

Westfield Academy COVID RISK ASSESSMENT FOR SEPTEMBER 2020



- This assessment is based on the expectations set out in the Government guidance for schools Guidance for full opening from Sept 2020 <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools> but must be adapted in order to give a clear narrative on the specific controls being put in place within your school to manage the risk from coronavirus.

As with other areas of risk school employers and leaders are required to reduce risk as far as is reasonably practicable, recognising that it is not possible to completely eliminate the risk of coronavirus.

- During this evolving situation, SLT will monitor and follow government guidance, further reviews and updates to the risk assessment will take place and be shared with staff.
- This also takes into account the Governments CONTAIN framework to avoid further school closure.

[DFE Contain Framework](#)

Monitor and review

As the school returns we will continue to review how staff and students adapt to the controls, there will almost certainly be areas where the risk assessment will need review to reflect additional controls or risks, which only became apparent as our operational activities and curriculum are delivered.

RISK ASSESSMENT FOR:
School activities during COVID 19 outbreak - opening from September 2020



Establishment: Westfield Academy	Assessment by: TB	Date: 31.08.20
Risk assessment number/ref: WA.09.20. V6	Trustee Review: AF/RV	Date:

V1 is based on the most recent Rev 1: updated template following issue of Government advice on July 2nd [Actions for schools during coronavirus outbreak'](#)

What are the hazards?	Who might be harmed and how?	What are you already doing? What do you need to consider?	What further action is necessary?	Action by who?	Action by when?	Done
Individual risk factors meaning staff / pupils more vulnerable to COVID-19	Staff, Students / pupils / wider contacts	<ul style="list-style-type: none"> Shielding for those who are extremely clinically vulnerable pauses on 1st August (subject to continued decline in transmission) and the Government will no longer be advising these individuals to shield. Staff / students who previously were shielding are able to return to school. School to discuss arrangements / concerns with individuals and provide assurance of controls in place. Individual risk assessments will be updated in Sept – INSET days. Some individuals under the care of specialist health professionals may need to discuss care at their next planned clinical appointment before returning. Those pupils unable to attend school because they are following clinical and/or Public Health advice (e.g. a letter from their consultant) will be provided with remote education. Existing individual health care plans in place for pupils/students to be reviewed. Clear message sent to parents that students should not be sent into school if unwell for both Covid-19 and any other illnesses/symptoms. 	HR to communicate up to date advice to all "shielding" staff. New risk-assessments to be written.	HR, SLT & LMs	01.09.20	Letter to parents sent 25.08.20
	Spread of COVID 19		Write to all parents outlining the draft plan for Sept. <ul style="list-style-type: none"> Initial outline – included in end of term message Greater detail – inc updated HSA¹ Final detail – starting times etc. 	HT	17.07.20 20.08.20	
			SENCO to contact all EHCP in advance to outline plans	SENCO	04.09.20	

¹ HSA – Home School Agreement

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		<ul style="list-style-type: none"> A new home/school agreement and behaviour policy update to go out, via a google form. Signature is mandatory. <p>Staff</p> <ul style="list-style-type: none"> Wider government advice remains to work from home where possible. Finance has worked well as has "part" of HR. Some flexibility to continue. Individuals classed as clinically vulnerable or extremely clinically vulnerable to have a risk assessment undertaken on their role and Ability to maintain social distancing. Consider if these staff are able to work remotely or in areas / roles where maintaining social distancing is easier <p>All details of the risk assessment and new procedures will be part of staff training on the INSET day. All existing individual risk assessments to be reviewed.</p> <ul style="list-style-type: none"> See COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable 	<p>and amend EHCP where appropriate.</p> <p>Home/school agreement – google form</p> <p>All Risk assessments to be updated in advance of return. Consider what is required from "back office" – where possible home working may continue. E.g. Finance</p> <p>Risk assessment to be ready to share/training powerpoint to be created. INSET day to be planned.</p>	<p>PSM</p> <p>HR, SLT, LMs</p> <p>HT / SLT – PC plan INSET days</p>	<p>20.08.20</p> <p>04.09.20</p> <p>20.08.20</p>	<p>New home/school agreement linked to letter</p>
School occupants coming into contact with those with Coronavirus symptoms	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>School community clear on symptoms of coronavirus: high temperature (37.8 deg C or more), a new continuous cough or a loss of, or change, in their normal sense of taste or smell.</p> <p>Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection followed.</p> <p>These have been communicated to all and are clear on the website No symptomatic individuals to present on site.</p> <p>In the event of a suspected case whilst working on site, staff must ensure that they notify their Line-manager, who will then inform the Senior Deputy Headteacher (PC). The coronavirus email still to remain in place, to support any staff concerns.</p> <p>If either staff or students show symptoms, the individual goes home immediately (if awaiting collection by their parent, isolate child in a room behind a closed</p>	<p>Updated guidance and training for staff.</p> <p>Updated posters and website</p> <p>Communication with parents, regarding attendance/health;</p> <p>Clear message to parents that if a student is unwell at</p>	<p>SLT – INSET Day training and updated staff handbook</p> <p>see above</p>	<p>02.09.20</p>	<p>Letter sent to parents 25.08.20</p>

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		<p>door, or an area at least 2m away from others, open a window for ventilation) and self-isolate.</p> <p>School staff supervising the child, while they await collection, should wear PPE (a fluid resistant surgical mask, type IIR) if a distance of 2m cannot be maintained.</p> <p>If direct care (such as for a very young child or a child with complex needs) is required then staff giving care to wear a fluid resistant surgical mask (type IIR), disposable apron and gloves.</p> <p>Anyone who has had contact with those with symptoms, to wash hands thoroughly.</p> <p>All areas occupied and equipment used by the affected person are to be thoroughly cleaned and disinfected (see PHE cleaning advice https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings)</p> <p>Testing Staff / pupils who develop symptoms should be tested. Testing is most sensitive/effective within 3 days of symptoms developing. Guidelines on who can get tested and how to arrange for a test can be found in the COVID-19: getting tested guidance.</p> <p>Tests can be booked online through the NHS https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</p> <p>By the autumn term, all schools will be provided with a small number of home testing kits which can be provided to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at</p>	<p>school, they are to be sent home or collected immediately.</p> <p>First Aid policy to be updated</p> <p>Continue to make staff aware of this through "Westview"</p> <p>Inc Staff and pupils who are tested for Covid-19 to inform the school of result and date of test.</p> <p>Update all staff via Risk assessment on 1st INSET day "training."</p> <p>National advice and roll out of kits expected by Autumn term</p> <p>No "home testing kits" have been received yet.²</p>	<p>HT</p> <p>HT</p> <p>HT/SLT</p>	<p>02.09.20</p> <p>Ongoing</p> <p>03.09.20</p>	

² **Overview** - Anyone who experiences any coronavirus (COVID-19) symptoms can access a test at a testing site or at home using the [online booking portal](#). This includes all pupils, teachers, and staff. In July we set out a commitment that by the autumn, all schools and further education (FE) providers will be provided with a small number of home testing kits to complement these main access routes. From 26 August, all schools and FE providers will receive an initial supply of 10 home test kits. Home test kits should only be offered to individuals in the exceptional circumstance that you believe an individual may have barriers to accessing testing elsewhere. The best and fastest way for students or staff to access a test is to visit a testing site. This guidance is intended to support schools and FE providers in offering home test kits. It applies to all mainstream, special, alternative provision and FE providers

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		<p>school, where providing one will significantly increase the likelihood of them getting tested.</p> <p>Positive case in school In the event of a positive case the local health protection team will be contacted and their advice followed. Public Health England East of England 0300 303 8537 opt 1 https://www.gov.uk/guidance/contacts-phe-health-protection-teams#east-of-england-hpt</p> <ul style="list-style-type: none"> Records kept of pupils and staff in each group. A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed. 				
<p>General Transmission of COVID-19</p> <p>Ineffective hygiene protocols</p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Welfare facilities are provided which contain suitable levels of soap and paper towels.</p> <p>All persons to wash hands with soap regularly and thoroughly, for at least 20 seconds. Hand washing technique to be adopted as directed by NHS guidance posters in place to reinforce this.</p> <ul style="list-style-type: none"> Alcohol hand sanitiser used to reduce congestion at toilets / where soap and water is not available. Review existing levels / location of hand sanitiser stations. Hand sanitisers to be added to the "expected student equipment" list. Alcohol hand sanitiser provided at reception / entrance/exit points; student entrance /reception and should be used by all persons when entering/leaving. Build use into routines staff and pupil routines e.g. on arrival, when returning from breaks, when changing rooms, before / after eating. Site staff to regularly clean the hand washing facilities and check consumables. Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. 	<p>Westfield Way to be updated to include toilet/hygiene procedures. All forms to have a "routine" where hands are washed as well as "sanitised."</p> <p>All students to bring in hand sanitiser. All classrooms to have hand sanitiser.</p> <p>All staff to have "bags" of equipment, Inc. Anti-bac and sanitiser.</p> <p>Updated purchase of PPE etc for Sept.</p> <p>New site & cleaning regime to be in place</p>	<p>SLT</p> <p>SLT</p> <p>NP</p> <p>NP</p>	<p>Complete by 16.07.20</p> <p>Present to staff 03.09.20</p> <p>Purchase July 20 – give to staff 03.09.20</p> <p>Order by 01.09.20</p> <p>03.09.20</p>	

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		<ul style="list-style-type: none"> Ensure adequate supplies of soap, hand sanitiser and paper towels and these should be securely stored. Catch it, bin it, kill it message reinforced. Tissues will be provided for classrooms. Staff to replenish as needed. Staff / students to use tissues when coughing or sneezing and then place the used tissue in the bin before washing hands. (lidded bins in classrooms / other locations for disposal of tissues and other waste) All persons are reminded to not touch their eyes, nose or mouth if their hands are not clean. 	<p>All classrooms to have "standard" kit – to include "lidded bins" and tissues.</p> <p>Catch it bin it kill it – posters in all rooms and on the site. Include hands/eyes guidance</p>	SLT	Order by 17.07.20	
<p>General Transmission of COVID-19</p> <p>Ineffective cleaning</p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Documented cleaning schedule in place.³</p> <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;">  <p>Evergreen risk assessment</p> </div> <div style="text-align: center;">  <p>Fogging Proposal</p> </div> <div style="text-align: center;">  <p>Jangro Cleaner Disinfectant.pdf</p> </div> <div style="text-align: center;">  <p>Jangro Medical Sanitiser.pdf</p> </div> </div> <div style="text-align: center; margin-top: 10px;">  <p>Jangro Virucidal Cleaner.pdf</p> </div> <ul style="list-style-type: none"> Enhanced cleaning schedule implemented throughout the site during school day, ensuring that frequent contact points, e.g. door handles, taps, flush handles, toilet door handles, bannisters, telephones, keyboards etc. are all cleaned and disinfected regularly. Shared areas and rooms that are used by different groups will require more frequent cleaning / cleaning between groups. Where toilets are shared between different groups these must be cleaned regularly (focus on high contact surfaces) and the importance of thorough hand washing reinforced. 	<p>Toilets will be designated by year groups – due to "home room" strategy. Canteen toilets to be "closed."</p> <p>Updated cleaning routine – meet with Evergreen once the new guidance is out.</p> <p>Hand driers – back on</p> <p>Toilet doors to remain open?</p> <p>Staff room will remain closed, Faculty teams will have "work rooms."</p>	SLT	Discuss as part of plan – in place by 03.09.20	
				NP/SLT	03.09.20	
				Wedges		

³ Note further guidance on general cleaning is expected by Public Health England before Autumn term

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		<ul style="list-style-type: none"> • Cleaning materials (e.g. disinfectant spray / wipes) available to staff. Manufacturer's instructions for dilution, application, PPE and contact times for all detergents and disinfectants to be followed. • Only cleaning products supplied by the school / contract cleaners are to be used. • School to obtain the risk assessment from contract cleaning staff for assurance on social distancing measures and their schedule / methods for cleaning the school site. • Thorough cleaning of rooms at the end of the day. • Student "toilet protocol" to be in place. <p>In the event of a suspected case / confirmed positive case on site For disinfection (e.g. following a suspected case) use a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) or a neutral purpose detergent followed by disinfection (1000 ppm av.cl.). See PHE advice COVID-19: cleaning of non-healthcare settings guidance</p> <p>When cleaning a contaminated area: Cleaning staff to:</p> <ul style="list-style-type: none"> • Wear disposable gloves and apron • Wash their hands with soap and water once they remove their gloves and apron • Wear a fluid resistant surgical mask (Type IIR) if splashing likely • Hands should be washed with soap and water for 20 seconds after all PPE has been removed. • PPE to be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished. Each corridor to have available "black bags." • Any cloths and mop heads used must be disposed of as single use items. 	<p>ICT spend to be discussed.</p> <p>SLT</p>	SLT	03.09.20	

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<p>General Transmission of COVID-19</p> <p>Minimising contact and Maintenance of social distancing</p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<ul style="list-style-type: none"> Expand provision to include all students – plan to incorporate Year groups as “mega bubbles.” Groups to remain clear and consistent. The overall plan – Appendix A - documents how these groups will be kept apart from others. Limiting interaction between groups by: <ul style="list-style-type: none"> Staggering breaks and lunch; Minimise rooms / spaces being shared across groups; No staff room Home rooms strategy Cleaning shared spaces between use by different groups Procedures to be in place to ensure keyboards are “wiped down” after use – between lessons. No groups are coming together for assemblies, events / school fairs, school trips etc. Any wider assemblies / collective worship to be conducted via video link. Continue to use social distancing wherever possible (more emphasis on this is likely with older children). Where staff move across groups hands to be sanitised before and after and social distancing should be maintained, aim for 2m from other staff and adults as far as is reasonable. Ideally the teaching space should be 2m from pupils, where this is within 1m then change layout / increase space at the front of the class to attain 1m+. Keep space at front of class for SLT to enter and be present whilst maintaining social distancing. Staff to avoid close face to face contact and minimise time spent within 1 meter of anyone. <p>Secondary</p> <ul style="list-style-type: none"> Zone school assigning year groups to different areas Groups to keep to their zoned area as far as possible, movement only to specialist rooms where necessary. Teachers move between classes wherever possible. Staggered timetable / timetable specialist rooms to keep groups apart. 	<p>See Appendix A</p> <ul style="list-style-type: none"> All Year groups to return, stay separate as a “bubble.”⁴ All groups to be timetabled in “home rooms” to reduce movement. Each year group to have a base “corridor” and staggered start/finish. There will be no communal break time or lunchtime. (When 3 year groups are at “break” together they will be in zones.) Lunch will be eaten in the classroom. All year groups will have a “recreation period” supported by PE. All students will have hand sanitiser and they will be “out on the desk.” All classrooms to be “standardised” personal items removed. 2m to be outlined. All tables to be “front-facing” and rooms to accommodate 32 students. There will only be “loom” assemblies. 	<p>Plan in place, supported by this risk assessment. Layout and marking for classrooms to be completed during summer.</p>	<p>03.09.20</p>	

⁴ Year groups between 170 – 230 students.

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		<ul style="list-style-type: none"> No playing / singing in groups of >15 (no larger school choirs / ensembles etc.). Consider if small groups in music lessons can take place outside / or with improved ventilation. Ensure 2m physical distancing for staff and pupils. No face to face contact (pupils back-to-back or side-to-side) No sharing of wind / brass instruments. <p>PE / school sport</p> <ul style="list-style-type: none"> PE subject lead / head of PE to review existing risk assessments and schemes of work to include management of COVID-19 risks. Pupils to be kept in consistent groups, sports equipment to be thoroughly cleaned between each use by different groups, and contact sports avoided. Outdoor sports prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils. Build in time for handwashing / sanitising before / after lesson. See advice from Association for Physical Education covid-19-guidance-on-phased-return-of-sport-and-recreation/. <p>Science</p> <ul style="list-style-type: none"> There will be no “practical” lessons for Years 7-11. <p>Administration</p> <ul style="list-style-type: none"> The admin area will continue to be out of bounds to staff and students The screens on the reception area and between admin “desks” – will remain in place until further notice. 	<p>the home rooms, except for Year 11 GCSE.</p> <p>GCSE dance – only 4 students, will take place in the Drama studio.</p> <p>PE/Sport will be limited to “recreation time.” This will be supported play.⁵ They will be on the field, astro-turf and tennis court, weather permitting.</p> <p>Review by 30th Sept</p> <p>To be reviewed during Sept</p>	<p>Dance teacher</p> <p>PE/SLT</p> <p>TB/KJL</p>	<p>07.09.20</p> <p>07.09.20</p> <p>31.09.20 at latest</p>	
Access to & egress from site	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Introduce staggered start and finish times to reduce congestion and contact at all times.</p> <ul style="list-style-type: none"> Review access points, open up alternative gates. Allocate groups different times / entrance points. Communicate changes and allocated times to parents / pupils. <p>Monitor site access points to facilitate social distancing – may need to change the number of access points, either increase to reduce congestion or decrease</p>	<p>See Appendix A. Extended registration period to allow staggered start. 3 different entrances to be used.</p>	<p>SLT- plan</p>	<p>03.09.20</p>	

⁵ Except the Football Academy. There will be an FA risk assessment in place.

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		<p>to enable monitoring.</p> <ul style="list-style-type: none"> Parents to be instructed not to pick up their children from gathering at the school gates. Introduce visual aids to help parents socially distance / supervise entry and collection. Introduce floor markings to aid social distancing (e.g. tape or survey spray) where controlled queuing will be expected. Communicate expectations to parents. <p>Consider one-way traffic through external doors to avoid face to face passing.</p> <p>Visitors</p> <ul style="list-style-type: none"> Ensure all visitors / building users are aware of school's expectations. They must follow social distancing, hand washing / use of sanitiser on entry and adhere to any restrictions on accessing parts of the building stipulated by the school. Parents will be informed to only come to school if they have an appointment – not to turn up unannounced Volunteers, temporary / supply staff, sports coaches and other providers are briefed on school's arrangements for managing and minimising risk, including need to maintain distance (2m where possible) from other staff and pupils. Where visits can happen outside of school hours, they should. A record should be kept of all visitors to aid track and trace. <ul style="list-style-type: none"> Signage in reception regarding good hygiene. Use of Perspex screens for open receptions and tape / visual markers to reinforce social distancing (2 m where possible) <p>Staff / pupils</p>	<p>Update parents on the new procedures, in advance of Sept start.</p> <p>"Yellow lines" for 2m are in place.</p> <p>Visitors will continue to have temperatures taken and use hand sanitisers in reception.</p> <p>Perspex shielding is in place in reception.</p> <p>To be made clear to parents when we write to them</p>	<p>HT to communicate in a variety of ways to parents during July, August and Sept</p> <p>SLT / Site Staff</p> <p>HT</p> <p>SLT</p>	<p>17.07.20 – 07.09.20</p> <p>Continue current model into sept</p> <p>20.08.20</p> <p>07.09.20</p>	

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Proximity of students/ staff	Staff, Students / pupils / wider contacts Spread of COVID 19	<ul style="list-style-type: none"> Staff are to maintain a safe distance between each other (2 metres wherever possible) Rooms to be kept as well ventilated as possible (opening windows) or via ventilation units. (where mechanical ventilation is present adjust these to full fresh air where possible) Consider opportunities for outdoor learning to assist in social distancing. Staff to follow social distancing guidance in offices/staff rooms/close working in rooms etc i.e. 2m wherever possible. Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. <p>Meetings / 1-2-1's / training</p> <ul style="list-style-type: none"> Limit face to face meetings to those which are essential. Ensure these are conducted in large enough areas to maintain social distancing; or via electronic means (Microsoft Teams etc.) <p>Staff rooms</p> <ul style="list-style-type: none"> Review occupancy levels and layout to facilitate social distancing Set maximum occupancy, staff to stagger use to enable distancing. <p>Stairs / corridors</p> <ul style="list-style-type: none"> Minimise groups (bubbles) transitioning at the same time to ensure brief contact. (passing briefly in circulation spaces is a low risk) Implement one-way system (where possible e.g. multiple routes / stairs) Stagger use and numbers using circulation spaces at the same time. Avoiding multiple groups queuing in same shared areas/ narrow corridors etc. <p>Changing rooms</p> <p>Break / Playgrounds</p> <ul style="list-style-type: none"> Avoid any group activities that require pupils to be in close physical contact with each other. Limit group interaction by clearly zoning areas and staggering breaks. Use playing fields when weather permits. Brief all staff on expectations. 	<p>All classrooms to be kept open – expect where they are “fire doors.” – Windows to be open - 2m to be “taped.”</p> <p>No whole school meetings or briefing except where deemed vital. Then to take place in the main hall.</p> <p>Zoom to be encouraged for meetings. Calendar for Half-term 1 to only have “planning time” and no meetings.</p> <p>Staff room to be closed – used for First Aid. Only “single occupancy” offices to be available for use.</p> <p>Changing rooms not in use. For “recreation” students to only require “trainers.”</p> <p>Zoned break time – recreation to be individual year groups.</p> <p>Supervision to involve SLT, pastoral staff and PE staff.</p>	<p>Site Staff / SLT</p> <p>SLT/HOF/ HOY</p> <p>SLT</p> <p>SLT</p>	<p>03.09.20</p> <p>Sept onwards</p> <p>Sept onwards</p> <p>Sept onwards</p>	

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		<ul style="list-style-type: none"> Increased supervision to aid enforcement of social distancing as far as is reasonable. Outdoor play equipment to be cleaned between use by different groups. 	Staffing duties to be drawn up for half-term 1.	PC	31.08.20	
Canteen use / lunchtimes	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<ul style="list-style-type: none"> Break times staggered to reduce congestion and contact between groups. Reinforce hand-sanitising prior to eating food. Hand sanitiser should be available at the entrance of any room where people eat and should be used by all persons when entering and leaving the area. <p>Canteen use</p> <ul style="list-style-type: none"> Food operators continue to follow Food Standard Agency's (FSA) guidance on good hygiene practices in food preparation and their Hazard Analysis and Critical Control Point (HACCP) processes. Pupils to enter canteens in their allocated groups. Discuss provision and delivery with Catering provider. Consider change to meal provision, delivery of lunches to groups in classes etc. Payments should be taken by contactless methods wherever possible. (Risks from fingerprint contact payment considered low if handwashing / sanitizing is enforced). Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced. All rubbish and waste should be put straight in the bin by the user and not left for someone else to clear up. All areas used for eating must be thoroughly cleaned between groups and at the end of each break and shift, including chairs, door handles, vending machines etc. (This would need to be at the end of each day rather than after lunch) 	<p>Canteen to only be used by Post-16 students for study.</p> <p>Lunch to be either canteen sandwiches – or “packed lunch.” Students to “order” food during registration.</p> <p>Food to be eaten in home rooms, then cleaning to be routine.</p>	<p>SLT</p> <p>SLT</p> <p>SLT</p>	Sept onwards	
Transport / Travel off site	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Encourage walking / cycling to school</p> <p>Review travel plan</p> <p>Public transport</p> <p>All persons to limit their use of public transport and if this is not possible individuals should follow government advice on the wearing of face coverings. (mandated from 15th June)</p> <p>Guidance on how to wear and make a cloth face covering is available.</p>	Whilst post-16 students will only be in for their lessons – if transport is an issue an area will be available for them to study; Year 12 canteen / Year 13 common room.	SLT	Sept onwards	

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		<p>Where business travel via car is required use private single occupancy where possible.</p> <p>Minibus use</p> <ul style="list-style-type: none"> Used by those within same school group / bubble, reduce numbers on board to aid distancing. Vehicles to be cleaned after each group's use / between drivers etc. (sanitiser / disinfectant wipes to be available on the vehicle). Regular cleaning of vehicle contact points (handles, keys, display and controls etc.) – in-particular where vehicles are shared between drivers / groups. Use hand sanitiser on entering / leaving vehicle. Windows to be open for ventilation. Staff to wear disposable gloves when refueling. 	<p>For half-term 1 – minibus won't be used unless in emergencies.</p> <p>Minibus use policy to be put in place.</p>	SLT	03.09.20	
Contractors	<p>Contractors, Staff, Students / pupils / wider contacts,</p> <p>Spread of COVID 19</p>	<ul style="list-style-type: none"> All contractors will read and comply with signs in reception regarding good hygiene. Staff and contractors are to maintain a safe distance between themselves and others (2 metres where practical). All contractors are to wash their hands or use alcohol-based hand sanitiser upon entering the site. Agree approach to scheduled / ongoing building works. Where works can be conducted outside of the school day they should be. Site inductions are to be carried out following social distancing principles. School's to seek confirmation of the contractors method statement / risk assessment. 	NP to inform Interserve that all current hygiene procedures will continue in Sept	NP	17.07.20	
Provision of first aid	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>It is accepted that social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum e.g. pupils apply cold pack, wipe, plaster where able to do so. Wash hands before / after treatment.</p> <p>Those administering first aid should wear PPE appropriate to the circumstances. Where the injury was significant and thus required close care for an extended period then it would be reasonable to provide PPE.</p> <p>See also 'provision of personal care' and 'Suspected case whilst working on site'.</p>	<ul style="list-style-type: none"> New First Aid policy to be drawn up. Parents to be informed not to send students in, if they have any concerns. 	SLT	03.09.20	

What are the hazards?	Who might be harmed and how?	What are you already doing? What do you need to consider?	What further action is necessary?	Action by who?	Action by when?	Done
		<ul style="list-style-type: none"> First aiders to be aware of advice on CPR from The Resuscitation Council https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/ First aid rooms can be very busy and are often small rooms. Schools should make arrangement for only one person being treated in the first aid room at a time and allocate another room / area as a waiting/collection area. If daily medication is administered from 1st aid rooms then consider if this needs relocating to reduce demand on space. 	<ul style="list-style-type: none"> Staff room to become First aid room. 			
Provision of personal care	Staff, Students / pupils / wider contacts Spread of COVID 19	<p>Additional PPE in place if required e.g. for intimate care, to be risk assessed and to be based on nature of task and level of contact (e.g. disposable apron, gloves, fluid resistant surgical mask and if there is a risk of splashing to the eyes, coughing, spitting, vomiting then eye protection should be worn.)</p> <p>Where a child falls ill with Coronavirus symptoms whilst on site (new continuous cough, high temperature cough or a loss of, or change, in your normal sense of taste or smell.) then school staff supervising the child while they await collection should wear PPE (a fluid resistant surgical mask) if a distance of 2m cannot be maintained.</p> <p>If direct care (such as for a very young child or a child with complex needs) is required then staff giving care to wear a fluid resistant surgical mask, disposable apron and gloves.</p>	Check whether we need more PPE	NP 17.07.20		
Emergency procedures (Fire alarm activations etc)	Staff, Students / pupils / wider contacts Spread of COVID 19	<p>Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable (this will be impacted during evacuation but will be for short period).</p> <ul style="list-style-type: none"> Maintain groups / bubbles at assembly points. Increased supervision and reiteration of messages to occupants Consider different exits/staircases for each year group. The Sixth Form students will be registered on arrival/departure by the Sixth form team. (Learning mentor.) 	New Fire drill process to be drawn up. PC to communicate with staff –practice to be done in Sep.	PC / SLT	20.08.20	
Deliveries & Waste collection.	Staff,	<ul style="list-style-type: none"> Do not approach delivery staff, allow packages to be left in a safe place. Hands are to be thoroughly washed after handling all deliveries or waste materials 	Current procedures to continue			

What are the hazards?	Who might be harmed and how?	What are you already doing? What do you need to consider?	What further action is necessary?	Action by who?	Action by when?	Done
	Students / pupils / wider contacts Spread of COVID 19	<ul style="list-style-type: none"> Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours). 				
Premises safety	Staff, Students / pupils Wider safeguarding / safety risks	<ul style="list-style-type: none"> Ensure all 'normal' tasks / compliance checks are being carried out/planned such as fire alarm testing, legionella controls, servicing of equipment, PAT testing etc. Ensure all key services are operational <p>Legionella</p> <ul style="list-style-type: none"> Follow normal practices for re-opening after summer holiday period. I.e. where weekly flushing of outlets has not taken place then chlorination / flushing of whole system should take place. Ensure key fire doors are not being compromised / wedged open (those protected stairwells, cross corridor, on single directional routes etc.) 	Site staff to continue with current procedures	NP	Ongoing	
Lack of awareness of PHE / school controls	Staff, Students / pupils / wider contacts Spread of COVID 19	<ul style="list-style-type: none"> All staff consulted on plans and risk assessment. Posters will be displayed in the reception, welfare areas and in suitable places around site. Clear briefing for all personnel on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance. Volunteers, peripatetic, temporary / supply staff, sports coaches and other providers are briefed on school's arrangements for managing and minimising risk, including need to maintain distance (2m where possible) from other staff and pupils. Training on INSET day – strong signage – Risk assessment to be shared. 	Ongoing communication with staff	HT / SLT	02.07.20 onwards. INSET 03.09.20	
Spread of Covid-19	Staff / Students	<ul style="list-style-type: none"> Behaviour policy needs to be updated as do behaviour management procedures to ensure safe behaviour is taken seriously and prioritised. <p>Behaviour Policy addendum. July 2020</p>	New policy to be shared with staff, students and parents. New Home/school agreement to be sent to parents and signed by Set start. (Via google forms.)	PSM	Aug – complete by 03.09.20	

What are the hazards?	Who might be harmed and how?	What are you already doing? What do you need to consider?	What further action is necessary?	Action by who?	Action by when?	Done
Safeguarding	Staff, Students/ wider contacts	<ul style="list-style-type: none"> Review welfare support guidance, policy and timetabling for coverage. Provide sign posting information to agencies for support and information on bereavement. Be prepared for increased disclosures to DSL Refresh where to get help posters around school and via communications in the weekly newsletter for when students return and place them in prominent places Parents only to visit the site "by appointment." Visitor/staff checks on arrival to continue 	Ongoing	SLT and Pastoral Leaders	Ongoing	
Student wellbeing	Safeguarding / student wellbeing	<ul style="list-style-type: none"> Information to be sent out to parents regarding supporting their "children's mental health." Pastoral team to address any extra safeguarding or mental health issues by; Likely Q&As for Form Tutors for when students return and have questions or make statements. Checklist for parents Concern box - in each classroom - HOY to inform form tutors of their use (During INSET day Acknowledging trauma and how to manage this behaviour - HOY to collate this information for form tutors Assembly for each year group in first week? Head and HOY to welcome back year groups. To enhance and reunite the year group community. This will provide an opportunity to reinforce the new school day and behaviour policy. Google form - questionnaire for parents regarding their children's mental health during COVID-19. This will then enable the HOY to R.A.G. rate and support appropriately - HOY to set up and everyone to calibrate. 	<p>Created by Pastoral team. To go out with the Headteacher information.</p> <p>Pastoral team to lead – information, where required to be passed onto the safeguarding team.</p>	HT HOY/BS	20.08.20 07.09.20	

Appendix A

September plan, abridged version

The “home room” corridors will be as follows:

- Year 7 - 1st floor A-Block - Maths end
- Year 8 - 1st floor A-Block - MFL/English end
- Year 9 - 1st floor B-Block - Hums/IT
- Year 10 - UG floor A-Block - English
- Year 11 - LG + UG floor B-Block - Music/PE

The “new” school day

Extended start time. 8.15-9.15am. Staggered entrances and form time for all students

8.15 - 8.30am - Year 7 and 8

Year 7

- Enter through sports hall car park gate and they are to line up on astro.
- At 8.30am, they are to be brought into the school building by the FT’s through the fire exit door at the back of A-Block (by DT - woodwork/food end) and straight up to the 1st floor Maths rooms.

Year 8

- Enter through Croxley view side and down the service entrance to the tennis courts and brought into the building through the fire exit at the back of A-block (Art/photography end) where they will be brought up to the 1st floor A-Block MFL/English rooms)

8.45 - 9.00am - Years 9-11

Year 9

- Enter through the Croxley view side and down the service entrance to the tennis courts where they will line up in their forms and brought into the building through the fire exit at the back of B-Block where they will be brought to the 1st floor B-Block classrooms.

Year 10

- Enter through sports hall car park gate and they are to line up on astro. They are then to be brought in through the fire exit at the back of A-Block (Art/photography end) and taken to the UG English rooms.

Year 11

- Enter through the main bridge at the front of school and straight into the side of the hall where they will line up and then be taken to the LG and UG B-Block classrooms. Any home bases that are on the LG, will take the middle staircase down to the classrooms.

School day

Extended Registration Period

Year 7 and 8 8.30 - 9.15am
Year 9, 10 and 11 9.00 - 9.15am

Period 1 9.15-9.55am
Period 2 9.55 - 10.35am

10.35 - 11.15am - break for all staff and students

The break will be split into 2 halves. Period 2 teachers will staff this and have their break in this period. Students will be taken outside for this break.

10.35 - 10.50am - Year 9, 10 and 11 to be on break. The teacher assigned to this period will take the students down to their designated area which will be managed by SLT, HOYs and Inclusion team.

- Year 9 to be taken down through the B-Block fire exit by the PE changing rooms and taken to the Tennis courts, Year 10 are to be taken through the A-Block fire exit by Art/Photography where they will be taken around the side of the building by DT to the sports hall/astro and Year 11 to either go straight to the hall from their floor (B1 classrooms) and the B0 classrooms to come up the middle staircase to the hall.
- **The period 2 teachers of Years 9 - 11 must meet the students they have taught back in the break area at 10.50am (hall, tennis courts, sports hall) and bring them back to the classroom they had been teaching in and do either current affairs or reading.**

11.00 - 11.15am - Year 7 and 8 to be on break. The teacher assigned to this period will take the students down to their designated area which will be managed by SLT, HOYs and Inclusion team.

- Year 7 to be taken down through the A-Block stairwell (Maths end) by woodwork and then taken across the LG bridge and out through the double doors through the KS4 quad and straight into the tennis courts. Year 8 are to be taken through the A-Block fire exit by Art/Photography where they will be taken around the side of the building by DT to the sports hall/astro.

For Year 7 and 8, the **Period 2 teachers are to remain with the students for the first half of the break in their classrooms (until 10.55am) and they are to do either reading or current affairs with the class.** They are then to bring the students (using the stairwells and route given) to their designated area to be met with the break supervisors and they are then to have their break.

Period 3 11.15-11.55am
Period 4 11.55-12.35pm

12.35-12.55pm - lunch for all staff and students.

Period 5 12.55 -1.35pm
Period 6 1.35 - 2.15pm

2.15-2.40pm - Form time with FTs in home base where they will be reading with FTs in their designated classrooms.

Year group staggered dismissals

2.20pm

Year 7 and 8 to be dismissed. Form tutors to walk the students out through the same exit as they entered.

- **Year 7** to go out from UG Maths rooms down to the A-Block fire exit by woodwork/food and then taken up the path to the gate at the sports hall where they will exit through the sports centre car park only.
- **Year 8** will go out from the UG MFL/English rooms down to the A-Block fire exit by Art/Photography where they will take them around to the KS3 quad and they will exit via the service entrance up towards the Croxley view exit.

2.35pm

- **Year 11** to be taken by FT's out through the hall and they are to be dismissed via Croxley view.

2.40pm (Years 9 and 11 dismissed. FT's to walk the students out of the school.)

- **Year 9** to be taken by FT's to the B-Block fire exit where they will then be walked out to the service entrance and up through Croxley view.
- **Year 10** to be taken by FT's to the A-Block fire exit where they will be taken up the path to the gate at the sports hall where they will exit through the sports centre car park only.

Lessons and recreation

- **Period 3** 11.15 - 11.55am - Year 7 and 8 on PE - Year 7 on the Tennis Courts/Field and Year 8 in the Sports Hall/Astro

- Year 7 and 8 will already be in their designated areas so the games teachers are to meet them there.
- At the end of the lesson, Games teachers are to take the students back to their home bases - Year 7 are to be taken back through the KS4 quad double doors, across the LG bridge and up the A-Block stairwell (Maths end) by woodwork. Year 8 are to be taken back through the fire exit at the back of A-block (Art/Photography end) and taken straight back up to their home base classrooms.
- **Period 4** 11.55-12.35pm - Year 9 and 10 on PE - Year 9 on the Tennis Courts/Field and Year 10 in the Sports Hall/Astro
- Year 9 to be taken down through the B-Block fire exit by the PE changing rooms and then taken to the Tennis Courts/Field area. Year 10 are to be taken through the A-Block fire exit by Art/Photography where they will be taken around the side of the building by DT to the sports hall/astro.
- **Period 5** 12.55-1.35pm - Year 11 on PE in the Sports Hall/Astro.
Year 11 to be taken down through the middle stairs, through the KS4 quad and then taken around the side of the DT rooms to the sports hall.
- **In the games lessons, students must be lined up and ready to go back to their home base classrooms 5 minutes before the end of the session so that there is no crossover of year groups.**
- Teachers of breaktime to bring the Year 9 and 10 down to the game session, teachers of the P4/lunch need to bring the Year 11 down for the games session.

Appendix B

Home rooms.

Year 7 - A205 - Head of Year 7 room

Form	Home room
7W	A210
7E	A236
7S	A209
7T	A235
7F	A208
7I	A234
7L	A207

7A (TBC)	A233
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Year 8 - A231 Head of Year 8 room

Form	Home room
8W	A201
8E	A227
8S	A202
8T	A228
8F	A203
8I	A229
8L	A204
8D	A230

Year 9 - B217 - Head of Year 9 room

Form	Home room
9W	B201
9E	B215
9S	B216
9T	B202
9F	B203

9I	B204
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Year 10 - A133 - Head of Year 10 room

Form	Home base classroom
10W	A102
10E	A103
10S	A104
10T	A105
10F	A106
10I	A132

Year 11 - B123 - Head of Year 11 room

Form	Home base classroom
11W	B011
11E	B127
11S	B128
11T	B101
11F	B012
11I	B013

Staff work rooms

The staff room will be closed. Shared areas minimised. Each faculty will have a base work room.

Faculty	Room
Business & IT	A306
Creative Arts	A332
English	A301
Humanities	A303
Maths	A302
MFL	A305
PE	A326
Science	A304
Social Science and Beauty	A331

Relevant links

Guidance for educational settings

<https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19>

Guidance for full opening from Sept 2020

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Cleaning of non-healthcare settings <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

Managing premises <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak#other-points-to-consider>

Guidance on infection prevention and control for COVID-19 <https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>

First aid guidance <https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov>

Therapeutic use of Hydrotherapy pools ATACP <https://atacp.csp.org.uk/documents/atacp-recommendations-safe-aquatic-physiotherapy-practice-relation-covid-19-pandemic-0>

Overall Government guidance page <https://www.gov.uk/coronavirus>

Face coverings in Education <https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education>

Safe working in educational settings <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care>