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

This outline of this risk assessment has been produced by Devon Local Authority, It has been discussed with Human Resources, Health and Safety the Legal Team and discussed with unions. It is designed to allow the safe return of students 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 our school.

**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 the school to discuss the outbreak control measures that are needed and the information to be communicated to others. Should there be an outbreak the school will email the school priority alert mailbox (educate.schoolspriorityalerts-mailbox@devon.gov.uk to ensure the DCC Education team also know promptly.

**Consultation**:

The initial risk assessment will be consulted on by:

* Working group of Senior Staff: Wednesday 15/7/20
* New Senior Team Meeting: Friday 17/7/20
* School Middle Leaders by Meeting: Friday 17/7/20
* Full Staff Meeting: Monday 20/7/20 which will also include training
* The risk assessment was sent to all staff on 15/7 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
* 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

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|  | **The Ilfracombe Academy** | * **Establishment Risk Assessment** |  |
| **Address: Worth Road Ilfracombe EX34 9JB** | | |
| **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).** | | 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. | |
| **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)** | |  | |
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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* | **Comments** |
| **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. 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)* | *It is not possible to ensure a completely staggered start due to the % of students begin bussed in c50% and therefore there is staggering by holding buses and staggering by place ie entrances to the grounds and building* |
| **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 | *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 | *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* |
| **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 | *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 * When extra curricular activities do commence they will be in year group bubbles | *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 | *Non essential visitors on site will be reviewed as the threat of the virus recedes/escalates* |
| **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 | *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.*   * 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 | *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 | *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 * 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   **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 | *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* | *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. | *There will be a need to revisit this when the weather changes and also consider temperatures in areas with mechanical ventilation* |
| **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)*   * 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 |  |
| **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   **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 through the changing rooms via a one way system to drop their bags off and have designated routes out to prevent bottles neck where it may be challenging to maintain social distancing. * To facilitate using the astro trainers will need to worn as boots will not be given out.   **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 reduce 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.* |  |
| **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*](https://devoncc.sharepoint.com/sites/SchoolsSeptRA/Shared%20Documents/General/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. | *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 |  |
| **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** | *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. |  |
| **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, 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.*   * 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 |  |
| **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 |  |
| **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 | *Proactive social media has been a positive way of responding to community anxiety and concern* |
| **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 | *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 | *Regular reminders will also be sent out to the community* |
| **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 |  |
| **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.* |  |
| **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 |  |
| **Use of PPE**  **Lack of understanding** | *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 | *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* |
| **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) |  |
| **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*   * 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.* | *The school will take advice from the police in managing the traffic outside the school* |
| **Dedicated school transport, including statutory provision** | *Consider how pupils are grouped together on transport and where possible this should reflect the bubbles that are adopted within school. Ensure organised queuing/boarding and distancing within vehicles if possible. Consider* *the use of face coverings for children over the age of 11, where appropriate. For example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet. Consider the use of hand sanitiser upon boarding and/or disembarking.*  *Waiting for the DfE who will shortly publish new guidance to local authorities on providing dedicated school transport.*     * 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 ne 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. | *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** | *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) |  |
| **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 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. 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.* ***Further detailed DfE guidance will be published shortly.***   * 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 |  |
| **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. |  |
| **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*   * Educational visits have not been planned for the autumn term at this initial stage |  |
| **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 |  |
| **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) |  |
| **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 Directors and 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 Vice Chair of Directors, Chair of Governors and newly appointed 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) |

**Music**

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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. * 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. | |  |

**DT**

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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. | |  |

**Drama**

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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. |

**Physical Education**

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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.** | |  |

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| **Covid 19 Risk Assessment** | | | Subject: Music **Assessment Date: First Assessment July 2020 (Updated Wed 3rd Sept)**  **See Red for updates**  **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). | |  |
| 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. | |  |

**Killacleave**

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| Covid 19 Risk Assessment | | | Subject Killacleave Learning Centre  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. | | * 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. | |  |
| 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

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| **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 |

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|  | **Assessor’s Recommendations - Additional Control Measures or Actions** | | | | |
| **Section** | | **List Actions / Additional Control Measures** | **Risk**  **Rating** | **Date action to be carried out** | **Person Responsible** |
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**Signed: Headteacher/Head of Department: Date**

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.