

This risk assessment must be read in conjunction with the Covid Secure Strategy

COVID-19 Risk Assessment

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Version	Date	Review Date	Amendments/Updates
1.0	28.05.2020	19.06.2020	
1.1	19.06.2020	10.07.2020	P5, Update on BAME / Gender information P8, Staff or pupil showing signs of COVID-19 while on school premises to use G1 / A1 as a waiting area
1.2	01/08/2020	20.08.2020	Comprehensive update on full opening information with specific reference to the 'System of Controls' published by the Government on 2 nd July 2020 To be reviewed fortnightly throughout the Autumn Term, or earlier where required
1.3/1.4	20/08/2020	14/09/2020	Comprehensive update to LA V4 guidance
1.5	04/01/2020	23/01/2020	Update for Lockdown 3 and Government Updates
1.6	28/01/2020	01/03/2021	Update for LA guidance (Version 5.0)
1.7	01/03/2021	29/03/2021	Update for LA guidance (Version 6) & Latest Government Guidance
1.8	11/05/2021	31/07/2021	Update for Latest Government Guidance (incorporating roadmap changes from 17/05/2021)
1.9	31/07/2021	31/08/2021	Update for Latest Government Guidance
1.10	01/9/2021	31/12/2021	Full review to bring in line with government guidance issued for Autumn 2021

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1.11	02/01/2022	31/01/2022	Update for Latest Government Guidance 02/01/2022
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PEOPLE MANAGEMENT AND COMMUNICATION			
Hazard	Risk	Control Measures	Site Comments
2.1 Reopening a building following closure (including partial) i.e Summer holidays	Employees, pupils, contractors, visitors.	<ul style="list-style-type: none"> All outstanding inspections, testing or servicing of equipment relating to hot and cold-water systems; gas safety; fire safety; kitchen equipment; security including access control and intruder alarm systems; ventilation, lifts/hoists is in place and deemed suitable prior to opening 	All essential maintenance checks have been carried out during partial closure – see SBM records for details Caretaking staff ensure buildings maintenance is ongoing
	Fatality, serious illness or injury due to not using suitable equipment which could cause fire, explosions, Legionellosis, gas release, explosion, collapse, etc.	<ul style="list-style-type: none"> A water treatment specialist has been commissioned to chlorinate and flush the complete system for all hot and cold-water systems (including drinking water) and certified the water system is safe before the buildings have been reoccupied 	Clearflow have been commissioned and carried out all water system testing. Caretaker checks remain in place for flushing
		<ul style="list-style-type: none"> All systems have been recommissioned before re-opening, as would normally be done after a long holiday period. This includes gas, heating, water supply, mechanical and electrical systems, and catering equipment. 	All essential maintenance checks have been carried out during partial closure – see SBM records for details, and continue to be carried out as per the maintenance schedule
		<ul style="list-style-type: none"> All areas and surfaces have been cleaned and disinfected prior to reopening 	Systematic cleaning rota has continued throughout partial school closure and continues in line with LA guidance. School has invested in two heavy duty spray disinfectant dispensers to assist in the deep cleaning of school each evening as an addition to the daily rigorous cleaning regimes in place.
		<ul style="list-style-type: none"> Pest control for insect infestations have been contacted and remedied 	Ongoing SLA with pest control in place.

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		<ul style="list-style-type: none"> Thorough clean the kitchen prior to reopening before food preparation resumes. 	Kitchen has remained open, cleaning regimes maintained
		<ul style="list-style-type: none"> School has reviewed Chartered Institute of Building Services Engineers' guidance on <u>emerging from lockdown</u> and ensured that all buildings have been checked and comply with this prior to reopening. 	Buildings maintenance checks are up to date and staff briefed on importance of ventilation (all windows / doors open to promote the intake of fresh air)
<p>2.2 Prevent spread of COVID-19</p>	<p>Employees, pupils, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> A register is in place at the school identifying staff members who have received the vaccination for COVID-19. The government has removed the requirement to wear face coverings in law, but it is recommended that face coverings are worn in school when: <ul style="list-style-type: none"> Participating in the LFD testing in the ATS testing area at the school. In enclosed and crowded spaces when staff meet people they don't normally meet. Pupils and staff are accessing public and dedicated transport. Staff and pupils wash or sanitise their hands when they remove their face covering. Access to handwashing facilities and hand sanitiser readily available around the school site. <u>Face covering guidance</u> followed. Staff to be advised to continue to make sensible decisions regarding their proximity to others both in class and when working with colleagues. Face visors or shields will not be worn as an alternative to face coverings. 	<ul style="list-style-type: none"> Face coverings in communal areas and/or classrooms, for pupils, students and staff and a supply of facemasks will be stored in hygiene room incase needed at short notice. The Outbreak Management plans cover the possibility that in some local areas it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups. Although social distancing is no longer a legal requirement for staff and pupils, Headteachers still have a legal duty to ensure the health and safety of their staff and pupils. Measures previously put in place such as one-way systems/dedicated access/egress points into the building) to ease congestion when staff and pupils are entering/exiting and moving about the building can still continue.

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		<ul style="list-style-type: none"> • School will have a small contingency supply of face coverings available for people who are struggling to access a face covering; are unable to use their face covering as it has become damp, soiled or unsafe; or have forgotten their face covering • The school will keep a record of pupils and staff known to be symptomatic or to have tested positive, so that they can provide assistance if contacted by NHS Track and Trace. • School to seek public health advice if any of these thresholds are reached: <ul style="list-style-type: none"> ○ 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period: or ○ 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period • The first port of call for public health advice should be North Tyneside Council’s Public Health Team under the leadership of Wendy Burke Director of Public Health. The team can be contacted via email emergencyplanning@northtyneside.gov.uk or by telephone: 07813 400 000. 9am: 5pm Monday – Friday. Please note we are not operating out of hours on call arrangements this term. • Schools follows current government and HR advice on who can return to work and who should remain at home. • Senior staff visibly present around school to support and reinforce safety measures 	<p>Consideration has been given to phasing in school activities where year groups and staff will interact during the start of the school term</p> <p>Staff to strictly adhere to the maximum occupancy of workrooms</p> <p>For full details please refer to the Covid Secure Strategy version 1.10</p>
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		<ul style="list-style-type: none"> • This risk assessment will be reviewed as required in consultation with all staff to ensure any issues can be addressed. It will also be subject to review following changes in local or national guidance • Task-based risk assessments which may be applicable have been reviewed and updated to include any specific COVID-19 control measures. This is cascaded through to relevant staff prior to undertaking such activities • Hand washing and hand sanitiser ‘stations’ have been made available around the premises so that all pupils and staff can clean their hands regularly • Staff who are expected to carry out positive handling controls will adhere to strict personal hygiene measures • Ongoing communications (posters, emails, inductions, briefing) have been provided to all staff which includes: <ul style="list-style-type: none"> ○ Risks and symptoms of COVID19 ○ NHS COVID-19 Vaccination programme can still be accessed-<u>Book or manage your coronavirus (COVID-19) vaccination.</u> ○ Advice regarding self-isolation of those showing signs or symptoms until a test has been carried out to confirm diagnosis ○ to make sensible decisions regarding their proximity to others both in class and when working with colleagues. ○ Emergency procedures (i.e. first aid, fire) ○ Effective infection control including hygiene measures ○ Specific or individual risk assessment findings 	
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		<ul style="list-style-type: none"> ○ Wellbeing points and any issues ● Ongoing communications has been provided to all parents which includes: <ul style="list-style-type: none"> ○ Risks and symptoms of COVID19 ○ NHS COVID-19 Vaccination programme can still be accessed-<u>Book or manage your coronavirus (COVID-19) vaccination.</u> ○ Advice regarding self-isolation of those showing signs or symptoms ○ Modelling of appropriate hand washing and hygiene techniques (including catch it, bin it, kill it) ○ Not to enter the school if they are displaying any symptoms of coronavirus ○ Recommendations on transport to and from education or childcare setting (including avoiding peak times). ○ Education resources such as e-bug and PHE schools' resources ● Ongoing communications has been provided to all pupils which includes: <ul style="list-style-type: none"> ○ Risks and symptoms of COVID19 ○ Advice regarding self-isolation of those showing signs or symptoms ○ Emergency procedures (i.e. first aid, fire) ○ Effective infection control including hygiene measures including modelling of appropriate hand washing and hygiene techniques (including catch it, bin it, kill it) 	
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<p>2.3 Staff or pupil shows signs of COVID-19 while on school premises</p>	<p>Employees, pupils, contractors, visitors.</p> <p>Contracting/ Spreading Coronavirus</p>	<ul style="list-style-type: none"> • If anyone becomes unwell with a new, continuous cough, loss of taste or smell or a high temperature in school, they will be sent home and advised to take a test and self-isolate. Where the child, young person or staff member tests negative, they can return to their setting (if they feel well and no longer have symptoms similar to COVID-19)- • If they test positive, they can only return to school 10 days following isolation and only if they <u>do not</u> have the following symptoms: <ul style="list-style-type: none"> ○ a high temperature or feeling hot and shivery ○ a runny nose or sneezing ○ feeling or being sick ○ diarrhoea - If you have diarrhoea or you're being sick, stay at home until 48 hours after they've stopped. • Other members of their household should also self-isolate for 10 days unless they are: <ul style="list-style-type: none"> ○ Fully vaccinated ○ Below the age of 18 years 6 months ○ taking part in or are currently part of an approved COVID-19 vaccine trial ○ Not able to get vaccinated for medical reasons • If a child or staff member is awaiting collection, they will be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age 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, they will be moved to an area which is at least 2 metres away from other people. 	<p>Refer to outbreak management plan.</p> <p>Clear protocols on what to do if an individual pupils display signs of Covid 19 whilst on school premises.</p> <p>Named Staff Members: Headteacher/Deputy Headteacher</p> <p>Dedicated waiting area will be:</p> <p>Meeting Room</p> <p>If a pupil needs to use the toilet a staff member will escort them to ensure social distancing is adhered to and bring them back to the waiting room.</p> <p>PPE will be provided to staff who are supervising only in cases where social distancing cannot take place.</p> <p>PPE will be stored in the hygiene room and throughout the school in the first aid kits</p> <p>The Covid Secure Strategy details actions in the event of a symptomatic individual including handwashing and cleaning.</p> <p>HT/DHT named person(s) for dealing with symptomatic individuals and their families</p> <p>Rapid response deep cleaning is in place for the covid symptom room and</p>
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		<ul style="list-style-type: none"> • If they need to go to the bathroom while waiting to be collected, the bathroom will be cleaned and disinfected using standard cleaning products i.e. a household detergent followed by disinfectant before being used by anyone else. • PPE will be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as a child with complex needs). This includes disposable gloves, disposable plastic apron, fluid resistant surgical facemask (include eye protection if client is coughing or sneezing) • In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital. • If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they should wash their hands thoroughly for 20 seconds and clean the affected area with normal a household detergent followed by a disinfectant • The individual should avoid using public transport and wherever possible, be collected by a member of their family or household. In exceptional circumstances, if parents or carers cannot arrange to have their child collected, if age-appropriate and safe to do so the child should walk, cycle or scoot home following a positive test result. • Staff/Pupils identified as close contact will not need to self-isolate while they are awaiting their test results 	<p>clear signage is displayed to take the room out of use. Covid cleaning log is updated and kept in the room.</p>
<p>2.4 Mental health and wellbeing</p>	<p>All staff and pupils due to demands,</p>	<ul style="list-style-type: none"> • 	<p>When necessary, contact will be maintained with remote workers through</p>

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	control (or a lack of), support, relationships, role and change		<p>all staff emails, updates, briefing and phone contact.</p> <p>In the event of any total or partial closure all departments/teams will hold virtual weekly meetings as an opportunity to interact and share any concerns.</p> <p>SLT will continue to carry out and review wellbeing staff surveys to ensure staff are well supported and will actively promote staff wellbeing to address any anxieties staff may have around safe working in schools</p> <p>Information and policies regarding remote working have been shared with staff.</p> <p>Contact details for wellbeing/support groups have been shared within the staff handbook</p> <p>In the event of school closure or students absence parents will receive welfare calls.</p> <p>Students have been supported by staff and offered resources around their mental health and wellbeing.</p>
2.5 Visitors to premises: Including Contractors,	Employees, pupils, contractors, visitors.	<ul style="list-style-type: none"> • Communication has been provided to parents, visitors or suppliers: 	Contractors requiring access to the school premises will require to give advance notice through the SBM and

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<p>parents and deliveries</p>	<p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> ○ Not to enter the education or childcare setting if they or any of their family are displaying any symptoms of coronavirus ○ Visitors must wash/sanitise their hands upon entering our premises. ○ Plans for opening for example, cleaning, catering, food supplies, hygiene suppliers ○ communicating revised travel plans where appropriate (for instance, to agree pick-up and drop-off times) 	<p>will be arranged outside of school hours where appropriate.</p> <p>Reception rearranged to ensure social distancing in waiting area.</p> <p>Protection Perspex screens will remain in place</p>
<p>2.6 Adults or Children with (or living with) additional or complex needs including those with IHCP's,</p>	<p>Employees, pupils, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> ● All clinically extremely vulnerable (CEV) children and young people should attend their education setting unless they are one of the very small number of children and young people under specialist care who have been advised by their clinician or other specialist not to attend. ● The school will keep up to date and follow government guidelines relating to individual risk factors (including those who are clinically vulnerable and clinically extremely vulnerable) and local measures if higher rates are in place – this includes ensuring individuals shield where local or national restrictions identify this as a requirement ● Staff performing Aerosol Generating Procedure's (AGP's) will follow PHE's personal protective equipment (PPE) guidance on aerosol generating procedures, and wear the correct PPE, which is: <ul style="list-style-type: none"> ○ a FFP2/3 respirator which has been appropriately fit tested for each individual who is required to wear one ○ gloves 	<p>RA for pupils are arranged through SENDCO and HoY on an individual basis. Central record held by AHT pastoral and cross referenced with LA vulnerable group lists.</p> <p>Support is in place to assist all pupils, including those with specific needs, to be able to understand and follow social distance and hygiene instructions</p> <p>Individual risk assessments in place for staff where required</p> <p>Respirator available in D&T Workroom. Visors/aprons/masks/gloves available in hygiene room</p>

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		<ul style="list-style-type: none"> ○ a long-sleeved fluid repellent gown ○ eye protection ● Children and young people will be taken from the classroom or shared area for any AGP to be carried out in a designated room with the doors closed and any windows open. If this is not possible an individual risk assessment will be carried out. In all instances, efforts will be made to: <ul style="list-style-type: none"> ○ Ensure that only staff who are needed to undertake the procedure are present and that no other children or young people are in the room ○ Minimise clutter to make the process of cleaning the room as straightforward as possible ○ Clean all surfaces and ventilate the room following a procedure and before anyone not wearing PPE enters. Clearance of infectious particles after an AGP is dependent on the ventilation and air change within the room. For a room without ventilation, this may take an hour ● Pupils who have previously been required to shield and remain under the care of a specialist health professional will have their individual health care plan reviewed with their health professional before returning to school ● School will follow the specific guidance in this link to assess risk for pregnant employees.–In some cases, pregnant women may also have other health conditions that mean they are considered CEV, where the advice for clinically extremely vulnerable staff will apply. Expectant mothers who are from 28 weeks’ gestation, or with underlying health conditions at any point of gestation, may be at greater risk of severe illness if they catch coronavirus 	
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		<p>(COVID-19). An individual risk assessment will be carried out where this has been communicated.</p> <ul style="list-style-type: none"> • If staff, parents or pupils with particular characteristics or significant risk factors are concerned, the school will discuss their concerns, explain the measures that are in place to reduce risks and ascertain whether anything additional can be done to support areas of apprehension • Activities which could increase the likelihood of coming into contact with another person’s bodily fluids are individually risk assessed to see if the contact can be eliminated, reduced, isolated. • The needs of children will be considered to ensure they get the right level of support to follow measures associated with COVID-19 transmission (for example, routes round school marked in braille or with other meaningful symbols, and social stories to support them in understanding how to follow rules) • Suitable PPE should be worn where a child becomes unwell with symptoms of coronavirus while at school and needs direct personal care until they can return home. A face mask will be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child 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 • For children who require it, staff will use simple language to explain safety measures, and reiterate and reinforce key messages. This will include safe routines for access to toilets, hand-cleaning and break and lunch times should be put in place. 	
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		<ul style="list-style-type: none"> • Additional support for pupils to clean their hands regularly, including when they arrive at the setting, when they return from breaks, when they change rooms and before and after eating. • Staff working with children and young people who spit uncontrollably provided with more opportunities to wash their hands than other staff • Pupils who use saliva as a sensory stimulant or who struggle with 'catch it, bin it, kill it' provided with more opportunities to wash their hands than children and young people who do not. • The school has reviewed competencies of staff to ensure there is sufficient numbers of individuals trained to carry out support/interventions to cover absences 	
<p>2.7 Emergency Procedures</p>	<p>Employees, pupils, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> • School will ensure key posts are present within school at all times, this includes <ul style="list-style-type: none"> ○ First Aiders ○ Safeguarding Lead ○ Fire Wardens ○ SLT ○ Facilities / premises management / caretakers • Emergency procedures have been reviewed to ensure that arrangements remain valid for Fire Safety including the numbers and locations of trained fire wardens and the validity of Personal Emergency Evacuation Plans considering social distancing measure where possible. 	<p>Evac chairs to have PPE stored with them (apron, mask, gloves).</p> <p>Regular practice drills will be maintained</p> <p>First aid kits updated w/c 02/09/2021 to include hand sanitiser, apron, mask an/d gloves</p> <p>First aiders issued with the resus council 01/06/2020</p> <p>Caretakers made aware of risk assessment around contaminated waste 01/06/2020</p>

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		<ul style="list-style-type: none"> • Procedure in place to close the school at short notice if staffing levels fall to levels where safety cannot be assured • Practice drills will continue as normal to ensure pupils have awareness of actions to take • If there is a reduced occupancy period, the school will: <ul style="list-style-type: none"> ○ carry out weekly checks of alarms systems, call points and emergency lighting ○ carry out regular hazard spotting to identify escape route obstructions ○ check that all fire doors are operational ○ continue with Legionella Risk Assessment requirements. • Current first aid provision has been reviewed to ensure enough first aiders • First aid kits have been reviewed to ensure surgical masks, face shield, disposable gloves and hand sanitiser (at least 60% alcohol) are available • First Aiders for the school have been issued with the current advice and guidance produced by the <u>resus council</u> and will follow identified disposal methods including double bagged, stored for 72 hours and then disposed of 	<p>Caretaker carries out and records weekly checks of alarm systems</p>
3.0 Effective infection protection and control			
3.1 Cleaning	<p>Employees, pupils, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> • School will follow the <u>COVID-19: cleaning of non-healthcare settings guidance</u> • School will ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser (at least 60% alcohol) in classrooms, access/egress points and other learning environments 	<p>Hand washing and drying facilities available throughout school</p> <p>All classrooms have hand sanitiser dispensers with some classrooms having sinks available with soap and paper towels</p>

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		<ul style="list-style-type: none"> • School will provide skin care systems to prevent skin issues such as dermatitis • Surfaces that children are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, will be cleaned more regularly than normal - as a minimum, frequently touched surfaces should be wiped down twice a day, and one of these should be at the beginning or the end of the working day. • Pedal operated lidded bins available for the disposal of tissues and contaminated waste – double bagged, stored for 72 hours and then disposed of. • Adequate supplies of disposable tissues, surface wipes, sanitiser (at least 60% alcohol) and suitable pedal bins in all teaching rooms • All adults and children will: <ul style="list-style-type: none"> ○ frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Review the guidance on hand cleaning ○ clean their hands on arrival at the setting, before and after eating, when they return from breaks, when they change rooms and after sneezing or coughing ○ be encouraged not to touch their mouth, eyes and nose ○ asked to use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it') • School will ensure that help is available for children who may not understand why; or have trouble cleaning their hands independently. Practise through observation, games, songs and repetition will be encouraged • Bins for tissues are emptied throughout the day 	<p>Hand sanitiser stations have been installed in 65 areas across the site</p> <p>Pedal operated lidded bins and tissues have been procured and installed in every classroom with clear protocols around safe storage and disposal and rota for emptying of the contaminated waste</p> <p>Hand washing protocols displayed in every workspace / toilet</p> <p>Staff encouraged to keep rooms well ventilated and open windows / doors where possible. Doors wedged open and windows (must be closed on exit as in line with the fire safety protocols)</p> <p>Removal and reorganisation of furniture – all student desks facing forward and teacher desks rearranged to allow for a minimum of 2 metres distance between staff and students will remain but this is at teachers discretion</p> <p>School continues to undergo thorough cleaning regimes following the LA cleaning services protocols</p> <p>Where someone has been diagnosed with Covid19 and has been in the school site within 72 hours, all areas will be</p>
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		<ul style="list-style-type: none"> • where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units • If using alcohol-based hand sanitiser (at least 60% alcohol ensure your hands have fully dried off prior to contact with any potential sources of ignition, included static electricity created by touching metal objects. • Thorough cleans where someone has been diagnosed with Covid-19 and have been in the premises within 72 hours. • Alternatively, close off the area until 72 hours has elapsed. If member of staff diagnosed has not been in the office for 72 hours no action required. • When purchasing/using substances a hierarchy of control is implemented which considers; <ul style="list-style-type: none"> ○ Elimination ○ Substitution ○ Engineering Controls ○ Administrative Controls ○ Personal Protective Equipment • Each substance will have an individual COSHH Assessment which identifies Hazards and control measures for employees to follow. • Alongside the COSHH Assessment will be the Safety Data Sheet to provide additional information. These assessments to be shared with staff. • Good hygiene practices – do not eat drink or smoke whilst using substances. • Staff to be instructed to refrain from bringing in their own cleaning products. 	<p>thoroughly cleaned in line with the Covid 19 Strategy</p> <p>Cleaning services to hold all COSHH information in their cleaning stores.</p> <p>Hand sanitiser COSHH assessment added to the risk assessment.</p> <p>Lidded pedal bins, tissues and cleaning materials in all classrooms.</p> <p>Paper towels and large lidded bins present in all handwashing areas with risk assessment for removing of contaminated waste.</p> <p>School community will be informed promptly of any confirmed cases of Covid-19 within John Spence.</p> <p>Hand sanitisers are stored offsite (visitors car park) in a locked unit with smaller supplies stored in the hygiene room.</p> <p>School has invested in three heavy duty spray disinfectant dispensers to assist in the deep cleaning of school each evening as an addition to the daily rigorous cleaning regimes in place.</p> <p>Fogging machines only to be used by staff who have been trained to use them and in a well ventilated area</p>
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		<ul style="list-style-type: none"> • Suitable storage of hand sanitiser taking into account the risks around ingestion and fire where substances are stored in bulk • Any hand sanitiser dispensed from large bulk containers to smaller ones are labelled with similar labelling as the bulk container, to ensure the user is aware of any hazards it may present. This should also include any instructions on how to use the hand sanitiser. • School will carry out separate risk assessment where they identify the need to use a fogging machine and substances related to its use 	
<p>3.2 PPE</p>	<p>Employees, pupils, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> • It is important to recognise that PPE is only one element of safe and effective infection prevention and control and you should always ensure the following practices: <ul style="list-style-type: none"> ○ Robust hand hygiene. ○ Do not touch your eyes, nose or mouth if your hands are not clean. ○ Good respiratory hygiene. ○ Environmental control (e.g., cleaning of frequently touched surfaces). ○ Management of pupils ○ Information, instruction and training • Staff will receive sufficient information and instruction on the use of PPE <u>including how to put on (Donning), remove (Doffing), store, dispose of</u> as well as any limitations of the PPE • Single use PPE should be disposed of so that it cannot be used again • Pedal operated lidded bins available for the disposal of PPE, tissues and contaminated waste – double bagged, stored for 72 hours and then disposed of where individuals has shown symptoms of COVID-19. 	<p>PPE stores available in hygiene room</p> <p>Information on correct use of PPE displayed in the hygiene room, including safe disposal of the PPE after use.</p> <p>Video shared with staff on use of PPE.</p> <p>Pedal operated bins available for disposal of tissues and contaminated waste. Arrangements for 72 hours storage are in place.</p> <p>Face coverings should be worn by adults and students in busy communal areas. Some students and staff are exempt and the use of face coverings is not mandatory. Our approach is to appeal to collective responsibility and education of students on the reasons for</p>

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		<ul style="list-style-type: none"> Staff will still need to wear any PPE that was identified in risk assessments prior to the Covid-19 outbreak as this will have been identified to protect you from other foreseeable hazards. 	<p>face coverings where required – this includes in the classrooms</p>
4.0 Premises			
<p>4.1 Access and Egress including use of entrances</p>	<p>Employees, pupils, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> School has a process for removing face coverings when pupils and staff who use them arrive at school. Pupils are instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom. Sanitiser available at all entrances and exits 	<p>Sanitiser stations are present in reception, sportshall, arts block and community use sites along with hand washing facilities.</p> <p>School access only available through buzzer access.</p> <p>Although social distancing is no longer a legal requirement for staff and pupils, Headteachers still have a legal duty to ensure the health and safety of their staff and pupils. Measures previously put in place (e.g., one-way systems/dedicated access/egress points into the building) to ease congestion when staff and pupils are entering/exiting and moving about the building can still continue therefore consideration has been given to phasing in school activities where year groups and staff will interact during the start of the school term.</p> <p>Staff are to be advised to continue to make sensible decisions regarding their proximity to others both in class and with colleagues</p>

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<p>4.2 Classrooms</p>	<p>Employees, pupils, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> • Senior leadership team have carried out physical examination of spaces to ensure there is adequate ventilation. • Use of CO2 monitors used to measure ventilation.in line with <u>HSE guidance</u> • Routine monitoring undertaken by members of Senior Leadership team to ensure adequate ventilation is maintained during school day 	<p>Although social distancing is no longer a legal requirement for staff and pupils, Headteachers still have a legal duty to ensure the health and safety of their staff and pupils. Measures previously put in place (e.g., one-way systems/dedicated access/egress points into the building) to ease congestion when staff and pupils are entering/exiting and moving about the building can still continue therefore consideration has been given to phasing in school activities where year groups and staff will interact during the start of the school term.</p> <p>Staff are to be advised to continue to make sensible decisions regarding their proximity to others both in class and with colleagues</p>
<p>4.3 Lifts</p>	<p>Employees, pupils, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> • Reduce maximum occupancy • Clear notice on each lift to identify maximum occupancy • Where lifts are operational the button should form part of additional cleaning regimes. 	<p>Lift will only be used for disabled access</p> <p>If a student requires supervision in the lift for first aid, then PPE should be worn as 2m distancing cannot be maintained.</p> <p>Lift buttons will be part of the cleaning processes.</p>
<p>4.4 Movement around the school, including use of corridors</p>	<p>Employees, pupils, contractors, visitors.</p>	<ul style="list-style-type: none"> • Vision screens in door kept clear at all times • Doors should only be wedged open only where rooms are occupied or doorgard or mag lock fitted and checked monthly • All staff briefed to ensure that they are aware of these controls. 	<p>The Covid Secure Strategy provides full details of movement strategies.</p> <p>Doors to remain open where possible.</p>

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	Contracting Coronavirus	<ul style="list-style-type: none"> • Staff rota in place to monitor adherence of implemented system of movement • Senior leadership team have carried out physical examination of spaces to ensure there is adequate ventilation. • Use of CO2 monitors used to measure ventilation.in line with <u>HSE guidance</u> • Routine monitoring undertaken by members of Senior Leadership team to ensure adequate ventilation is maintained during school day 	<p>One-way systems/ staggered entry / exit times and points</p> <p>Staff presence on corridors during lesson changeover, breaks, lunch and entry / exits to ensure considerate distancing adhered to</p> <p>Although social distancing is no longer a legal requirement for staff and pupils, Headteachers still have a legal duty to ensure the health and safety of their staff and pupils. Measures previously put in place (e.g., one-way systems/dedicated access/egress points into the building) to ease congestion when staff and pupils are entering/exiting and moving about the building can still continue therefore consideration has been given to phasing in school activities where year groups and staff will interact during the start of the school term.</p> <p>Staff are to be advised to continue to make sensible decisions regarding their proximity to others both in class and with colleagues</p>
4.5 Toilets	Employees, pupils, contractors, visitors.	<ul style="list-style-type: none"> • Senior leadership team have carried out physical examination of spaces to allocate numbers that's can be safely accommodated in an area to maintain social distancing. • Number of children who use the toilet facilities restricted at one time • Posters in toilets to follow social distancing and regular handwashing 	<p>Pupil toilets operated as usual during lesson times. Refer to Covid Secure Strategy for year group toilet access. Additional toilets will be available in the sports hall during lunch and break for Year 7 students.</p>

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	Contracting Coronavirus	<ul style="list-style-type: none"> Toilets are screened from each other – must be ensured capacity of toilets are not exceeded. Consideration for the number of available urinals to ensure social distancing (for staff and older pupils). Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. 	<p>Floor and wall signage.</p> <p>Hand washing facilities and hand sanitiser stations installed.</p> <p>Paper towels and double bagged lidded pedal bins at all handwashing areas.</p>
4.6 Meeting Rooms	<p>Employees, pupils, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> Senior leadership team have carried out physical examination of spaces to ensure there is adequate ventilation. Use of CO2 monitors used to measure ventilation.in line with <u>HSE guidance</u> Routine monitoring undertaken by members of Senior Leadership team to ensure adequate ventilation is maintained during school day 	<p>Although social distancing is no longer a legal requirement for staff and pupils, Headteachers still have a legal duty to ensure the health and safety of their staff and pupils. Measures previously put in place (e.g., one-way systems/dedicated access/egress points into the building) to ease congestion when staff and pupils are entering/exiting and moving about the building can still continue therefore consideration has been given to phasing in school activities where year groups and staff will interact during the start of the school term.</p> <p>Staff are to be advised to continue to make sensible decisions regarding their proximity to others both in class and with colleagues</p>
4.7 Offices	Employees, pupils, contractors, visitors.	<ul style="list-style-type: none"> Staff should follow clean desk prior to working and leaving the area. They must also leave their desk as clear as possible to ensure that the desk can be easily cleaned. Natural ventilation encouraged 	<p>Although social distancing is no longer a legal requirement for staff and pupils, Headteachers still have a legal duty to ensure the health and safety of their staff and pupils. Measures previously put in place (e.g., one-way systems/dedicated</p>

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	Contracting Coronavirus	<ul style="list-style-type: none"> • Waste bins to have lids on for any discarded tissues etc, should be lined with a bag for easy removal and should be operated by foot. • Desks physically repositioned • Use of photocopiers: Photocopiers limited to one person per time. Staff advised to limit use of the photocopier and wash hands after use. Consider the use of touch screen pens when using photocopier. Cleaning regimes are stepped up to clean more frequent • Senior leadership team have carried out physical examination of spaces to ensure there is adequate ventilation. • Use of CO2 monitors used to measure ventilation.in line with <u>HSE guidance</u> • Routine monitoring undertaken by members of Senior Leadership team to ensure adequate ventilation is maintained during school day 	access/egress points into the building) to ease congestion when staff and pupils are entering/exiting and moving about the building can still continue therefore consideration has been given to phasing in school activities where year groups and staff will interact during the start of the school term. Staff are to be advised to continue to make sensible decisions regarding their proximity to others both in class and with colleagues
4.8 Staff rooms	Employees, pupils, contractors, visitors. Contracting Coronavirus	<ul style="list-style-type: none"> • Vision panels in doors kept clear at all times • Disposable towels only – no multi use towels. • Suitably stocked hand washing facilities with soap, disposable towels and hot running water. Stocks are replenished daily • Staff have been requested to clean down tables before and after use, removing all uneaten food and drink and dispose of in bin • Frequently touched surfaces in shared spaces such as taps, kettles, water heaters, fridges, microwaves and cupboards cleaned frequently – by staff using them 	Staff are to be advised to continue to make sensible decisions regarding their proximity to others both in class and with colleagues
4.9 Ventilation	Employees, pupils,	<ul style="list-style-type: none"> • Ventilation to chemical stores should remain operational. 	BMS and air handling unit monitored monthly

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	<p>contractors, visitors.</p> <p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> • Switch ventilation to nominal speed at least 2 hours before the building usage and switch to lower speed 2 hours after the building usage time • At nights and weekends, do not switch ventilation off, but keep it running at lower speeds • Ensure regular airing with windows • Switch air handling units with recirculation to 100% outdoor air. • Inspect heat recovery equipment to be ensure that leakages are under control. • The outside air supply and exhaust ventilation is increased as much as is reasonably possible. • Windows will be open at all times • In cooler weather windows will be opened just enough to provide constant background ventilation and opened more fully for short periods to purge the air in the space • Non fire doors will be kept open to assist with creating a throughput of air. • School will follow advice on the following documents air conditioning and ventilation during the coronavirus outbreak and CIBSE coronavirus (COVID-19) advice. • School will use a CO2 monitor as this can assist with a visualisation of whether ventilation is appropriate – anything between 800ppm & 1000pm highlights that more ventilation is required. Guidance is here & here • To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures will be used as appropriate: 	<p>Increased opening of windows, caretakers to ensure they are closed at the end of each day.</p> <p>regular maintenance checks of heat recovery unit are scheduled.</p>
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		<ul style="list-style-type: none"> ○ Opening high level windows in preference to low level to reduce draughts ○ increasing the ventilation while spaces are unoccupied (e.g. between meetings, during lunchtimes, when a room is unused) ○ providing flexibility to allow additional, suitable indoor clothing. ○ rearranging furniture where possible to avoid direct drafts ○ checking to ensure windows are not obstructed or blocked by curtains or furniture <p>increasing ventilation where more aerosols are released during activities such as singing or sport</p>	
<p>4.12 Lunchtimes, breaks. including use of play spaces and equipment</p>		<ul style="list-style-type: none"> ● Additional time provided for cleaning surfaces in the dining/sports hall, changing areas and teaching areas between groups ● Outdoor playground equipment subject to a more frequent cleaning process ● Outdoor sports are prioritised for Physical Education where possible, and large indoor spaces used where it is not. ● Pupils will be reminded about cleaning and hygiene prior to every lesson with signage displayed to reinforce the message ● Pupils will wash/sanitise hands prior and following every PE lesson ● School has reviewed and followed supporting guidance which includes <ul style="list-style-type: none"> ○ Sport England ○ Association for Physical Education ○ Youth Sport Trust 	<p>The Covid Secure Strategy provides full details.</p> <p>Sportshall staff responsible for cleaning of all outdoor equipment after use.</p> <p>Although social distancing is no longer a legal requirement for staff and pupils, Headteachers still have a legal duty to ensure the health and safety of their staff and pupils. Measures previously put in place (e.g., one-way systems/dedicated access/egress points into the building) to ease congestion when staff and pupils are entering/exiting and moving about the building can still continue therefore consideration has been given to phasing in school activities where year groups</p>

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		<ul style="list-style-type: none"> School will only work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so. This will include a robust vetting process to ensure suitable risk assessments are in place prior to allowing activities to go ahead. Task based risk assessments will be reviewed before re-commencing physical education Sufficient tissues available for ensuring good respiratory hygiene – i.e. ‘catch it, bag it, bin it’ approach. 	<p>and staff will interact during the start of the school term. Staff are to be advised to continue to make sensible decisions regarding their proximity to others both in class and with colleagues</p>
4.13 Movement of essential resources throughout the school		<ul style="list-style-type: none"> Classroom based resources, such as books and games are cleaned regularly, along with all frequently touched surfaces. 	<p>All fixed equipment can be cleaned at the end of every session, including teacher workstations at lesson changeover using cleaning station provisions in the classrooms</p>
4.14 Extra-curricular provision	<p>Employees, pupils, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> Suitably trained staff always available taking into account emergencies (first aid, fire, lockdown, etc), safeguarding and cleaning requirements of the setting Extra-curricular provision will have different risks depending on the type of activity or provision undertaken – it is important that the setting suitably risk assesses their relevant activities. 	
4.15 Transport to/from school		<p>Dedicated school transport aligns as far as possible with the control measures identified within this risk assessment, this includes:</p> <ul style="list-style-type: none"> Use of hand sanitiser upon boarding and/or disembarking 	<p>SLT presence at the beginning and ending of each day/session to monitor</p> <p>Refer to LA School transport (taxis). Minibus cleaning schedule based in</p>

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		<ul style="list-style-type: none"> ○ Additional cleaning of vehicles (identify cleaning schedule here) ○ Organised queuing and boarding where possible ○ 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 ○ Fresh air (from outside the vehicle) through ventilation, is maximised, particularly through opening windows and ceiling vents ● School has spoken to the local authority/transport provider, requested a copy of their risk assessment and reviewed it to ensure that: <ul style="list-style-type: none"> ○ pupils clean their hands before boarding transport and again on disembarking ○ additional cleaning of vehicles is put in place ○ organised queuing and boarding is put in place ○ fresh air (from outside the vehicle) through ventilation, is maximised, particularly through opening windows and ceiling vents ● Pupils will not board home to school transport if they had a positive test result or has symptoms of coronavirus (COVID19). ● Transport arrangements have been amended where necessary including: <ul style="list-style-type: none"> ○ Encouraging parents and children to walk or cycle to their education setting where possible ○ Encouraging government best practice for travelling on public transport 	
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		<ul style="list-style-type: none"> ○ Ensuring that transport arrangements cater for any changes to start and finish times ○ Making sure transport providers do not work if they are displaying any symptoms of coronavirus or are required to isolate following the requirements of government guidance ○ making sure transport providers, as far as possible, follow hygiene rules and try to keep distance from their passengers including using larger vehicles <p>Taking appropriate actions to reduce risk if hygiene not possible, for example when transporting children with complex needs who need support to access the vehicle or fasten seatbelts</p>	
<p>4.16 Practical Lessons i.e. Science or D&T</p>		<ul style="list-style-type: none"> ● Pupils will wash hands with soap and water prior to and following any practical – this will be appropriately managed to ensure pupils are doing this in a socially distanced manner ● If hand washing is not manageable, then hand gels should be used, and these must be non-alcohol based (due to the flammability of alcohol-based gels). When purchasing non-alcohol-based hand gels ensure they claim to kill 99.99% of viruses and bacteria (this is a regulated term in the UK, meaning the product must have passed a BSI test). ● Practical activity risk assessments will be reviewed prior to the lesson to take into account safety measures associated with COVID-19 and a decision will be made whether it can be safely managed as a class activity or a demo 	<ul style="list-style-type: none"> ● Although social distancing is no longer a legal requirement for staff and pupils, Headteachers still have a legal duty to ensure the health and safety of their staff and pupils. Measures previously put in place (e.g., one-way systems/dedicated access/egress points into the building) to ease congestion when staff and pupils are entering/exiting and moving about the building can still continue. ● Consideration be given to phasing in school activities where year groups

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		<ul style="list-style-type: none"> • Timetables have been reviewed to take into account that practical lessons will take longer than normal to complete • Once the practical has finished, pupils will tidy up their equipment, wash their hands using soap and water and then leave the room in an orderly fashion similar to their arrival into the room. • Pupils will be reminded to wash their hands before putting on eye protection. 	<p>and staff will interact during the start of the school term. Staff are to be advised to continue to make sensible decisions regarding their proximity to others both in class and with colleagues</p>
5.0 Testing			
<p>5.1 Onsite Mass Testing Programme</p>	<p>Employees, pupils, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> • The Asymptomatic COVID-19 Testing Programme will be carried out in line with appropriate government guidance including the published Clinical Standard Operating Procedure • School to utilise 'Considerations for COVID-19 Testing Risk Assessment' for hazards and control measures associated with onsite mass testing Program • A positive test result from a Lateral Flow Device (LFD) on site will trigger the legal duty to self-isolate • When returning to school, pupils (11+) will be offered two Lateral Flow Device (LFD) tests spaced three to five days apart (minimum three days). • School have reviewed staffing ratios to ensure there is enough staff to carry out assisted swabbing on pupils who cannot self-swab • The school will retain a small on-site ATS on site to offer testing to pupils who are unable or unwilling to test themselves at home. • Pupils will be supervised whilst swabbing to make sure they are doing it correctly. 	<p>Twice weekly lateral flow testing in place for all</p>

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		<ul style="list-style-type: none"> • Prior to transition to home testing pupils will be provided with appropriate information, instruction and/or training relating to: <ul style="list-style-type: none"> ○ Arrangements to be followed to comply with current COVID-19 risk assessment(s) including not to enter the school if they are displaying any symptoms of coronavirus ○ Mass testing is a risk reduction exercise and it is therefore essential that the existing COVID-19 risk assessment(s) is followed ○ What rapid testing is ○ Why written medical consent is not required ○ The provision of the privacy notice for testing at home. ○ Who is acting as the Covid Coordinator and Registration Assistant ○ How they will collect and sign for their test kits ○ The importance of following the correct instructions when testing. ○ Guidance on how to carry out their test and how to dispose of packs ○ The requirement for them to report their test result, whether positive, negative or void (including what they should do next and how this will be done for this school site) ○ Administration and supervision - anyone aged 11 must ensure the test is administered by an adult, and anyone aged 12-17 should be supervised by an adult but can swab themselves. ○ Onsite Process for highlighting any issues or concerns relating to the testing programs 	
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		<ul style="list-style-type: none"> • School have utilised workforce planning tool that sets out the number of staff required to deliver on-site testing to ensure adequate coverage of individuals to assist with the process 	
<p>5.2 Asymptomatic COVID-19 Testing Programme in Secondary Schools)</p>	<p>Employees, pupils, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> • Individuals will be recommended to do bi-weekly testing 3 to 4 days apart on a fixed schedule e.g. every Monday morning or first day of school week if Monday is a holiday • The Test Kits will be stored at ambient temperature (2-30 degrees Centigrade). • School have appointed staff in key roles to support the roll out and ongoing management of the testing programme – this involves the appointment of a Covid Coordinator and a Registration Assistant. There are also backups appointed to ensure business continuity where such staff may not be available • Covid Coordinator and a Registration Assistant provided with appropriate information, instruction and training to enable them to carry out their role competently. This will include: <ul style="list-style-type: none"> ○ communicating with stakeholders ○ ensuring staff are using the right instructions and that they sign for the test kits using the ‘test kit log’ ○ reporting incidents and carry out risk management ○ storing and reporting any required data ○ reorder tests when required ○ distributing the correct number of test kits to staff and managing the schedule for the distribution of the next sets of kits ○ inputting test results from staff into the ‘test results register/log’ 	<p>Test centre will be in operation at the very start of the Autumn Term located in the sportshall</p>

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		<ul style="list-style-type: none"> ○ sending reminders to participants to communicate their results online, or by phone, and to the school / nursery ○ responding to staff questions ● Ongoing communications has been provided to all staff, pupils and parents which includes: <ul style="list-style-type: none"> ○ Arrangements to be followed to comply with current COVID-19 risk assessment(s) including not to enter the school if they are displaying any symptoms of coronavirus ○ Mass testing is a risk reduction exercise and it is therefore essential that the existing COVID-19 risk assessment(s) is followed ○ What rapid testing is ○ Why written medical consent is not required ○ The provision of the privacy notice for testing at home. ○ Who is acting as the Covid Coordinator and Registration Assistant ○ How they will collect and sign for their test kits ○ The importance of following the correct instructions when testing. ○ Guidance on how to carry out their test and how to dispose of packs ○ The requirement for them to report their test result, whether positive, negative or void (including what they should do next and how this will be done for this school site) ○ Administration and supervision - anyone aged 11 must ensure the test is administered by an adult, and anyone 	
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		<p>aged 12-17 should be supervised by an adult but can swab themselves.</p> <ul style="list-style-type: none"> ○ Onsite Process for highlighting any issues or concerns relating to the testing programs ● Testing has been provided as supplement to current control measures – all COVID-19 related risk assessments within school are still to be followed by all staff. ● People who decline to participate in twice weekly contact testing will follow the usual national guidelines and will self-isolate according to the advice given to them by the NHS Test and Trace service. They will also still be able to attend school providing they have not come into contact with a positive case, develop symptoms or receive a positive Covid-19 test result outside the programme. ● School will ensure test pick up point is secure to prevent unauthorised access and will be managed in line with current COVID-19 risk assessment, including suitable 2 metre social distancing ● Test kits will be distributed to pupils and students directly during the registration process in classrooms. ● The member of staff coordinating the handing out of the test kits will maintain 2m distance from staff and students coming to collect their test kits. ● If there is a clinical incident which led or has potential to harm, school have advised individuals to report it on https://coronavirus-yellowcard.mhra.gov.uk/ This is not for seeking immediate medical care. Medical care should be sought through the usual route of contacting 111 or 999. The individual 	
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		<p>should also communicate such issues with the school COVID-19 Coordinator</p> <ul style="list-style-type: none"> • Where there are repeated or similar issues (e.g. Multiple repeat void tests, unclear results, leaking/damaged tubes etc.), these will be recorded by the school and reported to the DfE Helpline, who will escalate to DHSC for investigation. • Pupils aged 18 and over have been advised to self-test and report the result, with assistance if needed. • Parents have been advised that adolescents aged 12 to 17 can self-test and report with adult supervision. The adult may conduct the test if necessary. • Parents have been advised that children aged 11 attending a secondary school should be tested by an adult. • Primary age pupils will not be tested with LFDs 	
<p>5.3 Individual tests positive for COVID-19 following the use of a LFD at home</p>	<p>Employees, pupils, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> • Staff who test positive with an LFD will isolate (along with their household) for ten days • All LFD test results will be provided to the NHS from the school test centre • School Governing body reserves the right to discipline staff where test results haven't been appropriately communicated • Staff who test negative will continue to follow national and local rules and guidelines including regular handwashing, social distancing and wearing face coverings, where required • Staff who get a void result will take another test using a new test kit but not reusing anything from the first kit. • Once test is complete, all of the used test kit contents should be put in the waste bag provided ready for collection by PHS 	

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		<ul style="list-style-type: none"> The School will assist the local health protection team by identifying who has been direct close contacts, proximity contacts or has been travelling in a small vehicle with the infected person <p>Where positive cases are identified in staff members the school will carry out further investigations in line with local outbreak procedures to determine whether transmission may have taken place on the premises and reporting to the Health and Safety where this may be the case</p>	
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ACTION PLAN

Issue to be addressed	Actions Required/Planned	Responsible Person(s)	Target date for completion of further action	Action completed (Date)
Keeping the Risk Assessment a live ongoing document	Risk Assessment to be reviewed after three weeks of implementation Risk Assessment to be reviewed fortnightly in Autumn Term (or where a change in practice or new government guidance emerges)	SLT	19.06.2020 10.07.2020 01.08.2020 20.08.2020 14.09.2020 04.01.2021 28.01.2021	19.06.2020 10.07.2020 01.08.2020 20.08.2020 14.09.2020 04.01.2021 28.01.2021 31/07/2021 02/09/2021
Emergency Protocols	Emergency Plans and (PEEPS) to be updated and shared with relevant staff Evac chairs to have PPE stored with them Practice Drill to be carried out within first week Practice Drills to be carried out every half term	MTU MTU	01/06/2020	19.06.2020 02/09/2021 02/09/2021
Posters	Posters updated and displayed across entire site Poster Updates to be installed throughout site	MTU	01/06/2020 20/08/2020	19.06.2020 31/08/2020
First Aid Kits / Training	Updated to contain, gloves, hand sanitiser, mask and apron Link to Resus Council given to all first aiders Correct wearing / removal of PPE Guidance shared with all staff	MTU	01/06/2020	19.06.2020

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Individual Risk Assessments	Peddle Bin waste risk assessment Clinically Vulnerable Staff (adopting different/safer ways to work) EHCP – Individual risk assessments updated	MTU SENDCO	01/06/2020 01/06/2020	19.06.2020
Ventilation	BMS air handling unit reset to 100 percent outdoor air / nominal speed two hours before building opens and lower speed two hours after closing	MTU	01/06/2020	19.06.2020
Visitor Protocols	Updated guidance for visitors on site	MTU	01/06/2020	19.06.2020 02/09/2021