



COVID-19 Educational Settings Risk Assessment

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The health, safety and well-being of all staff and students is of utmost importance to us. This risk assessment template has been provided to support educational settings to ensure they are acting in line with the COVID-19 – Compliance code for all educational settings – Autumn Term

Please note: all COVID-19 guidance is available through HR InfoSpace and Norfolk Schools

The risk assessment should be reviewed prior to any stage of extension of operation e.g. increasing student numbers, extending curriculum activities, opening up facilities or planning events.

For ease of reference, changes that are made to this document are detailed below:

Date of change	Section, Page and Change
12-05-2020	Whole revised document please read.
18-05-2020	Small updates throughout
26-05-2020	relate to early years providers and high school cohorts
02-06-2020	Changes made are shaded grey and in italic font – Minor additions
18-06-2020	Changes made are shaded grey
01-07-2020	Changes made are shaded grey
13-07-2020	Updated for September Term – new requirements are highlighted in yellow
26-10-20	Updated review.

Setting/Premises:	Sheringham High School		
Location:	Sheringham		
Assessment Date:	16/7/20, 4/9/20, 11/9/20	Review Date:	26/10/20
Assessment completed by:	SHS SLT and Site Management Team		

Please describe how you have met with the required control measures in the “Notes and Further Information” column

Management Planning

Senior Management Team

Item	Control measures	Yes/no/not applicable	Notes and further information	Date required and completed
Senior Management Team responsibilities	<p>The Senior management team has reviewed the operation of the setting in the light of welcoming all children and young people back during the pandemic and have made alterations so that:</p> <ul style="list-style-type: none"> The number of contacts that students and staff have during the school day are minimised The distance between people in the setting is maximised as much as possible, Implementation of robust universal hygiene measures is supported through the provision of hygiene stations, reducing contact points and touch surfaces and supporting effective hand drying Enhanced cleaning arrangements can be implemented The whole setting community is engaged with and support the national effort to reduce the spread of the virus 	Y	<p>Yeargroup zones. Staff move and students remain within their zones.</p> <p>Distance between students and staff is maintained at 2m; taped areas in classrooms.</p> <p>Hygiene routines established and maintained; on entry.</p> <p>Cleaning arrangements enhanced; alcohol-free, bleach free and food safe fogging routines and cleaning team/times revised.</p> <p>All stakeholders aware and committed.</p>	26/10/20

	SMT have followed arrangements to bring areas of the premises into safe use before opening e.g. asbestos, fire site security and legionella reviews.	Y	Site management routines in place.	From 31/8/20
	SMT have ensured that specific cleaning arrangements that are required can be fulfilled on site	Y	Cleaning teams and systems in place; using room tables and site/cleaning teams using fogging devices.	ongoing
	SMTs refer to the HSW information provided on Infospace or Norfolk Schools, ensure that they understand and communicate this information.	Y	All stakeholders aware.	From 31/8/20
	SMT has completed this assessment, in conjunction with staff and staff representatives (and students where appropriate) and are responsible for the implementation of actions	Y	Consulted on plan and RA with all stakeholders.	From 31/8/20
	Arrangements have been put in place to undertake a regular review of the assessment and provisions taking into account feedback, suggestions and concerns and updates to NCC guidance.	Y	Regular review dates set. Weekly review and then fortnightly.	Ongoing
	SMT have made arrangements to provide information, instruction and training prior to implementing these measures (and prior to the recovery phase) following the outlined arrangement for meetings and training.	Y	Staff meeting/ inset 3 rd and 4 th Sept and subsequent staff email updates.	3 rd /4 th Sept and subsequently.
	Senior colleagues will be present at the site and especially during the early part of return in September/ November in order to provide additional support and reassurance and to pick up on any issues and review arrangements.	Y	Senior colleagues on site in rotation supported by duty staff and student management team.	From 7/9/20
	Specific consideration has been given to the management of the first day back of each half term and consideration given to staggering returns to eliminate groups gathering together.	Y	Staggered return for first week back in September. Assemblies arranged for return in November to remind students of the routines.	From 2/11/20
Ensuring compliance	The setting will follow normal arrangements to encourage safe behaviours and actions if setting standards are not followed.	Y	Normal arrangements in place and reinforced via assemblies and tutor programme.	From 7/9/20
	COVID-19 Case Management Guidance is implemented.	Y		From 16/7/20

	COVID Secure Commitments is signed and displayed	Y		From 16/7/20
Governor engagement	Governors are involved and supporting the setting to ensure that required actions are completed and have reviewed this assessment as part of their role.	Y	Reviewed RA approval sought and received. Review updates to LGB.	TBC
Safeguarding	The introduction of new arrangements have been reviewed by the Senior Management Team ensure that they do not impact on safeguarding requirements in the setting (see additional checklist on Norfolk Schools).	Y	Reviewed to ensure safeguarding compliance. Inset training on KCSIE and on line training completed by all staff.	3 rd and 4 th Sept
Supply chain	Business management teams will ensure that arrangements are in place for the continuity of essential supplies, for example, cleaning and disinfection products, liquid soap, paper towels (where used), hand sanitiser, tissues and PPE that is specified in PPE guidance.	Y	JS ensures systems in place for supplies.	Ongoing reviews
	Arrangements have been made to ensure that equipment purchased is fit for purpose e.g. meets with required standards.	Y	Business manager and site teams review materials.	As above
Premises adaptations	Small adaptations identified through risk assessment such as installation of doorguards to keep fire doors open in order to improve ventilation, efficient hand driers to ensure thorough hand drying have been authorised and actioned.	Y	Window opening routines and maintenance undertaken. Doors kept open to address use of handles. Access door clearance maintained. Signs applied to show zones and routines. Hand driers disconnected at the moment in favour of tissues. To be reviewed. Non-contact Water bottle fillers fitted. Toilet zoning used in shared facilities.	As above

Staffing arrangements

Staffing levels	Temporary staff, external specialist support staff and specialist coaches are permitted on the following basis: <ul style="list-style-type: none"> • Short duration, ad hoc work is avoided where possible 	Y	Any such staff kept to a minimum and all protocols followed.	From 7/9/20
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	<ul style="list-style-type: none"> They are assigned to consistent groups in the same way as permanent staff are to limit the number of children they interact with (coaching timetables have been rearranged to longer rotas than normal where necessary) All infection control requirements are followed. 			
	Temporary staff who work at more than one setting is avoided where it is possible.	Y	Some counselling and staff outside agencies in school but maintaining protocols.	From 7/9/20
	Where multisite working is necessary 48 hours between site visits are applied where it is possible in order to reduce the number of close contacts between different settings.	N	SLT moving across 2 high school sites is necessary but kept to a minimum.	Ongoing
	Longer assignments with supply teachers are agreed where possible in order to limit the number of temporary staff entering the school premises.	Y	If necessary but fully staffed with teachers on permanent or short term contracts for September.	From 7/9/20
	Teaching staff breaks are organised in a way that avoids staff covering from a different group	N		
	Consistent working arrangements are applied to ITT trainees.	Y	Where necessary.	From 7/9/20
	Where teachers and other staff need to operate across different classes and year groups in order to facilitate the delivery of the school timetable, they are assigned consistently in line with wider principles of bubbles.	Y	Bubble system applied.	From 7/9/20
	Wherever bubbles are compromised as a result of timetable, curriculum or other delivery needs the setting ensures scrupulous compliance with all of the required infection control measures because the increases in staff changes increases the opportunity for the virus to transmit	Y	Infection control measures used if necessary.	ongoing
	Where volunteers are used, the same staff principles are applied.	Y	Any volunteers who may be in school will be briefed and the same principles in place as for all staff.	ongoing
Premises and cleaning staff	Normal premises management arrangements have resumed.	Y	Premises team in place.	From 1/9/20
	Activities are scheduled to avoid times where students and staff are using the same areas unless staff are part of the same bubble/group.	Y	If necessary.	From 7/9/20

	Staff who carry out cleaning and disinfection have the appropriate equipment required for the task.	Y	Staff have equipment and should wipe down their stations.	From 7/9/20
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Minimise contact maintain social distance and activity risk reduction

Student and staff grouping – main groups and extended groups

Developing groups	Main groups have been developed that are the smallest practicable whilst enabling all students to return and a full curriculum to be taught.	Y	Year group bubbles are subdivided into smaller core teaching groups and smaller option teaching groups.	From 7/9/20
	Groups are kept as static as possible including staff assigned to the groups	Y	Groups are static in year group bubbles. Students can move sets within the bubble depending upon ability.	As above
	Only where necessary extended groups have been created to accommodate specific activities.	Y	Few if any planned.	As above
	Extended groups remain as small and consistent e.g. for wraparound care, specialist teaching and transport needs.	Y	Few if any planned.	As above
	Extended or separate groups applied to specific activities e.g. transport or wraparound care are arranged in line with main setting groups as much as possible	Y	Transport; groups are separate on buses wherever practicable in line with transport providers' routines.	As above
	Contact within and between groups is minimised through distancing measures which are outlined in this assessment.	Y	Contacts minimised.	As above
	Consideration has been given to reducing the number of children to staff ratio further where necessary to assist with social distancing measures. Circumstances considered include: <ul style="list-style-type: none"> • some secondary curriculum practical activities • music • with very young children • Because of health conditions or understanding of the children In order to enable distancing through designing spaces that achieve more separation.	Y	Specific rooms taken out of the zone allocation in order to give opportunities for smaller group specialist teaching; eg tech, music, horticulture etc. Tutor groups have been reorganised so there are fewer students and they are all in the same year group.	As above

Keeping cohorts together	Students will stay in their class/group wherever it is possible throughout the day, or on subsequent days.	Y	Zones applied for all 5 lessons. Breaks and lunchtime zones applied inside and outside.	As above
	Arrangements have been put in place to avoid mixing with other groups (which creates larger groups) throughout the day e.g. during lunchtimes, breaks, PE, or on subsequent days	Y	See above.	As above
	Staff are paired consistently for two person activities e.g. supervision, teaching, personal care.	Y	Staff and TA teams are zoned.	As above
	The same teachers and other staff are assigned to each class group, and where possible for the same day and subsequent days.	Y	Secondary curriculum means that teachers are teaching their timetabled groups on a 2 week timetable.	As above
	Group mixing at the settings provided breakfast and afterschool clubs are avoided (and only essential clubs are operating).	Y	Only essential clubs operating and where they are running, specific arrangements in place to ensure that year group bubbles are organised.	As above
	Larger spaces are not used by more than one group without partitioning in order to create physical separation.	Y	LSU separation used. Lunch club in use; students in year group bubbles.	As above
Contact records	Contact records of groups are maintained in line with Case Management Guidance.	Y	All group movements can be traced and tracked.	As above

Other general measures

	The use of outdoor spaces has been maximised	Y	Outdoor spaces zoned and designated. All students aware of the importance of outside space.	As above
	Unavoidable queues are managed. Students will be informed and consulted about arrangements.	Y	Staff duties expanded.	As above
	An assessment has been made of close contact (within 2 m) interactions and these have been reduced as much as is possible.	Y	Site pinch-points reviewed and review will be ongoing. Students briefed by senior staff on importance of social distancing in corridors / toilets or when in proximity of students from other	As above

			bubbles. Face coverings must be worn by students when moving between rooms and to other zoned areas or shared facilities such as toilets.	
	Activities that encourage or cause people to raise their voices will not take place. Students are advised of these requirements while on the premises.	Y	No group singing or drama activities that require students to raise their voices.	As above
	Students and teachers only take necessary books and other resources home. The requirements for hand hygiene, cleaning and rotation are applied.	Y	Resource and equipment protocols in place and staff/ students clear on how to store.	As above
	Where resources need to be shared this is restricted to within the consistent groups or thoroughly cleaned between groups.	Y	Protocols established with equipment for particular subjects.	Ongoing
	If this is not possible, the resources will be quarantined for 72 hours between groups.	Y	Quarantine protocols clear.	As above
	Large gatherings such as assemblies with more than one group suspended.	Y	Year group only assemblies.	From 7/9/20 and ongoing
	<p>Movement around the school is kept to a minimum:</p> <ul style="list-style-type: none"> • Movement of whole classes is avoided where students can stay in the same room and staff can move to different classes instead. Rooms used have been selected to enable this • Class times have been staggered to prevent large numbers moving around the premises at the same time where student movement around the premises cannot be eliminated e.g. for D&T, sport. • Times for using stairs and corridors have been planned to ensure that use of common areas does not encourage gathering • Where large numbers of students still need to move around the setting, alternative external routes have been provided where available and consideration is given to implementing a one-way system where this is possible • Movements around settings are supervised and all 	Y	<p>Zoning done to ensure movement is minimised. Separate entrances and exits for each zone means no staggered breaks and changeovers needed. Pinch points identified. Staff duties extended. Signs establish routines.</p> <p>Students will be involved in discussions about these measure. All students will be</p>	As above

	students support this. Where appropriate one-way circulation and central dividers have been placed in the middle or corridors to keep groups apart.		encouraged to support these measures fully and to inform duty staff of breaches.	
	The order of entry into the classroom has been planned in order to avoid students and staff passing each other (in secondary schools)	Y	Students remain in the classroom and staff move.	As above
Lockers	Locker allocation has taken account of the assigned groups so that groups are not compromised when they are being used.	Y	Locker use suspended. Students will be able to leave their belongings in classrooms. Lockers cleared in first week back.	7/9/20 for first week and thence no use.
	Locker cleaning and disinfection arrangements are in place	N/A		

Measures within the classroom

	Alternative larger spaces such as gyms and halls are considered to accommodate groups and support distancing to be maintained	Y	Hall, gym, drama studio, canopy etc all used to offer distancing facilities. All staff and students aware.	ongoing
	Distancing is encouraged by reconfiguring furniture and chairs are forward facing	Y	Certain room remodelled for classroom use; sixth form common-room, tech rooms, art rooms etc.	From 1/9/20
	Unnecessary furniture and objects are removed where possible	Y	Clutter removed and materials and furniture in store.	From 1/9/20
	The position of the teacher's space/desk is considered as part of the configuration to support distancing from the class.	Y	Teacher stations designated and taped off.	As above
	Where bags are not allowed to be kept at desks/workspaces e.g. science lessons or DT lessons they are safely stored in a way that does not encourage congregating and touching each other's belongings e.g. use of lockers, bag hooks	Y	As necessary and appropriate.	From 7/9/20
	The teaching approach is modified to keep a distance from children in the class as much as possible, particularly close face to face support	Y	Teaching areas at front of class is taped at 2m.	ongoing
	Where close contact is needed this is conducted side by side rather than face to face	Y	Where necessary. Staff and students informed.	As above

Students are not called to the front of the class	Y		As above
Staff going to a student's desk to check on their work is avoided	Y		As above
Shared resources are avoided as much as possible, particularly those used frequently such as pens and pencils	Y	Resource packs provided for each group in each zone. Stored behind staff desk.	As above
Students do not share or swap resources and materials including ceasing the marking of each other's books.	Y	AFL strategies used sensibly. All of this explained to students and parents and reinforced regularly by class teachers and tutors.	As above
Classroom based resources, such as books and games, that are used and shared within the bubble are cleaned regularly	Y	Guidance given.	As above
The resources brought in from home by children is kept to a minimum e.g. lunch boxes, hats, coats, books, stationery and mobile phones. and these are not shared with the group.	Y	Students are informed what they should bring, where it can be stored and how it should be used.	As above
There are picking-up and dropping-off collection points for resources rather than passing them hand-to-hand	Y	Boxes and trays used.	As above
How students enter and exit the classroom is managed to maintain distancing.	Y	Managed by staff. Clear guidelines given to staff and students.	As above
Where a room is used by more than one extended group the class teacher will clean down high use touch points between use	Y	On entry if necessary but fogging routines address this.	As above

Playgrounds

Signage identifies the maximum number of users for equipment, distancing is encouraged for waiting and while using equipment	N/A	No specific play equipment available in outside zones.	
Equipment use is supervised, and time limited to enable other users to take their turn	N/A		
Seating has been removed or marked off to encourage distancing on individual items of equipment.	Y	Benches marked to maintain distance.	From 1/9/20
A one-way system has been introduced around outdoor gym equipment and trim trails	N/A		
Equipment that is positioned in close proximity to other equipment has been taken out of use or repositioned	N/A		

	(considering general safety requirements)			
	Hand sanitiser stations are positioned near to play equipment and users instructed to perform hand hygiene before and after use.	N/A		
	Bins are installed to encourage use of tissues and appropriate disposal	Y	Extra outside bins available in strategic places in zones.	ongoing
	Time is allocated for play equipment for each group/bubble	N/A		
	Equipment touch points are cleaned frequently and between each groups use.	N/A		
	Multiple groups do not use outdoor play equipment at the same time.	N/A		

Specialist curriculum considerations

Music	Singing, wind and brass playing does not take place in large groups such as school choirs and ensembles, or school assemblies.	Y	Group ensemble playing suspended. Reviewed regularly.	From 7/9/20
	Music lessons are restricted to using recorded music or playing of non-wind or brass instruments unless lessons are smaller groups not exceeding 15 people	Y	Adjustments made to teaching strategies, location and equipment use.	As above
	Where smaller groups are viable and singing or the playing of such instruments takes place, this is done outside or alternatively in a well-ventilated space; participants are positioned to maintain at least 2m distance between them (3m is preferable) with no-one directly facing another person.	Y	Well ventilated specialised facility (Room 80) if possible but suspended until half – term at least.	As above
	Where the music teacher needs to face the group they will maintain 3m distance.	Y	3M if playing instruments. 2m elsewhere.	As above
Drama and performances	Performances with audiences do not take place	Y		
	Activities that involve raised voices or shouting do not take place.	Y	Curriculum delivery adjusted accordingly.	As above
	Consideration is given to operating smaller class sizes where possible to support distancing and hygiene management	Y	GCSE and A level groups are small.	From 7/9/20
	Outside drama is planned as a first consideration where possible	Y	If possible or in larger spaces such as gym.	As above
	In all cases the following will be applied: <ul style="list-style-type: none"> Increasing hand hygiene and surface cleaning 	Y		Ongoing

	<ul style="list-style-type: none"> Using back to back or side to side positioning Maintaining distancing 			
Physical activity	Outdoor space is maximised. Where it is not possible, e.g. due to inclement weather, the largest available, well ventilated spaces will be used.	Y	Hall and gym available.	From 7/9/20
	Prioritisation of low impact activities is given over high impact	Y	National PE guidance followed.	As above
	Contact sports will not take place	Y	Fixtures suspended.	17/7/20
	Distance between participants is maximised.	Y		From 7/9/20
	Arrangements for collecting, passing on and returning shared resources and equipment is planned to prevent close contact.	Y	PE equipment disinfecting processes in place.	As above
	The use on non-personal kit is avoided.	Y		As above
	Any non-personal kit e.g. bibs are be carefully cleaned between uses.	Y		As above
	Students are kept in consistent groups	Y		As above
	Scrupulous attention is paid to cleaning and hygiene, sports equipment touch points are disinfected between group uses.	Y	Staff have buckets of cleaning equipment.	As above
	External facilities are used in line with guidance for the use of and travel to those facilities. A specific assessment is completed in advance considering all of the relevant sections of this assessment and compliance code.	Y		As necessary
	<p>The following advice has been referred to as part of the risk assessment process:</p> <ul style="list-style-type: none"> guidance on the phased return of sport and recreation and guidance from Sport England for grassroot sport advice from organisation such as the Association for Physical Education and the Youth Sport Trust 	Y	Revised guidance received during summer break and being adapted.	1/9/20
	Arrangements for working with external coaches, clubs and organisations consider the wider protective measures required and specific attention has been paid to the staffing section of this assessment.	Y	None currently planned.	As above
	The use of changing rooms and showering facilities are avoided where possible.	Y	Students who have PE on ttable come to school in kit.	From 7/9/20
	Where these facilities are needed, their use has been limited	Y	See above	As above

	e.g. allowing PE kits to be worn on arrival and for the whole day, or part of the day after the lesson.			
	Social distancing is maintained in these facilities, including limited the numbers in the space, the use of floor markings, planning movement around the space and cleaning arrangements.	Y	Where used under exceptional circumstances.	As above
	Changing and shower facilities must be used as quickly as possible.	Y	Not planned for use at the moment.	From 16/7/20
Swimming pools	Guidance is currently being updated and will be provided before the start of term.	N/A		
Subjects involving practical activities	Practicals and experiments have been reviewed for appropriateness in order to keep students distanced from each other. Particular thought has been paid to the use of fume cupboards, Bunsen burners, sinks and other shared equipment/spaces can be managed to prevent close contact	Y	Revised Cleapps guidance followed. Certain year groups must have practical experience to satisfy exam requirements and these arrangements will be made safely and with split groups.	As above
	Consideration has been given to how practical demonstrations will take place without the need for students to congregate at the front of the class e.g. technology will be utilised to project the demonstration onto a smart board or screen to aid visibility	Y	Filmed demos and use of visualisers.	As above
	Where it is not safe to maintain social distancing such as D & T. smaller teaching groups will be employed. Where close contact activity is required this will be for the shortest duration that is safe and practical, the teacher will position themselves next to rather than in front of the student, all parties should undertake hand hygiene before (where practical and this doesn't delay safety) and after the interaction.	Y	Split groups with adjusted staffing. Small groups of post 16. D&T teaching in specialist rooms suspended until further guidance except in the case of very small option groups. Adjusted room setting and furniture.	From 7/9/20
	CLEAPSS COVID-19 resources and advice are used as part of lesson planning, this includes: Guide to doing practical work in Science Guide to doing practical work in DT	Y		1/9/20

Educational visits

	No overnight educational visits are carried out	Y	None planned.	As above
	Outdoor spaces in the local area are used to support delivery of the curriculum	Y	If necessary but none planned at the moment.	As above
	<p>A risk assessment will be carried out for all educational visits and in addition to using Evolve:</p> <p>A check will be made that the venue or provider are COVID-Secure via a declaration or Good to Go accreditation</p> <p>The venue will be requested to provide updated visitor information and briefings, including their COVID-19 arrangements</p> <p>The setting will review the arrangements to ensure that they are appropriate applying the principles that are known in relation to infection control, specially:</p> <ul style="list-style-type: none"> ○ Do they include measures relating to limiting contact between your group and other visitors? ○ Do they support you to maintain distances within your group? ○ Do they support good universal hygiene by visitors and staff e.g. hand washing/sanitisation stations? ○ Do their communications and instructions remind people of the symptoms and ask them to stay away if they should be isolating for any reason? ○ Are appropriate cleaning and disinfection arrangements in place? 	Y	All checks undertaken if necessary but none planned at the moment.	As above
	The setting will arrange a pre-visit where necessary to ensure that visit leaders understand the arrangements and requirements for visiting groups.	Y	None planned.	As above

Where a student attends more than one setting

	Schools work together to ensure that the approach is consistent and does not compromise the group/bubble	Y	None planned.	ongoing
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Extra curricular provision

	Students will keep within their main bubble where possible.	Y		From 7/9/20
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	<p>Where it is not possible to maintain the bubbles used during the day, small consistent groups created are as follows:</p> <ul style="list-style-type: none"> • Keeping the groups to no more than 15 children with one or two staff members (group sizes are smaller than 15 children depending on factors such as age of the children in attendance, size of the premises or the type of activity). Social distancing will be maintained both within and between groups • Parents and carers are encouraged to limit the number of settings their child attends, ideally ensuring they only attend one setting consistently • Parents and carers are encouraged to attend clubs that are local to them and to walk or cycle to the club or activity • Where groupings cannot be consistent or static only outside provision will be offered and the group limited to up to 6 people including staff members. • Records are maintained of all bubbles or groups for 21 days • Consideration is given to the types of activities organised in line with the compliance code • The total number of people permitted to attend the activity whether indoor or outdoor is limited by the space available to enable social distancing both within and between groups • Cleaning, hand sanitisation and waste requirements outlined in the compliance code apply to outdoor provision as well as indoor. Particular attention is given to touch points such as gates and hand rails, providing hand sanitiser at suitable outside locations and the provision of waste facilities and tissues • Access to and use of toilet facilities will be considered. In particular the number of children using the toilet at any one time is managed and limited, and, where possible mixing of groups while using these facilities is avoided. 	Y	<p>No plans currently to run STEM, Snooker Club etc. Under regular review. Homework Club will run in order to support vulnerable students and those with limited support at home or lack of connectivity.2a to be fogged.</p>	ongoing
	<p>As with physical activity during the school day, contact sports will not take place and activities that encourage shouting, singing or chanting, or the use of wind/brass instruments in groups will be avoided</p>	Y	No fixtures planned.	From 7/9/20

	Where parents use childcare providers or out of school activities for their children, the setting has encouraged them to seek assurance that the providers are carefully considering their own protective measures, and only use those providers that can demonstrate this.	Y	Parents informed.	20/7/20
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Measures for arriving and leaving

General principles	Particular attention has been given to how the first day of term will be organised with both new and existing students supported to follow infection control requirements. Consideration has been given to staggering the return to school by welcoming back different year groups/classes on different days to help everyone get used to the new way of operating.	Y	Staggered first week in September phasing year groups in throughout that week in order for all students to be introduced to new routines and supported with their well-being.	7/9/20
	Where possible arrival and leaving times are staggered by adjusting the start and finish in order to keep groups apart and avoid rush hour	Y	Discrete entrances and exits mean no staggered starts and ends required.	As above
	Where times cannot be altered, for example, due to public transport, plans are in place to prevent groups from mixing once at the setting and busy transit routes.	Y	Staff supervision.	As above
	There are hand sanitiser stations outside for student and visitor use	Y	At entrances and exits.	As above
	Disinfection arrangements are in place for potential points of contact in receptions, entrances and transit routes during periods of high use	Y	In place.	ongoing
	The impact of weather changes e.g. where external queuing will become a significant part of safety arrangements is considered.	Y	5 separate entrances reduces need for queuing.	ongoing
	The management of deliveries to eliminate close contact e.g. having a pre-arranged drop off point, the delivery driver signing for you	Y	Deliveries managed by type and location.	ongoing
Parents and students – arriving and leaving the premises	All site movements will be supervised by staff members who will ensure that social distancing measures are being followed.	Y		From 7/9/20
	Parent/carer pick up and pick up protocols have been developed to minimise adult to adult contact and avoid gatherings.	Y	Parents discouraged from picking up on site. Member of site staff on duty at the gate between 8.15	As above

			and 8.40 in hi viz jacket.	
	Reception teachers will check with the parent and/or student about the student's health and ask them to wash their hands, on arrival in the building.	N/A		
	For all other years not including Reception class parents are expected to drop their child at the gates and a member of staff from the group will greet each child, ask them to wash their hands and check in with them to ensure they do not have symptoms.	N/A		
	Early Years classes will arrange for children to be dropped off and collected at the door/threshold of the setting where possible	N/A		
Managing peak times	Additional entrances, such as fire exits and other direct class room exits are used and supervised to reduce gatherings at the setting entrance (hand sanitiser has been provided at these points)	Y	Extra entrances and exits are monitored and sanitiser is available at each.	As above
	Where alternative entrances cannot be provided, times have been staggered to prevent queuing where possible	N/A		
	Floor marks have been added to assist with social distancing in outside areas.	Y	2m dots make it clear to everyone about where to stand before entering the school.	Since 15/6/20
	Staff and school champions supervise at peak times.	N/A	Duty staff and student management team will be vigilant in their supervision. Duty rota revised and staff supervision extended within 1265.	
Reception class	Parents and carers will be given drop off times in order to avoid groups arriving together and using entrances at the same time.	N/A		
	Where possible, additional supervised entrances will be used to avoid people gathering at the same time	N/A		
	Parents have been advised that only one parent should attend.	N/A		
Bags and coats	Staggered access times allow for cloak rooms to be used	N/A		

	without students gathering.			
	Alternative areas that are not being used have been allocated for cloak room use in order to prevent students gathering.	N/A		
	Times of use are supervised and managed.	N/A		

Transport and travel

	Consideration has been given to 'walking buses' (supervised walking groups to and from school).	N/A		
	Entrances are supervised to support hand sanitising on arrival.	Y	Staff duties extended.	From 7/9/20
General	The setting have assessed that any additional vehicles and vehicle movements can be carried out safely (a vehicle movement assessment has been carried out where required)	N/A		
	Carers/parents in clinically vulnerable groups are discouraged through communications, from dropping off and picking up children	Y	Parents informed.	20/7/20
Cycling	Students are instructed to use bike racks one at a time, additional bike racks are provided where required.	Y	No extra bike racks available.	As above
Car journeys	Parents, staff and students have been advised not to gather in parking areas.	Y	Specific information sent to parents to advise them not to drive into school.	As above
	Parents and staff have been advised that only the same household members should travel together by car	Y		As above
On foot	Students and parents have been advised that it is preferable that members of the household should walk to the setting together where possible	Y		As above
	Students and parents have been advised that they should not walk together in large groups	Y		As above
Public and school transport	Students, parents and staff have been advised not to use school transport if they have symptoms	Y	Parent info.	As above
	Students, parents and staff have been advised to wash their hands before and after using transport services	Y	Info.	As above
	Students, parents and staff have been advised of the	Y	Info.	As above

	government advice to wear face coverings when travelling on public transport, unless it is not safe to do so			
	Social distancing is applied as far as is possible in school vehicles by substituting smaller vehicles with larger ones or running additional vehicles.	N/A	No school vehicle use planned.	
	Seats in school vehicles are cordoned off where needed to support passengers spreading out in the vehicle and not sitting face to face.	N/A	No school vehicle use planned	
	Markings are provided where queuing is required for transport services on school premises	Y	Distanced dots on pavement.	Since 15/6/20
	Windows are opened during journeys where it is safe to do so	Y		ongoing
	Touch points on school minibuses/vehicles and vehicle keys are wiped down with disinfectant wipes after use	Y	Used by site staff only.	As above
	Staff do not transport a symptomatic student (unless specifically in relation to a residential setting)	Y		ongoing

Visitors

	The number of visitors has been minimised as much as possible	Y	By appointment and arrangement.	From 23/3/20
	Visitor times are planned to separate visitors from other site users	Y		As above
	Visits are by appointment only	Y		As above
	Visitors are advised of the following in advance: <ul style="list-style-type: none"> • Expectations while they are on the site, which entrances and exits to use, vehicle movement and parking and how you will ensure their safety • Any specific arrangements for example, areas of the premises that are suitable for use, and to not use spaces that are already occupied. • Action to take if they cannot maintain keep away from others • To leave the setting immediately if they develop symptoms, not matter how mild. 	Y	All protocols prepared in advance and given to visitors on arrival at school.	As above
	Visitors are provided with further information on arrival and	Y	Sanitise on arrival.	As above

	asked to perform hand hygiene			
	Visitors confirm that they do not have symptoms no matter how mild.	Y	Script asks this very question.	As above
	Visitors who sign in either use their own pen or are provided with a pen that they take with them.	N	Office staff sign them in. Sticker badge issued.	As above
	The reception is operating on a one in and one out basis for essential visitors	Y		As above
	Where reception desks are open, staff maintain a 2 metre distance from visitors, (the use of floor markings may be considered useful). Where this is not possible screens have been installed to protect staff	Y	Distance and screens.	As above
	Arrangements are in place to receive general deliveries without close contact (including food deliveries which may be received at an alternative location)	Y	Alternative delivery locations for certain materials.	As above
	Visitor records are maintained for contact tracing requirements	Y	Records maintained and filed with Head's PA.	From 15/6/20
Contractors	Where possible visits that are not essential to education and safeguarding can happen out of hours.	Y	Appointments made.	As above
	Where visits cannot take place outside of school ours, e.g. because they cannot be rescheduled or are needed during the day, an assessment of how social distancing can be maintained must be carried out and agreed in advance.	Y		As above
Parents an carers	Parents and carers should only attend the setting where they have a pre-arranged appointment and have been provided with the visitor information as detailed above.	Y	Parents informed.	Since 23/3/20

Movement around premises

Circulation spaces	Movement of groups is planned to avoid group gathering/mixing	Y	All made aware of routes and processes.	From 7/9/20
	Staggered movement times have been introduced to reduce the number of movements at the same time	Y	No staggered breaktimes needed any longer.	As above
	Alternative routes have been provided, such as outside areas, alternative entrances and exits	Y		As above
	One way circulation has been introduced where possible	Y	In one area at break and lunch to	As above

			access main toilets.	
	Central dividers have been installed where necessary to avoid group mixing.	Y	Coning and line markings used in outside zones. Staff on duty have walkie talkies for safety and communication.	As above
Lifts	Lifts are not shared unless the person using the lift requires support and lifts are prioritised to those people who are not able to use the stairs	Y	Lift protocol passed on to staff.	Since 23/3/20
	Posters have been used to encourage this where required	Y	Posters	As above
	Hand sanitiser is provided for use before and after touching lift controls.	Y	Sanitiser available.	As above

Lunchtime and breaks

	Lunch provision considers distancing requirements and avoiding group mixing and queues and is staggered where possible.	Y	Designated year group zones for lunch/breaktimes.	From 7/9/20
	Consideration has been given to using other spaces for lunch, including classrooms and outside spaces.	Y	Students can eat in rooms and outside as well as designated areas for hot food.	As above
	Packed lunches are stored in the individual group classrooms rather than a central location to avoid group mixing	N/A		
	The use of pre-ordering and trolley services have been considered.	Y	Pre-ordered hot and cold box delivery in place.	As above
	Where times of use cannot be staggered between groups, larger spaces have been partitioned.	N/A		
	Consideration has been given to how groups enter and leave the room without compromising groups and maintaining social distancing.	Y	Students have discrete entrance and exit routes from zones and eating areas.	As above
	Tables and seating are moved apart and reflect the maximum capacity to allow social distancing within the group. Where furniture is fixed and cannot be moved space is created by taping off/taking out of use alternate seating.	Y	Provision made for non face to face eating where possible but students advised to keep safe. Duty staff will supervise and remind as appropriate.	As above
	Plans are in place to access facilities and avoid group	Y	As above.	As above

	mixing, separate entrances and exits have been implemented where possible			
	One ways systems are used.	N/A		
	Staff continue to apply social distancing within their grouping and do not gather with other groups during breaks.	Y		As above
	Staff room area use is staggered to support distancing	Y	Alternative staffroom and study room space offered in the form of the Library.	As above
	Additional space has been provided to use as staff rooms.	Y	See above.	As above
	Social distancing continues with staff groups during these times and furniture has been arranged to support this.	Y		As above
	Touch points are wiped down between different groups.	Y		ongoing
	Breaks are staggered to reduce the numbers of students who take a break at the same time and groups do not mix.	Y	Some extension of years 7 and 8 break time to ensure staggered use of facilities and access to food.	From 7/9/20
	equipment use is supervised to ensure that students do not gather.	N/A		
	Students and staff have identified suitable play activities for break times	Y	Temporarily no ball games in outside zones for safety.	As above
	Students take it in turns to leave the class and at the end of break times and socially distance while they are waiting	Y	Staff on duty to supervise starts and end of breaks.	As above
	Markings have been added to outside spaces to assist with queues when coming back into the building.	Y	2m dots	Since 15/6/20
	Additional staff supervision is employed to ensure social distancing takes place	Y	Extended staff duty teams.	From 7/9/20
Catering	Arrangements comply with guidance for food businesses on coronavirus (COVID-19) .	Y		From 16/7/20
	Where catering services are contracted, the setting has ensured that the service is COVID-19 secure.	Y	Pre-ordered Hot and cold box delivery to student zones.	As above and ongoing
	The way in which essential food deliveries are received are managed	Y		As above
	Social distancing is employed at meal collection points (the use of floor tape to demarcate areas may be useful) where	Y	See above.	From 7/9/20

	this is not possible screens are installed where required between students and serving staff			
	Additional meal collection points have been put in place to reduce queuing where necessary	N/A		
	Alternative payment methods are being used to eliminate cash handling	Y	Parent pay now in full use.	ongoing
	Tills are screened where still in use	N/A		

Increasing ventilation

Using fans	Where fans are needed in offices, discussion has taken place with staff who use that space to agree terms of use.	Y	If necessary.
	Where fans are needed in classrooms and other educational areas, a decision for their use has been made by the Headteacher in conjunction with staff.	Y	If necessary.
Ventilation	Windows and doors are open to increase ventilation where it is safe and appropriate.	Y	Window opening mechanisms repaired and tested. See additional guidance below.
	Where possible alarm activated door openers have been installed to keep fire doors open and encourage air flow.	Y	In place.
	Where installed, the setup of air conditioning systems have been reviewed to maximise the intake of fresh air.	Y	Library and IT rooms.
	Where systems serve multiple buildings or are fully recirculating, advice has been sought from HVAC engineers and this has been implemented.	N/A	

Toilets and handwashing facilities

	Usage times are staggered where possible.	Y	Years 7 and 8 have extended first break which helps with congestion. Separate toilets available for Year 11 in Millennium block and sixth form in sixth block. Toilets supervised by staff.	From 7/9/20
	Distancing for queuing has been introduced e.g. through floor	Y	Diamonds on flooring are	Since 23/3/20

	markings		conveniently 2 metres apart. Extra diamonds added in tech corridor.	
	Students have been informed of how to use facilities appropriately applying distancing requirements.	Y	Information shared with students during assemblies and reinforced at tutor time.	As above
	Hand dryers are efficient and effective in quick drying or have been replaced with more efficient dryers or paper towels.	Y	Paper towels.	As above
	Consideration has been given to replacing traditional taps with easy operating lever taps.	N	Push top taps so can be operated with elbow.	

Meetings and events

Meetings	Where possible, meetings and events such as staff training are conducted remotely in order to reduce the risk associated with increasing contact.	Y	Meeting calendar reduced to only vital events. CPD/ Inset in Sept managed appropriately. Inset October cancelled. Staff briefings run end of day (Mondays and Thursdays only) in hall rather than morning in staff room to allow social distancing and for staff to be better prepared for the following day.	As above
	Meetings only take place in person where: <ul style="list-style-type: none"> • There is a need to be in person for safeguarding, well-being or statutory reasons or • Limitations of technology, poor or unstable signal 	Y		As above
	The following measures have been implemented for in person meetings: <ul style="list-style-type: none"> • They are kept to the smallest number necessary to enable the meeting to take place, considering existing groupings • All other participants will connect to the meeting remotely. • The meeting will take place outdoors unless for reasons of confidentiality, need to use technology or equipment in a building or weather 	Y	Separate spaces used. 2m distancing. Not face to face. Emails used rather than paper. No shaking hands. Well ventilated rooms.	As above

	<ul style="list-style-type: none"> • Use separate spaces or rooms where possible to limit the number of people in the same area • Ensure 2 distance is maintained at all times, not sitting face to face • No activities are undertaken that require or encourage people to raise their voices or shout • Paperwork is shared electronically where possible • Consideration is given to meeting etiquette to maintain distancing, e.g. when meeting indoors leave the room in single file starting with the person nearest the door first. • People do not shake hands. • Participants practice good hand and respiratory hygiene before after and during the meeting. • Where held indoors they are held in well ventilated spaces. • All in person meetings are authorised by the Head teacher, who has satisfied themselves that all reasonable measure have been implemented. 			
Staff rooms	Additional staff room areas have been provided in order to avoid compromising cohorted staff groups.	Y	Library employed as staff study room; existing staffroom only used for refreshments.	From 7/9/20
	Times of use for staff breaks are staggered to prevent staff groups from mixing	N	Staff are encouraged to take refreshments at staggered times. Refreshments available throughout the morning.	As above
	Furniture has been arranged to encourage distancing and not sitting face to face	Y	Furniture adjustments made in all rooms of the school.	As above
Events	Events other than those specified in the compliance code as being possible and legal will not be arranged	Y		ongoing
Parents evenings	Meetings are undertaken by telephone or internet.	Y	At the moment only certain events planned. All others postponed. Specific measures in place – hand sanitizing / one way system/ Perspex	As above

			screens etc.	
Essential course delivery	Courses are delivered on line and all “in person” training is suspended for both employees and external participants	Y		As above
	Training is only delivered in person where it is critical to essential service delivery and practical aspects or practice exercises are required as part of the training.	Y	KCSIE /safeguarding Sept Inset delivery is essential as well as arrangements for the start of term. KCSIE and iHasco online extra training set up for staff.	From 3/9/20
	Course content and delivery methods have been reviewed, group activities are not included, any close contact face to face tasks have been eliminated from the course where possible.	Y		From 17/7/20
	Every effort has been made to deliver training in the smallest numbers possible in order to avoid compromising the cohorted staff group. Social distancing is applied at all other times	Y		ongoing
	Where close contact is needed e.g. restrictive physical intervention, staff will only undertake this practical activity with staff who are in their cohorted group.	Y		As above
	Training protocols are provided, which includes checking in with participants each day on their arrival to ensure they do not have symptoms, information about actions to take if they become ill, universal hygiene expectations and how to move around the space, in and out of the room in order to maintain distances e.g. leaving in single file starting with the person nearest the door.	Y	Staff training and info provided.	Ongoing info.
	Training will be delivered outdoors or where this is not possible larger rooms are used to enable social distancing. Furniture has been arranged to enable this and a maximum capacity number identified for the room.	Y		From 3/9/20
	Delegates will spread out in both outside and inside spaces.	Y		As above
	Everyone washes their hands, on arrival, prior to the commencement of training and at regular intervals during the day.	Y		As above

	Training items are not shared between delegates, unless essential, for example, the practical use of equipment. Where equipment is shared, items are disinfected between users.	Y		As above
	Breaks are planned to avoid mixing with other site users and delegates bring their own food. Delegates spread out.	Y		As above
	Consideration has been given to additional equipment that is needed, for example, tissues have been provided, bins, hand sanitiser and disinfectant wipes.	Y		As above

Universal Hygiene Arrangements

Cleaning and disinfection

Cleaning	If a surface is visibly dirty it is always cleaned prior to disinfection. Even where you use a dual product as described in the compliance code.	Y	All staff and site teams are observant and report issues.	ongoing
	Different cleaning equipment is provided for kitchens, toilets, classrooms and office areas.	Y	In place – cleaning protocols followed. Ongoing monitoring by Business Manager & Caretakers	As above
	The setting will need to identify the specific cleaning methods for the items that require cleaning.	Y	In place – cleaning protocols followed. Ongoing monitoring by Business Manager & Caretakers	As above
	The setting will continue with their enhanced cleaning and disinfection arrangements that have already been put in place.	Y	In place – cleaning protocols followed. Ongoing monitoring by Business Manager & Caretakers	As above
	Early Years settings have increased the frequency of general cleaning and disinfection paying particular attention to hand contact surfaces to counteract the reduced ability to follow other infection control measures	N/A		
	Cleaning and disinfection arrangements take place several times a day in settings provided for babies and young children, paying particular attention to hand contact surfaces.	N/A	Cleaning materials available in classrooms and used as necessary and appropriate.	
	In secondary settings, where the ability to maintain small	Y	Cleaning materials available in	From 7/9/20

	groups is more difficult, and children are likely to move around the setting much more than in primary settings, hand contact surfaces are cleaned regularly throughout the day		classrooms and used as necessary and appropriate.	
	Teaching staff are provided with disinfectant wipes to enable them to clean contact points in their classrooms between groups/classes.	Y	Staff will be provided with - Spray /tissues/multi wipes if required.	As above
	Premises and cleaning Staff who under take cleaning follow the instructions for cleaning products and disinfectants to ensure it is effective to ensure that all of the surface has disinfectant applied and not to wipe items dry before the required contact time has been achieved.	Y	Guidance given by cleaning contractors. Caretakers to follow instructions on product packaging when diluting solution. Monitored by BM.	As above
	Where the same space or equipment is used by different groups or cohorts of children cleaning takes place between each group's occupation or use	Y	Cleaning rotas in place. Timetables and zone information to be distributed to caretakers, cleaners and BM.	As above
	Disinfectant wipes are more generally available for staff to use where they wish to.	Y	Procurement to take place immediately to ensure wipes are available to all.	ongoing
	All touch points that are fixed to the premises (inside and out) have been identified and are disinfected on a twice daily basis (more frequently for Early Years settings) (for example: door handles, handrails, gate latches),	Y	Ongoing rolling programme of cleaning during the day, in conjunction with the timetable. 21 day Fogging protocols added.	As above
	More frequent cleaning requirements have been identified and implemented where appropriate, for example, where students may find it difficult to maintain personal hygiene, toilet facilities and frequently touch shared items on the premises	Y	As above – High priority will be given to the cleaning of washroom facilities, to include frequent cleaning visits.	Ongoing review
	A system has been put in place to store used equipment prior to cleaning in order to avoid inadvertent use between groups.	Y	Bins/bin liners to be provided. Staff to notify site team immediately if items are to be removed or require a deep clean. – using IRIS Assets.	ongoing
	Learning equipment such as computers and tablets are cleaned with a disinfectant wipe prior to use.	Y	Staff to instruct students to use specific wipes and cleaning products.	As above

	Where staff handle students books they disinfect the surfaces that they are using before and after as well as undertaking hand hygiene.	Y	Staff will be provided with - Spray /tissues/multi wipes.	As above
	Handheld and frequently touched sports/PE equipment is disinfected prior to use	Y	PE dept systems in place. Follow departmental Risk Assessment	As above
	Staff and student shared workstations are cleaned with a disinfectant wipe prior to use	Y	To make available - Spray /tissues/multi wipes.	As above
	Touch point cleaning will be carried out between each group for activities using equipment such as outdoor play and PE.	Y	Curriculum – follow departmental/whole staff protocols.	As above
Water coolers and drinking water.	Where water coolers and drinking water is provided from a shared source, use must be supervised and the outlet wiped by a staff member between filling receptacles in order reduce the risk of cross contamination between filling.	N	Water –refill stations replaced with non-contact waterbottle stations.	Since 12/9/20
Storage	Hand sanitiser that is not in use will be stored with other flammable cleaning equipment (please note: some types have an increased risk). This is particularly important where larger quantities are in storage	Y	Locked away in a secure cupboard as with all chemical cleaning products – limit key holders.	Since 15/6/20
Cleaning play equipment and toys	Toys that are more difficult to clean have been taken out of use temporarily, for example play dough and wooden toys or these are allocated to individual children	N/A		
	Toys that are put into children’s mouths are cleaned between use	N/A		
	Soft toys and dressing up items are washed after use in a washing machine at 60°C wash cycle for 10 minutes through a wash cycle or taken out of use where this is not possible.	N/A		
	Items which need specialist washing or machine washing such as rugs, cushions and mats are not used, unless they are assigned for individual use e.g. young children could be assigned their own carpet tile	Y	Not in use.	
Resources	Children are allocated their own resources e.g. pencils where possible .	Y	Students have their own study packs.	From 7/9/20
Laundry	Early Years setting items such as cot sheets, flannels etc	N/A		

	should be treated as single use items and washed according to manufacturer's instructions between uses			
Books (books are items that are difficult to clean)	Books are issued to students on a rotational basis	Y	Sets of textbooks used only in discrete bubble. Copies and scans used for other bubbles.	As above
	Where teachers handle students books they disinfect the surfaces that they are using both before and afterwards as well as undertaking hand hygiene.	Y	Staff discouraged from taking books in to mark. 48/72 hour rule used. Parents and students made aware	As above
	Used books are set aside for 72 hours after use to reduce microbial load, plastic covers are disinfected after that time.	Y	See above.	As above
	Books and posters checked for visible soiling and disposed of where necessary	Y	School cleared of clutter and old materials.	ongoing
Wooden desks and wooden work surfaces	The following process is followed: <ul style="list-style-type: none"> Apply disinfectant and leave for the appropriate contact time applied Re-apply disinfectant and leave to dry naturally 	Y	Routines publicised.	As above
Lunchtime	Trays, tables and chair touch points are disinfected after use	Y	See lunchtime rooming rota.	From 7/920
Cleaning equipment after breaks	Outdoor play equipment is cleaned between group use	N/A		
Tissues and waste from bins provided	Tissues are provided in classrooms and other areas to ensure good respiratory hygiene.	Y		Since 23/3/20
	Bins are provided <i>in classrooms and other key locations such as dining areas</i> for students and staff to dispose of used tissues and are emptied regularly throughout the day	Y		As above
	Bins and tissues are provided in the same place.	Y		As above
	Waste bags for tissues are double bagged for disposal.	Y		As above

Handwashing and respiratory hygiene arrangements

Handwashing	Staff are ensuring that handwashing is carried out more frequently than normal (students and staff) following the requirements of <i>COVID-19 guidance for all education settings</i> and NHS guidance in an age appropriate way e.g.	Y	Staff take responsibility for their own handwashing. Staff also advise students.	As above
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observing young students, instructing in the class			
Handwashing frequencies include: on arrival, before and after eating, before and after breaks, after going to the toilet, before leaving, after removing their face covering on all arrival (where worn), at other required intervals during the day.	Y	Routines re-enforced regularly by all staff.	From 7/9/20
The specific times that handwashing is required have been determined according to all activities and staff are aware of when prompts are needed.	Y	Staff prompt when required.	As above
Hand sanitiser points are provided at key locations around the site including: at all entrance doors to the setting, at the entrance to toilet facilities, at the entrance to dining facilities, at points of high contact such as near non-automatic doors in corridors, lifts and stairs, classrooms, office facilities etc.	Y	Sanitiser points increased.	Ongoing.
Consideration has been given to outside points being provided in a manner that enables removal and securing at the end of the day e.g. on tables/temporary or movable stands etc.	N/A		
Hand sanitiser points have drip trays to deal with spillages and reduce the slip risk where applicable (such as those affixed to walls)	N/A		
Event related prompts are given to students by staff..... <i>after..... before.... when</i> as a more effective means of promoting hand hygiene that fixed time prompts.	Y		From 7/9/20
Staff, students (and parents) are advised that handwashing must be carried out when they arrive at home.	Y	Info to parents and students.	20/7/20
Supervision arrangements are in place to support students with handwashing where it is needed.	Y	Only if necessary.	From 7/9/20
Hand sanitiser is stored appropriately and safely according to student age and individual risks. Where the provision of hand sanitiser points presents a risk of ingestion, this risk is managed through student supervision (contact will be made with Health, Safety and Well-Being where this is not possible)	Y	Stored appropriately.	From 15/6/20
Where children are not able to wash their hands due to age or health conditions skin friendly cleaning wipes such as baby wipes are available to use as an alternative.	Y	Wipes in each classroom if requested.	ongoing
Handwashing is being encouraged rather than using hand	Y	Publicity of soap and water.	Since 23/3/20

	sanitizer wherever it is possible			
	Age and developmentally appropriate ways area being used to encourage students to follow requirements.	Y	Appropriate info given to year groups.	As above
	All staff and students are regularly reminded about following Catch it, Kill it, Bin it requirements. Tissues and bins are provided for use and handwashing is carried out after.	Y	Regular reminders in tutor time etc.	As above
	Students and staff are aware of the need to avoid touching their eyes, nose or mouth if hands have not been washed.	Y	As above.	As above
	Staff and students have been advised to avoid wearing rings (except for a plain band in order to ensure thorough handwashing.	Y	As above and in staff briefings and info.	As above

Health Needs

Staff health

Individual assessment	All individuals requiring a specific risk assessment have been identified, risk assessments have been undertaken in line with <i>COVID-19 Your health and your safety when working in educational settings</i> and the template provided is used to record conversations and agreed control measures.	Y	Staff contacted and assessments booked.	16/7/20 and ongoing
Wellbeing	Suitable supportive measures have been put in place for staff, for example, how to obtain well-being support	Y	Well-being policy reviewed and staff insurance support package publicised.	ongoing
	Where possible, flexible work practices have been put in place to promote a positive work-life balance for all staff.	Y	By individual arrangement.	Since 23/3/20
Symptoms	Staff will go home as soon as possible if they develop symptoms	Y		ongoing
COVID Testing	Staff are encouraged to have testing when they or a member of their household develop symptoms, this will reduce the need to self-isolate in the event of a negative test.	Y		Since 23/3/20

Student Health and planned close contact activities

Symptoms	Students know what the main symptoms are and who to	Y	Students informed and re-	ongoing
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	report to if they develop symptoms, no matter how mild		inforced.	
	Staff check with students regarding symptoms on their arrival and remain vigilant for developing symptoms throughout the day	Y	Well-being checks at tutortime and throughout the day.	From 7/9/20
	Arrangements are in place for the management of students who are not able to communicate their symptoms and staff are aware of these arrangements e.g. temperature checks	N/A		
COVID Testing	Parents are encouraged to have testing carried where it is available, where their child or member of their household develops symptoms to reduce the impact of isolation in relation to negative testing.	Y	Information to parents.	20/7/20 and ongoing.
Increased supportive measures for students/ psychological needs	The measures detailed in Guidance to Support Positive Behaviour have been implemented.	Y	Normal behavioural routines in place but expectations to maintain social distancing and to be rigorous with personal hygiene reinforced regularly .	Since 23/3/20
	Individual Support plans have been reviewed for students where required, for example for students who are: less able to report symptoms; cannot follow strict hygiene; display behaviours that are challenging to manage in the current context and require close contact tasks. Plans are agreed with staff (parent and student where required).	Y	No students require this level of support. Those who are vulnerable are well known to the student management team and will be supervised more closely.	As above
	Support plans include: <ul style="list-style-type: none"> • Specific cleaning and disinfection requirements such as changing beds and wheelchairs. • Ensuring that staff increase their level of self protection, • Ensure that the student washing their hnds before and after where able to or use skin friendly handwipes before and after • Checking that the person does not have symptoms as detailed in the compliance code. 	N/A		
	Staff are aware of the required infection control measures and understanding that the normal PPE that would have previously been used is still required.	Y	Dedicated staff trained to use PPE if necessary.	Ongoing

Student well-being, mental health and behaviour	Arrangements are in place to ensure that mental health and well-being difficulties for students as a result of their experiences while staying at home. This may particularly be the case for vulnerable children, including those with a social worker and young carers.	Y	Student Management team worked closely with vulnerable families throughout the lockdown period and is fully aware of those who have struggled – on going support available.	Since 23/3/20
	Support will be provided for: students who need support to re-adjust to school, those who may be reluctant to return, those showing signs or more severe anxiety and depression.	Y	Materials provided to all tutors to deliver during the first fortnight about general well – being and how to manage the return to routines. Specialist staff work with any student and their families to support the return to school. Increase in the number of trained counsellors available in school to support young people and staff.	From 3/9/20
	The existing arrangements will be followed for supporting students who are distressed and where safeguarding issues come to light.	Y	Specialist team in place which includes mental health lead , learning mentors, ELSA trained staff and school counsellors. Students will be allowed to work in the LSU and supported to get back into lessons ASAP.	ongoing
	Students are encouraged to understand that it is normal to experience different reactions and are encouraged to discuss their questions and concerns. It is important to contextualise these feelings as normal responses to an abnormal situation.	Y	Assemblies and tutor times will address this and students will be given the opportunity to meet with staff identified above in confidence.	From 7/9/20
	Available resources are used to identify and support students and staff who exhibit signs of distress.	Y	Well- being powerpoint published at the beginning of lockdown will be used to work with students. Links to Young Minds resources,	Since 23/3/20

			Kooth, Chat Health and other NHS links were given to staff on the INSET day. Assemblies organised to go through this with students and reinforced during tutor time. Posters displayed around the school. They will be offered time to speak with a member of the team.	
	The training module on teaching about mental wellbeing , will be completed by those staff who require this.		Not needed.	
	Behaviour will be managed as it normally would in order to encourage universal hygiene and new safety arrangements.		Behaviour expectations will be reinforced and explained to students and their parents. Normal sanctions will be implemented.	From 7/9/20

Communication and Involvement

General Arrangements

General Arrangements	Arrangements have been put in place to ensure communication and collaboration between students, staff, staff representatives (e.g. unions) and parents. Communication routes are publicised and have been formally planned.	Y	All stakeholders have been contacted and consulted. Students will be given the opportunity to discuss and ask questions about the arrangements in place.	Ongoing
	The template letter (Communicating arrangements with parents and parent engagement (primary and Early Years or Secondary Settings) has been completed and sent to all parents/Carers, where required the setting has added additional information that has been identified in this risk assessment.	Y	If required.	
Visitors	Information about visitor arrangements are displayed in a	Y		Since 23/3/20

	suitable place where necessary, including information about social distancing, hygiene and not attending the person has symptoms. Where possible this information is also shared on the setting website or directly with visitors in advance.			
Communicating safety arrangements	Site signage has been reviewed, referring to the following: temporary signs for outside space	Y	Signage reviewed and being improved.	ongoing
	Site changes such as entrances and exits will be identified where required	Y		ongoing
	Communication will include the use of recommended information on notice boards and throughout the setting, for example, handwashing, key staff notices	Y		ongoing
	The arrangements that have been put in place have considered additional and inclusive support measures where needed, for example, routes have been marked in braille or with other meaningful symbols.	N/A		
	Instructions have been given to all users of hand sanitiser to ensure that they allow it to dry before going near to ignition sources or touching any surfaces as well as How to hand rub .	Y	Instructions given.	Ongoing
	The COVID-19 Secure in 2020 notice is displayed to confirm that all required measures have been implemented.	N	To be done.	

Staff Instruction

All staff instruction	Staff have been instructed on the nature of COVID-19 and its transmission. The principles which are outlined in the compliance code and the local arrangements in place have been discussed with all staff and they have confirmed they understand the reason for the control measures that are required. A record is maintained by the setting which details all of the specific areas of instruction and training that have been provided for all members of staff.	Y	Information distributed to staff electronically. Staff briefings. Signed register of staff at inset.	17/7/20, training in inset and ongoing.
	All staff have confirmed that they are confident in applying the control measures identified in this assessment.	Y	Record kept.	As above
	Staff have received appropriate instructions in relation to the specific measures that have been put in place in the setting	Y		As above

	(as detailed in this assessment) prior to the recovery phase.			
	Staff have been advised that there is no need for anything other than normal personal hygiene and washing of clothing following a day in school.	Y		As above
	Staff have been involved in the practical implementation of this guidance (remotely where they are currently not in the setting).	Y	Staff consulted.	Ongoing
	Staff have been given the opportunity to discuss and resolve any concerns that they have (prior to opening and during school activities).	Y		Ongoing
	Staff have received instruction in the actions to take if they or a member of their household develops symptoms, how to arrange for testing and will share test results as soon as they are available.	Y		As above
	Staff confirm they will follow instructions that they are provided as a result of being advised to isolate through tracing arrangements.	Y		As above
	The setting has ensure that particular attention has been paid to new/inexperienced staff, trainees and those with additional significant role changes.	Y	New staff training undertaken.	Inset and induction training.

Behaviour policy

Reviewing current policy	The behaviour policy has been updated to reflect the new arrangements and site rules have been adapted to the circumstances as a result of this specific arrangements review.	Y	Behaviour policy reviewed and in place. Expectations will be reinforced in September – students will be supported to manage the new hygiene rules. We will give them clear instructions about consequences they might face.	May 20 and ongoing
	Arrangements are in place to ensure a consistent approach is applied where rules are broken as well as reinforcing positive behaviour.	Y	As above – all staff are aware of the stepped behaviour approach and will ensure students are supported to manage our	Ongoing

			expectations.	
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Student involvement and communication

Championing COVID-19 measures	Student Social Distancing and Universal Hygiene Champions have been appointed in order to promote and reinforce the requirements, supporting staff and peers in line with the guidance in <i>COVID-19 guidance for all education settings</i> .	N	Year 11 students and in particular our prefects will be given specific guidelines about supporting their peers and younger students to take extra care with personal hygiene. Regular meetings with prefects and senior staff to reinforce the messages and seek their views on how to best manage certain aspects of school life.	From 7/9/20
	Students and staff have contributed towards how these new roles will support the schools aims	Y	As above	As above
	School champions understand the universal hygiene arrangements in the school, why they are important and how to promote them.	N/A	As above	
Student information	All information is provided to students in an honest, age-appropriate manner.	Y	Information will be given to students at the beginning of term in year group assemblies. Information will be adapted so that it is age appropriate and supportive. The importance of not creating an atmosphere of fear is essential.	Ongoing and since 23/3/20

Educational tools

Infection control education	Age appropriate education is used to encourage students to: <ul style="list-style-type: none"> become advocates for disease prevention and control at home, in school, and in their community by talking to others about how to prevent the spread. 	Y	The assembly and tutorial programme will be tailored to provide age appropriate materials to discuss during tutor time.	From 7/9/20
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	<ul style="list-style-type: none"> encourage students to follow social distancing, increased hand washing and information about developing symptoms of viruses 			
	<p>The following resources are used where appropriate:</p> <ul style="list-style-type: none"> e-Bug resources to teach students about hygiene. the Educational Settings poster the Coronavirus Toolkit for Professionals which contains campaign materials. 	Y	Signage and posters are around the school and staff will reinforce hygiene expectations.	ongoing
	Additional information used to educate students is taken from trusted sources such as InfoSpace or Norfolk Schools (which both contain the same COVID-19 information) and Public Health England.	Y	These will be used as appropriate. Students need to be supported not to be fearful and must feel safe at school	ongoing

Planning for case management (please refer to COVID-19 Educational Settings – Management of Cases Guidance)

Maintaining records	Records of contacts are updated on a daily basis, noting that it may need to be retrieved for the previous 21 days using the template provided and following the guidance	Y		Since 23/3/20
	The Privacy Policy has been updated as required by the Data Protection Act so that anyone attending the setting is aware of what information is held and how it will be used to support the test and trace programme,	Y	Have sought advice from the Trust DPO and will update accordingly.	ASAP.
Data review and escalation	The setting will collect the data identified and follow the responsibilities section for escalation and data sharing	Y		ongoing
Planning for if a person becomes unwell with COVID-19 symptoms and isolation requirements	A suitable room has been identified to wait in and is large enough to keep a 2 metre distance between the ill person and any supervising staff (close to a toilet where possible)	Y	Changing rooms.	Since 23/3/20
	Where possible there is separate use of toilet and handwashing facilities nearby.	Y	Changing rooms.	As above
	The room has been emptied of unnecessary items.	Y	De-cluttered.	As above
	Tissues and a waste bag have been provided in the room	Y		As above
	If a student develops symptoms, they will wait in the room that has been identified as soon as possible. Where it is possible the door will be closed and window	Y		As above

	opened for ventilation.			
	In the unlikely event that a student spent a significant amount of time in a classroom or other area after they developed symptoms, arrangements will be made to move students and staff while that area is cleaned.	Y		As above
	Staff who look after a symptomatic person will wear PPE if they are supervising the person in the same room while waiting for collection in accordance with the PPE guidance and must wash their hands thoroughly if they have contact with the person and after they have left.	Y		As above
	Isolation requirements will be followed as described in the guidance, the setting will signpost to this information for all staff and students.	Y		From 16/7/20
Waste	If a person is symptomatic on the premises the cleaning cloths used and tissues etc is double bagged and tied and kept separately for 72 hours (secured from student access) before being disposed of with normal waste.	Y		Since 23/3/20
Cleaning	Surfaces that the symptomatic person has come into contact with (after they became symptomatic) will be cleaned, follow the management of cases guidance using the appropriate disinfectant solution and equipment required.	Y		As above
	The setting will not be closed where it is possible to carry out cleaning by moving students to a different area while cleaning is carried out or unless as a result of Health Protection Team Advice.	Y		As above
	The minimum PPE worn for cleaning an area where a possible case of COVID-19 is gloves and an apron. Hands will be washed after all PPE has been removed.	Y	PPE available.	As above
	Soft surfaces that are visibly contaminated will be steam cleaned such as upholstered chairs.	Y	Soft furnishings removed.	As above
	Areas where a person has passed through and spent minimal time and are not visibly contaminated with body fluids will not be cleaned in addition to normal cleaning arrangements.	Y	Cleaning where necessary.	As above
Actions following someone from the	Preparations are in place to communicate with parents as appropriate using the template letters provided	Y		ongoing

setting developing symptoms	Where test kits have been supplied to the setting they will be offered to the parent/carer at the time of collection to support the test and trace programme.	Y	Test kits arrived 4 th Sept and 4 weeks later.	
	Parents will be provided with the information detailed in the Student process for testing in the Management of Cases Guidance including sharing the relevant weblinks	Y	In parent info.	ongoing
	Parents/carers will be advised to notify the setting as soon as the test result is known.	Y	As above.	ongoing
Symptomatic staff member	Staff members have been advised about the information detailed in COVID-19 Your health and your safety when working in educational settings.	Y		ongoing
	An offer will be made to notify other settings where the member of staff has household members in other settings on the staff members behalf in order to support isolation action.	Y		ongoing
	Managers will check contact records for the previous 48 hours as soon as they are aware of a symptomatic staff member. Where they identify other staff members who are not part of that person's bubble or group who have been close contacts e.g. unintentional or ad-hoc, managers will follow the guidance to ensure that work arrangements are altered where required.	Y		ongoing
	The employer referral process for testing information will be provided to the employee in order to obtain a test.	Y		ongoing
	The setting will register with the local testing service to receive their unique employer code by emailing: NorfolkRegistercovidtesting@nnuh.nhs.uk providing the name of the employing organisation, their job title and a contact telephone number.	Y	Done.	May 20
	The employee will be asked to provide their test result to the setting as soon as it is known.	Y		ongoing
Contact tracing	The setting will notify the PHE HPT and the NCC incident room straight away if they are made aware of a member of staff or child in a cohort has tested positive.	Y		As above
PHE HPT Actions	The setting will follow the advised actions in the event of a positive case, cluster, outbreak or increased absenteeism.	Y		As above

Case management transfer	The setting will follow the advice and requirements of NCC where the case is transferred to NCC for management.	Y		As above
Test result actions	The setting are aware of and will follow the required actions that are detailed in the Test result actions section.	Y		As above
	The setting will contact the NCC Education Incident Room in the event of a positive test.	Y		As above
Education contingency planning	The setting has plans in place to be able to provide remote education to students who are isolating or staying at home under localised outbreak control arrangements.	Y	Remote learning system using SMH and other engagement tools and materials.	Ongoing

Returning after isolation (students and staff)

Offices and other work spaces

	The following measures are applied where staff cannot work from home: <ul style="list-style-type: none"> Furniture has been rearranged/marked as not to be used to prevent face to face working and create separation to enable distancing of staff. Rooms are well ventilated (see section on ventilation) Staff are cohorted in consistent working groups Unnecessary items have been removed to support effective cleaning of the area Hot desking is avoided desks near busy circulation spaces are not used Shared equipment has been moved to reduce group mixing such as printer location 	Y	Furniture rearranged. Rooms are ventilated. Rooms de-cluttered. No hot desking.	ongoing
	The following measures are implemented where the above measures cannot be followed: <ul style="list-style-type: none"> additional work spaces are be allocated where possible sharing of workspace is minimised and workspaces are 	Y	Additional workspace in library. Individual circumstances assessed.	From 7/9/20

	<p>thoroughly cleaned between users.</p> <ul style="list-style-type: none"> • Consideration is given to individual risk assessments when considering who occupies different workspaces and shared facilities • Screens are installed as a last resort 			
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Planning for emergencies

Fire evacuation	A fire drill is planned for the first week of term	Y	Plans reviewed, updated and in place. Form tutors walked through the drill arrangements before a formal drill during the third week back.	Third week and ongoing.
	Fire assembly points have been reviewed to ensure that students do not gather in groups, where required, separate assembly points have been introduced in order to prevent large gatherings in one place.	Y	Senior staff explained the arrangements and the importance of following the routines to staff and students	From 16/7/20
	Fire drills that are carried out encourage social distancing.	Y		From 7/9/20
	Staff and students understand that in an emergency they must leave without delay	Y	Tutors and staff will walk through the plans during the first few days before the drill.	From 14/9/20
	A fire drill has been planned to take place within the first two weeks of the recovery phase (or sooner if there are significant changes to evacuation routes).	Y		
First aid – all settings	Students with specific first aid requirements only attend where the appropriate first aid can be provided	Y		
	Where staff hold a first aid certificate (paediatric, general or emergency first aid) that expired on or after 16 March 2020, and requalification cannot be accessed because of coronavirus, the setting can: <ul style="list-style-type: none"> • Explain why requalification hasn't been possible • Demonstrate the steps taken to access training. 	Y	4 colleagues at SHS expire 1/9/20 Review and extend training.	Ongoing
	Normal first aid cover identified in the First Aid Risk Assessment is provided.	Y		Since 23/3/20

	Staff who require refresher training use Basic First Aid Skills information and familiarised themselves with the relevant areas they may be required to use.	Y		ongoing
	To support social distancing, staff will instruct an injured person about what to do for minor injuries if it is age appropriate	Y		Since 23/3/20
	Where close contact is required the first aider uses PPE as outlined in Personal Protective Equipment Guidance	Y		As above

PPE and face coverings

PPE	Arrangements are in place to ensure that PPE guidance is applied in line with the circumstances that are outlined only.	Y	PPE available for strategic use.	Since 23/3/20
Face coverings	Students have been advised that it is mandatory to wear face coverings on public transport,	Y	In line with transport provider routines.	15/6/20 and ongoing reminders.
	Arrangements are in place for the safe removal of face coverings on arrival at the setting which has been communicated to students and staff including: <ul style="list-style-type: none"> • The wearer must not touch the front of their face during use or when removing the face covering. • They must bring a bag or other suitable receptacle with them to place the covering in or dispose of it in a bin. • They must perform hand hygiene on arrival at the setting and after removing their face covering. 	Y	Information passed to students. Sanitising on arrival.	As above

Review of existing assessments

	The setting regularly reviews their arrangements in line with compliance code updates	Y		ongoing
	Review arrangements ensure that the control measures are effective and working as planned.	Y		ongoing

Any other actions that are not listed above or have been updated since last review.

<p>When an area moves to Local COVID Alert Level: high or very high, in settings where students in year 7 and above are educated</p>	<p>Face coverings should be worn by adults and students when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained.</p> <p>In the event of new local restrictions being agreed, school will need to communicate quickly and clearly to staff, parents and students that the new arrangements require the use of face coverings in certain circumstances.</p>	<p>Y</p>	<p>Face coverings must be worn.</p>	<p>In case of move to alert level.</p>
<p>Specific ventilation guidance.</p>	<p>Balance of ventilation and heating as we approach the winter months;</p> <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 classes, during break and lunch, when a room is unused); • providing flexibility to allow additional, suitable indoor clothing or temporary outdoor wear for 5 minutes at start of lesson; • rearranging furniture where possible to avoid direct drafts. 	<p>Y</p>	<p>Ventilation guidance issued to staff and followed appropriately in line with uniform expectations.</p>	<p>From 2/11/20</p>
<p>Transport</p>	<p>Support local authorities in promoting the use of face coverings on school transport and help them to resolve any issues of non-compliance where appropriate.</p>	<p>Y</p>	<p>Work closely with NCC and Sanders Coaches to ensure compliance. Staff supervise students at the end of the day and challenge any students not wearing masks.</p>	<p>From 2/11/20</p>
<p>Students travelling from abroad.</p>	<p>Where students travel from or have stopped at, a country or territory that is not on the travel corridors list, students will be required to self-isolate for 14 days from the day they leave a non-exempt country or territory to travel to the UK.</p>	<p>Y</p>	<p>Inform parents of the expectations in case they holiday at half term/ Xmas in a target area.</p>	<p>From 26/10/20</p>

<p>CEV students and staff.</p>	<p>New advice for those identified through a letter from the NHS or a specialist doctor as in the group deemed clinically extremely vulnerable (CEV or shielding list) was published on 13 October.</p> <p>The guidance provides advice on what additional measures individuals in this group can take tailored to each Local COVID Alert Level. The UK Chief Medical Officers have issued a statement on schools and childcare reopening which states that there is a very low rate of severe disease in children from COVID-19 and far fewer children should remain in this group in the future following their routine discussions with their clinician. All students, including those who are clinically extremely vulnerable, can continue to attend school at all Local COVID Alert Levels unless they are one of the very small number of students under paediatric care (such as recent transplant or very immunosuppressed children) and have been advised specifically by their GP or clinician not to attend school.</p>	<p>Y</p>	<p>Inform parents and staff. In the future, the government will only reintroduce formal restrictive shielding advice in specific local areas at very high alert level with exceptional circumstances where this has been advised by the Chief Medical officer, and then only for a limited period of time. The government will write to families separately to inform them if they are advised to follow formal shielding and not attend school.</p> <p>Where a student is unable to attend school because they are complying with clinical or public health advice, schools must be able to immediately offer them access to remote education. Schools should keep a record of, and monitor engagement with this activity but this does not need to be formally recorded in the attendance register.</p> <p>Where children are not able to attend school as they are following clinical or public health advice related to coronavirus (COVID-19), the absence will not be penalised.</p>	<p>From 2/11/20</p>
<p>Pregnant staff.</p>	<p>Pregnant women are in the 'clinically vulnerable' category and are generally advised to follow the guidance and advice on coronavirus (COVID-19) and pregnancy which is available from</p>	<p>Y</p>	<p>Inform staff.</p>	<p>From 2/11/20</p>

	<p>the Royal College of Gynaecologists. All pregnant women should take particular care to practise frequent, thorough hand washing, and cleaning of frequently touched areas in their home or workspace. An employer's workplace risk assessment should already consider any risks to female employees of childbearing age and, in particular, risks to new and expectant mothers (for example, from working conditions, or the use of physical, chemical or biological agents). Any risks identified must be included and managed as part of the general workplace risk assessment.</p>		<p>If school is notified that an employee is pregnant, breastfeeding or has given birth within the last 6 months, the employer should check the workplace risk assessment to see if any new risks have arisen. If risks are identified during the pregnancy, in the first 6 months after birth or while the employee is still breastfeeding, the employer must take appropriate, sensible action to reduce, remove or control them.</p> <p>While it is a legal obligation for employers to regularly review general workplace risks, there is not necessarily a requirement to conduct a specific, separate risk assessment for new and expectant mothers, an assessment may help identify any additional action that needs to be taken to mitigate risks.</p> <p>Schools will follow the same principles for pregnant students, in line with their wider health and safety obligations.</p>	
<p>Site arrangements/ lettings</p>	<p>Schools may now choose to open up or hire out their premises for use by external bodies or organisations, such as external coaches or after-school or holiday clubs or activities. In doing so, schools should ensure they work with providers to consider how they can operate within their wider protective measures and should also have regard to any other relevant government guidance. For example, where opening up school leisure</p>	<p>Y</p>	<p>Site/letting teams make outside agencies aware of requirements and protocols.</p>	<p>From 2/11/20</p>

	facilities for external use, ensuring they do so in line with government guidance on working safely during coronavirus (COVID-19) for providers of grassroots sport and gym or leisure facilities.			
Exclusions	Schools should, as far as possible, avoid permanently excluding any student with an EHCP or a Looked After Child, and any disciplinary exclusion of a student from a school, even for short periods of time, must follow the statutory procedure.	Y	SLT aware and all protocols followed.	From 2/11/20

Assessor's Name: A Richardson	Manager's Name: J Storey
Position: Headteacher	Position: Site Manager
Signature: AR	Signature: JS