stored in a sealed container.** * **Student will be responsible to deliver their ingredients to the Food room collection point in tutor time at the start of the day. Technician will then store ingredients in fridges until lesson begins.** * **Sealed boxes to be sanitised by the technician before being stored in the fridge.** * **Sealed containers will be placed in the student areas before students enter the room.** * **Students to sanitise the containers at the end of the lesson and hand to the technician.** * **Products stored in the freezer.** * **Any ingredients that are left at the end of the day will be removed from the room and binned.** |



**See exemplar plan of DT Food Room (social distancing)**

**Former DT RA**

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| Covid 19 Risk Assessment | | | Subject: Design and Technology  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_-  Assessment Date: First Assessment July 2020  Review Date: First Review Date Summer as further subject guidance emerges 2020  Second Review Date September Training Days  Third Review Dates- during the first few weeks of the new term | |
| List areas/aspects that will need to be considered for your area eg   * Equipment hygiene * Entry/exit to your area * Seating * Routines | People affected:  Students and Staff  Risk High Medium or Low | Control Measures | | Comments |
|  |  | For all subjects there is a generic risk assessment in place for the whole school   * For Heads of Department there is a briefing on July 17th * For the wider staff there is a briefing on July 20th * Further training and support for staff on September Training Days * Staff have been advised to consult CLEAPS for RA advice before planning or teaching any lessons. | | Staff have all consulted the CLEAPS document.  GL344 CLEAPSS Guide  CLEAPS will be updating their information early August |
| Contact and proximity to students |  | * Corridors outside of rooms should have markers indicating 2M waiting distances * Meet and greet students at the door so that students enter the room in an orderly fashion (no bunching) * When practical work is being completed (Years 12/13 only) fixed machines and the sink should be zoned with floor tape. * Hand sanitizer should be located at the door so that it can be used by students on entry and exit. The location of the sink would make social distancing impossible. * Planning of lessons will need staff to consider whether activities can be done safely. * Demo’s should be projected onto the whiteboard if necessary. * Staff will need to keep their distance when observing students as they work (face visors are being provided. | | Staff need to abide by social distancing  Fixed machines and sinks have not been zoned.  Large bottle of sanitizer located at each door not provided |
| Seating arrangements |  | * Windows/Doors to be left open to ensure good ventilation * Class sizes must not exceed 7 (1 student per bench (2M rule) * Food rooms will be able to accommodate 6 students as the distance between each cooker is less than 2m. | | The 2m rule will probably change early August. |
| Use of equipment |  | * Students will be issued with their own tool kits to avoid movement around the room as much as possible. * Students will be directed to sanitise the tools before and at the end of each lesson. * Goggles will be issued if needed and kept by the child and then dropped into a bath of Milton at the end of the lesson where they will be left for the allocated time. Goggles will need to be air dried. * Student’s will need to sanitise their hands before putting on the goggles * Department aprons will be removed from use and students advised to bring their own. * Students will be limited to using the fridge. Instead they will use cool box’s at workstations. * No chilled items should be at the workstation prior to the lesson. * Any specialised equipment that has been used will need to be wiped down and stored by the teacher or technician. | | Plastic baskets will need to be purchased to hold the tool kits  Goggles will need to be restocked  Milton has been purchased  Apron are not classified as PPE so are not compulsory. |
| General arrangements |  | * At the end of the lesson students will be expected to wipe down their area with a cleanser under the supervision of the teacher. * At the end of the lesson it will be the student’s responsibility to clean up equipment and sanitise their hands under the supervision of the teacher. * At the end of each lesson any spare material or specialised tools should be cleared away and wiped with a suitable cleanser and placed back in the store by the technician or teacher. * Students will be given the task of cleaning any fixed machines. * Staff will use their own PPE that is provided by the school. Staff should not use PPE assigned to colleagues. * Any spills will need to be cleared up by the student using kitchen roll under the supervision of the teacher. * In case of an accident staff will be expected to follow the school’s protocol. However, when close contact is needed, staff may ‘break’ the 2m exclusion zone to provide IRM (immediate remedial measures). See <https://blog.redcrossfirstaidtraining.co.uk/what-can-i-do-as-a-first-aider-at-work-or-in-public-duringthecoronavirus-outbreak>? * Staff will need to consider the extra time that will be needed when planning their lessons. | |  |

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| **Covid 19 Risk Assessment** | | | Subject: Drama (November 30th) **Assessment Date: First Assessment July 2020**  **Review Date: First Review Date Summer as further subject guidance emerges 2020**  **Second Review Date September Training Days**  **Third Review Dates- during the first few weeks of the new term** | |
| **List areas/aspects that will need to be considered for your area eg**   * **Equipment hygiene** * **Entry/exit to your area** * **Seating** * **Routines** | **People affected:**  **Students and Staff**  **Risk High Medium or Low** | **Control Measures** | | **Comments** |
|  |  | For all subjects there is a generic risk assessment in place for the whole school   * For Heads of Department there is a briefing on July 17th * For the wider staff there is a briefing on July 20th * Further training and support for staff on September Training Days | |  |
| Contact and proximity to students | Students/Staff  Low Risk | * Practical groups are to be strictly no more than 4 students (where ever possible using pairs). These groups will then be expected to follow strict social distancing procedures. * Practical groups (where appropriate/possible) will remain the same over the course of a SOW/assessment. * Practical groups to work in designated areas of the space and (where ever possible) will remain in these each lesson. * Staff to maintain social distancing when working practically with groups. * Vocal work (specifically singing – Exam groups only) will be done in one of the following ways: 1) In a large, well ventilated space for example the Activity Studio or 2) Outside, weather allowing. Extreme social distancing will be in place (at least 2 meters and all facing forward). * Contact based theatrical styles such as Physical Theatre not to be taught in 2020-21. Schemes of learning and play texts adapted accordingly. | | See Open Drama UK guidelines |
| Seating arrangements | Students/Staff  Low Risk | * Seating to be pre-arranged at the start of every lesson and organised with social distancing in mind. * Seating to be wiped down as part of lesson planning/student expectations. * Option remains for KS3 classes to sit on floor (no use of chairs unless needed as set/scenery) * “Teacher Area” to be marked out * Students to enter space and keep bags under chair to avoid congestion at allocated bag shelving. * Chairs moved to the side of the room (with student bag on top) during practical work. * No chairs to be used in Activity Studio lesson (use floor or standing). | | Extra sanitising products needed in the department.  Caretaker staff to mark out space. |
| Use of equipment | Students/Staff  Low Risk | * KS3 Students will not have access to the prop and costume store until further notice. (Note: No student has been in there/used anything since lockdown began). * Staging not to be moved unless done by/with supervision of RVA/KKA * Exam groups can have access to props and costume with direct supervision/consultation of RVA/KKA but should be encouraged to use their own where every possible. * If exam groups use costume, this is to be bagged (provided) and taken home be RVA/KKA to be washed. * No students to use lighting board/audio equipment or laptops unless directly supervised. * The use of departmental spare pens/stationary to be avoided if possible; but cleaned and left on teacher desk for 24hours if used by students. | |  |
| Department Routines | Student  Medium Risk | * Socially distanced audience to be established and embedded within departmental expectations regarding performances/assessments. * Exam group rehearsals to be booked on departmental booking sheet and wherever possible directly supervised or proximally supervised if deemed appropriate. * No KS3 student allowed in Drama Studio without the supervision of/permission from RVA/KKA. For the time being only exam groups to have this opportunity. * Department to take students step by step through expectations for Covid 19/Behaviour whilst working independently – as stated only those that have demonstrated high levels of trust should be considered. A laminated crib sheet will be handed to each group as part of the process * If students work in an outside space they must take any resources needed with them and be trusted to follow the departmental expectations. **(see appendix 2)** | | Note – *Possible medium risk* due to a more proximal/trust-based supervision of students. Departmental expectations handout created **(see appendix 2)**  School values and Departmental Expectations to be made explicitly clear and only ‘trusted students’ to use outside space. |
| Extra-Curricular | Staff/Students  Low Risk | * From December 2nd (until further guidance is released) Extra-curricular is to be planned and offered in year group bubbles and casts/participants kept smaller than normal (no more than 10-20). This is likely to increase as restrictions ease. * Any singing to follow the Music Department RA until further guidance is released (spacing/audience position/plosives/use of mics & equipment). * Socially distanced, invited audience in an appropriate performance space. (The possibility of outside venues to be utilised where appropriate). * Performances to be ‘live streamed’ as well as performed to an audience to keep audience numbers low. * Performers to arrive in costume (where appropriate) to avoid need for changing rooms etc. * Live audience to have carefully managed arrival and departure time to minimise congestion. * Live audience to be limited to an appropriate number for the space. 20 in Drama Studio & Dining Hall space TBC. * Any audience to wear PPE until further guidance is released. * Letters already sent home to all students involved in drama extracurricular **(see appendix 1)** regarding student involvement in extracurricular. * Students to wait in year group area before coming down to rehearsal at 3.30 to minimise contact with other year groups. * Year 12 bubble performance to be rehearsed on Wednesday 3.30-5pm with RVA * Year 10 bubble performance to be rehearsed on Thursday 3.30-5pm with KKA * All break/lunch/extra-curricular to be directly supervised by RVA/KKA * Accurate registers to be taken at all extra-curricular activities for track & trace purposes * No physical contact between staff & students (sometimes used in Drama/Dance for correction purposes) until further guidance is released. * Exam group rehearsals to be booked on departmental booking sheet and where ever possible directly supervised or proximally supervised if deemed appropriate. | | The DofE guidance stipulates:  *“All pupils should have access to a quality arts education. Music, dance and drama build confidence and help children live happier, more enriched lives, and discover the joy of expressing themselves.”*  *“Schools must do everything possible to minimise contacts and mixing. The overarching objective should be to reduce the number of contacts between pupils and students, and staff, including for rehearsal and performance”*  Further planning and discussion regarding Summer Term extracurricular needed (i.e. Showstoppers 3). Awaiting further guidance - although I remain hopeful it can be possible with careful planning and well managed procedures.  No food/drink at performances until further guidance is released.  All ‘performance mitigations’ taken from DofE guidance on live performances.  *“Additionally, schools should keep any background or accompanying music to levels which do not encourage teachers or other performers to raise their voices unduly. If possible, use microphones to reduce the need for shouting or prolonged periods of loud speaking or singing.”*  Sixth form rehearsals are normally groups of less than 10 and can require a larger degree of trust/responsibility. |

**Former Drama RA**

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| Covid 19 Risk Assessment | | | **Subject: Drama**  Assessment Date: First Assessment July 2020  Review Date: First Review Date Summer as further subject guidance emerges 2020  Second Review Date September Training Days  Third Review Dates- during the first few weeks of the new term | |
| List areas/aspects that will need to be considered for your area eg   * Equipment hygiene * Entry/exit to your area * Seating * Routines | People affected:  Students and Staff  Risk High Medium or Low | Control Measures | | Comments |
|  |  | For all subjects there is a generic risk assessment in place for the whole school   * For Heads of Department there is a briefing on July 17th * For the wider staff there is a briefing on July 20th * Further training and support for staff on September Training Days | |  |
| Contact and proximity to students | Students/Staff  Low Risk | * Practical groups are to be strictly no more than 4 students (where ever possible using pairs). These groups will then be expected to follow strict social distancing procedures. * Practical groups (where appropriate/possible) will remain the same over the course of a SOW/assessment. * Practical groups to work in designated areas of the space and (where ever possible) will remain in these each lesson. * Staff to maintain social distancing when working practically with groups. * Vocal work (specifically singing – Exam groups only) will be done in one of the following ways: 1) In a large, well ventilated space for example the Activity Studio or 2) Outside, weather allowing. Extreme social distancing will be in place (at least 2 meters and all facing forward). * Contact based theatrical styles such as Physical Theatre not to be taught in 2020-21. Schemes of learning and play texts adapted accordingly. | | See Open Drama UK guidelines |
| Seating arrangements | Students/Staff  Low Risk | * Seating to be pre-arranged at the start of every lesson and organised with social distancing in mind. * Seating to be wiped down as part of lesson planning/student expectations. * “Teacher Area” to be marked out * Students to enter space and keep bags under chair to avoid congestion at allocated bag shelving. * Chairs moved to the side of the room (with student bag on top) during practical work. * No chairs to be used in Activity Studio lesson (use floor or standing). | | Extra sanitising products needed in the department.  Caretaker staff to mark out space. |
| Use of equipment | Students/Staff  Low Risk | * KS3 Students will not have access to the prop and costume store until further notice. (Note: No student has been in there/used anything since lockdown began). * Staging not to be moved unless done by/with supervision of RVA/KKA * Exam groups can have access to props and costume with direct supervision/consultation of RVA/KKA but should be encouraged to use their own where every possible. * If exam groups use costume, this is to be bagged (provided) and taken home be RVA/KKA to be washed. * No students to use lighting board/audio equipment or laptops unless directly supervised. * The use of departmental spare pens/stationary to be avoided if possible; but cleaned and left on teacher desk for 24hours if used by students. | |  |
| Department Routines | Student  Medium Risk | * Socially distanced audience to be established and embedded within departmental expectations regarding performances/assessments. * Exam group rehearsals to be booked on departmental booking sheet and where ever possible directly supervised or proximally supervised if deemed appropriate. * No student allowed in Drama Studio without the supervision of/permission from RVA/KKA. Only exam groups to have this opportunity. * If students work in an outside space they must take their chair and bag with them and be trusted to maintain strict social distancing. | | Note – *Possible medium risk* due to a more proximal/trust-based supervision of students.  School values and Departmental Expectations to be made explicitly clear and only ‘trusted students’ to use outside space. |
| Extra-Curricular | Staff/Students  Low Risk | * Until further guidance is released, any extra-curricular is to be planned and offered in year group bubbles and casts/participants kept between 5-10. E.g. a Year 9 play with a cast of 7, all invited/signed up by RVA and parental permission granted. * Socially distanced, invited audience or live streamed performances. * Students to come straight down to rehearsal after P5 and to be registered by RVA/KKA * All break/lunch/extra-curricular to be directly supervised with accurate registers taken. * Exam group rehearsals to be booked on departmental booking sheet and where ever possible directly supervised or proximally supervised if deemed appropriate. | | Further planning and discussion regarding Term 1 extra-curricular provision needed.  Parental permission needed.  Invited audience will require phone calls and a health declaration of sorts.  I believe it remains possible with good planning, organisation and upholding the schools values. |

**\*\*\*\*This guidance has now been superseded Physical Education 4th November 2020 –**

**DfE Guidance**

* *Training for extra-curricular purposes, for instance as part of clubs, should not take place.*

**Message to parents 4th November**

Dear Parents/Carers, it’s with a heavy heart we have had to postpone all Extra-Curricular PE Clubs in line with the latest DfE guidance which comes into action as of Thursday November 5th (please see the extract below). We realise that these had only just started and the Physical Education department are very disappointed by this new guidance and we know that the students will be as well. We would like to reassure the students that we will look to resume these clubs as soon as we possibly can once the National Lockdown is released and that we have DfE confirmation that these clubs can start again.

**New PE Risk Assessment October 3rd November – School will revert back to this guidance once the 2nd National Lockdown is release and the DfE guidance is updated**

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| **\\iac.internal\staff$\Teachers$\srogers\Pictures\Ilfracombe Academy.PNG** | **Establishment/Department: Ilfracombe Academy, PE** | **Establishment Risk Assessment** | **RAA01** |
| **Address : The Ilfracombe Academy, Worth Road, Ilfracombe, EX34 9JB** | | |
| **Person(s)/Group at Risk**  **Students & staff** | | Date assessment completed: 6.10.20  Date to be reviewed:  3/11/20 | |
| **Activity/Task/Process/Equipment**  **Term 2- sports COIVD-19** | | Assessor(s): B. Bright | |

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| **Significant Hazard Section** | **Control measures in place**  *Additional measures or actions not included in the column below should be put in the assessor’s recommendations at the end of this document* |
| Equipment | -Equipment is not be shared between bubbles and kept to a minimum within the same year group lesson.  -After every use equipment is cleaned using hand sanitiser or antibacterial spray.  -Bibs can be worn but must not be shared even within bubbles and washed afterwards.  -Any ball coming into contact with a person’s face must be cleaned immediately. |
| Activity studio | -Indoor spaces are only to be used where there is not a suitable outdoor venue such as in poor weather.  -Students must use hand sanitiser at the start and end of each lesson.  -Max number of students 30 due to social distancing.  -Windows must be opened for ventilation.  -Low intensity exercise such as yoga or Pilates are to be used where each student has access to their own exercise matt which is evenly spaced around the room.  -Teachers box clearly marked out at the front of the class- if the wish to leave the box they must be wearing additional PPE to comment and correct students’ technique.  -Bench ball, dance and dodgeball are also now permitted but must follow the DFE and their governing bodies guidance. |
| Sports hall | -Indoor spaces are only to be used where there is not a suitable outdoor venue such as in poor weather.  -Students must use hand sanitiser at the start and end of each lesson.  -A single full-size class can use half a sports hall if their activity is of a low intensity such as table tennis or rounders.  -BTEC year 11 students who have a max class of 17 students can use half a hall to do high intensity exerciser as long as they maintain social distance and open the fire exit doors for additional ventilation.  -The curtain is to be pulled across when two classes are in the sports hall and under no circumstance is a student from one class to go past the curl into the other half, this is to prevent year group bubbles mixing. Any equipment such as ball that does go the other side the teacher must collect and then either clear or put out of use before continuing the lesson.  -Table tennis tables are to be evenly layout in one half of the sports hall maintaining as much distance between tables as possible. Each student is to have their own paddle. The tables will be cleaned using a mist sprayer (by the teacher) at the end of each lesson and the table tops dried with paper towel.  -Following NGB guidelines not doubles games are to be played, singles only.  -Table tennis balls are regular cleaned during each session.  -Shouting, breathing on the ball must to be avoided.  -Indoor rounders; staff are only to use the hard foam balls when playing matches and drills. Students waiting to bat are to be positioned against the back wall away from the curtain. |
| Wet flooring | With the increased need of ventilation, the sports hall doors must to be open when teaching, if it is raining hard this may result in water coming in by the doors.  -If this does happen staff are to cone the area off and inform all students this is area if off limits.  -If equipment such as ball goes in this area the member of staff is to retrieve it.  -Inform the site team that there is water in the floor, so they can dry it at the end of the lesson.  -Rubber matting is to be place on the inside of the doors to protect the floor from water damage. |
| Staffing | Staff are to try and maintain 2m social distance where every possible. If staff are 1m distance from students, they must wear additional PPE.  -Staff must not make contact with students but if they do they need to hand sanitiser at the earliest moment possible.  Staff are always encouraged to carry hand sanitiser on their person . |
| Football  <https://schoolsfootball.org/covid-19-guidance/>  <https://www.thefa.com/news/2020/sep/17/covid-19-fa-guidance-on-return-to-indoors-football-futsal-170920> | * Competitive training is now permitted, with groups limited to a maximum of 30 people, including coaches (indoors and outdoors). * Competitive match play is permitted, with social distancing in place before and after the match, and in any breaks in play. * Players and staff must sanitise hands before and after a game as well as scheduled breaks throughout a game or training session (every 20 minutes). * Ball handling must be kept to a minimum with most contact via a boot and the ball disinfected in breaks of play. * Football coaches and teachers are encouraged to limit persistent close proximity of participants during match play and training. * Goal celebrations must be avoided. * Equipment such as gloves and bibs must not be shared, and goalkeepers must ensure they disinfect their gloves regularly in breaks in training or matches and thoroughly afterwards. Where possible, teachers and coaches must only handle equipment in training. * When the ball goes out of play, it must be retrieved using the feet rather than the hands where possible. * Set plays: players are encouraged to avoid unnecessarily long set-up or close marking. * Associations and schools must keep a record of attendees at a match or training session, including contact details, to support NHS Test and Trace * Students will wear a mixture of football boots and training, any activity involving tackling shin pads must be worn by all students. * Goal posts must be regularly cleaned. * Any contact drills/ games shin pads must be worn by all participating. Students are encouraged to bring their own but some will be leant out (these will be cleaned after each use).   Guidance following a conversation with the Devon FA, (Chris French, 07816787194, County Development Manager).   * The FA guidance has been created and designed to support local community football clubs not schools. The document is only guidance not law. * FA says that coaching sessions can have up to a max of 30 people involved. Multiple groups can be using the same facility at the same time as long as groups remain socially distanced from each other ([file:///C:/Users/jgreenaway/AppData/Local/Packages/Microsoft.MicrosoftEdge\_8wekyb3d8bbwe/TempState/Downloads/master-guidance-re-starting-outdoor-football---23-september%20(1).pdf](file:///C:\Users\jgreenaway\AppData\Local\Packages\Microsoft.MicrosoftEdge_8wekyb3d8bbwe\TempState\Downloads\master-guidance-re-starting-outdoor-football---23-september%20(1).pdf) page 9) * Devon FA suggested that splitting a larger than 30 group into 2 smaller groups (14-18) and keeping them separate could be a way to "get around" the guidance. Keeping the same smaller groups for every lesson of football. * class to remain in smaller groups throughout the lesson, on either half of the astro, for all aspects of lesson (warm up/drills and practices/games) * When playing in games during the lesson, games would be a max of 8-a-side, with any extra students on the side line, socially distanced, partaking a role such as coach/official * Heading is not allowed, any contact with the head or face the game is to be stopped and the ball cleaned before continuing. * Devon FA also questioned our risk assessment because as our Year groups are in bubbles, then as long as risk assessed appropriately, having over 30 students should not be an issue as our risk assessment currently covers having more than 30 people in a classroom * Devon FA are aware of schools in Torbay/Plymouth area that are already doing football and are even playing fixtures against other schools |
| Netball  <https://www.englandnetball.co.uk/about/covid-19-support/guidance-for-schools-and-colleges>  <https://d2cx26qpfwuhvu.cloudfront.net/englandnetball/wp-content/uploads/2020/09/08124933/Guidance-for-Schools-Collges-and-Academies.pdf> | * School matches guidance allowed from 26th September. Tournaments are not permitted at this time. * All players must not position within 4ft (1.2m) of any other player * Where possible netball activity must take place outside. * Hands must be sanitised before and after a session and at a minimum of every 15 minutes within a session or match. * Netballs can now be shared but this should try to be reduced. Every 15 minutes the following steps must be taken: sanitise hands, wipe the ball with disinfectant wipes, dispose of the wipe in a bin, sanitise hands. * Bibs must not be shared and washed after every session. * Posts must be sanitised before every and after session: sanitise hands, wipe the post with disinfectant wipes, dispose of the wipe in a bin, sanitise hands. This process must happen if anyone makes contact with the post during the session. The same rules apply for any additional equipment used. * Maximum number of 30 people per court (including coaches). Recommendation to restrict numbers to 1 player per 15m2 .   Matches:   * Players are required to sanitise their hands at the start and end of each quarter * A freshly cleaned/sanitised ball must be used for each quarter (same ball can be used but must be cleaned at quarter times) * Spare ‘clean’ ball to be kept reserve if the match ball enters a spectator area * Match Officials and Scorers will now be required to be at least 2m from activity where possible, with 2m distance between chairs. * Those sitting on team benches will be 2m or 1m+ apart with risk mitigation in place where 2m is not possible. * Team talks must be conducted in socially distant circles on the court to avoid congesting the bench area * Social norms including handshaking, goal celebrations, high 5’s etc are not permitted * The post protector at each goal end should be sanitised prior to the start of the match * Players are actively discouraged from touching the post * Shouting is not permitted * A clean set of bibs must be used with no sharing |
| Handball  <https://www.englandhandball.com/play-the-game/covid-19-return-to-play-protocols> | * At Stage 4 and 5. This means able to play matches and for clubs to return to full training. * A minimum of three sanitised balls will be made available for each match. If a ball hits a player in the face it must be sanitised immediately. * Intention is for full-contact training to begin on the 17th September 2020, ahead of league competitions from the 17th October. * Total number of people involved in training is restricted to 30 per court. After contacting the NGB a court in equivalent size to that of a netball court and they are happy for a class of over 30 to participate on two outdoor netball courts. * Balls and benches must be sanitised. * Sanitise hands at regular intervals. * Minimise the amount of time in close contact i.e. players must split quickly after a tackle and keep face-to-face time to a minimum. * Players must avoid shouting in close proximity to each other. |
| Dodgeball  <https://britishdodgeball.org/wp-content/uploads/2020/07/Return-to-Dodgeball.pdf> | * The maximum size game is 6v6 on a 9m wide court. As this would not work the return to play guidance states if courts are less than 9m wide than teams can only be a max of 4v4. I propose two courts 7m wide each side by side each with a game of 4 v 4 happening on each. * Players who are out must to stand to side socially distanced ready to come back on. * All players must wear facing covering during the session * Clean hands every 2o minutes * All balls are cleaned prior to use, half way through the session and again at the end of the session. * Head shots must be avoided but if the ball does come into contact with a person’s head/ face the has to be taken out of the game and cleaned before it can be used again. * Shouting must avoid * Socially distance at all time where possible. * Benches must to be cleaned after each use. |
| Bench ball  (Has no NGB) | * Is a low intensity activity similar to that of dance and a lot less than dodgeball that requires a larger pitch. * Propose teams of a max of 9 per side, using 3 benches on each pitch. This will allow for far greater social distance than in a conventual gap. Tap will integrate on the front of the benches where students need to stand. * ½ m on front of the bench a line will be marked out using none slip making to indicate how close the defenders can get to the benches. * At no point can a defender be standing and facing an attacker who is on their bench, this will ensure students are facing the same direction and reduce the chance of particles being spread. * Shouting must to be discouraged. * If a ball comes into contact with a face/ head it must be taken out of the game and clean before it can be re-introduced. * All balls are cleaned prior to use, half way through the session and again at the end of the session. * Students need to hand sanitize every 20 minutes. |
| Dance  (Has no NGB) | * Avoid contact work * Any close proximity dancing students must not be facing one another. * Group size- maximum of six. Any group work students must work in consistent groups and teachers should keep a record of these. * Ensure groups are distanced as much as possible. |
| Afterschool clubs | * Clubs will only run from Tuesday to Friday with a different year group per night. * All clubs must finish at 4.15 so students can leave site without mixing with year 11 finishing P6. * Only sports outlined in the risk assessment above will be run following the relevant NGB guidance. * On all afternoons with the exception of Thursday’s students will go straight to the courts or astro where their teacher will register them and ensure they hand sanitize. * On a Thursday as staff who are running the club finished P5 10 minutes later students participating in a club will meeting in the dinning hall were there will be a member of PE supervising, taking the register and ensuring students hand sanitise. Students going to the astro will then use the second green gate as access and those going to the courts will exit the building through the activity and use the back path. These routes avoid any stairwells and the front exit of school ensuring mixing of different year group bubbles does not happen. * At the end of the session staff will walk with students to the front of school where they will be dismissed. * In the case of wet weather alternative activities will run in the sports hall to ensure the students stay active and will follow the same dismissal process. |

Afpe guidance (not changed since July, May guidance had much more focus on social distancing)

<https://www.afpe.org.uk/physical-education/wp-content/uploads/Updated-COVID-19-Guidance-July-2020.pdf>

Indoor sports in groups bigger than six still allowed in schools

<https://www.sportengland.org/how-we-can-help/coronavirus>

**DfE extract**

“Schools have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls.

Sports whose national governing bodies have developed guidance under the principles of the government’s guidance on team sport and been approved by the government are permitted. Schools must only provide team sports on the list available at [return to recreational team sport framework](https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/return-to-recreational-team-sport-framework).

Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups.

Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible) distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise. External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities.

Schools should refer to the following guidance:

* [guidance on the phased return of sport and recreation](https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation) and guidance from [Sport England](https://www.sportengland.org/how-we-can-help/coronavirus) for grassroot sport
* advice from organisations such as the [Association for Physical Education](https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf.) and the [Youth Sport Trust](https://www.youthsporttrust.org/coronavirus-support-schools)
* guidance from Swim England on school swimming and water safety lessons available at [returning to pools guidance documents](https://www.swimming.org/swimengland/pool-return-guidance-documents/)
* [using changing rooms safely](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities#section-6-4)

Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that it is safe to

**Former PE RA Started on July** **2020**

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| Covid 19 Risk Assessment | | | Subject: PE  Assessment Date: First Assessment July 2020  Review Date: First Review Date Summer as further subject guidance emerges 2020  Second Review Date September Training Days  Third Review Dates- during the first few weeks of the new term | |
| List areas/aspects that will need to be considered for your area eg   * Equipment hygiene * Entry/exit to your area * Seating * Routines | People affected:  Students and Staff  Risk High Medium or Low | Control Measures | | Comments |
|  |  | For all subjects there is a generic risk assessment in place for the whole school   * For Heads of Department there is a briefing on July 17th * For the wider staff there is a briefing on July 20th * Further training and support for staff on September Training Days | |  |
| Contact and proximity to students | Low | * During lessons only athletics and striking and fielding games will take place which will allow for social distancing. * Indoor lessons; one class in the sports hall, one in the activity studio only doing low intensity exercises such as yoga to ensure breathing rate is not heavily raised. Other classes will go to a theory classroom. * Staff to maintain social distancing when working practically with groups. | | * The department will need additional hand sanitisers stations and supply. * See DfE & Afpe for guidance on sporting activities. * Additional storage location for equipment will be needed to prevent the outside store becoming a choke point. Shot puts by DT and possibly the mobile trolley on Marlborough if the surf club are not using it. |
| Seating arrangements | Low | * In theory classes students will be spread out a minimum of a 1m apart. * Movement around the class will be kept to a minimum and the teacher will lead the lesson from the front. * “Teacher Area” to be marked out * KS4 students could be in a different theory room each lesson so a seating plan will not be possible but students will be socially distanced. | | * A list of free class rooms KS4 students can access in case of wet weather. |
| Use of equipment | Medium | * All bats, javelins and shot puts will be cleaned after each classes use with hand sanitiser as it dries quickly. * All other equipment will be dunked (by staff only) or sprayed with disinfectant. * Staff will have access to gloves and safety googles. * Students can assist with cleaning equipment but must be supervised by staff at all times and not allowed to dunk equipment. | | * The water with disinfectant will be changed regularly (site team). * Additional hand sanitiser will be needed as part of a cleaning station in the outside store. * Additional equipment to help with rotations have been ordered. * There will be a few minutes at the end of each lesson where staff are cleaning equipment in the store room where students will be unsupervised and have to wait. |
| Department Routines | Low | * Changing rooms not in use for students to get changed, students arrive in school in their PE. * KS3 students are to be collected from their class room. Before leaving the room each students will use hand sanitiser, staff are also to return students to classes at the end of the lesson where they will use hand sanitiser again. * KS4 students are to be registered by the back of the changerooms, once registers they will use hand sanitisers from wall mounted dispensers. Individual class will then walk through the changing rooms just to drop off their bag and then exit. One class will walk through the school and come out the front of school and two through the electric door unless the class is going to blazing sands where they will walk through the activity studio. At the end of the lesson students will enter the changing room from the back doors after using hand sanitiser again, collect their bag. | | * Four wall mounted hand sanitisers, two by the back doors and two by the electric doors. * The top courts cannot be used during period 2 & 4 due to staggered breaks which needs to planned for. * Some lesson will be split which staff need to take into consideration when planning. |
| Extra-Curricular | Low | * There will be no inter school competitions at this point. * The sportshall and astro will have to remain closed at break and lunchtimes as they will used as teach space. * Extra curriculum clubs need further discussion and planning at this stage. | |  |

**Art**

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| Covid 19 Risk Assessment | | | Subject; ART & DESIGN  Assessment Date: First Assessment July 2020  Review Date: First Review Date Summer as further subject guidance emerges 2020  Second Review Date September Training Days  Third Review Dates- during the first few weeks of the new term | |
| List areas/aspects that will need to be considered for your area eg   * Equipment hygiene * Entry/exit to your area * Seating * Routines | People affected:  Students and Staff  Risk High Medium or Low | Control Measures | | Comments |
|  |  | For all subjects there is a generic risk assessment in place for the whole school   * For Heads of Department there is a briefing on July 17th * For the wider staff there is a briefing on July 20th * Further training and support for staff on September Training Days | |  |
| Contact and proximity to students |  | * Social distancing measures to be adhered to as closely as possible. * Students to line up 2m apart, and be shown into the classroom in an orderly manner. * Tables will be laid out to accommodate a number of students? * Exam groups may have more space than other groups. * Sixth form students may have a designated space. * Preparation and clearing up time will inevitably be longer and will need to be closely monitored as technician will need much more time to manage both parts. * Tables and work spaces will need cleaning as per guidelines for all classrooms in the school. * At present in a normal sized room, you can expect to fit anywhere between 7 – 12 pupils and still maintain the 2m safe zone. Clearly demonstrations cannot involve pupils crowding around a table, however they will still be needed for many activities. They can still be done by making use of projectors and digital cameras / visualizers to project what is being demonstrated. Teachers will need to practice beforehand if they are not already experienced in using this equipment. Teachers must keep their distance when observing the pupils as they work through the practical activities [visors may be worn in order for staff to help pupils ]. | | Information and guide lines provided by Cleapps has been out since May, and they are due a revised version in early August. Department staff have seen a copy of the risk assessment.  As the situation changes so will the arrangements within this document. |
| Seating arrangements |  | * Teachers will have to plan and take into account the requirements for each practical activity (e.g available equipment) and decide whether it can be safely managed as a class activity (pupils working individually not in groups) or a demo. Long and complex multi-step practicals should be avoided apart from with very experienced pupils [ exam groups]. * Handouts or instruction sheets laminated would be very useful for these types of lessons. * Most art rooms are equipped with 4-person work tables, \* under the social distancing rules, it would be sensible to limit this to one pupil per table? There may be capacity for pupils to use side benches, but it would seem that most rooms would be limited to 6 or 8 pupils. Where pupils need to move around the room, they should raise their hand to attract the teacher’s attention and ask permission to move to use a particular piece of equipment. The teacher can then monitor movement and ensure that only one person is in any zone. * Windows/Doors to be left open to ensure good ventilation. * students will remain in their seats staff to distribute equipment. * lower school sketchbooks to remain in school at all times [ homework?]. * Work pack in clear wallet for every student containing sketchbook and basic equipment. large clear plastic boxes for every class to house wallets [easy to manage and distribute/collect and store after each lesson]. | | \*current information from Cleapps |
| Use of equipment |  | * Practical tools and equipment will need to be set up at the pupil workstations. This must be done before the lesson by staff who follow social distancing rules at all times. There must be time allocated at the start and end of lesson for setting up/clearing up. * Where possible groups or ‘bubbles’ may be given plastic wallets with equipment inside for students to use over several weeks. * Preparation and clearing up time will inevitably be longer and will need to be closely monitored as the technician will need much more time to manage both parts. * If rooms are being used at other times for theory work then this could impinge on availability of set up time, due to the limited access to the room. * Department aprons will be removed from use. * Dark room will be single use only at all times. | | Hand sanitiser and anti-bacterial wipes provided in all classrooms and monitored closely by the technician.  Students are encouraged to wash their hands and equipment regularly. |
| General information |  | * At the end of each lesson students will be expected to wipe down their area with a cleanser under the supervision of the teacher, hopefully this will become second nature to pupils during the term. * At the end of the lesson it will be the student’s responsibility to clean up equipment and sanitise their hands under the supervision of the teacher. * At the end of each lesson any materials or specialised equipment including laptops and cables should be cleared away and wiped with a suitable cleanser and placed back in the store by the technician or teacher and left for 72 hours. * St**aff will sue their own PPE that is provided by the school. Staff should not use PPE assigned to colleagues.** | |  |

**Music**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Covid 19 Risk Assessment** | | | Subject: Music **Assessment Date: First Assessment July 2020 (Updated Wed 3rd Sept)**  **See Red for updates**  **Updated again November 30th see (light grey)**  **Review Date: First Review Date Summer as further subject guidance emerges 2020**  **Second Review Date September Training Days**  **Third Review Dates- during the first few weeks of the new term** | |
| **List areas/aspects that will need to be considered for your area eg**   * **Equipment hygiene** * **Entry/exit to your area** * **Seating** * **Routines** | **People affected:**  **Students and Staff**  **Risk High Medium or Low** | **Control Measures** | | **Comments** |
|  |  | For all subjects there is a generic risk assessment in place for the whole school   * For Heads of Department there is a briefing on July 17th * For the wider staff there is a briefing on July 20th * Further training and support for staff on September Training Days | | * Comments in red are additions made on 2/9/2020 after recent government guidance. |
| Contact and proximity to students |  | * Teaching area to be marked out at front of teaching area * Where work requires closer supervision by teacher around the classroom visors will be made available to staff | | * Not currently in place |
| Seating arrangements |  | * Practical music lessons will take place in music rooms. For KS3 this will be after registering and after initial activities are complete in tutor spaces- bags will be left in the tutor classroom and collected on return. * Normal working practice will be in pairs, side-by-side. * Larger group work to be limited and to a maximum of 5 pupils depending on space available * Where practice room spaces are used these will remain in consistent use each lesson for same pupil or group * Consistent seating placements will be required of each class at class teacher’s discretion * Classrooms to be set up to avoid instances of pupils working in any face-to-face manner- practice rooms should allow for this distancing | | * Extra 2 tables required in MUS1, MUS2 layout to be adapted to allow for spaced seating |
| Activities and use of equipment |  | * SoW to be adapted where possible to avoid shared use of equipment in accordance with departmental timetable * In order to reduce contact and mixing pupils must work at the same workstation for each topic/half term. This will be directed by the class teacher. * There will be no work completed in any more than pairs until further guidance indicates this is possible. * If singing is important to a learning episode this should be limited to 2 songs or up to approximately 8 minutes and in groups of less than 15. Extremes of dynamic and diction (particularly plosives) are to be avoided. Extra care must be taken to ventilate spaces before and after such activity * Use of tablets to be minimised and appropriate cleaning regulations used * Permission to use equipment during lessons to be given specifically by teaching staff * Apart from small number of pupils, pupils will be largely under direct supervision when using any equipment * Upon finishing practical activities and before leaving the classroom pupils will be supervised in cleaning of all equipment used * Where appropriate music levels should be kept to a level that does not require those in a room to raise their voice. | |  |
| Extra-curricular activities |  | * Recent guidance states that “*Although singing and playing wind and brass instruments do not currently appear to represent a significantly higher risk than routine speaking and breathing at the same volume, there is now some evidence that additional risk can build from aerosol transmission with volume and with the combined numbers of individuals within a confined space. This is particularly evident for singing and shouting, but with appropriate safety mitigation and consideration, singing, wind and brass teaching can still take place*” * All activities will follow whole school policy. When we do start the plan will be to mitigate risks through the actions below: * Singing work to be restricted to groups of no more than 15 (preferably outside). Singers require 3m2 spacing * Ensemble work to be built around year group bubbles only in accordance with school policy. * If indoors MUS 2 is the largest available music space- due consideration must be given to account for ventilation of the space and social distancing to enable dilution of aerosol transmission. * Booking of practice rooms after school will be possible through TBa. * Use of practical spaces during break time will not be possible whilst there will be booking slots available at lunchtimes with a clear code of conduct communicated to pupils. * Storage of personal instruments for KS3 will need to be in tutor classrooms. Y10 pupils can use the store cupboard opposite MUS1 whilst any year 11 pupils wishing to store instruments will collect a key to put instruments in store cupboard by main entrance to the music area * If planning an indoor or outdoor face-to-face performance in front of an audience, we should follow the latest advice in the DCMS [performing arts](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts) guidance, implementing events in the lowest risk order as described. If planning an outdoor performance we should also give particular consideration to the guidance on delivering [outdoor events](https://www.eventsindustryforum.co.uk/index.php/11-features/14-keeping-workers-and-audiences-safe-during-covid-19).   27.11.20 update   * General school protocol will be followed such as enhanced hand cleaning, sanitation of equipment and keeping bubbles separate. * All extra-curricular activities to take place after school due to restricted time lunch time and to reduce any unmanaged movement. * Activities to include Y7 singing and “Just Play” instrumental skills, Y9 music tech club to rotate over 4 weeks with Y8 and Y10 band with offer of BTEC rehearsals in practice rooms for those not involved. * Activities including vocal work will follow most recent advice (DfE document on Guidance for full opening: Schools, 26th November 2020) relating to appropriate mitigations- this will mean shorter sessions to reduce build-up of aerosols, maintaining social distance as appropriate, increasing ventilation to dilute aerosol transmission. * Pupils attending activities to remain in teaching rooms until 3.30 and after Y 11 have left the building. * Registers for all weekly activities will be kept | |  |
| Individual instrumental/vocal music lessons |  | * Practice rooms 2 and 7 (the largest spaces) will be reserved for these lessons * Departmental guidance for all vising music teachers (informed by Music Mark and DMEH) to be shared prior to returning as well as relevant school information * Rooms to be rearranged to ensure appropriate sight of pupils whilst being mindful of safeguarding practice * Singing lessons to use a screen between teacher and pupil, screen to be available for other lessons where possible * Second piano to be available to piano teachers to avoid any sharing of keyed instruments * Timetables to be designed to enable pupils to attend lessons in bubble order where possible * Pupils to follow safe handwashing procedures before and after entering room * Teachers to timetable appropriate breaks into individual timetable to allow ventilation of rooms. * For instrument storage see above. | | * Purchased? Built in school? If not maybe by TBa could build using school sourced materials |
| Equipment hygiene |  | * Only equipment specified by teaching staff to be used- social time use will be restricted in order to reduce possibility of surface transmission. * All pupils will be encouraged to bring in their own instruments where appropriate. * Hand hygiene protocol to be followed by pupils on entering the department according to school procedure * All equipment used will be cleaned after and before use. * Keyboards will be cleaned with wipes (sourced appropriately for electrical items). * Computer keyboard and touchscreens to be wiped down before and after use with appropriate wipes. * Strummed instruments to be cleaned on body and strings before and after use. * There will be no use of any blown instruments for the immediate future owned by the department. | |  |
| Visiting Music Teachers (VTM’s) Update | Medium/High Risk | * Visiting music teachers (VMTs) to be sent the appropriate school-based general guidance prior to arrival.  On signing in appropriate sanitisation procedures should be followed and mask and/or visor should be worn on all corridors as guided by reception. * Hand sanitisation protocol to be followed before and after every lesson by pupils and VMT. * Lessons must be timetabled (and therefore rotated) in bubble/year group blocks. Timetables should be shared and kept as a record of activity and be made available to TBA at all times. * There should be a 2 minute gap between pupils in different year groups?????? * Appropriate protocol (attached in appendices) detail cleaning of space and how pupils will approach the space in order to maintain bubble isolation and to adhere to social distancing measures. * VMTs can collect additional cleaning materials from MUS1 if required. * Lessons should not be timetabled to start at lesson changeover so that we have made our best endeavours to avoid pupils in different bubbles coming in to contact during lesson changeover. VMT’s to avoided 10 past starts and 20 to when timetabling lessons. * In face to face lessons the room should be ventilated at all times by propping the door and opening windows for the entire session to promote air circulation. * Free standing fans will also be used to promote ventilation and airflow. * Pianos and any other musical instruments and equipment must be cleaned in between pupils with antibacterial wipes. * A second piano will be made available for piano lessons for the purpose of demonstration. * VMT’s to teach from a distance of at least 2ms at all times. Where it is necessary to move closer mask and visor should be worn. * Clear plastic screens to be available to all VMTs and should be used in all singing and wind lessons * Current guidance suggests that transmission from wind/brass instruments is not as high as originally suspected as because sounds is produced with very little air. The sound is produced with very little air but the vibrations are amplified.  This issue was mis-conveyed at the onset of the pandemic along with singing being significantly different to talking- it is now understood not to be.  Whilst this is the case extra caution is being taken in singing and wind based lessons. * The guidance suggests that 2m distancing at all times and 3m when practical is the appropriate control measure- the further mitigation we would put in place is the use of face coverings and plastic screens. * VMTs will need to sign in the main reception and then walk around the outside of the building, around the back of the Sportshall and in through the PE sliding doors in order to access the music department.   November 27th Update   * In order to ensure air change between bubbles 2 rooms will be set up with appropriate equipment for online lessons during the school day. Whilst room 1 is in use room 2 won’t be thereby giving 30 minutes air change time to the room not in use see example table below  |  |  | | --- | --- | | **Practice room 5** | **Practice room 6** | | Pupil A year 8 | *Room inactive to allow time for air change* | | Pupil B year 8 | *Room inactive to allow time for air change* | | *Room inactive to allow time for air change* | Pupil D Year 9 | | Pupil E year11 | *Room inactive to allow time for air change* | | *Room inactive to allow time for air change* | Pupil F year 7 |   nb. Each lesson will last for 30 minutes   * In order to ensure air change between bubbles 2 rooms will be set up with appropriate equipment for online lessons during the school day. Whilst the first room is in use the second room won’t be thereby giving 60 minutes air change time to the room not in use see example table below  |  |  |  | | --- | --- | --- | |  | **Practice room 5** | **Practice room 6** | | 0900 | Pupil A | *Room inactive to allow time for air change* | | 1000 | *Room inactive to allow time for air change* | Pupil B | | *1100* | Pupil C | *Room inactive to allow time for air change* | | 1200 | *Room inactive to allow time for air change* | Pupil D | | *1300* | Pupil E | *Room inactive to allow time for air change* | | *1400* | *Room inactive to allow time for air change* | Pupil F |   nb. Each lesson will last for 60 minutes | |  |

**Killacleave**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Covid 19 Risk Assessment | | | Subject Killacleave Learning Centre (November 30th Update)  Assessment Date: First Assessment July 2020  Review Date: First Review Date Summer as further subject guidance emerges 2020  Second Review Date September Training Days  Third Review Dates- during the first few weeks of the new term | |
| List areas/aspects that will need to be considered for your area eg   * Equipment hygiene * Entry/exit to your area * Seating * Routines | People affected:  Students and Staff  Risk High Medium or Low | Control Measures | | Comments |
|  |  | For all subjects there is a generic risk assessment in place for the whole school   * For Heads of Department there is a briefing on July 17th * For the wider staff there is a briefing on July 20th * Further training and support for staff on September Training Days | |  |
| Pupils/Staff Ratio – Contact and proximity to pupils. | Pupils and Staff  Medium | * Maximum of two staff and two pupils at any one time in KLC. * 121 ratio reflects the needs of the pupils in KLC, per square meter there could be more people in the building but we want to ensure safety. * Pupils to keep a 2m distance from each other whenever possible. * Staff must keep 2m away from pupils, if they need to support closer they should use appropriate ppe. * KLC has been rated again as 6 students to 2 staff members in terms of available space. SCr will focus more on the 4 to 2 ratio. | | * If another member of staff comes up to speak to a pupil or staff it should be done in the initial side room or outside under the cover.   E.g. – Lisa Brennan is mentoring a Year 9 pupil on a weekly basis. |
| Routines | Pupils and Staff  Medium | * Pupils and staff sanitise hands on entry * Hands are sanitised before and after break and lunch. * Pupils should have their own basic resources that should not be shared. * Wipes should be available to clean desks, pupils clean their desk at the start and end of each day. | | * KLC staff ensure wipes are available and hand sanitiser is topped up. * JMC has extra hand sanitiser. |
| Seating arrangements | Pupils and Staff  Low | * Pupils to have their own desk, they use the same desk each lesson. * Staff should also use the same furniture. | |  |
| Use of equipment | Pupils  Medium | * Basic resources should not be shared. (Pencils, rulers etc…) * Wherever possible pupils use sports/creative equipment that is theirs only to use. E.g. tennis racket that only they use all week. * If resources must be shared, such as sports equipment than they must be thoroughly cleaned between use, in-line with the PE depts RA for cleaning equipment. | |  |
| If pupils develop symptoms of Covid19 | Pupils and Staff  High | * Pupil must sit outside under the cover and wait to be collected by parents and taken for a Covid19 test. * Main site needs to be informed as soon as possible. | |  |
| Extreme behaviour puts staff or pupils at risk | Pupils and Staff  High | * KLC has a radio to contact main site if needed. * Backup – Call SCR if needed 07866876938 * Parents are called to collect pupils if required. * It is likely that FTE will be issued for students that will not follow Covid safe rules | |  |
| Increased cleaning routines | Low | * The rooms need to be cleaned on a regular basis. | | SCR looking into KLC staff doing this. |

**DfE Transport Guidance**

<https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/transport-to-school-and-other-places-of-education-autumn-term-2020>

**DfE Contingency Based Panning Guidance – Tier System**

<https://www.gov.uk/government/publications/how-schools-can-plan-for-tier-2-local-restrictions/how-schools-can-plan-for-tier-2-local-restrictions>

**Further Guidance on Face Coverings Further Guidance 1st September 2020**

Background Government guidance on the wearing of face coverings for members of the public can be found at: <https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/facecoverings-when-to-wear-one-and-how-to-make-your-own>

DfE guidance on the wearing of face coverings in schools can be found at: <https://www.gov.uk/government/news/update-on-face-coverings-in-schools>

**The latter can be summarised as follows:**

• The government revised its guidance on pupils in Year 7 and above on 25 August 2020.

• While the government is still recommending that face coverings are not necessary, schools “will have the discretion to require face coverings in communal areas if they believe that it is right.”

• In parts of the country where transmission rates are high the guidance states that, “face coverings should be worn by adults and pupils in secondary schools when moving around the school, such as in corridors and communal areas where social distancing is difficult to maintain.”

• Face coverings are still not necessary in the classroom.

**Use of face coverings in Ilfracombe Academy**

We have consulted a number of partners both locally and nationally before deciding on the following guidance. This consultation has included Ilfracombe Junior School who will be following slightly different way of working as the Primary guidelines that they must adhere to are different.

Coronavirus (COVID-19) usually spreads by droplets from coughs, sneezes and speaking. There is also increasing evidence that airborne transmission can occur, especially in crowded and poorly ventilated spaces. These droplets can also be picked up from surfaces, if you touch a surface and then your face without washing your hands first. This is why social distancing where possible, regular hand hygiene, and covering coughs and sneezes is so important in controlling the spread of the virus.

The best available scientific evidence is, that when used in the appropriate circumstances, wearing a face covering may reduce the spread of coronavirus droplets, helping to protect others.

Ilfracombe Academy have adopted a wide range of protective measures to reduce the transmission risk of COVID-19. However, despite these measures, there are still occasions, specifically in secondary school settings, where social distancing is difficult, such as in corridors or busy communal areas.

Our aim here is to provide a further layer of protection to both pupils and staff.

Ilfracombe Academy’s expectations are that All staff, unless exempt for the reasons explained in the ‘Staff and pupils who may be exempt’ section, will be expected to wear face coverings in all communal school areas. This will include - corridors, staffrooms, staff workrooms, shared office spaces where social distancing is difficult, staff toilets and whilst undertaking duties at break/lunch times in enclosed spaces such as dining halls. This will also apply to staff meetings. However, even with face coverings in use, appropriate social distancing, hygiene measures and hand sanitisation should still fully apply.

All secondary age pupils will be expected to wear a face covering in corridors and any communal areas where social distancing outside of the year group bubble is difficult (communal areas will vary from school to school – so local guidance will apply). Please note – this does not apply to pupils in primary school settings.

All secondary age pupils travelling to and from school via public transport or school transport will be expected to wear a face covering and follow all appropriate hygiene measures required by the respective companies. Please note – this does not apply to pupils in primary school settings.

Ilfracombe Academy staff and secondary age pupils should bring their own face coverings to school as they would for use on public transport, shops, and wider society. If any individual forgets to bring a face covering to school, a disposable mask will be provided.

All visitors, including Parents/Carers, Ilfracombe Academy will be required to wear a face covering whilst on site. Disposable masks will be available at school reception.

Face coverings do not need to be worn:

• By any member of staff or pupil who is exempt (please see the exemption guidance for further information).

* By pupils or teachers in the classroom or during lessons, but both are still free to do so if they wish.
* Staff are able to use Visors during lessons if they wish to do so
* Teaching Assistants in secondary schools who are required to work in close proximity to pupils in the classroom, and therefore unable to maintain social distancing, will be provided with both a face covering and visor.

• Whilst consuming food and drink at break and lunch times.

• By office/admin staff working in a COVID-secure office space . However, those staff are still free to do so if they wish.

• Whilst pupils are mixing with pupils within their own year group bubble only.

* For members of staff, pupils or parents who have any concerns or queries, please contact their child’s Head of Year or Pastoral Coordinator

|  |  |  |
| --- | --- | --- |
| **Year Group** | **Head of Year** | **Pastoral Coordinator** |
| Year 7 | Miss Andrew | Aggie Clinch |
| Year 8 | Mr McDonald | Jacqui Fishenden |
| Year 9 | Mr Law | Lisa Brennen |
| Year 10 | Mrs Tilley/Mr Greenway | Lee-Roy Cochrane |
| Year 11 | Mr Tilley | Lorna Young |
| Year 12/13 | Mr Collins | Claire Sholbrook |

**How to wear a face covering A face covering should:**

• Cover your nose and mouth while allowing you to breathe comfortably.

• Fit comfortably but securely against the side of the face.

• Be secured to the head with ties or ear loops.

• Be made of a material that you find to be comfortable and breathable, such as cotton. Ideally include at least two layers of fabric (the World Health Organisation recommends three depending on the fabric used).

• Unless disposable, it should be able to be washed with other items of laundry according to fabric washing instructions and dried without causing the face covering to be damaged.

**When wearing a face covering you should:**

• Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on.

• Avoid wearing on your neck or forehead.

• Avoid touching the part of the face covering in contact with your mouth and nose, as it could be contaminated with the virus.

**When removing a face covering:**

• Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removing.

• Only handle the straps, ties, or clips.

• Do not give it to someone else to use.

• Place the covering safely in a plastic bag – do not lay it down on the table.

• Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser once removed.

• If reusable, wash it in line with manufacturer’s instructions at the highest temperature appropriate for the fabric when you get home.

**Staff and pupils who may be exempt:**

All Ilfracombe Academy promote an inclusive culture and recognise that some staff and pupils will require reasonable adjustments to be made to accommodate their unique circumstances and allow them to access the educational opportunities and workplace in an equitable manner.

The Heads of Year and Pastoral Coordinators supported by the Senior Leadership Team will work closely with pupils and their families who have concerns about our policy on face coverings being worn in communal areas. Wherever possible, it is hoped that by engaging in supportive dialogue any barriers can be overcome so that the pupil will feel able to wear a face covering.

**The Senior Leadership Team will be mindful of the following government advice when discussing individual cases with staff and pupils:**

In settings where face coverings are required in England, there are some circumstances where people may not be able to wear a face covering. Please be mindful and respectful of such circumstances, noting that some people are less able to wear face coverings, and that the reasons for this may not be visible to others.

**This includes (but is not limited to):**

• People who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment, or disability

* Where putting on, wearing or removing a face covering will cause you severe distress • if you are speaking to or providing assistance to someone who relies on lip reading, clear sound or facial expressions to communicate

In the majority of cases it is likely that pupils who, after appropriate discussions between staff and parents/carers, will be considered exempt from wearing face coverings are already known to staff and may well already be registered as SEND pupils.

Supporting pupils who are identified as exempt Ilfracombe Academy should adapt existing local procedures to help identify pupils who have been identified as not needing to wear face coverings in communal areas, e.g. they may be issued with an ‘exemption card’, similar to those issued when pupils need to be able to leave lessons to use the toilet for medical reasons.

All staff should be aware of pupils who are exempt from wearing face coverings and should be vigilant when supervising communal areas that these pupils are not subjected to any form of harassment from their peers.

Steve Rogers (Deputy Headteacher) August 28th 2020

**Table to show attendance at RA meeting throughout the summer 2020**

|  |  |
| --- | --- |
| **Name** | **Role** |
| Andrew Bailey | Vice Chair of Directors & Chair of Governors |
| Richard Annear | Newly appointed Chair of Governors September 2020 |
| Sharon Marshall | Headteacher |
| Steve Rogers | Deputy Headteacher and Headteacher September 2020 |
| Julie McCarthy | School Business Manager |

\*\*\*\*\*The Music practice guidance is only a draft at this stage in order for Directors to discuss and ask questions

**Proposal principles for continuation of peripatetic music lessons**

* The preferred means of teaching will be that pupils receive lessons outside of the school day.
* Lessons arranged in school will take place in practice rooms, on Microsoft Teams (using library laptops?), according to timetable by individual visiting music teachers (VMTs).
* Teams meeting to be set up for the duration of each days teaching and VMTs can log in at the appropriate time.
* Whole session to be recorded in teams.
* Teacher to display the name of the pupil being taught at the beginning of each lesson to aid any review of video.
* Equipment to be set up by support staff and closed down by music teaching staff.
* Lessons to take place on a fortnightly basis and to last twice as long as weekly lessons would have in order to reduce pupil movements
* Lessons to take place only during period 1,3 or 5
* Pupils to receive lessons at the same time and day wherever possible.
* Pupils receive lessons in practice room 5 or 6
* Hygiene protocol to be clearly displayed on walls and posted to pupils and tutors to remind pupils at end of every lesson.
* Pupils to clean all equipment used between lessons and leave door open at end of lesson
* Lessons recorded for safeguarding purposes
* No more than 2 tutors to teach at any one time
* Lesson changeovers to avoid the break and lunch movement patterns of periods 2 and 4.  All lessons must end by 1500.
* Every 3 weeks VMTs invited into school to teach face to face in either MUS1 or MUS2 (window ventilation available) depending upon timetable availability- TBA to liaise with VMTs.

APPENDIX 1 (Drama 30th November)



1st November 2020

Dear Parent / Carers

First of all, I hope everyone is safe and well during what I’m sure we can all appreciate is a unique and difficult time. I am writing to alert all parents and carers in way of an update on the 2020-21 extra-curricular provision within Drama. I would firstly like to thank you for all the support you have given Stage Right since its formation in 2013. We have now produced several highly successful performances on increasingly grander scales utilising the varied talents of our students both as performers, non-performers and as part of a Stage Right leadership committee.

Although we live in challenging times, we are looking at ways to re-introduce extra-curricular provision within the school and drama & music will be leading the way. Extra-Curricular activities remain an invaluable asset to students going forward. Not only are they great for their social and emotional development, but can also prove invaluable for future applications, CV’s and cover letters.

We have 3 upcoming ‘year group bubble’ performances we would like to start rehearsing:

1. ‘A Memory Of Water’ by Sheelagh Stevenson.

(This is a performance for YEAR 12 students and will be rehearsed Wednesday after school, initially until 5pm).

1. ‘Missing Dan Nolan’ by Mark Wheeller

(This is a performance for YEAR 10 students and will be rehearsed Thursday after school, initially until 5pm).

1. A YEAR 9 bubble performance (a drama & music department joint effort). **This will start after Christmas** and the show itself and rehearsal times are TBC.

Both the Year 10 and Year 12 rehearsals will commence week beginning 9th November. Year 12 students know who they are as they have been specifically asked to be involved. Any interested Year 10 students are to turn up to the first rehearsal/read through on Thursday 12th.

At the moment (as I’m sure you can appreciate) it is not possible to plan a performance date or venue for any upcoming shows. This will become more apparent as further guidance is released and we work out if and how an audience will work. Rehearsals will be carefully managed and all the necessary Covid-19 guidelines/safety precautions set out both on the departmental and school risk assessments will be adhered to at all times. I know both students and staff are keen to get back to creating great performance work, but rest assured student safety will always remain the #1 priority.

As we continue to offer numerous opportunities for students in terms of performing, directing, serving on the committee and being involved in general I feel it is necessary to re-affirm our departmental expectations.

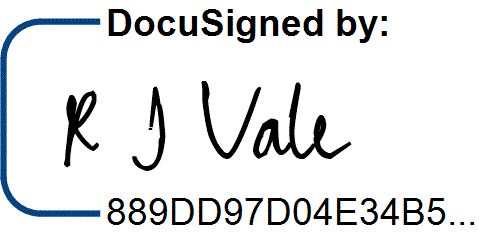
Stage Right is an excellent outlet for students and it continues to grow every year. As a department we want to ensure that students continue to do the things they enjoy, yet also make the necessary progress and attainment in their lessons within the school.

If students fall behind in their academic studies and it is decided that involvement in productions is a significant factor, this could result in after school detentions or perhaps even removal from a production (either temporarily or permanently). Students must now continue to develop their organisational skills and resilience in order to manage their time efficiently ensuring continued progress and success in all of their timetabled lessons.

I would encourage all parents/carers to follow/join/like ‘Stage Right Theatre Company’ on Facebook (<https://www.facebook.com/IASRTC/>). Although set up by the students, the page is overseen and monitored by me as the lead administrator and regularly has rehearsal schedules and important dates and timings posted. It will help you keep up to date with what we are doing!

If you have any questions please do not hesitate to contact me and I look forward to seeing you at our next show,

Yours faithfully



Mr Richard Vale

Head of Drama

Head of Post 16 Next Steps & Employability

Ilfracombe Academy

APPENDIX 2 (Drama 30th November)

**Drama ‘Covid-19’ Rehearsal Space Rules**

**There will be times when students use a practical space outside the classroom itself. This is to allow you to work more effectively and to free up more space in the classroom for a safer way of working.**

***When working outside the classroom you will:***

1. **Comply with social distancing rules where possible and must not include contact work in your rehearsal & performance.**
2. **When moving from the classroom to your rehearsal space you must wear your face mask.**
3. **If in a room, keep doors & windows open where possible.**
4. **If in a corridor space, you may remove your mask (if you chose to) when rehearsing.**
5. **You are still in a lesson, the expectations remain the same: you are to rehearse and develop your practical work, not socialise.**
6. **Remain in the designated space you have been allocated. Do NOT wander around.**
7. **If you are unsure of anything, please put your mask back on, come and find the teacher and we will come and support you in your space.**
8. **Continue to show respect for the safety & well-being of those around you (both in your practical group and the school community at large).**

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| Ilfracombe Academy Workforce Guidance for Use of Display Equipment at Home  This is a basic risk assessment for everyone to take into account when working from home during the latest lockdown. | | | |
| What | Considerations | Advice to managers | More information |
| Setting up | 1. Using available furniture and equipment | Set up your workspace to be as comfortable as possible. You may not have an adjustable chair but there are ways to make things better, use cushions to sit on and lean against, if it helps your posture.  For short sessions, use books to tilt your laptop to raise the screen while still keeping the keyboard at a usable angle. Even better, use a separate keyboard and mouse, if available, and raise the laptop to a better height.  The diagrams in ‘Are You Sitting Comfortably’ are what to aim for in making the best of the chair and table you have available. Your workstation may not look exactly like the picture, but you can go a long way to helping yourself to maintain good posture.  For extended periods working with a laptop a separate keyboard and mouse will make it easier to position the screen correctly.  Try adjusting your set-up, don’t assume you have got it right first time.  If you can’t achieve a DSE workstation that is close to the diagrams in ‘Are you sitting comfortably’ you must let your manager know. | ‘Are You Sitting Comfortably’  H&S Helpdesk can be contacted at:  [healthandsafety@devon.gov.uk](mailto:healthandsafety@devon.gov.uk)  Telephone 01392 382027 |
| Staying healthy | 1. Exercise 2. Food and drink | Most importantly, however well you have set up your workstation, move!   * Move while sat at your desk: frequent, gentle stretches and flexes with these [basic exercises](file:///C:\Users\alan.wilkes\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\CXLVJ20B\yet%20to%20be%20set%20up); 30 seconds to 2 minutes. There are plenty more office exercise ideas on the internet. * Get up and move. 2-5 minutes every hour: Walk; make a drink; do your favourite form of exercise * Gently stretch all your limbs and joints. the idea is to get rid of all the tensions that build up in your body while you are sitting for long periods. * Set a timer to remind you to get up and move – don’t ignore it! * Don’t wait until you feel aches and pains or stiffness before getting up and moving, this will help avoid long-term problems (See last few sections of ‘helpful hints’)   Stay hydrated, get up and make a drink regularly. Have your lunch break away from your workstation | Basic exercises for DSE users |
| Other safety issues | 1. Fire 2. Electricity 3. Slips, trips 4. Working environment 5. Accident and illness reporting 6. Security | * Is the work area kept tidy and waste materials regularly disposed of? * Are exit routes clear? * Do you know exactly what you would do in an emergency? * Is a smoke alarm fitted?   (Please note that the school is responsible only for equipment it has supplied. Private equipment and your domestic electrical system are your responsibility.)   * Look for any apparent damage. Obvious damage to leads or plugs (e.g. cracked/loose casing, missing screws, discolouration, loose connections, etc.) * Don’t use a multiplug adaptor, extension leads are okay but don’t overload them   Keep the floor clear around your workstation, avoid trailing cables  Keep yourself warm, sitting still in a cold room is not healthy  Get plenty of fresh air, open a window  If you have any illness or accidents, you must let your manager know  Make sure your laptop is secured when not in use. This is a GDPR issue as well as loss of equipment. | [HS(A)18 Fire Safety](https://devoncc.sharepoint.com/:f:/r/sites/CorpComms/InsideDevon/HumanResources/Health%20and%20Safety/Policies%20and%20Arrangements/Fire%20safety?csf=1&e=yh4BYd)  [HS(A)16 Electrical Safety](https://devoncc.sharepoint.com/:f:/r/sites/CorpComms/InsideDevon/HumanResources/Health%20and%20Safety/Policies%20and%20Arrangements/Electrical%20safety?csf=1&e=Wtk7jm) |
| General information |  | For further information consult your school’s H&S Coordinator |  |

The Ventilation System

The ventilation system we has been revaluated by the H&S Officer. The H&S confirmed that we are able to provide students with sufficient ventilation and access to fresh air in computer rooms 1, 2 and 5.

In this email I will summarise my findings and any action that is being taken.

According to the manufacturer’s specifications, the ventilation units in each room can supply a maximum of 278l/s of fresh, outdoor air. According to the 2018 Approved Code of Practice (ACoP), each person requires a minimum of 5-8 l/s.

This means that at maximum capacity each computer room can theoretically hold ~55 people. Of course, this is a ridiculous number and not very realistic when you consider the size of the room. However, it illustrates the fact that we can comfortably hold a class of 32 (post covid) when considering air quality. Even at the lowest speed, we can safely accommodate ~13 persons in each room.

The system automatically boosts through 4 levels of ventilation depending on how many occupants are in the room. This is regulated by a CO2 monitor, ensuring a safe level of CO2 and an adequate supply of fresh air is maintained. The advantage of this system is that is greatly reduces its cost to operate.

Each unit is up to date in it’s service and maintenance. They are next due April 2021. The reports for these can are kept by Julie McCarthy.

However, as an extra precaution we have arranged for an engineer to come from Dragon Air (the company that services our system) to override the CO2 monitors in computer rooms 1 and 2. This is a surprisingly involved process that we cannot achieve without their help. This will allow us to have the rooms continuously on full during the pandemic, thus fulfilling our commitment to making our school as covid safe as possible. We have made this decision on the basis that these rooms have no external windows to compliment the air system. This will take place over February half term holiday.

Computer room 5 is not equipped with a CO2 monitor and is currently on max throughout the day.

Pending review, these changes will be reversed after the pandemic is over and we start to return to normal.

Additionally, the numbers of students occupying either computer room is greatly reduced due to social distancing.

Speaking with Dragon Air, I can confirm that our system is fitted with filters. This is necessary to protect the heating system and increase the longevity of each unit and cannot be changed. They were unable to comment with regards to covid and I can find no reference to it surviving on ventilation filters. Considering that it is not known to survive very long on surfaces, and that the filters are inaccessible to anyone but a qualified engineer, I am not concerned at this point.

Reviewing the guidance issued by HSE, I am confident that we are following the advice to the best of our ability.

I have attached several documents for your information. Included are the following:

* Manufacturers data sheet for the LGHG-100VX-E Air Unit
* HRV07 and HRV08 – you had requested HRV06, but Julie thinks these are what you need
* BB 101: Ventilation, thermal comfort and indoor air quality 2018

**‘Are You Sitting Comfortably’** Helpful Hints for Working at Home Short Term



1.Use cushions against the chair back so that good posture is adopted, and lumbar support is attained

2.Use cushions to adjust your height so the correct posture is adopted (forearms horizontal to the ground)

3.Avoid excessive pressure on the backs of your legs and knees.

4.You should be able to put your feet flat on the floor or use books if required.

5.Ensure there is space under the desk so the correct posture can be adopted

6.Forearms should be parallel to the floor when typing. Make sure wrists are in line with your forearms and that there is space in front of the keyboard to rest your hands and wrists

7.Use a soft touch on the keys and do not overstretch your fingers. Position your mouse within easy reach, use with a straight wrist.

8.If you have a separate keyboard, raise your laptop screen so your eyes are level with the top of the screen and approximately an arm’s length away and make sure your chair, body, keyboard & laptop monitor are all in a straight line.

9.Sit close to the desk so that you do not have to continually reach forward.

10.Take regular mini-breaks and desktop exercises as shown

**Basic Exercises for DSE Users**



**APPENDIX**

**Rapid Testing Risk Assessment**

Why is this document needed: Public Health England and the Health and Safety Executive require this documentation to ensure end to end health, safety and infection control risks for mass lateral flow testing are identified, pre-assessed, managed and monitored regularly by the site owners and testing operators

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| Assessment Date | 04/01/2021 | Lead Assessor | | Steve Rogers | Contract | ABC | | Assessment Number |  |  |
| **Activity / Task** |  | | | | | | | |  | |
| **Description of task / process**  **/ environment being assessed** | General and clinical activities on the asymptomatic testing site at The Ilfracombe Academy | | | | | | | |  | |
| **Activities Involved** | Traversing the site on foot  Testing school staff and students | | | | | | | **Location** |  | DT3 (SLT Removal) |
| **Who Might be affected** | Employee  ✔ | | Client  ✔ | | Contractor  ✔ | | Visitor  ✔ | | Service User  ✔ | |

* Testing in process of being updated to 2 staff tests for all staff that are in for more than one day per week
* Consented students have also been having weekly testing during the National Lockdown 3 as a way of further ensuring that everyone is safe.
* Track and Trace will be used rather than Proximity Testing in line with current DfE guidance.
* Teaching are tested at 8.40am and wait until they have recorded a negative test. A selection of Staff including SLT, Pastoral Coordinators and TAs cover the room (pre=tested) to ensure the students are safe.

**Hazard Identification and evaluation**

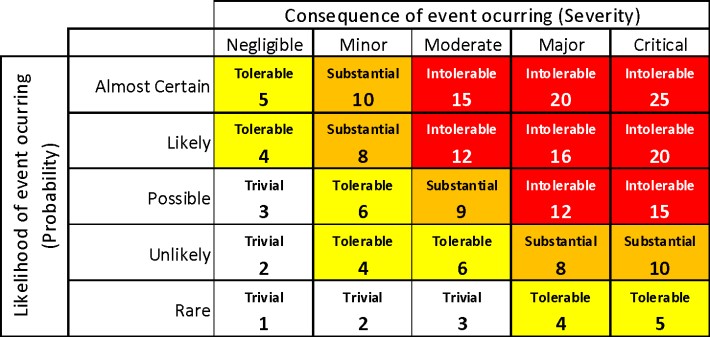
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| --- | --- | --- | --- | --- | --- | --- | --- |
| No | Hazards | Associated risks | Current Control/ Mitigation Measures | Risk  Probability | Evaluation (post measures)  Severity | Risk | Additional control needed?  Action No |
|  |
| 1 | Contact between subjects increasing the risk  of transmission of  COVID19 | Transmission of the virus leading to ill health or potential death | EXAMPLE OF MEASURES:   * **Asymptomatic:** All subjects are to be advised in advance not to attend if they have any symptoms of COVID 19, or live with someone who is showing symptoms of COVID 19 (including a fever and/or new persistent cough) or if they have returned within 14 days from a part of the world affected by the virus or have been in close contact with someone who is displaying symptoms. * **Face masks:** Prominent signage reminding attending subjects of the above to be displayed at the entrance to the building. * Face coverings/masks to be worn by subjects at all times whilst on the premises except for brief lowering at time of swabbing. * Requirement to wear face covering/mask to be reminded to all subjects in advance at time of test booking. * Compliance with wearing of face covering/mask of all subjects to be visually checked on arrival by reception / security staff. * Compliance with wearing of face covering/mask of all subjects to be visually checked through building by queue managers and all other staff. * **Hand hygiene:** All subjects to use hand sanitiser provided on arrival & adherence to this enforced by reception staff. * **Social distancing:** Two metre social distancing to be maintained between subjects with measured floor markings in place to ensure compliance in addition to verbal reminders if necessary from reception, queue management & sampling staff. * A one-way flow of subjects through the building is to be initiated and maintained at all times. Compliance with this is to be ensured by queue management staff. * **Cleaning:** Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance. * Limited clutter-chairs only on request; no physical handing of documents to subjects except barcodes and PCR test kits for first 200 subjects | 1 | 4 | 4 |  |
| 2 | Contact between subjects and staff increasing the risk of transmission of COVID19 : Welcome &  registration | Transmission of the virus  leading to ill health or potential death | * A waiting area (in bubbles) will work as a holding area for students and staff as they wait their testing. The registration desk will be situated 2 meters form the student/staff registering before they enter the testing room. This space will also be used a waiting area after the proximity testing for 30 minutes awaiting results. |  |  |  |  |

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| 3 | Contact between subject and sampler increasing the transmission of COVID19: Sample  taking | Transmission of the virus  leading to ill health or potential death |  | * Full PPE will be worn and a strict 2m social distancing will be observed at all times. * 6 testing bays with two testers who will stand in an allocated box * A full wipe down will eb completed after each test is completed | |  | |  | |  | |  | |
| 4 | Contact between sample and test centre runner increasing the  transmission of  COVID19: Sample transport | Transmission of the virus  leading to ill health or potential death |  | * Full PPE to be worn – at all times | |  | |  | |  | |  | |
| 5 | Contact between samples and sample testers increasing the transmission of  COVID19: Sample processing & analysis. | Transmission of the virus  leading to ill health or potential death |  | * Full PPE to worn at all times * Gloves to be disposed of after each test followed with a full clean down | |  | |  | |  | |  | |
| 6 | Contact between samples and sample testers increasing the transmission of  COVID19: Sample disposal and waste disposal | Transmission of the virus  leading to ill health or potential death |  | | * Full PPE to worn at all times * Gloves to be disposed of after each test followed with a full clean down | |  | |  | |  | |  | |
| 7 | Incorrect result communication | Wrong samples or miscoding of results | • •  • | | 2 identical barcodes are provided to subject at check in  The subject registers their details to a unique ID barcode before conducting the test  Barcodes are attached by trained staff at the sample collection bay  Barcodes are checked for congruence at the analysis station 1 and applied to Lateral Flow Device at this station | |  | |  | |  | |  | |

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| 8 | Damaged  barcode, lost LFD,  failed scan of barcode | Orphaned record on registration  portal & No result communicated to individual | •  • | Rule based recall of subjects who have not received a result within x hrs of registration  Subjects are called for a retest |  |  |  |  |
| 9 | Extraction solution which comes with the lab test kit contains the following components: NA2HPO4 (disodium hydrogen phosphate), NaH2PO4 (sodium phosphate monobasic), NaCl (Sodium Chloride) | These components do not have any hazard labels associated with them, and the manufacturer states that there are no hazards anticipated under conditions of use as described in other product literature. This is the case for exposure to: eye, skin, inhalation, ingestion, chronic toxicity, reproductive and developmental toxicity, carcinogenicity, and medical conditions aggravated by exposure. | •  •  •    • •  • | **PPE**: nitrile gloves which meet the Regulation (EU) 2016/425 to be used at all times when handling the extraction solution. Safety glasses with side shields which are tested and approved under appropriate government standards to be worn at all times when handling the extraction solution. Impervious clothing to be worn to protect the body from splashes or spillages.  **Environmental**: do not let product enter drains  **Spillages**: wipe surfaces which the solution has been spilt on and dispose of cleaning material in line with the lab's waste disposal procedures  Do not use if the solution has expired  Training to be provided in handling potentially biohazardous samples, chemicals and good lab practice. Adhere to guidelines in these training procedures to prevent improper handling.  Follow procedures on the MSDS form provided by Innova to mitigate against inhalation, skin contact or ingestion of these chemicals. |  |  |  |  |
| 10 | Occupational  illness or injury | Staff member is injured and cannot complete their testing role |  | * Call first aider if required * First aider to wear full PPE when helping the staff member * If they are able to walk then PPE should be removed and member of staff should go to the 1st aid room for support * First aid administered at the scene in a worst-case scenario * All staff and students should be removed from the testing centre/room * Hand sanitisers Should be used at all times * Staff member should go to hospital if needed |  |  |  |  |
| 11 | Manual handling | Elements of testing equipment heavy |  | * Site staff to bring the testing equipment up to the testing centre. All staff involved |  |  |  |  |
| 12 | Unauthorised access by members of the public | A member of public comes onto site |  | * All volunteers will need to sign into the school through the main reception. This will be communicated with all volunteers |  |  |  |  |
| 13 | Uneven surfaces (floor protection in the Testing and Welfare areas) | Unsafe floor |  | * Floor is a current DT classroom so fits all reequipments on the guidance. |  |  |  |  |
| 14 | Stairs to / from sample processing / registration area and welfare space | Approach to and from the centre |  | * The approach to the testing centre is all flat and safe |  |  |  |  |
| 15 | Inclement weather | Waiting area |  | * There is a number of allocated waiting areas in and around the testing centre. 3 inside the corridor and 4 potentially in tentage with heaters directly outside the room. |  |  |  |  |
| 16 | Electrical safety / plant & equipment maintenance    Defective electrical equipment | Unsafe testing space |  | * The whole work space will be checked and made safe before the testing commences |  |  |  |  |
| 17 | Use of shared equipment | Cross-Contamination |  | * All shared equipment will be cleaned between each test and gloves will be disposed of each time. |  |  |  |  |
| 18 | Incorrect result communication | Wrong samples or miscoding of results | • •  • | 2 identical barcodes are provided to subject at check in  The subject registers their details to a unique ID barcode before conducting the test  Barcodes are attached by trained staff at the sample collection bay  Barcodes are checked for congruence at the analysis station 1 and applied to Lateral Flow Device at this station |  |  |  |  |
| 19 | Damaged  barcode, lost LFD,  failed scan of barcode | Orphaned record on registration  portal & No result communicated to individual | •  • | Rule based recall of subjects who have not received a result within x hrs of registration  Subjects are called for a retest |  |  |  |  |
| 20 | Extraction solution which comes with the lab test kit contains the following components: NA2HPO4 (disodium hydrogen phosphate), NaH2PO4 (sodium phosphate monobasic), NaCl (Sodium Chloride) | These components do not have any hazard labels associated with them, and the manufacturer states that there are no hazards anticipated under conditions of use as described in other product literature. This is the case for exposure to: eye, skin, inhalation, ingestion, chronic toxicity, reproductive and developmental toxicity, carcinogenicity, and medical conditions aggravated by exposure. | •  •  •    • •  • | **PPE**: nitrile gloves which meet the Regulation (EU) 2016/425 to be used at all times when handling the extraction solution. Safety glasses with side shields which are tested and approved under appropriate government standards to be worn at all times when handling the extraction solution. Impervious clothing to be worn to protect the body from splashes or spillages.  **Environmental**: do not let product enter drains  **Spillages**: wipe surfaces which the solution has been spilt on and dispose of cleaning material in line with the lab's waste disposal procedures  Do not use if the solution has expired  Training to be provided in handling potentially biohazardous samples, chemicals and good lab practice. Adhere to guidelines in these training procedures to prevent improper handling.  Follow procedures on the MSDS form provided by Innova to mitigate against inhalation, skin contact or ingestion of these chemicals. |  |  |  |  |

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| **Control Improvements** | |  |  |  |
| Action No | Recommended additional control measures | Responsibility | Target Date | Date completed |
| 1 | Content of the risk assessment to be communicated with all workers as part of induction | Covid Coordinator | 5th Jan 2021 | 5th Jan 2021 |
| 2 | Toolbox talks to be delivered to all workers on a regular basis including slips trips falls and complacency | Covid Coordinator | 5th Jan 2021 | 5th Jan 2021 |
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| **Additional Notes** |
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**Risk Evaluation**

**Likelihood** **Severity**

**Rare**, will probably never happen/recur Negligible

**Unlikely**, do not expect it to happen, but is possible Minor

**Possible**, Might happen Moderate

**Likely**, will probably happen Major

**Almost Certain**, will undoubtedly happen Critical

**Risk control strategies**

**Intolerable –** stop activity, take immediate action to reduce the risk

**Substantial** - Take action within an agreed period

**Tolerable –** monitor the situation

**Trivial** – No action require

|  |  |
| --- | --- |
| **Declaration -** If the above control measures are implemented the risks posed by the task / process / environment assessed will be controlled to as low as is reasonably practicable. | |
| Persons involved in assessment | Steve Rogers (Headteacher) |
| Signature of Lead Assessor | Steve Rogers Date 4th January 2021 |

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| **Reviews** – this assessment should be reviewed at intervals no greater than 12 months or when there are changes in operational procedure, personnel, the work environment or following an incident | | | | | | | | |
| Review date | Comments | Reviewed by | Signature |  | Review date | Comments | Reviewed by | Signature |
| 19th Jan | Next Review | SRo |  |  |  |  |  |
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| Health and Safety Risk Assessment Sign off Sheet | Assessment Number |  |

**Declaration by employees involved in the activity detailed above** – I fully understand the activity outlined above and the risk control measures that I must implement, use or wear. I have received sufficient information, instruction and training so as to enable me to conduct this activity with the minimum of risk to myself and others.

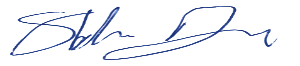
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| Employee Name | Signature | Supervisors Name | Date | Employee Name | Signature | Supervisors Name | Date |
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**Key Testing Documentation**

[Schools Colleges How To Guide.pdf (iac.internal)](file:///\\iac.internal\staff$\Teachers$\srogers\Documents\1.%20General%20Leadership\Covid%2019\Covid%20Testing%20Resources\Resources\Schools%20Colleges%20How%20To%20Guide.pdf)

|  |  |  |  |
| --- | --- | --- | --- |
| **Section** | **List Actions / Additional Control Measures** | **Date action to be carried out** | **Person Responsible** |
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**Signed: Headteacher/Head of Department:**

****

**Date …….12/10/20……**

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

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