

GRA 90. COVID – 19 SCHOOL OPERATION – V6

In accordance with Management of Health & Safety at Work Regulations 1999

Date: Updated 10 th Nov. 2020		School: The Ridgeway School and Sixth Form				
Significant Hazards	Persons at risk	Control Measures	RISK H/M/L	Actions Required	By Who	Date Complete
Contracting COVID-19 through infected contact points or close personal contact with infected persons	Staff and pupils	<p>Government advice:</p> <p>Follow the Governments advice as detailed via the web link below (The main points have already been inserted into this RA below):</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>System of controls:</p> <p>Prevention:</p> <p>1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school</p> <p>2) clean hands thoroughly more often than usual</p> <p>3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</p> <p>4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard</p>	M	In place – planning information shared by communications sent to all parents and staff If you do have a confirmed case in your school the track and trace system will be used.	Principal	18 th July 2020
				https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/	All staff	On-going
				The local health protection team will advise the school on what measures to take.	Principal/ Heads PA	On-going
				Thinking about close contact with others and travel arrangements of that pupil	Principal / SLT	On-going
				Information for all students informed of expectations by communication	Principal	By 3 rd September 20'
Information shared (student presentation) to remind students on entering the school and at start of the day for effective social distancing and hygiene	SLT/Duty Staff/ Mentors	Daily				

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		<p>products such as detergents and bleach</p> <p>5) minimise contact between individuals and maintain social distancing wherever possible</p> <p>6) where necessary, wear appropriate personal protective equipment (PPE)</p> <p>Numbers 1 to 4 must be in place in all schools, all the time.</p> <p>Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.</p> <p>Number 6 applies in specific circumstances.</p> <p>Response to any infection:</p> <p>7) engage with the NHS Test and Trace process</p> <p>8) manage confirmed cases of coronavirus (COVID-19) amongst the school community</p> <p>9) contain any outbreak by following local health protection team advice</p> <p>Numbers 7 to 9 must be followed in every case where they are relevant.</p>		<p>Parents to inform the school about student attendance and students allocated to 'bubble' – Strong reminder NOT to send in any student if they or their family members have COVID-19 symptoms.</p> <p>If any member of the household tests positive for COVID-19 you must inform the school as matter of urgency. (Staff and Students)</p> <p>Point 7 to 9 – Robust systems in place for ALL staff to recognise roles and responsibilities in relation to 'response to any infection' (staff guide to September opening)</p> <p>Clinically vulnerable staff and pupil risk assessments are being reviewed on the announcement of lockdown (5/11/20) in line with Govt Guidance issued on 5th November 2020 Particular focus for the review</p>	<p>Principal / Heads PA (included in letter) Frequent School Comm's reminder)</p> <p>Principal / Heads PA (included in letter) Frequent School Comm's reminder)</p> <p>Principal /SLT</p> <p>SLT</p>	<p>18th July, September 1st On-going regular communication</p> <p>18th July, September 1st On-going regular communication</p> <p>July ongoing thereafter</p> <p>5th November (ongoing)</p>
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				<p>include staff;</p> <ul style="list-style-type: none"> <input type="checkbox"/> From BAME Communities and who may be particularly vulnerable <input type="checkbox"/> For pregnant women who are approaching or are already 28 weeks pregnant and therefore who may be particularly vulnerable <input type="checkbox"/> CEV colleagues who may have underlying conditions or be in particular groups of vulnerability and therefore who may be particularly vulnerable 		
<p>Contracting COVID-19 through infected contact points or close personal contact with infected persons</p>	<p>Staff and pupils</p>	<p>Response to infection:</p> <p>Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. (All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit.)</p> <p>Engage with test and trace:</p> <p>https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</p> <p>Follow the stay at home guidance if unwell or tested positive:</p> <p>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-</p>		<p>Frequent message to parents NOT to send in any student if they or their family members have COVID-19 symptoms. If any member of the household tests positive for COVID-19 you must inform the school as matter of urgency. (Staff and Students)</p> <p>Procedure with track and trace measures communicated internally (see staff guide)</p> <p>Communication with home to determine outcomes of test.</p> <p>Schools will be provided with 10 Home test kits by the government. These should</p>	<p>Principal / Head's PA via school Comm's</p> <p>Principal / SLT</p> <p>Heads PA</p>	<p>1st September</p> <p>On-going frequent communication</p> <p>July ongoing thereafter</p> <p>On-going</p> <p>On-going</p>

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		<p><u>infection</u> (updated Nov 5th)</p> <p>If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.</p> <p>If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p> <p>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before</p>		<p>only be offered in the exceptional circumstance that you believe an individual may have barriers to accessing testing elsewhere https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers?utm_source=cfddd7d1-6426-45af-830d-f6fe10317a3f&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate</p> <p>Medical staff will collect the student from their designated bubble. Wearing full PPE. Student to be held in the medical room following the TWHF guidance</p> <p>Designated toilets identified for use if student becomes unwell Toilet locked until full cleaning of all contact areas has been carried out</p> <p>PPE available in the medical room. Procedures for maintaining social distancing if a student becomes unwell clearly signposted in medical</p>	<p>Designated Medical Staff</p> <p>SLT</p> <p>Site Team / Cleaning staff</p> <p>SLT / Medical Staff</p>	<p>10th July 20</p> <p>On-going</p> <p>Ongoing</p> <p>1st September (Inset Training)</p>
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		<p>being used by anyone else.</p> <p>PPE must be worn (face mask, eye protection visor, disposable apron and gloves) by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). Follow the PPE advice:</p> <p>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</p>		<p>room. All medical staff to be briefed on Covid-19 Procedures</p> <p>In line with Government guidance and TWHF procedures the school will display a QR code link to the NHS Track and Trace. All visitors (including Central TWHF staff) are instructed to register with the Track and Trace app using the QR code on the days they are in school.</p>	SLT	November 2020 (ongoing)
Contracting COVID-19 through infected contact points or close personal contact with infected persons	Staff and pupils	<p>Managing a confirmed case:</p> <p>In the event of a confirmed case within the school, contact the local health protection team immediately. Also inform the Director of Estates, Phase Director and CEO.</p> <p>https://www.gov.uk/guidance/contacts-phe-health-protection-teams</p> <p>The local health protection team will guide schools through the actions needed.</p>		<p>Principal / Head's PA / VP will immediately contact the local health protection team Director of Estates, Phase Director and CEO and follow all necessary guidance.</p> <p>Following guidance from Local Health Protection Team /THWF. Principal will ensure</p>	<p>Principal / Head's PA, VP's</p> <p>Principal / Head's PA, VP's</p>	<p>On-going</p> <p>On-going</p>

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		Persons who have come into close contact with a confirmed case will be sent home and advised to self isolate for 14 days. Follow the advice given by the local health protection team.		ALL staff who have come into contact with a confirmed case self-isolate for 14 Days		
Contracting COVID-19 through infected contact points or close personal contact with infected persons	Staff and pupils	<p>Maintain good hand and respiratory hygiene:</p> <p>Ensure that all adults and children:</p> <ul style="list-style-type: none"> • frequently wash their hands with soap and water for 20 seconds and dry thoroughly. • use hand sanitiser gel where hand washing is not available or impracticable. • clean their hands on arrival at the setting, when moving around the school, before and after eating, and after sneezing or coughing. • are encouraged not to touch their mouth, eyes and nose. • use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it'). • ensure that help is available for children and young people who have trouble cleaning their hands independently. • consider how to encourage young children to learn and practise these habits through games, songs and repetition. • ensure that bins for tissues are emptied throughout the day. • where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units. • prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation 	M	<p>Pupils to be briefed at the beginning of term and supervised by staff to follow the hygiene techniques.</p> <p>Hand Sanitising stations: On gate/entry into building and in all toilets, social space and bubble bases (classrooms)</p> <p>Specific toilets, break/lunchtime areas allocated to each bubble to reduce cross contamination and students encouraged to wash hands frequently</p> <p>There are firm routines in place and itemised in student information presentation shared at the start of each day. There is a PPT in place for teachers to do at the start of Term, Routines signposted within classrooms which encompasses this detail.</p> <p>Site tour of designated routes around the school (one way</p>	<p>Teaching Staff</p> <p>Site Team</p> <p>Teaching staff</p> <p>VP / R6</p> <p>Site Team</p>	<p>3rd – 11th September 20</p> <p>1st September</p> <p>1st September</p> <p>1st September</p> <p>Daily</p>

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		<ul style="list-style-type: none"> • Site Managers will ensure supplies of soap, anti-bacterial gel and cleaning products are available at all times • there is no need for anything other than normal personal hygiene and washing of clothes following a day in an educational or childcare setting 		<p>system) conducted every morning to ensure doors are opened to reduce need to touch handles etc</p> <p>Supplies of hygiene products and emergency PPE equipment checked and replenished as appropriate</p> <p>Parents/students reminded of expectations and protocols via email/video/site maps and PowerPoint presentation</p> <p>Windows/doors to be opened at the start of the day</p> <p>Fire marshals to be briefed on their role in closing all doors as they sweep the building</p>	<p>Site Team</p> <p>SLT/ HoY</p> <p>Site Team</p> <p>AP</p>	<p>Daily</p> <p>Weekly</p> <p>Daily</p> <p>Inset Day Training 2nd Sept 20</p>
Contracting COVID-19 through infected contact points or close personal contact with infected persons	Staff and pupils	<p>Class sizes:</p> <ul style="list-style-type: none"> • Primary – Pupils to remain in their class bubbles and encouraged to distance from other pupils as much as possible • Secondary – Limit pupil movement around the school and maintain class or year group bubbles as far as is reasonably practicable. • Remove excess furniture to safe storage areas to increase space. • Desks to be spaced out as far as possible but do not impede fire escape routes and exits. • All desks to face forward with pupils side by side 	M	<p>Designated areas for Year Group Bubbles.</p> <p>Room layout completed and site prepared for social distancing of Year group bubbles (inc markings etc)</p> <p>All tables are forward facing as per Gov Guidance. Excess furniture removed.</p> <p>Social distancing protocol explained and reinforced in mentoring – Common</p>	<p>SLT</p> <p>SLT / Site Team</p> <p>Site Team</p> <p>SLT/ Teaching/ IT</p>	<p>10th July 20'</p> <p>1st September 20'</p> <p>1st September 20'</p> <p>1st September / weekly</p>

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		<ul style="list-style-type: none"> • Teaching staff to keep the 2 meter distancing rule where possible to do so • Teachers to avoid close face to face contact and minimise time spent within 1 metre of anyone. • When staff or children cannot maintain distancing, particularly with younger children in primary schools, the risk can also be reduced by keeping pupils in the smaller, class-sized groups where practicable • Children to remain at their desks when in the room. • Children to use the same desk each day as much as possible. • Lessons planned for individual work as opposed to close group work. • Social distancing to be explained to children with regular reminders. • Consider the use of school grounds / local environment to extend the range of teaching spaces available. • Allocate named staff to each group of children where possible. • Staff to supervise and enforce measures. 		<p>PowerPoint at the beginning of the week and expectations signposted on TV monitors and in classrooms. informing the protocols required</p> <p>Each bubble has its own allocated timetable, toilets, break and lunchtime space. As well as its own arrival/departure schedule. There is a set route through the building to minimise the potential for contact.</p> <p>Teachers will limit student movement in classroom and ensure safe distancing is adhered to</p> <p>Staff and students wear face coverings when moving around the school and social times (as per area of specific governmental interest – Tier 1)</p> <p>After school intervention held in year group bubble designated areas. Departures managed to ensure bubbles do not mix. Students escorted to school gates or dedicated ‘muster’ points for boarding late buses. Students required to wear masks on buses and to sit in</p>	<p>SLT</p> <p>All teaching staff</p> <p>All Teaching Staff</p> <p>Intervention Teaching staff</p>	<p>thereafter</p> <p>10th July 20'</p> <p>3rd Sept, on-going thereafter</p> <p>3rd Sept, on-going thereafter</p> <p>5th October</p>
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				zoned areas to protect bubbles		
Contracting COVID-19 through infected contact points or close personal contact with infected persons	Staff and pupils	Refresh the timetable: <ul style="list-style-type: none"> decide which lessons or activities will be delivered restrict mixing of class groups and keep each class in one teaching space where possible ensure teachers and assistants work with the same groups each day as much as possible to avoid mixing with other groups or classes consider which lessons or classroom activities could take place outdoors use the timetable and selection of classroom or other learning environment to reduce movement around the school or building avoid large gatherings such as assemblies stagger break times (including lunch), so that all children are not moving around the school at the same time stagger drop-off and collection times plan parents' drop-off and pick-up protocols that minimise adult to adult contact consider pinch points such as corridors, exits, staff room and playgrounds 	M	Schedule completed for 3 rd September timetable, including designated specialist teaching rooms.	SLT	10 th July 20'
				Protocols for safe social distancing within discrete bubbles completed – limiting movement, restrictions on equipment sharing, bubbles specific timings and staffing.	SLT	10 th July 20'
				Safe/restricted movement routes around school shared (school maps)	(SLT)	10 th July 20
				No assemblies to be held		
				Where possible staggered exit and departure of Year group bubbles to prevent clustering (letter to parents)	SLT	July / September on going 3 rd September 20'
				VLE / Remote learning resources continue to be the focus for taught content	FLs/ Subject Teachers	Ongoing thereafter
				Students in sixth form will start lessons 5 mins later than timetabled and finish 5 mins earlier (50 mins lessons) to reduce cross bubble contamination	R6 Leaders	3 rd September Ongoing thereafter
						3 rd September

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				<p>Teaches of sixth form lessons will organise the cleaning of desks with antibacterial spray at the start/end of lessons</p> <p>Intervention timetable with identified students (attendance logged) created to control number of students and enable track and trace</p>	<p>R6 Teachers</p> <p>Intervention Teachers</p>	<p>Ongoing thereafter</p> <p>5th October</p>
<p>Contracting COVID-19 through infected contact points or close personal contact with infected persons</p>	<p>Staff and pupils</p>	<p>Review emergency procedures:</p> <ul style="list-style-type: none"> Review Fire Evacuation Plan to reflect adjusted operating model including evacuation routes. Ensure all staff are aware of the adjusted plan. Review Fire Marshal Plan to ensure enough coverage for each bubble. Ensure Fire Marshalls are instructed to close doors that are propped open as they leave the building. Confirm evacuation assembly points for each bubble so they do not mix. Ensure fire evacuation practice is planned within the first week back. Consider lockdown implications (if any) on the bubble operating model. 	<p>M</p>	<p>Designated Fire line up areas (Year Group Bubbles) updated</p> <p>Fire plan shared with students in induction PowerPoint</p> <p>Fire Marshalls / Fire plan (revised)</p> <p>Fire drill planned for each day during week 1 first week?</p> <p>Lockdown protocol amended to support bubbles Each designated bubble area, will have access to radio', telephones in FL areas and some (not all) classrooms</p>	<p>SLT Site Team Bubble Leads / Fire Marshalls</p> <p>SLT</p> <p>SLT</p> <p>SLT</p>	<p>1st September 20'</p> <p>1st September Inset Day</p> <p>Completed by 11th September 20'</p> <p>1st September 20'</p>

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<p>Contracting COVID-19 through infected contact points or close personal contact with infected persons</p>	<p>Staff and pupils</p>	<p>Use of toilets:</p> <p>Control numbers allowed to go to the toilet at a time.</p> <p>One in one out system in place where possible.</p> <p>Close sinks to give 2m for handwashing – if only one child this isn't necessary.</p> <p>Allocate toilets around the school for different groups of children, or control access between bubbles and ensure increased cleaning.</p> <p>2m markings on floor in queuing area where needed.</p> <p>Sanitise hands before and after visiting the toilet where possible.</p>	<p>M</p>	<p>Mentoring moved to start of the day - Protocol shared with students in induction PowerPoint</p> <p>Dedicated toilets to each bubble to reduce demand and potential mixing of bubbles</p> <p>Cleaning in place for all 'out of lesson' areas across the school day</p> <p>Intervention sessions use existing toilet provision</p>	<p>Mentors</p> <p>SLT ALL Teaching and Duty Staff</p> <p>Site Team</p> <p>Intervention staff</p>	<p>3rd September Weekly thereafter</p> <p>10th July 20' for teaching in September</p> <p>1st September</p> <p>5th October</p>
<p>Contracting COVID-19 through infected contact points or close personal contact with infected persons</p>	<p>Staff and pupils</p>	<p>Childcare settings or early years groups in school should:</p> <p>Consider how to keep small groups of children together throughout the day and to avoid larger groups of children mixing</p> <p>Consider how play equipment is used ensuring it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously</p>	<p>M</p>	<p>Not applicable</p>		
<p>Contracting COVID-19 through</p>	<p>Staff and pupils</p>	<p>Reduce possible contamination:</p> <p>Remove unnecessary items from classrooms and</p>	<p>M</p>	<p>All rooms laid out with</p>	<p>Site Team</p>	<p>1st</p>

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<p>infected contact points or close personal contact with infected persons</p>		<p>other learning environments where there is space to store it elsewhere</p> <p>Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts)</p> <p>Reduce the amount of equipment used each day as everything used will need to be cleaned daily</p>		<p>forward facing desks and enable safe working areas.</p> <p>Excess furniture/equipment/resources removed or put away so not used.</p> <p>Students required to bring in their own equipment (stationery etc.) Students required to wipe down (anti-bacterial) computer stations / areas at the end each lesson –</p> <p>supplemented by Daily cleaning and weekly intensive clean</p> <p>Students to bring own round-pin headphones advised in communication to parents. Students will not be allowed to share headphones. Likewise the school will not issue students with headphones in subjects such as MFL</p> <p>Bubbles will have their own text books and resources. Which will not be used by other bubbles.</p>	<p>Site / IT Team</p> <p>SLT Site / Teaching staff</p> <p>Site Team / Cleaning Staff</p> <p>SLT</p> <p>Teaching staff</p>	<p>September 20'</p> <p>1st September 20'</p> <p>3rd September / ongoing thereafter</p> <p>1st September Daily / Weekly thereafter</p> <p>Before 3rd September</p> <p>3rd September 20' / ongoing</p>
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		<p>PPE – Government link</p> <p>https://www.gov.uk/government/publications/face-coverings-in-education?utm_source=53671f11-6c05-454a-845e-8e2a4463752b&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate</p> <p>Staff and pupils in Year 7 and above should wear face masks on entry and exiting the school and whilst in corridors and communal areas</p> <p>Staff may choose to wear a facemask with in their bubble.</p> <p>Staff can chose to wear facemasks or face shields in the classroom.</p> <p>Disposable gloves and aprons should be used for daily cleaning tasks</p> <p>Face masks and eye (visor) protection are available to deal with any close contact work including first aid, medical procedures/assistance and dealing with a suspected COVID -19 case until the case is removed from the site.</p> <p>https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care</p>		<p>PHE state that it is reasonable to assume that staff and young people will now have access to face coverings due to their increasing use in wider society. Where anybody is struggling to access a face covering, or where they are unable to use their face covering due to having forgotten it or it having become soiled or unsafe, the school/office will keep an emergency stock.</p> <p>Intervention sessions require students to wipe surfaces before/after use. Any resources must be sanitised before use</p> <p>In order to limit the impact of Track and Trace Student in Y7 and Y8 will be taught in their maths sets for all lessons. The groups will have a shared (same) seating plan to be applied in all classroom based lessons.</p> <p>Y9 and Y10 will have all their mentoring, maths and science lessons in their math’s groups. The groups will have a shared</p>	<p>All Teaching Staff</p> <p>Intervention Staff</p> <p>SLT and teachers</p>	<p>3rd September 20th / ongoing</p> <p>5th October</p> <p>30th November</p>
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				(same) seating plan to be applied in all classroom based lessons.				
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		<p>Consider how children and young people arrive at the education or childcare setting, and reduce any unnecessary travel on coaches, buses or public transport where possible.</p> <p>Pupils should access their class room from directly outside where possible to reduce internal movements within the school</p> <p>Each school will have local procedures to be agreed and communicated with staff and parents for each class</p>					Principal	Before 21 st July & on or before 2 nd September 20' via School Comms

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				Intervention departures are staggered with separate year group muster areas for boarding buses. Intervention staff escort students onto buses ensuring year group bubbles are retained on buses. Students required to wear face masks and hand sanitise on the bus	Intervention staff	5 th October
Contracting COVID-19 through infected Face mask removal	Staff/pupils	<p>Process for removing face coverings when pupils and staff who use them arrive at school</p> <ul style="list-style-type: none"> dispose of temporary face coverings in a waste bin on arrival or place reusable face coverings in a plastic bag they can take home with them, do not to touch the front of their face covering during use or when removing them. Wash/sanitize hands immediately on arrival 		<p>Communicate the face covering process to staff and pupils. waste bin on arrival or place reusable face coverings in a plastic bag they can take home with them, Students advised to not touch the front of their face covering during use or when removing them. And wash/sanitize hands immediately on arrival to their bubbles / classrooms.</p> <p>Students will be advised to dispose of face covering on arrival to school. This will be published in a parent letter & reiterated on arrival by SLT & Duty Team</p>	<p>Principal</p> <p>SLT / Duty Staff</p>	<p>Before 21st July & 1st September ALL staff INSET/ School Comms to Parents 3rd /4th/7th September</p>
Contracting COVID-19 through infected contact points	Staff and pupils	Ensure PPE is available where needed:	M	Staff can chose to wear face masks but they must provide them. A small supply of face shields are being provided to each school as required		

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<p>or close personal contact with infected persons</p>		<p>Disposable gloves and aprons should be used for daily cleaning tasks</p> <p>Face masks and eye (visor) protection are available to deal with any close contact work including first aid, medical procedures/assistance and dealing with a suspected COVID -19 case until the case is removed from the site.</p> <p>https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care</p>		<p>Purchased and in stock</p> <p>In place (medical room)</p>	<p>Site Team</p> <p>Site Team</p>	<p>1st September 20'</p> <p>1st September 20'</p>
<p>Contracting COVID-19 through infected contact points or close personal contact with infected persons</p>	<p>Staff and pupils</p>	<p>First Aid:</p> <p>Ensure all staff know First Aiders on site if less than normal</p> <p>If provision is less than usual, minimise hazardous activities which may result in injury</p> <p>Ensure a supply of PPE is available for provision of first aid and use and dispose of accordingly</p>	<p>M</p>	<p>First Aider provision list available to all staff</p> <p>In place through safer distancing protocols (induction PowerPoint and revised curriculum planning)</p> <p>In place</p> <p>First Aid covered by Intervention staff – qualified First Aider on site at all times during intervention provision</p>	<p>SLT</p> <p>SLT & Teaching Staff</p> <p>Site Team</p>	<p>1st September 20' INSET</p> <p>3rd September 20' / ongoing thereafter</p> <p>1st September 20'</p>
<p>Contracting COVID-19</p>	<p>Staff and pupils</p>	<p>1:1 teaching, physical restraint and children with SEND or EHC plans are adversely affected</p>	<p>M</p>			

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<p>through infected contact points or close personal contact with infected persons</p>		<p>by the current situation:</p> <p>Individual risk assessments of children with behavioural difficulties.</p> <p>Ensure a supply of PPE is available based on need.</p> <p>Reduced timetable or consideration of other solutions if child's behaviour puts staff at risk. 1:1 teaching to be done at 2m distance.</p>		<p>In place. Supported by 1:1 conversation with parents-prior to opening.</p> <p>TRS Connect team & teachers – kept up to date and informed</p>	<p>SEN ASC HoY</p> <p>Site Team / TRS Connect</p>	<p>3rd September 20' / updated where applicable thereafter</p>
<p>Contracting COVID-19 through infected contact points or close personal contact with infected persons</p>	<p>Staff and pupils</p>	<p>Staggering break times including lunch time:</p> <p>Considering one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors</p> <p>Staggering breaks to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time</p> <p>Staggering lunch breaks - children and young people should clean their hands beforehand and enter in the groups they are already in, groups should be kept apart as much as possible and tables should be cleaned between each group. If such measures are not possible, children may need to have a packed lunch in their classrooms</p> <p>Ensuring that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time</p>	<p>M</p>	<p>Specific routes around the school for all student movements in place (maps)</p> <p>Bubbles have dedicated arrival routes, break, lunch and departure times staggered. Each bubble has allocated toilets and 'out of lesson' time</p> <p>Safe handwashing and hygiene protocols to be completed each time students enter the classroom, before and after break/lunch.</p> <p>Toilet pass issued to minimise the number of students using the toilets during lesson times</p> <p>Daily clean of classrooms and</p>	<p>SLT</p> <p>SLT</p> <p>All / Teaching Staff</p> <p>Teaching Staff</p> <p>Site Team</p>	<p>10th July 20'</p> <p>10th July 20'</p> <p>3rd September 20' / ongoing thereafter</p> <p>3rd September 20' / ongoing thereafter</p> <p>1st</p>

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		Some children and young people will need additional support to follow these measures (for example, routes round school marked in braille or with other meaningful symbols, and social stories to support them in understanding how to follow rules)		out of lesson areas and whole school intensive clean weekly		September 20' / ongoing thereafter
				Staggered timings and clear markings and protocols shared with students / new signage across the school to support protocols	SLT / Teaching staff	3 rd September 20' / ongoing thereafter
Contracting COVID-19 through infected contact points or close personal contact with infected persons	Staff and pupils	<p>Use outside space:</p> <p>For exercise and breaks whenever possible.</p> <p>For outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff.</p> <p>Outdoor equipment should not be used unless the setting is able to ensure that it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously.</p>	M	<p>Allocated areas for each bubble, equipment used can only be used by one bubble. Only after the full cleaning of equipment, it may be used by a different bubble. Social distancing measures between bubbles in place</p> <p>Seating areas cleaned daily and anti-bacterial wipes and hand sanitiser available in each area</p>	<p>SLT Site Team</p> <p>Site Team / Cleaning Team</p>	<p>3rd September 20'</p> <p>3rd September 20' Daily thereafter</p>
Contracting COVID-19 through infected contact points or close personal	Staff and pupils	<p>For shared rooms:</p> <p>Use halls, dining areas and internal and external sports facilities for lunch and exercise at half capacity. If class groups take staggered breaks between lessons, these areas can be shared as long as different groups do not mix (and especially do not play sports or games</p>		Centre court space used for safe departures – cleaned after breaks, lunch and after school	Site Team	3 rd September 20' Daily thereafter

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<p>contact with infected persons</p>		<p>together) and adequate cleaning between groups between groups is in place</p> <p>Stagger the use of staff rooms and offices to limit occupancy</p>	<p>M</p>	<p>Staff who are timetabled to work in pairs (TA) within each bubble to maintain social distancing and avoid face-to-face communication with student</p> <p>Dedicated pastoral and medical hub for each bubble</p>	<p>Teaching / Support Staff</p> <p>TRS Connect / Medical staff</p>	<p>3rd September 20' Ongoing thereafter</p> <p>3rd September 20' Ongoing thereafter</p>
<p>Contracting COVID-19 through infected contact points or close personal contact with infected persons</p>	<p>Staff and pupils</p>	<p>Reduce the use of shared resources:</p> <p>By limiting the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff</p> <p>For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared.</p> <p>Limit the amount of equipment Pupils bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed.</p> <p>Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces.</p> <p>Resources that are shared between classes or bubbles, such as sports, art and science equipment should be</p>	<p>M</p>	<p>All work made available on student VLE (remote learning)</p> <p>Students to bring in own equipment to school for lessons Included in parental communications</p> <p>After each lesson in a specialist room or use of specialist equipment. Will be cleaned by technicians/ support staff for safe usage and rotation between bubbles.</p>	<p>Subject Teachers</p> <p>SLT / Teaching staff</p> <p>Site Team / Cleaners / Technicians / Support staff</p> <p>Site Team</p>	<p>3rd September 20' / Ongoing</p> <p>Before 22nd July 3rd & 2nd September 20'</p> <p>3rd September / ongoing</p> <p>1st</p>

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		<p>cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</p> <p>Normal disinfectant spray should be used to clean resources after each use and before they are put away. Site Managers will ensure disinfectant spray and paper roll or cloths are available in all teaching spaces.</p>		All cleaning equipment made available by Site Team		September 20'
Contracting COVID-19 through infected contact points or close personal contact with infected persons	Staff and pupils	<p>Clinically vulnerable staff and pupils</p> <p>It is expected that most staff will be able to return to the workplace from 1 August 2020. Advice for the most at risk categories remains to take particular care while community transmission rates continue to fall.</p> <p>Advice for those who are clinically vulnerable, including pregnant women is available : https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people),</p> <p>Individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work from 1 August as long as they maintain social distancing. Advice for those who are extremely clinically vulnerable can be found in the guidance on shielding and protecting people who are clinically extremely vulnerable from COVID 19 https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19)</p>	M	<p>Principal to discuss with individual pupil/parents</p> <p>Read the current advice on shielding if rates of the disease rise in local areas,</p> <p>Unless stated otherwise all staff and students will be expected to attend work / school. The Principal will ensure that all vulnerable people / student follow the guidance for clinically vulnerable people in line with updated Guidance</p> <p>Where staff are advised to work remotely this will be in discussion with the Principal</p>	<p>Principal</p> <p>Principal / Heads PA</p> <p>Principal / Heads PA</p> <p>Principal / Heads PA</p>	<p>1st September 20' / ongoing</p> <p>1st September 20' / ongoing</p> <p>1st September 20' / ongoing</p>

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		<p>Staff may be deployed to work remotely where possible or in roles in school where it is possible to maintain social distancing.</p> <p>People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.</p> <p>Some staff with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report (https://www.gov.uk/government/publications/covid-19-review-of-disparities-in-risks-and-outcomes)</p> <p>If any staff have significant risk factors, the Principal should discuss their concerns, complete a risk assessment and explain the measures that the school is putting in place to reduce the risks.</p> <p>People who live with those who have comparatively increased risk from coronavirus can attend the workplace.</p> <p>A small number of pupils/staff will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19) shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19).</p> <p>This means that even the small number of pupils/staff who will remain on the shielded patient list can also</p>		<p>The Principal will discuss any concerns with vulnerable staff & complete a risk assessment and explain the measures that the school is putting in place to reduce the risks.</p> <p>Pregnant staff to alert Principal to pregnancy at the earliest opportunity</p>	<p>Principal / Heads PA</p> <p>All staff</p>	<p>1st September 20' / ongoing</p> <p>Reviewed following guidance updates</p> <p>9th July 20'</p>
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		<p>return to school, as can those who have family members who are shielding. Some pupils/staff no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school in September</p> <p>Pregnant women are in the 'clinically vulnerable' category and are advised to follow the relevant guidance available for clinically-vulnerable people.</p>				
<p>Contracting COVID-19 through infected contact points or close personal contact with infected persons</p>	<p>Staff and pupils</p>	<p>Adjust transport arrangements where necessary including:</p> <p>Encouraging parents and children and young people to walk or cycle to their education setting where possible</p> <p>Schools, parents and young people following the government guidance on how to travel safely, particularly if public transport is required</p> <p>https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</p> <p>Ensuring that transport arrangements cater for any changes to start and finish times</p> <p>Make sure transport providers do not work if they or a member of their household are displaying any symptoms of coronavirus</p> <p>Make sure transport providers, as far as possible, follow hygiene rules and try to keep distance from their passengers</p>	<p>M</p>	<p>Students are encouraged to walk/cycle or to be picked up/dropped off by car</p>	<p>Principal in letter to parents</p>	<p>Before 22nd July / again before 3rd Sept</p>
				<p>Pupils are to board and disembark the bus in their bubbles where possible</p> <p>Pupils will be advised on current Gov guidance on use of public transport. Pupils encouraged to use hand sanitiser on boarding (where available) and entering their bubble areas.</p> <p>Pupils will be directed onto their bus and seating in their respective bubbles</p> <p>Pupils should adopt social distancing on board where possible</p> <p>Pupils over the age of 11 may</p>		

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		<p>Taking appropriate actions to reduce risk if hygiene rules and social distancing is not possible, for example when transporting children and young people with complex needs who need support to access the vehicle or fasten seatbelts</p> <p>The approach to dedicated transport should align as far as possible with the principles underpinning the system of controls set out in this document and with the approach being adopted for your school. It is important to consider:</p> <ul style="list-style-type: none"> • how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within school • use of hand sanitiser upon boarding and/or disembarking • additional cleaning of vehicles • organised queuing and boarding where possible • distancing within vehicles wherever possible • the use of face coverings for children over the age of 11, where appropriate, for example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet <p>Communicating revised travel plans clearly to contractors, local authorities and parents where appropriate (for instance, to agree pick-up and drop-off times)</p>		<p>wear face coverings where needed</p> <p>Students will be directed off the busses in their respective bubbles, hand sanitiser will be available in bubble areas when students enter the school site. Students will follow the respective routes to their bubbles.</p> <p>All communication relating to travel plans, have been clearly communicated with ALL relevant parties. The Principal has communicated travel plans in the letter sent to parents</p> <p>The above procedure also applies to the late buses required for after school interrention</p>	<p>SLT/ Duty Staff</p> <p>Principal / Heads PA</p>	<p>thereafter</p> <p>3rd September/ daily thereafter</p> <p>By the 22nd July 20'</p>
Contracting COVID-19 through infected contact points or close	Staff and pupils	<p>Daily cleaning:</p> <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p>	M	<p>Cleaning schedules to ensure additional focus on classrooms and out of lesson areas have been completed. Including</p>	Site Team	<p>1st September 20' / Daily thereafter</p>

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<p>personal contact with infected persons</p>		<p>Normal cleaning routines of all used area's are to be carried out daily. All hard surfaces and contact points should be cleaned with disinfectant spray and disposable cloths or paper roll. Hard floors will be mopped with a disinfectant solution daily</p> <p>Disinfectant spray and disposable cloths or paper roll will be available for use throughout each day as needed by teaching or support staff</p> <p>Site Managers will ensure appropriate supplies of cleaning materials are available throughout each day, specifically ensuring that antibacterial hand soap, disinfectant spray, paper roll and antibacterial hand sanitiser are available throughout each day.</p> <p>Additional cleaning of shared spaces, shared equipment or high traffic contact points shall be programmed throughout the school day.</p> <p>Any bodily fluid spillages must be cleaned immediately using a disinfectant solution.</p> <p>Disposable gloves and aprons shall be used when cleaning.</p>	<p>M</p>	<p>supplementary anti-bacterial wiping of work areas, toilets and transition (movement) areas.</p> <p>Each bubble / classroom will have anti-bacterial hand-gel, wipes</p> <p>All bubbles areas will have access to a radio / telephones to report any requirements or any spillages etc</p> <p>Cleaning staff will carry out additional cleaning of shared spaces, shared equipment or high traffic contact points throughout the school day.</p>	<p>Site Team</p> <p>SLT Site Team</p> <p>Site Team/ Cleaning staff</p>	<p>1st September / ongoing</p> <p>1st September / ongoing</p> <p>3rd September / ongoing</p>
<p>Contracting COVID-19 through infected contact points or close personal contact with infected persons</p>	<p>Staff and pupils</p>	<p>Laundry:</p> <p>Wash clothing regularly in accordance with the manufacturer's instructions. Use the warmest water setting and dry items completely. Dirty laundry that has been in contact with an unwell person can be washed with other people's items</p> <p>Do not shake dirty laundry, this minimises the possibility of dispersing virus through the air</p>	<p>M</p>	<p>Advise parents and staff to wash clothes as per the instructions</p>	<p>SLT</p>	<p>8th June</p>

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		Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance above.				
Contracting COVID-19 through infected contact points or close personal contact with infected persons	Staff and pupils	<p>Waste:</p> <p>All waste must be removed to the secure bin store and placed in the appropriate waste bin as soon as possible.</p> <p>General waste including cleaning materials must not be left lying around within school and shall be collected weekly by a licenced waste removal contractor.</p> <p>Any potentially infected waste shall be placed in the first aid bin and treated as class b contaminated waste.</p>	M	<p>Site team & medical staff have been advised re: safe handling of all waste materials</p> <p>The classroom bins will be emptied on a daily basis. General waste will be collected by a waste management company weekly.</p>	<p>Site Team / Medical staff where appropriate</p> <p>Site Team</p>	<p>3rd September / ongoing thereafter</p> <p>3rd September / ongoing thereafter</p>
Contracting COVID-19 through infected contact points or close personal contact with infected persons	Pupils/Staff/ Public	<p>Educational visits:</p> <p>Government Guidance shall be followed</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-for-educational-settings/coronavirus-travel-guidance-for-educational-settings</p> <p>https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits</p> <p>Complete specific risk assessment for each educational visit following the system of controls principles and specific Government guidance</p>	M	The school will follow Government guidance re: educational visits and a specific risk assessment for each visit to ensure system of controls are in place before any visit is agreed by the Principal	AP/ Principal	3 rd September 20' / ongoing
Contracting	Staff and pupils	Catering:	M	Breaks and lunch / designated	SLT	10 th July /

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<p>COVID-19 through infected contact points or close personal contact with infected persons</p>		<p>Consider reasonable adjustments to the catering provision including:</p> <ul style="list-style-type: none"> • timing of break and lunches • queuing with social distancing • hand sanitisation • contactless payment methods • regular cleaning between bubbles <p>The catering contractor shall follow the governments advice and produce their own site specific risk assessments:</p> <p>https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19</p>		<p>areas have been staggered to ensure bubbles do not cross. Hand sanitiser will be available in all catering areas. Students will be issued with a 4 digit pin – so no fingerprint payments will be made.</p> <p>Perspex screens will be on the till areas.</p> <p>Communication to parents will advise on the above;</p> <p>Grab and Go style food will be available to reduce waiting times.</p> <p>Tables are arranged into groups of 6-8 with students encouraged to keep to the same seating arrangements where possible to support Track and Trace</p>	<p>Caterlink</p> <p>Caterlink</p> <p>Caterlink</p> <p>Caterlink</p> <p>SLT and Duty staff</p>	<p>3rd September /daily thereafter 3rd September</p> <p>3rd September</p> <p>By 3rd September</p> <p>By 3rd September</p> <p>30th November</p>
<p>Contracting COVID-19 through infected contact points or close personal contact with infected persons</p>	<p>Staff and pupils</p>	<p>Wrap around care provision:</p> <p>Where this is provided by the school, the same measures as detailed in this risk assessment shall apply.</p> <p>Follow the governments advice:</p> <p>https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-</p>		<p>Any wrap around provision will follow Gov guidance & the same measures as above</p>	<p>Principal / Heads PA</p>	

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		<p><u>coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak</u></p> <p>Where care is provided by an external provider, they shall provide their own specific risk assessments which complies with the Governments advice.</p>				
<p>Contracting COVID-19 through infected contact points or close personal contact with infected persons</p>	<p>Staff/Pupils/Contractors/Visitors</p>	<p>Staff and contractors visiting the school</p> <p>Maintenance of the premises will take place outside of school open hours where ever possible</p> <p>Supply teachers, peripatetic teachers WHF staff and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff and follow the hygiene procedure. Cleaning after peripatetic teachers have visited may be required.</p> <p>Records are kept of all visitors to site</p>	<p>M</p>	<p>Hygiene procedure and distancing briefed to all visitors on arrival</p> <p>Supply teachers / peripatetic teachers will follow the same procedures as above.</p>	<p>Heads PA / D Vincent</p> <p>Head's PA/ D Vincent</p>	<p>3rd September / ongoing</p> <p>3rd September / ongoing</p>
<p>Communication of controls</p>	<p>Staff/Pupils</p>	<p>Communication of controls:</p> <p>Staff to receive a copy of the risk assessment and briefed on local controls before or on the September TD day</p> <p>Pupil control measures to be briefed to pupils regarding good hygiene and distancing</p> <p>Risk assessment to be adjusted as new Government guidance is published</p>		<p>The principal to send an electronic copy of the completed Risk Assessment to all staff</p> <p>PPT consisting of control measures briefed to students during mentoring – 1st week of September Term 1.</p> <p>Risk Assessment published on</p>	<p>Principal / Heads PA</p> <p>VP/ Mentors</p> <p>Principal</p>	<p>Before 1st September</p> <p>3rd September- 11th September 20'</p> <p>Before 3rd</p>

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				school website.		September 20'
Wellbeing	Staff/Pupils	Supporting staff and pupils wellbeing The Department for Education provides support for both pupil and staff wellbeing in the current situation. Staff also have access to Care First Staff to inform Principal of any concerns		Visit the Government Web site for support links – Gov support links and links to Care First shared with staff	Head's PA	1 st September 20' / ongoing thereafter
Date of original Assessment: March 2020		Date of this Assessment: 30th November 2020	Review Vice Principal	Reference: GRA 90.3 V6	Name of Assessors:	
Overall Risk Rating (H, M L):			Managers signature:			
Notes:						
RESIDUAL RISK RATING			ACTION REQUIRED			
HIGH (H) Strong likelihood of fatality / serious injury occurring			The activity must not take place at all. You must identify further controls to reduce the risk rating.			
Medium (M) Possibility of fatality/serious injury occurring			You must identify controls to reduce the risk rating. If it is not possible to lower risk further you will need to consider the risk against the benefit Monitor risk assessment at this rating more regularly and closely			
LOW(L) Minimal risk			No further action needs to be taken reviewed annually			

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