

# RISK ASSESSMENT BEDFORD HIGH SCHOOL

**Location:** Secondary Schools.

**Assessor:** LA/Bedford High School

**Signed:** .....

**Date of Assessment:** 22<sup>nd</sup> May 2020

**Review Date:** OPEN

**Activity:** COVID-19: Preparing for a phased Opening of Secondary School Services.

Hazard	Risk	Individuals at risk	Risk – L/M/H	Control Measures (Current)	Control Measures (Additional – Proposed)
<p>On the 20<sup>th</sup> March 2020 the UK Government in response to the coronavirus pandemic, designated by the WHO as COVID-19, introduced a lock-down of the working population except for key workers as a medical control measure to reduce the spread of the virus and allocate resources to supporting those who are infected and maintain minimal services for running the country. Schools have remained open for the children of designated Key Workers and those children identified as vulnerable. This has resulted in a reduction occupation of the premises and staff implementing alternative working patterns, including educational support to the students being educated at home under the supervision of their parents.</p> <p>Now that the UK has made sufficient progress in reducing the transmission of the coronavirus, the government has directed subject to scientific advice, to start a phased reopening of the school to welcoming back students in the Year 10 and 12 classes alongside the existing priority groups of the young people.</p> <p>This assessment is undertaken in compliance with the Management Regulations to aid the planning and monitoring of a safe reintroduction of the staff and students of the school. The period of closure and/or partial use of the premises has been for a period of two months.</p>					
<p><b><u>Building Safety</u></b></p> <p>Deep Clean of all areas of the school</p>	<p>Compliance with current hygiene standards published by the UK Government.</p>	<p>All Building Users</p>	<p>H</p>	<p>It is important that arrangements remain in place to ensure that students and staff are in safe.</p> <p>Contact your cleaning contractor or inhouse staff to plan and undertake a thorough clean and disinfect of all areas and surfaces prior to reopening and if necessary, utilise pest control for insect infestations, particularly in the kitchen and/or food preparation areas.</p> <p>Discuss any additional cleaning requirements and agree cleaning schedules and additional hours of work.</p> <p>Providing paper towels and lidded bins in toilets areas.</p> <p>Consider hand gels or wipes to be located in the school reception foyer for a visitor to use before they are allowed into the secure area of the school. Social distancing for escorted visitors to be maintained.</p>	<p><a href="#">Actions for educational and childcare settings to prepare for wider opening from 1 June 2020</a></p> <p>The standard to be followed will be the GOV-UK guidance <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></p> <p>H&amp;S and Site Maintenance action plan in place.</p> <p>All classrooms, offices and open areas used in U block cleaned and disinfected daily.</p> <p>Increased daily cleaning schedule with cleaners on site at all times during the school day.</p> <p>Hand washing signs displayed around site.</p>

					<p>Hand sanitizing stations at key points x 4, including one at reception at Inventory display screen.</p> <p>Wall mounted alcohol gel sanitisers x 20.</p> <p>Hand sanitizer alcohol gel for staff x 200 (500ml)</p> <p>Provide PPE box for classrooms.</p> <p>Provide PPE box for first aid use.</p> <p>Site team daily checks on hand soap and all taps, sinks and hot water operable.</p> <p>Cleaning rota &amp; wall mounted checklist on classrooms and toilets in use to be updated daily by cleaners once all areas cleaned.</p> <p>No bar soap on school premises not used.</p> <p>Room(s) to be deep cleaned immediately in event of possible COVID-19 symptoms displayed by staff or student. 2 options available:</p> <ol style="list-style-type: none"><li>1) If the room can be taped up for 72 hours and left totally unoccupied then onsite cleaning team can deep clean and leave room unused for above number of hours.</li><li>2) If the room is required for use within 72 hours then contract cleaners to be called for an enhanced deep clean of area before use.</li></ol> <p>In the event of the above SLT on duty will contact the Greater Manchester Health Protection Team (HPT) to inform them of above on 0344 2250562 option 3.</p> <p>Posters are displayed throughout the school reminding students and staff to wash their hands, e.g. before entering and leaving the school.</p> <p>Students wash their hands with soap before and after break times and lunchtimes for no less than 20 seconds.</p>
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					<p>Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) will be provided around the school.</p> <p>Infection control procedures are adhered to in accordance with the DfE and Public Health England (PHE) guidance.</p> <p>Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas.</p> <p>All staff, students and volunteers are aware of all relevant policies and procedures including, but not limited to, the following:</p> <ul style="list-style-type: none"><li>• Health and Safety Policy</li><li>• Infection Control protocol</li><li>• Medicines Policy</li></ul> <p>All staff have regard to all relevant guidance and legislation including, but not limited to, the following:</p> <ul style="list-style-type: none"><li>• The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li><li>• The Health Protection (Notification) Regulations 2010</li><li>• Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'</li><li>• DfE and PHE (2020) 'COVID-19: guidance for educational settings'</li></ul> <p>The relevant staff receive any necessary training that helps minimise the spread of infection.</p> <p>The school keeps up-to-date with advice issued by, but not limited to, the following:</p> <ul style="list-style-type: none"><li>• DfE</li><li>• NHS</li><li>• Department of Health and Social Care</li><li>• PHE</li><li>• The school's local Health Protection Team (HPT)</li></ul>
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					<p>Staff are made aware of the school's COVID staff guidance in relation to coronavirus via email.</p> <p>Parents are made aware of the school's COVID staff guidance in relation to coronavirus via letter and social media – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus.</p> <p>Students are made aware of the school's COVID staff guidance in relation to coronavirus via an assembly and are informed that they must tell a member of staff if they begin to feel unwell.</p> <p>The Confidentiality Policy is followed at all times – this includes withholding the names of staff, volunteers and students with either confirmed or suspected cases of coronavirus.</p>
Fire Management	<p>Compliance with the RR(FS)O</p> <p>BB100</p>	All Building Users	L	<p>Review and if necessary, update your building fire management plan to ensure any changes to fire escape routes are clearly identified and communicated to staff.</p> <p>Prior to the increased occupancy of the school:</p> <ul style="list-style-type: none"> <li>• Physically test the fire alarm system and emergency lights are operational.</li> <li>• Carry out weekly checks of alarms systems, call points and emergency lighting.</li> <li>• Carry out regular hazard spotting to identify escape route obstructions.</li> <li>• Check that all fire doors are operational.</li> <li>• Fire drills should continue to be held as normal.</li> <li>• Review, update and test individual named PEEP's</li> </ul>	<p>Fire safety points remain as per H&amp;S policy: Students and teachers assemble on the MUGA, Support staff and visitors assemble outside music block. In the event of fire alarm sounding all staff and students must follow social distancing. Areas will be marked out accordingly.</p> <p>Weekly fire alarm testing, call points and emergency lighting checks carried out and recorded.</p> <p>Daily hazard spotting to identify escape route obstructions.</p> <p>Check all fire doors are operational. Doors that are wedged open must not be fire doors. Check this with Mike McCarthy.</p> <p>Gas taps isolated in unused science and food technology classrooms.</p>
Legionella Management	Compliance with HSG 274	All Building Users	L	<p><b>Domestic hot water services</b></p> <p>This includes calorifiers/direct fired water heaters/sinks/ basins/ showers / thermostatic mixing valves. (blended hot water)</p> <p>Continue hot water generation servicing in line with your legionella maintenance schedule.</p>	<p>All water systems in the L, Sports and Science block has been treated with Silver Stabilised Hydrogen Peroxide at 100ppmL - System dosed and stop tap switched off. Sports - System dosed and stop tap switched off. Science block - System dosed and stop tap switched off. The</p>

				<p>Water temperatures must be kept within limits recommended for the control of legionella bacteria in water systems. For reference, use the <a href="#">Approved Code of Practice</a> and <a href="#">HSG 274</a>.</p> <ul style="list-style-type: none"> <li>If the hot water system has been left operational, the hot water should be circulating as normal and regular checks, in line with guidance, should be carried out. Weekly flushing, Monthly water temperature checks, etc.</li> <li>If the hot water system has been isolated or drained down, contact your water Hygiene Contractor to check and restart the system</li> <li>Maintain regular weekly flushing regimes of infrequently used outlets, for all hot water services.</li> </ul> <p><b>Re-opening after a lengthy closure</b> Before resuming normal operation and where necessary, discuss with your water hygiene contractor to carryout appropriate checks and flushing of the complete system for all hot and cold water pipes (including drinking water) and certify the water system is safe before the buildings are reoccupied. <b>Allow sufficient time for this activity, approx. 1 week before opening.</b></p>	<p>pump switch for the tank supply has also been isolated.</p> <p>GMS recommended prior to opening all taps/outlets in all 3 blocks to be run, see report provided on lockdown.</p> <p>Outlet flushing and temperature monitoring not required in L, Sports and Science blocks as treated above.</p> <p>U block and Bistro weekly flushing by site team.</p> <p>Monthly Legionella service carried out and recorded during lockdown period.</p> <p>GMS to be contacted for service and check on site one week prior to opening date.</p> <p>Dishwasher in reception kitchen to be put on weekly cycle.</p>
Asbestos Management	Compliance with Asbestos Reg 12 & HSG 264	All Building Users	L	It is unlikely that you have had any maintenance or alterations to the building during the closure or reduced occupancy of the building. However, inspect the building and if any damage to rooms containing or suspected asbestos material, contact your asbestos consultant for further advice.	<p>No alterations or maintenance to buildings carried out during lockdown period.</p> <p>Rooms and site checked daily by site team members.</p>
Statutory Requirement for Servicing of plant and Equipment. Pressure systems Passenger Lifts Lifting equipment	Compliance with PSSR 00 LOLAR 98	All Building Users	L	<b>Thorough Examination &amp; Test is a critical component of a management process to ensure the safe operation of equipment whose failure through deterioration can create dangerous situations, physical harm and business disruption. The statutory obligations to TE&amp;T remain in place and the HSE expects dutyholders to make all reasonable efforts to arrange for TE&amp;T to be carried out within the statutory time limits. The HSE strongly recommend that TE&amp;T are completed. If a failure occurs due to a safety related fault, enforcement action may be taken.</b>	<p>HSE Guidance Note to Duty holders and Inspectors. <a href="https://www.hse.gov.uk/news/work-equipment-coronavirus.htm">https://www.hse.gov.uk/news/work-equipment-coronavirus.htm</a></p> <p><b>Required</b> - If equipment is outside of the inspection date, the school management to contact their specialist contractor and have the TE&amp;T completed asap.</p> <p>No alternations or maintenance carried out to equipment.</p> <p>Key holder information updated with Central Watch on 02.03.20</p>
Building Users. Ventilation.	HSWA 74 W(HSW)R92 DoE BB103. Building Regulations	Students, staff and visitors.	L	<p>Ventilation of the building and classrooms is important to reduce natural pollutants, provide fresh air to enable students to stay alert and potentially with other hygiene measures reduce the life cycle of the coronavirus.</p> <ul style="list-style-type: none"> <li>Open windows and doors in classrooms to promote through ventilation.</li> </ul>	<p>DoE BB101 Ventilation in schools.</p> <p>All classrooms in use to be ventilated/windows opened and doors wedged open. All classrooms and offices not in use to be locked.</p>

				<ul style="list-style-type: none"> <li>As a temporary measure, if the door has to be wedged open, ensure the Building Fire Plan is amended to state that if the room is left unoccupied, that the door is closed. On evacuation the wedge must be removed.</li> </ul>	
Access Control to and from the building.	HSWA 74	Students, staff and visitors	M	<p>To comply with the Governments guidance for social distancing the 2-metre rule must apply by all visits attending the school building. To encourage segregation and if external space allows.</p> <ul style="list-style-type: none"> <li>Create a one-way pedestrian system using the pathway from gate to the main building as the in-route and a second exit route separated by distance as from the building entrance to the highway.</li> <li>If the car park is used Prohibit movement of vehicles.</li> <li>The width of the footpath should be a minimum of 1.5m.</li> <li>Mark the floor with lines 2 metre apart.</li> <li>Display signage for social distancing at the gate entrance and along the route reception and science car park.</li> <li>Display directional signs to guide public back to the highway.</li> </ul>	<p>GOV.UK Guidance. Follow the <a href="#">social distancing guidelines</a></p> <p>Students currently on site greeted by member of SLT and escorted to U block hall for morning briefing before enter classrooms.</p> <p>Staff guidance updated and circulated regularly on protocols in school – currently version 5.</p> <p>Floors, classrooms, desks used clearly mark and identified and deep cleaned each day.</p> <p>2 m signage tape ordered and displayed in classrooms, corridors, staffrooms, walls, toilets, Bistro, reception, halls.</p> <p>Display signage for social distancing at the gate entrance and along the route to main reception and the science car park.</p> <p>See separate section below on visitors to school.</p> <p>If the car park is used prohibit movement of vehicles. Staff joint duty point at the main gate at the start and end of day to ensure no parents access the staff car park to drop students off.</p>
Bistro/Dining Area			L	<p>Bistro currently closed to staff and students.</p> <p>Only access by caretaking staff for weekly flushing and checks.</p>	<p>Carry on with vouchers online for FSM students until further guidance from DfE.</p> <p>Arrangements for phase one of opening is part time attendance for small groups of students and consequently dining facilities will not be required.</p>
Essential visitors to school			M	<p>Currently no visitors on site.</p> <p>Legionella and grounds maintenance on site with prior agreement and SD in place.</p>	<p>CT &amp; KV to vacate current offices to provide safe/unconnected area in school for essential visitors.</p> <p>Provide hand sanitizing station in reception area.</p>

					<p>Provide wall mounted or gel hand sanitizers in training suite, CT &amp; KV offices.</p> <p>Install plastic screen at reception desk.</p> <p>Where site visits are required, site guidance on social distancing and hygiene should be explained to visitors on or before arrival.</p> <p>Pre booked visitors only allowed on site.</p> <p>All visitors MUST use inventory system to sign in and out to ensure accurate data recording of people on site, time and date.</p> <p>Hand sanitizer station to be utilised before signing in and before signing out.</p> <p>Visitors limited and spread throughout the day to ensure social distancing in reception area.</p> <p>In line with 4.1 and 4.2 Government guidelines on Working Safely during Coronavirus:</p> <ol style="list-style-type: none"><li>1.Encouraging visits via remote connection/working where this is an option.</li><li>2.Where site visits are required, site guidance on social distancing and hygiene should be explained to visitors on or before arrival.</li><li>3.Limiting the number of visitors at any one time.</li><li>4.Limiting visitor times to a specific time window and restricting access to required visitors only.</li><li>5.Determining if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people, for example, carrying out services at night.</li><li>6.Maintaining a record of all visitors, if this is practical.</li><li>7.Revising visitor arrangements to ensure social distancing and hygiene, for example, where someone physically signs in with the same pen in receptions.</li></ol>
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					8.No pens to be available, hand sanitizer station to be utilized before use of Inventory machine to sign in.
Communicate with Contractors	HSWA 74	Students, Staff and visitors.	L	<ul style="list-style-type: none"> <li>Contact your maintenance provided or preferred list of contractors and suppliers who you will need to prepare to support the school for re-opening, regarding the cleaning, catering, food supplies, hygiene suppliers, inspection and maintenance of equipment.</li> <li>Discuss with cleaning contractors and/or in-house staff the additional cleaning schedule requirements and agree the additional hours for this to be completed.</li> <li>Discuss with the catering contractor any changes in lunch sittings, method of serving lunch, etc.</li> </ul> <p>Inform contractors and your suppliers, not to enter the school if they are displaying any symptoms of coronavirus (following the <a href="#">COVID-19: guidance for households with possible coronavirus infection</a>)</p> <ul style="list-style-type: none"> <li>Observe good hygiene practice.</li> <li>Contractors to sign in and out as is normal practice</li> <li>Consider times when contractors can complete work within the school day/before or after school.</li> </ul>	<p>Contractors aware of relevant policies including H&amp;S policy</p> <p>Outside grounds maintenance continued, social distancing in operation.</p> <p>In contact with caterers, cleaning and legionella contractors.</p> <p>See separate section below on visitors to school.</p>
Communicating with parents on changes		Students, staff and parents.	M	<ul style="list-style-type: none"> <li>Inform students and parents/carer's, not to enter the school if they are displaying any symptoms of coronavirus. (following the <a href="#">COVID-19: guidance for households with possible coronavirus infection</a>)</li> <li>Inform parents of their students allocated drop off and collection times and the process for doing so, including protocols for minimizing adult to adult contact. (for example, which entrance to use)</li> <li>Instruct parents that they must not gather at entrance gates or doors or enter the school grounds unless they have a pre-arranged appointment.</li> <li>Display a polite notice at the school entrance points to the grounds of prohibited activities / route to the school office.</li> <li>Plan parents' drop-off and pick-up protocols that minimize adult to adult contact.</li> <li>Implement a one-way system and signage as a guide.</li> </ul>	<p>GOV.UK Guidance – Implementing Protective Measures in Education. <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</a></p> <p>HJP produce letter to parents/guardians and students. Letter posted, uploaded to website, social media platforms. Text home directing to information.</p> <p>Letter provides parents with details of school's infection control procedures in relation to coronavirus. They are informed that they must contact school as soon as possible, if they believe their child has been exposed to coronavirus.</p> <p>Data collection from parents requires three emergency numbers for use by the school.</p>



					<p>Emergency contact list will be subject to a drill to test that the contact is available throughout the day.</p> <p>Parents to be made aware that insufficient / unreliable contact details may result in students remote learning being extended to ensure H&amp;S onsite.</p> <p>Instruct parents that they must not gather in the bus pull in.</p> <p>Key workers communicate with parents to confirm student's intended mode of transport to school upon reopening.</p> <p>Parents to be made aware of the protocol and expectations of collecting their child in the event of sickness and/or emergency.</p> <p>Not wearing clean clothes everyday may increase the risk of the virus spreading consequently parents will be informed that school blazers and ties are none mandatory and only washable items of uniform to be worn.</p>
Public transport	Spread of virus	Student, Staff and Parents/Guardians	H		<p>Students, staff and parents will be encouraged to walk or cycle where possible and avoid public transport. If it is unavoidable the Safer Travel Guidance for Passengers will be shared.</p> <p><a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a></p> <p>Students, staff and parents will be advised to wear a face covering if using public transport and observe social distancing.</p> <p>A risk assessment and their procedures for social distancing have been requested from Transport for Greater Manchester (TfGM). TfGM have told us that students will be requested to fill the seats from the back of the vehicle first to minimise contact with others, whilst adhering to social distancing guidance. Buses will be operating with a significantly reduced capacity to meet social distancing guidelines. This capacity is not flexible and once</p>

					<p>reached, additional passengers will not be permitted to board. If a student must use the bus TfGM have requested that they follow the government guidance on safe travel and wear a face covering.</p> <p>A risk assessment has been requested for home to school transport for students provided by the local authority when received this will be shared with students and parents and students will be expected to follow the advice of the driver.</p>
Communication	Protection against infection	Staff	M	<p>Communication and training for staff is essential to update and carry out new procedures during this challenging situation. Inform staff about room allocations, the school plan for delivering lesson topics, safeguarding measures, timetable changes, the daily routine for staggered arrival and departure times.</p> <ul style="list-style-type: none"> <li>• Avoiding contact with anyone with symptoms of COVID-19</li> <li>• Continue frequent hand cleaning and good respiratory hygiene practices</li> <li>• Frequent cleaning of all room hard surfaces, furniture and equipment, etc.</li> <li>• Minimizing contact and mixing with others.</li> <li>• Ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach.</li> <li>• Daily updates as required.</li> </ul> <p>Staff must also inform the SLT of incidents of non-compliance, suspected illness, medical support or violence by students, including restraint.</p>	<p>GOV.UK Guidance.  <a href="#">Staying alert and safe (social distancing)</a>  <a href="#">Actions for educational and childcare settings to prepare for wider opening from 1 June 2020</a></p> <p>HJP email communication with staff and all staff to return to school in small groups on designated day to receive training on all of the new protocols.</p> <p>Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.</p> <p>Any student who displays signs of being unwell is immediately referred to pastoral support.</p> <p>All staff, students, volunteers aware of relevant policies.</p> <p>All staff have responsibility to report immediately to the SLT member on site about any cases of suspected coronavirus, even if they are unsure.</p> <p>The SLT member on site contacts the Greater Manchester Health Protection Team (HPT) on 0344 2250562 option 3 immediately about any suspected cases of coronavirus, even if they are unsure, and discusses if any further action needs to be taken.</p> <p>School puts into place any actions or precautions advised by their local HPT.</p>

					<p>School keeps students and parents adequately updated about any changes to COVID staff guidance as necessary</p> <p>Areas used by unwell students who need to go home are thoroughly cleaned once vacated.</p> <p>Spillages of bodily fluids e.g. respiratory and nasal discharges, are cleaned up immediately in line with the COVID staff guidance, using PPE at all times by site team.</p> <p>CT &amp; KV monitor the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus.</p> <p>Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.</p> <p>In regard to violent students and restraint contact your TESS officer for support advice.</p>
Communication	Social Distancing/ Spread of infection	Students, Staff and visitors	H	<p>Maintain as much as possible, the 2m distance rule. However, it is acknowledged that social distancing within the school for students will be harder to maintain particularly at lesson change times. To help ensure that the risk of virus spread for both staff and students is as low as possible, implement:</p> <ul style="list-style-type: none"> <li>• Inform students, parents, visitors including suppliers, not to enter the school if they are displaying any symptoms of coronavirus. This can be confirmed by medical diagnosis.</li> <li>• Remind parents and students to be mindful and reduce any unnecessary travel on public transport.</li> <li>• Ensure class sizes reflect the numbers of teaching staff available and are kept as small as possible. Max 15 students</li> <li>• Remove unnecessary furniture to open up the classroom.</li> <li>• Stagger lunchtimes, break times and the movement of students gathering in large groups at pinch points.</li> <li>• If possible stagger starting and finishing times.</li> <li>• Discourage parents from gathering at school gates.</li> <li>• Display signage at all entrances into school and along corridors to raise awareness of social distancing.</li> </ul>	<p>GOV.UK Guidance. Follow the <a href="#">social distancing guidelines</a></p> <p>To ensure social distancing as far as possible students will be based in the same classroom throughout the school day.</p> <p>Students to arrive at the Science car park (lines of 2m floor markings to be in place); Students to be collected and escorted to their designated classrooms.</p> <p>Face covering are not recommended for use in schools by the Government, however we will provide PPE equipment in the classrooms that are in use for staff to use should they wish to do so. If staff wish to wear their own PPE we will respect that.</p> <p>Signage provided and displayed around school site.</p>

				<ul style="list-style-type: none"> <li>Where possible – Class groups to be allocated an entry and exit point to and from the building.</li> <li>In enclosed spaces where the 2m rule cannot be applied, consider external routes, one way systems, consider the use of external quiet area to deliver topics.</li> </ul> <p>Once agreed, staff should implement the above measures as far as they are able, whilst ensuring students are kept safe and well.</p>	<p>Designated area within school to house possible staff or students who may have symptoms during the school day.</p> <p>These rooms deep cleaned after each use.</p> <p>Stagger lunch times, break times will be based in classrooms, and the movement of students will be restricted to small group sizes (max 12) and supervised by an adult.</p>
Communication	PPE	Students and Staff	M	<p>Wearing a face covering or face mask in school is not recommended. Except PPE that they would normally need for their topic work in science, technology, etc.</p> <p>Staff and students are not required to wear face coverings.</p>	<p>Government Guidance</p> <p>Face masks are not required to be worn by students or staff, however as an added precaution we are providing face masks for staff.</p> <p>PPE box will be provided in each classroom being used which includes; hand sanitizers, masks, gloves, anti-bacterial wipes, tissues.</p> <p>Use of any PPE is at the discretion of each staff member.</p> <p>PPE equipment provided for first aiders and site team including face visors, masks, aprons, non-contact thermometers.</p> <p>We will not be providing masks for students, however students who provide and wear their own masks will have their wishes respected.</p> <p>Staff are advised against wearing jewellery and those with long hair will be asked to tie it back. School blazers and ties to made non-mandatory and only washable items of uniform to be worn. Students will be expected to observe the same rules around jewellery as they would in the policy with long hair tied back at all times.</p>
Communication	First Aid Support to others	Students, staff and Visitors	H	<p>The number of first aiders to be available within school for the general population has not changed.</p> <p>If a student becomes unwell with symptoms of coronavirus while in the school and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult, if a distance of 2 metres cannot be maintained.</p>	<p>GOV.UK Guidance</p> <p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures">https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures</a></p>

			<p>If contact with the student/person is necessary, then gloves, an apron and a fluid-resistant surgical face mask should be worn by the supervising adult.</p> <p>If the situation determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.</p>	<p>H&amp;S policy and medicines policy reviewed and updated to include current guidelines and procedures.</p> <p>Students are instructed to cough or sneeze into their elbow and use a tissue to cover their mouths where possible, disposing of the tissue in waste disposal units. Hand rub to be given after a cough or sneeze. Posters to be displayed in corridors and classrooms.</p> <p>Any student who displays signs of being unwell is immediately referred to the first aider who escorts to the quarantine co-ordinator. All classrooms will have access to a radio to support immediate communication.</p> <p>Where the first aider is unavailable, staff act in line with the COVID staff guidance document, wearing appropriate PPE and ensure that any unwell students are moved to the quarantine room (U19) whilst they wait for their parent to collect them. Practice rooms in U19 to be used as quarantine areas. U19 to be monitored by Quarantine Co-Ordinator and students to be exited by the fire door in U19. Toilet opposite U10 to be used as a designated quarantine toilet facility.</p> <p>Quarantine Co-ordinator and a runner/additional first aider will be supplied with appropriate PPE and a radio while in situ.</p> <p>Spillages of bodily fluids, e.g. respiratory and nasal discharges, are reported via a radio in classroom cleaned up immediately in line with the <b>COVID staff guidance</b>, using PPE at all times by the site team.</p> <p>PPE equipment provided for first aiders and the site team including face visors, masks, aprons, non-contact thermometers.</p> <p>Staff are vigilant and report concerns about a student's symptoms to the first-aider. Concerns</p>
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					<p>reported via the radio with the greeting 'hygiene call'.</p> <p>The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus.</p> <p>Social distancing measures are implemented as much as possible and PPE is worn where appropriate.</p> <p>Allocated rooms available as isolated areas in school in event of student/staff showing symptoms.</p> <p>Isolated rooms available for emergency/outside agency meetings.</p> <p>Appropriate PPE provided for first aid trained staff as previous.</p> <p>Students displaying symptoms of coronavirus do not come in to contact with other students and as few staff as possible, whilst still ensuring the student is safe.</p> <p>The first aider/quarantine co-ordinator calls for emergency assistance immediately if the student's symptoms worsen.</p> <p>The parents of an unwell student are informed as soon as possible of the situation by the quarantine co-ordinator.</p> <p>Where contact with a student's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance and the <b>Covid Staff Guidance document</b>.</p> <p>Unwell students who are waiting to go home are kept in an area where they can be at least two metres away from others.</p>
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					<p>Areas used by unwell students who need to go home are thoroughly cleaned once vacated.</p> <p>If unwell students are waiting to go home, they are instructed to use different toilets (designated toilet opposite U10) to the rest of the school to minimise the spread of infection.</p> <p>Parents are advised to contact 999 if their child becomes seriously ill or their life is at risk.</p>
Classes General principles		Students and Staff	M	<p>During phase 1 of the Governments return to school plan:</p> <ul style="list-style-type: none"> <li>• Change the layout of tables to provide a greater distance between students.</li> <li>• Remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere.</li> <li>• Use the timetable and selection of specialist facilities to reduce movement around the building.</li> <li>• Ensure equipment that is used is appropriately cleaned between class groups and that multiple groups do not use it simultaneously.</li> </ul>	<p>If due to the design of the building or requirements of the school which means the government guidance to maintain small groups cannot be achieved, SLT will discuss options with the LA.</p> <p>Site team to map and remove identified furniture in all classrooms and offices in order to maintain 2 metre Social Distancing.</p> <p>All classrooms and large areas marked out by SLT for capacity with maximum numbers to ensure social distancing in classrooms.</p>
Planning Framework		Students and Staff	H	<p>Refresh the timetable:</p> <ul style="list-style-type: none"> <li>• Organize the classes into smaller groups of not more than 15 students who would work together as in a bubble.</li> <li>• Review staff availability.</li> <li>• Decide which lessons or activities could be delivered, how and when.</li> <li>• Consider which lessons/classroom activities could take place outdoors and when. (Subject to weather)</li> <li>• Year group assemblies are unlikely to take place, therefore consider other options to communicate with students. Video link to classrooms. The registration teacher to brief students</li> <li>• Stagger break times (including lunch), so that not all students are moving around the school at the same time. (Brief transitory contact, such as passing in a corridor is advised by the Government, as a low risk.)</li> </ul> <p>Implementing Protective Measures in Education and Childcare Settings.  <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</a></p>	<p>If due to the design of the building or requirements of the school which means the government guidance to maintain small groups cannot be achieve, the management should discuss options with their local authority or trust.</p> <p>Planning Framework for schools.  <a href="https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/opening-schools-for-more-children-and-young-people-initial-planning-framework-for-schools-in-england">https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/opening-schools-for-more-children-and-young-people-initial-planning-framework-for-schools-in-england</a></p> <p>Plans for reopening for year 10 include only small groups of students and staff being in school at any one time (maximum 12 students plus the children of key workers and vulnerable students).</p> <p>Only a small number of designated classrooms will be in use to minimise movement.</p>

Classroom Management	Staffing  Poor hygiene practice	Students and staff	H	<ul style="list-style-type: none"> <li>• The size of the class should be no more than 15 students per small group and one teacher. If there are any shortages of teachers, then teaching assistants can be allocated to lead a group, working under the direction of a teacher.</li> <li>• Change the layout of the classroom to separate students.</li> <li>• If a student becomes unwell or shows symptoms of COVID-19, removed them from the group and inform the parents.</li> <li>• Everyone to clean hands more often than usual - wash hands thoroughly for 20 seconds with soap and running water then thoroughly dry them, ensuring that all parts of the hands are cleaned.</li> <li>• Ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach</li> <li>• Provide paper towels and lidded bins.</li> <li>• Clean frequently touched surfaces using standard detergents products.</li> <li>• Tables and chairs to be cleaned whenever there is a change in group use, using a bacterial spray.</li> </ul>	<p>Appropriate hygiene practices must be followed by all.</p> <p>Maximum classroom capacity exercise carried out by SLT to ensure social distancing in rooms.</p> <p>Rooms to be marked out appropriately to ensure social distancing and excess furniture to be removed by site team.</p> <p>To minimize unintended use and continual cleaning, any room or facilities that are not required to be in use will be thoroughly cleaned and locked but will be inspected regularly and ventilated.</p> <p>Whenever cleaning is required, this will be done by cleaning staff or site staff. We will provide anti-bacterial wipes in the PPE box should teachers wish to wipe down desks.</p> <p>Students are escorted/collected by member of staff on duty in the corridors. The toilet areas will be supervised to ensure social distancing and handwashing takes place.</p> <p>Students will be advised in the home school agreement to bring their own equipment/stationery. They will also be informed that they must not share or lend any equipment/stationery to other students.</p> <p>If students need to use text books they must be numbered and each student allocated a numbered text book. There must be no swapping of text books between students. Alternatively photocopies of the relevant pages can be provided to students or electronic versions of text books used.</p>
Maths		Students and Staff	H	<ul style="list-style-type: none"> <li>• Classroom based – see guidance above</li> <li>• Consider the requirements for students needing 1:1 support, how this can be maintained.</li> <li>• Wipe down desktops and chairs after use including any computers used.</li> <li>•</li> </ul>	<p>Government Guidance</p> <p>Full risk assessment to be undertaken when preparing for September 2020 reopening (phase 2).</p>



English		Students and Staff	H	<ul style="list-style-type: none"> <li>Classroom based – see guidance above</li> <li>Consider the requirements for students needing 1:1 support, how this can be maintained.</li> <li>Wipe down desktops and chairs after use including any computers used.</li> <li></li> </ul>	<p>Government Guidance</p> <p>Full risk assessment to be undertaken when preparing for September 2020 reopening (phase 2).</p>
Humanities		Students and staff	H	<ul style="list-style-type: none"> <li>Classroom based – see guidance above</li> <li>Consider the requirements for students needing 1:1 support, how this can be maintained.</li> <li>Wipe down desktops and chairs after use.</li> </ul>	<p>Government Guidance</p> <p>Full risk assessment to be undertaken when preparing for September 2020 reopening (phase 2).</p>
MFL		Students and Staff	H	<ul style="list-style-type: none"> <li>Classroom based – see guidance above</li> <li>Consider the requirements for students needing 1:1 support, how this can be maintained.</li> <li>Wipe down desktops and chairs after use including any computers used.</li> <li></li> </ul>	<p>Government Guidance</p> <p>Full risk assessment to be undertaken when preparing for September 2020 reopening (phase 2).</p>
Expressive Arts		Students and Staff	H	<ul style="list-style-type: none"> <li>Review your risk assessment to ensure social distancing is maintained as much as possible during the instruction and practicable application of tasks and practice.</li> <li>Work in small groups.</li> <li>Wipe down hard surfaces and equipment after use.</li> </ul>	<p>Government Guidance</p> <p>Full risk assessment to be undertaken when preparing for September 2020 reopening (phase 2).</p>
Science		Students and Staff	H	<ul style="list-style-type: none"> <li>Review the educational topic and the information provided by CLEAPSS.</li> <li>Student groups of 15 or less subject to the type of activity and equipment in use.</li> <li>Lab bench spaced out to provide maximum distancing between students.</li> <li>Ventilation of the Labs and Prep Room to be maintained.</li> <li>Consider the requirements for students needing 1:1 support, how this can be maintained.</li> <li>Wipe down hard surfaces and equipment after use</li> </ul>	<p>CLEAPSS Guidance</p> <p>Government Guidance</p> <p>Full risk assessment to be undertaken when preparing for September 2020 reopening (phase 2).</p>
Technology: DT/Food		Students and Staff	H	<ul style="list-style-type: none"> <li>Review your risk assessment and guidance provided via CLEAPSS regarding the activity and use of equipment.</li> <li>Student groups of 15 or less subject to the type of activity and equipment in use.</li> <li>Consider the requirements for students needing 1:1 support, how this can be maintained</li> <li>Workbench spaced out to provide maximum distancing between students</li> <li>Extraction systems fixed to machinery to be operable</li> </ul>	<p>CLEAPSS guidance</p> <p>Government Guidance</p> <p>Full risk assessment to be undertaken when preparing for September 2020 reopening (phase 2).</p>

Business		Students and Staff	H	<ul style="list-style-type: none"> <li>• Student groups of 15 or less subject to the type of activity and equipment in use.</li> <li>• Consider the requirements for students needing 1:1 support, how this can be maintained</li> <li>• Wipe down desktops and computer equipment after use</li> </ul>	Government Guidance Full risk assessment to be undertaken when preparing for September 2020 reopening (phase 2).
Computing/Media		Students and Staff	H	<ul style="list-style-type: none"> <li>• Student groups of 15 or less subject to the type of activity and equipment in use.</li> <li>• Consider the requirements for students needing 1:1 support, how this can be maintained</li> <li>• Wipe down desktops and computer equipment after use</li> </ul>	Government Guidance Full risk assessment to be undertaken when preparing for September 2020 reopening (phase 2).
Library		Students and Staff	H	<ul style="list-style-type: none"> <li>• Review your risk assessment to ensure social distancing is maintained</li> <li>• Restrict access to a manageable number of students.</li> <li>• Allocate time using the resources</li> <li>• Wipe down hard surfaces and equipment after use</li> </ul>	Government Guidance Full risk assessment to be undertaken when preparing for September 2020 reopening (phase 2).
PE/Sport		Students and Staff	H	<ul style="list-style-type: none"> <li>• None contact sports only.</li> <li>• Tennis/Net cricket. Ball to be handled by one player then changed and cleaned.</li> <li>• Athletics with a clear lane between runners to provide distancing.</li> <li>• Sports Management topics</li> <li>• Wipe down hard surfaces and equipment after use</li> </ul>	Government Guidance Full risk assessment to be undertaken when preparing for September 2020 reopening (phase 2).
External circulation areas and field	Fit for purpose	Students and Staff	L	<ul style="list-style-type: none"> <li>• Review your security access to the external hard surface and sports courts and field areas and the level of control.</li> <li>• Allocate areas for specific/quiet social activities for small groups with an indirect level of supervision by a member of staff with line of sight</li> </ul>	Government Guidance Most will not be in use in phase 1 of opening. Full risk assessment to be undertaken when preparing for September 2020 reopening (phase 2).
Off Site Venues		Students and Staff	L	Off-site venues for curriculum purposes are prohibited at this time. It is strongly recommended such venues in the control of the school or a third party are Not Used until government guidance indicated otherwise	Not being used.
SEND Support		Students and Staff	M	<p>SENCO to review the EHCP/PSP/PHP/IEP/PEEP for named students and provide advice to the senior management and LA of any concerns.</p> <p>See link for government guidance for working in education and PPE</p>	Safe Working in Education, Childcare and Children's Social Care including the use of PPE. 14 05 20 <a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</a>

<p>Partial school closure</p>			<p>L</p>		<p>Students working from home are assigned work via our VLE, Frog. The work set is relevant and links directly to our curriculum. Whilst teachers set deadlines for the completion of work, teachers could be flexible with submission times and dates. Students will submit work via email or Frog.</p> <p>The school maintains its mission to provide a continued education for our students during partial school closure. The teachers manage and monitor the work assigned and received. Teachers report trends of disengagement of identified students to the respective 'Key Contacts'. The Key Contacts (Form Teachers and Pastoral staff) endeavour to follow up by making contact with home to ensure there is minimal disruption to the student's learning – this includes closing any gaps around access to online learning, reading and technical difficulties. Where possible, ipads or laptops are provided for students who have not got adequate or accessible devices. The Leadership Team and Pastoral Teams work with the Tech Support team to ensure that this is managed and recorded effectively.</p> <p>Teachers can use online video conferencing such as Zoom to enhance the safety of all. This can help to limit physical contact whilst providing a quality learning experience (see Risk Assessment for video conferencing, Zoom Parent information and safeguarding Policy, Zoom safeguarding guidance for staff documents). These documents have been shared with all staff. All staff using online video conferencing should receive training before using these resources. All staff should also be familiar with the protocols outlined in the Safeguarding documents listed above before using online video conferencing.</p> <p>The <b><u>Behavioural Policy</u></b> and <b><u>Staff Code of Conduct</u></b> are adhered to at all times, even while working remotely. All contact online will focus on both the well-being of students and their learning.</p>
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					The school manages the use of parents' and student's contact details in line with the <b>Data Protection Policy</b> and <b>Records Management Policy</b> , e.g. collecting emails to send work to students.
Employee Wellbeing	Anxiety	School Staff and their families	M	<ul style="list-style-type: none"> <li>• <a href="#">Employee Assistance Programme</a> can help provide support, advice and information. Call your service provider on ..... (calls charged at local rate).</li> <li>• <a href="#">Citizens Advice</a> – offer free, independent, confidential and impartial advice on a range of financial issues.</li> </ul>	<p>Wigan Council EAP service provider on 03303 800 658 (calls charged at local rate).</p> <p>CT in regular contact with staff signposting to variety of organisations for support.</p> <p>We recognise that BAME staff are considered at greater risk of contracting COVID-19. Any staff in this category should approach CT with any concerns and to discuss any adjustments that might be required.</p> <p>Staff in the very high risk extremely vulnerable group who are shielding will not be expected in work but will continue to work from home. Staff in this category will have received a letter from the NHS.</p> <p>Staff whose own children or other household members who are in the shielding group will continue to work from home.</p> <p>Staff in at risk groups (but not in the clinically vulnerable groups i.e. not in the shielding group) will be permitted to work from home where possible. However if they are required to come into work a conversation will be first had with CT to discuss any adjustments that might be required.</p> <p>Staff living in a household with someone in the at risk group are not required to isolate themselves and therefore can come into work.</p> <p>As part of our equality impact assessment of the measures proposed we will consider the circumstances of individual staff when they are raised with us and work to support staff to overcome any barriers and where necessary take advice from Wigan HR.</p>

					<p>All staff to be brought into school before wider reopening for training and reorientation.</p> <p>Working areas provided with screening for reception and classrooms.</p> <p>Display government '5 steps to safer working together' in reception and staff rooms.</p> <p><b>New staff and recruitment process:</b></p> <p>Online Teams meetings held by CT and ZC with successful candidates appointed in order to scrutinize and check all relevant pre-employment documents.</p> <p>These documents are then sent direct to both CT and ZC as evidence by email attachments/photographs for signing prior to sending to Wigan payroll/HR.</p> <p>On re-opening and when safe to do so original documents to be provided in person.</p> <p>Recruitment process carried out through online Teams interviews with panel and all internal and external candidates.</p> <p>Online staff induction carried out by CT and RR (DSL) through Teams. Induction documents provided by email.</p> <p>Online Safeguarding training required and provided to all new staff.</p>
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**Further Information:**  
The guidance issued by the Government may change as we move forward to a full reoccupation of the school premises and/or resulting from new scientific advice. Such new or amended guidance can be found on the GOV.UK web page.

Lesson guidance for science and Design and Technology subjects can be found on the CLEAPSS web site. See CLEAPSS bulletin 167 Spring for your Username and Password

**ADDITIONAL INFORMATION:**

Contact points.

- School..... 01942 909009
- Police, Fire and Rescue, Ambulance 999

- LA Health and Wellbeing Team
- HPT

01942 827857  
0344 2250 562 option 3