

Managing Covid 19 in Schools for March 2021 opening - Risk Assessment - Version 2 - updated 17 May 2021

Area of control	Control Measures	Additional / altered measures / notes	Additional requirements for The Bridge	Additional requirements for the RP	Implemented by : Initial	Date Completed
	1.1	Any D&T equipment is checked, and ensuring any PPE is available as required by risk assessments.	Appropriate checks will be carried out.		LWA	Ongoing
	1.2	Supplies				
	1.2.1	Ensuring you have adequate supplies of hand sanitiser, soap and hand towels / drying facilities in kitchens, toilets and at sinks to allow for the larger numbers of students and staff on site and the increased amounts of cleaning required.	Ongoing ordering as and when needed		CDE, OST	Ongoing
	1.2.2	Ensuring you have adequate supplies of cleaning materials and any identified PPE to allow for increased cleaning and staff needs.	Ongoing ordering as and when needed		CDE, OST	Ongoing
	1.2.3	Identify if you have enough hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly and action where necessary.	Sanitiser will be available for use at all entry/exit points and in all classrooms and at toilet doors.		SLT/Ste Team	Ongoing
2. Assessing staff and pupil numbers to assist in plans for opening	2.1	Consider phasing the re-opening of the school to allow plans and procedures to be assessed, staff to be trained and levels of supplies actually needed to be fully ascertained.	Plans developed and shared with staff, parents and Governors by 24/2/21. Further detailed communication to all stakeholders prior to school opening.		SLT	Feb-21
	2.2	Contact parents / carers of pupils and staff to ascertain if there are any changes to / new medical or SEND needs so that rotas, ratios, medical, SEN and first aid needs etc. can be assessed. This will include assessing any staff or pupil needs / issues already identified on an individual staff or pupil risk assessment that may affect their ability to return or require further adjustments to be made.	Reasonable adjustment of arrangements within Government guidelines for students with SEND or any other specific needs. Staff allocation in line with individual needs.	Parents/Carers will be contacted prior to return to ensure appropriate plans in place.	SLT	Feb-21
	2.3	Where a child or young person routinely attends more than one setting on a part time basis, for example because they are dual registered at a mainstream school and a special setting, the settings should work through the system of controls collaboratively, enabling them to address any risks identified and allowing them to jointly deliver a broad and balanced curriculum for the child or young person. Pupils should be able to continue attending both settings. While some adjustment to arrangements may be required, pupils in this situation should not be isolated as a solution to the risk of greater contact.	N/A - no dual registered students.		N/A	N/A
	2.4	Consider that if there is a positive case in school that staff and pupil numbers may be affected.	In the event of a confirmed case of Covid-19 all Government/PHE advice will be implemented and provision amended accordingly.		SLT	Feb-21
		Ongoing Review ratios, rotas, medical and first aid needs on an ongoing basis.	Standard rotas will be in place and will be regularly reviewed for effective coverage.		SLT	Feb-21
3.Updating pupil and staff details	3.1	Obtain up to date medical, allergy and emergency contact details from pupils and staff prior to coming back on site wherever possible.	Information held will be checked/amended as part of the pre opening communication with parents.		SLT	Feb-21
	3.2	Re-assess if EHCPs or PBSPs are needed or need to be altered given the altered nature of the school use, day, timetable, staffing, medical needs, SEN adaptations etc... Control measures and risk ratings in those EHCPs/ PBSPs may need to be altered to reflect the current situation.	See provision specific columns	Bridge team to contact parents/carers to establish any changes of need and to discuss the new set up within school. Reduced timetables for specific students will be discussed directly with parents. Provision may be adjusted where necessary.	SLT	Feb-21
	3.3	Staff should be made aware of any / reminded of medical conditions / needs of the pupils they are caring for e.g. allergies, asthma etc. and devices such as epi pens and inhalers should be available wherever the pupil is. Ensure staff are trained in their use.	Individual student information available to all staff via SIMS/Inclusion list. Dedicated first aid trained staff will be available at all times.		SLT	Feb-21
	3.4	Food allergies / intolerances information should be shared with catering staff for staff and children they may not already be aware of.	Individual student information available to all staff via SIMS/Inclusion list. Specific information relating to food allergies shared with catering team.		SLT	Feb-21
4. Assess activities/ lessons which can take place	4.1	It is still recommended that children and young people limit the amount of equipment they bring into the setting each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed.	Information will be communicated to parents prior to school opening. Situation will be monitored and parents contacted if students are bringing excessive items with them.		SLT	Ongoing
	4.2	Amend / stagger timetables for activities using halls or classrooms where activities cannot be done elsewhere e.g. D&T, practical science, art, so that groups of pupils can move around safely.	Timetable amended so that specialist rooms are only in use for students following examination courses KS4/5. Time for adequate cleaning built in between uses by different groups.		SLT	Feb-21
	4.3	Ongoing Review how pupils and staff are interacting, numbers on site, how equipment is being used and cease or re-instate activities / equipment as necessary.	Daily monitoring of provision, following of protocols. RA amended where necessary, documentation updated and all stakeholders informed of changes/amendments.		SLT	Ongoing
5.Information to pupils, staff, parents / carers, visitors and contractors.	5.1	Clear communication with parents / carers is essential from the school and the LA so they understand what schools can offer safely to their children.	Full detailed communication will be shared with all stakeholders prior to opening. Regular MyEd and website communication will be routinely used to inform stakeholders of relevant updates.		SLT	Ongoing
	5.2	All persons likely to come onto the school grounds must be informed they must not attend if they are displaying any symptoms of Coronavirus, or if they are self isolating following Government Guidance for households with family members displaying symptoms.	Guidelines included in communication with parents. Appropriate signage in place at entry points and around the school.		SLT	Feb-21
	5.3	This may be by newsletters, letters, emails, signs etc...	These systems are in place and will continue to be used.		SLT	Feb-21

	5.4	Update behaviour and staff policies to reflect the new rules and routines necessary to reduce risk in your setting and agree how to communicate this to staff, pupils and parents. The behaviour policy should include steps to be taken if pupils fail to follow the new rules and routines or deliberately put themselves or others at risk e.g. deliberately coughing or spitting on another person. Both staff and pupil policies may include the steps that could be taken if government guidance on social distancing and self isolating outside of the school is not being followed and this places other persons in the school at increased risk.	All relevant policies were updated in September 2020 and these updates remain in place.		COVID -19 appendix to the Care and Control policy completed and circulated to all staff.	SLT	Feb-21
6.Clinically extremely vulnerable and vulnerable staff and pupils	6.1	Clinically Extremely Vulnerable persons. (Category 1), Clinically Vulnerable persons (Category 2), BAME, males over 60 and pregnant staff.				SLT	Feb-21
	6.1.1	Shielding advice for all adults and children remains in place until 31 March 2021 at the earliest. Staff and students affected should work from home until further advice is received	Relevant public health information included in communication with parents and staff. Government guidance will be followed. Individual risk assessments will be conducted where appropriate.			SLT	Feb-21
	6.1.2	Some pupils or staff who are no longer required to shield, but are still generally under the care of a specialist health professional may need to discuss their care with their health professional before returning to school (usually at their next planned clinical appointment).	Any specific needs identified will be assessed when information is received. Individual risk assessments will be conducted where appropriate.	Parents of students who are clinically vulnerable to be contacted to discuss return to school.		SLT	Feb-21
	6.1.3	Schools should be as flexible as possible in how members of staff previously in these categories are deployed to enable them to work remotely where possible (for staff previously in category 1), in roles in settings where it is more possible to maintain social distancing or with the use of additional PPE (for staff previously in categories 1,2 and 3).	Government guidance will be followed. Individual risk assessments will be conducted where appropriate.			SLT	Feb-21
7.Persons who are already displaying Coronavirus symptoms	7.1	All persons who are displaying symptoms must not come into school and should follow Government guidance on self isolating including test and trace.	Relevant public health information included in communication with parents and staff. Government guidance will be followed.			SLT	Feb-21
	7.2	Persons whose family members are displaying symptoms of Coronavirus must follow Government guidance regarding self isolating including test and trace. .	Relevant public health information included in communication with parents and staff. Government guidance will be followed.			SLT	Feb-21
8.Persons developing Coronavirus symptoms who have been on site previously or persons who develop symptoms whilst on site	8.1	All persons who develop Coronavirus symptoms (however mild) in between attendance times or whilst on site, should follow government guidance on self-isolating and including test and trace. Staff or pupils on site when they develop symptoms should be sent home as soon as possible. All staff and pupils who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus as per latest Government guidelines.	Relevant public health information included in communication with parents and staff. Government guidance will be followed.			SLT	Feb-21
	8.2	Whilst awaiting pick up persons should be isolated in a separate area with a closed door (and preferably an open window). Pupils will need to be supervised whilst this takes place. Consider if you can set aside a separate room to be available for potential isolation of staff and pupils. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.	Medical room adjacent to the student office allocated as isolation room. Affected staff/students can exit via the student exit adjacent to the office and room and exit routes (door handles etc.) will be immediately deep cleaned following departure.			SLT	Feb-21
	8.3	An IIR face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a IIR face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.	Appropriate PPE will be available should it be required.			SLT	Feb-21
	8.4	Where the initial child, young person or staff member with symptoms tests negative , they can return to their setting and the fellow household members can end their self-isolation. Where a contact traced child, young person, or staff member tests negative following the development of symptoms they will need to continue self-isolating until 10 days after symptoms have started. Fellow household members can end their self-isolation.	Government guidance will be followed.			SLT	Feb-21
	8.5	Where the child, young person or staff member tests positive , contact PHE for advice around which bubble(s) should be collapsed and staff and pupils sent home and advised to self-isolate for 10 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.	Government guidance will be followed.			SLT	Feb-21
	8.6	If settings have 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required. In some cases,	Government guidance will be followed.			SLT	Feb-21
	8.7	If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves or the pupil or staff member subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.	Staff informed of all necessary actions following notification of possible contact.			SLT	Feb-21
	8.8	Clean core areas those staff or pupils have been in with standard cleaners / disinfectants.	All areas in use on any day are cleaned at the end of the day, every day.			SLT	Feb-21
	8.9	A separate sanitary facility should be provided for individuals who display symptoms. These should be cleaned and disinfected using standard cleaning products before being used by anyone else as should any areas they are isolated in.	Identified toilet facility to be maintained for this purpose. Toilet adjacent to isolation room is identified facility.			SLT	Feb-21
	8.10	Consider if possible the provision of an additional sterile classroom/space which could be used to move a group to where a member of that group has displayed symptoms. This may enable cleaning and disinfection of the potentially contaminated area.	Vacant classroom information will be available for use in the event of contamination of base teaching space.			SLT	Feb-21

9. Controlling access into the school for staff, pupils and members of the public.	9.1	Travel patterns differ greatly between settings. If those patterns allow, settings should consider staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave. Staggered start and finish times should not reduce the amount of overall teaching time.	Staggered start and finish times are not possible for this setting. Student Year Group bubbles will use separate entrances and exits to reduce the possibility of students mixing between bubbles while on school premises.			SLT	Feb-21
	9.2	Open as many access points into the school grounds during drop off and pick up as possible to assist with social distancing and enabling ease of access for larger numbers of pupils.	Student Year Group bubbles will use separate entrances and exits to reduce the possibility of students mixing between bubbles while on school premises.		RP students will enter school through the RP door as usual, will be met by their staffing for that day and taken to the relevant year group entrance. Twilight students will sign in and out at the RP entrance	SLT	Feb-21
	9.3	Where possible have separate access and exit points into the building for different groups of pupils and staff as close as possible to their designated classroom / work areas. Rooms / work areas should be accessed directly from outside where possible.	Student Year Group bubbles will use separate entrances and exits to reduce the possibility of students mixing between bubbles while on school premises.			SLT	Feb-21
	9.4	Where possible, at drop off and pick up times to avoid the contamination of door handles doors should be kept open or only opened / closed by the member of staff responsible for that area and regularly cleaned / sanitised. Safeguarding and health and safety must be assessed to see if this is appropriate, especially for younger children and pupils with SEND needs and fire procedures will need to be altered to ensure those doors are closed should the fire alarm sound.	Hand sanitisers will be available at each entrance/exit point. Doors will be propped open during times of heavy student traffic to reduce hand to door contact. All door handles will be regularly cleaned throughout the school day.			SLT	Feb-21
	9.5	Parents and carers should be advised not to congregate in playgrounds / outside school and to observe social distancing. If possible areas outside drop off / pick up points could be marked with social distance markers to help.	Information will be communicated to parents prior to school opening.			SLT	Feb-21
	9.6	Parents and carers should be advised that where possible only one adult at a time should accompany their child to / from school.	Information will be communicated to parents prior to school opening.			SLT	Feb-21
	9.7	Parents and carers should be informed they should only come into the school building via the office reception area and by prior arrangement where possible.	Information will be communicated to parents prior to school opening.			SLT	Feb-21
	9.8	Staff should access and exit through the closest entrance to the area they will be based in.	Information communicated to staff prior to school opening.			SLT	Feb-21
	9.9	Inform suppliers, contractors, visitors as far as possible of the times the school is open and the procedures for accessing the site if these have changed.	All visitors will be provided with necessary information prior to attending the school site.			SLT	Feb-21
	9.10	Ensure that staff working in the reception area / office are protected from face to face contact e.g. via the use of screens. Staff in open reception areas may require face coverings or face shields if screens cannot be provided.	Screen provided for main reception desk and student office window.			SLT	Sep-20
10. Handwashing and hand sanitisers (N.B Regular and thorough hand cleaning is going to be needed for the foreseeable future.)	10.1	Have hand wash stations or hand sanitisers at entrance points to the building and get staff, visitors and pupils to use them on entry.	Hand sanitisers will be available at all entry/exit points. Students will be supervised on entry and exit to building and regular hand sanitising will be encouraged			Site Team	Ongoing
	10.2	Pupils and staff should wash their hands with soap and running water for at least 20 seconds on entering their allocated area and at regular intervals throughout the day, particularly after going to the toilet, touching faces, coughing or sneezing, learning outside and before and after eating. Hand sanitiser could be utilised where handwashing is not practicable or possible. Staff working with children and young people who spit uncontrollably may want more opportunities to wash their hands than other staff, or, children and young people who use saliva as a sensory stimulant or who struggle with 'catch it, bin it, kill it' may need more opportunities to wash their hands than children and young people who do not.	Hand sanitisers will be available at each entrance/exit point. Hand sanitiser will be available in each classroom. Students encouraged to sanitise hands on entry to classroom. Toilets will be fully stocked with soap, paper towels. Regular toilet checks will be undertaken during school day.	Visual supports will be provided for students that have been identified as requiring them.		SLT	Ongoing
	10.3	If sinks are not available close to or in classrooms / work areas then hand sanitiser must be provided.	Hand sanitiser will be available in all classrooms.			SLT	Ongoing
	10.4	All persons should wash their hands or use hand sanitiser before leaving the premises or changing work areas.	Advice issued to all students/staff when detailed plans are shared.			SLT	Feb-21
	10.5	Tissues should be available in all group areas and should be single use only and binned after use.	Tissues available in all classrooms and group areas.			SLT	Ongoing
	10.6	Any waste products used by staff or pupils that start to show symptoms whilst in school should be double bagged and kept (securely) for 72 hours before being disposed of via the usual waste route. NB the virus cannot survive on a surface for more than 72 hours according to current guidance.	Lidded bins in each room with bin liner. Larger bins with enclosed tops with bin liner on corridors. Liners collected at least daily and double bagged, taken to quarantine room to wait 72 hours before disposal.			SLT	Ongoing
	10.7	In addition staff are to wash hands or use hand sanitiser on entry to staff rooms, before and after preparing food and drinks, and before leaving.	Advice issued to all staff when detailed plans are shared.			SLT	Feb-21
	10.8	Identify if supervision of hand sanitiser use is necessary given the risks around ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative.	N/A due to mainstream secondary setting.			N/A	N/A
	10.9	Sanitising products should be non alcohol based in areas where there may be sparks or naked flames e.g. science labs, kitchens and some D&T rooms.	Appropriate sanitising products will be provided for areas stated.			SLT	Ongoing
	11.1	General Cleaning					
	11.1.1	Cleaning should be carried out using standard cleaning chemicals/disinfectant and / or anti-viral wipes and sprays. Guidance is available in https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings	Guidance will be followed.			OST	Ongoing
	11.1.2	Have a dedicated provision of cleaning products in each classroom / work area in use containing hand sanitisers, anti-viral sprays, cloth, tissues, plastic gloves e.g. in a container like a storage box, workbox etc. so it is easy to pick up and move around the space as required. These should be stored out of reach of pupils. Depending on the layout of spaces and in order to aid social distancing more than 1 bin may be needed in each room i.e. 1 by staff locations and 1 where pupils are located.	Stated kit will be available for each room.			TGA, OST, CDE	Ongoing

11.Cleaning	11.1.3	Frequent cleaning should take place for regularly touched surfaces e.g. door handles, tables, chairs, toilets, wash basins etc. and rooms or shared areas that are used by different groups. Where pupils are able to (based on their ability) it is acceptable for pupils to assist with wiping down dining tables, desks, chairs, equipment etc. at the beginning and / or end of a session (which may be a lesson if they are moving rooms), or at regular points throughout the day (if they are not moving spaces / rooms). Cleaning is especially important if other groups will be using the areas / equipment in the next 3 days. They should be supervised to ensure it is done properly and safely. If pupils or staff have allergies to the products they should not use them or they could use non latex gloves (for contact allergies).	Housekeeper rotas and duties to be reviewed regularly.			TGA, OST	Ongoing
	11.1.4	Clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal.	Guidance will be followed.			SLT	Ongoing
	11.1.5	Shared materials and surfaces should be cleaned and disinfected more frequently. Shared sand and water play trays and soft dough should be avoided (unless changed regularly throughout the day) and could be replaced by single user alternatives.	Guidance will be followed.	Shared resources will be cleaned after each use.		SLT	Ongoing
	11.1.6	Staff undertaking wider cleaning should wear disposable gloves and aprons and change these after cleaning each separate area.	Guidance will be followed.			OST	Ongoing
	11.2	Rooms used for isolating persons displaying symptoms					
	11.2.1	Rooms used for isolating pupils or staff who display symptoms of Coronavirus could be left for 72 hours if possible and then normal cleaning resumed or a deep clean of that room should be undertaken.	Guidance will be followed.			OST	Ongoing
	11.3	Clothing					
	11.3.1	There is no need for anything other than normal personal hygiene and washing of clothes following a day in school.	Guidance will be followed.			SLT	Feb-21
	11.4	Hygiene Suites / Intimate Care Facilities					
	11.4.1	Hygiene suites and intimate care facilities should be cleaned between pupils including slings and hoists, control panels. See Section 17 for PPE guidance.	N/A no students with needs necessitating these			N/A	N/A
	11.5	Cleaning providers					
	11.5.1	Additional / alterations to cleaning may be available for example:-	N/A All staff are in-house			N/A	N/A
		Changes to contracted cleaning if areas to clean have been reduced then the cleaning team may be able to utilise the extra contracted time to do:-	N/A All staff are in-house			N/A	N/A
		Enhanced cleans of areas, which may include other items not on contract or a more thorough clean of touch points.	N/A All staff are in-house			N/A	N/A
		Cleaning of hard surface toys such as plastics, wood, sports equipment etc.	N/A All staff are in-house			N/A	N/A
Additional hours throughout the day i.e. midday cleans if school attendance is to be split between morning and afternoon.		N/A All staff are in-house			N/A	N/A	
12.1	Corridors and Circulation Spaces						
12.1.1	Corridors could be marked out with social distancing indicators as a visual aid for staff and pupils if it is appropriate / useful.	Signage will be displayed around the school.			SLT	Feb-21	
12.1.2	A system for movement around school, into / out of classrooms, use of toilets should be devised to avoid paths crossing where possible e.g. use of one way systems, 2m queues, controlled access / exit. Staggering break times, lunchtimes and lesson change over will help minimise corridor occupancy.	Students will remain in Year Group bubbles for the vast majority of teaching time so no movement will be necessary. Separate entrance and exits for each bubble will minimise possibility of mixing between bubbles. Students will be zoned when outside during break/lunchtimes. Lunchtimes will be staggered to minimise the possibility of mixing between bubbles.			SLT	Feb-21	
12.2	Bubble sizes and Classrooms / Learning Areas						
12.2.1	Settings should assess their circumstances and look to implement 'bubbles' of an appropriate size, to achieve the greatest reduction in contact and mixing, without unduly limiting the quality or breadth of teaching, or access for support and specialist staff and therapists. This may be by class group, year group or phase depending on the age of the pupils, the school layout, the nature of the curriculum and the logistics of breaks, lunchtimes and movement throughout the school. In secondary schools, particularly at KS 4 and KS 5, this is likely to need to be the size of a year group to enable schools to deliver the full range of curriculum subjects and students to receive specialist teaching. If this can be achieved with small groups, they are recommended. At primary school, and in KS 3 schools may be able to implement smaller groups the size of a full class.	Year Group size bubbles will be used. Where possible students will be confined to their form groups within the year group bubble for teaching. This will not be possible for KS4/5 students studying exam courses who will need to access specialist teachers/equipment. These students will still remain in the Year Group bubble but may mix more widely with other students within it than those in KS3.		RP students will remain in year group bubbles for the majority of time. Where provision is required to meet the needs in the EHCP this will be provided in separate KS3 and KS4 bubbles in dedicated rooms within the RP. The provision of a quiet space for breaks and lunchtimes will be in KS3 and KS4 bubbles.	SLT	Feb-21	
12.2.2	Whatever the size of the group, they should be kept apart from other groups where possible and children and young people that are able should be encouraged to keep their distance within groups. Settings with the capability to do it should take steps to limit interaction, sharing of rooms and social spaces between groups as much as possible. It is recognised that younger children and those with complex needs will not be able to maintain social distancing and it is acceptable for them not to distance within their group. For children old enough, they should also be supported to maintain distance and not touch staff and their peers where possible.	Year Group bubbles will be zoned. Students will remain within their zone for as much of their teaching as possible. This will not be possible for KS4/5 students studying exam courses who will need to access specialist teachers/equipment. These students will still remain in the Year Group bubble but may mix more widely with other students within it than those in KS3.			SLT	Feb-21	
12.2.3	Classrooms desks (if in use) should be laid out to enable staff and pupils to move around the room safely and be facing forward or side by side where possible. Furniture / equipment surplus to requirements could be removed to assist social distancing, movement round the class, and reduce potential touch points.	Furniture will be arranged as per the guidance.			SLT	Feb-21	
12.2.4	Consider the rotation of resources to limit what needs to be cleaned on a daily basis and to allow access to a range of activities.	Use of resources will be managed to allow adequate cleaning between uses by different groups.			SLT	Ongoing	

12. Bubbles/Social Distancing	12.2.5	For older year groups consider locating staff members at designated points where possible.	Year Group bubbles will be zoned. Students will remain within their zone for as much of their teaching as possible. This will not be possible for KS4/5 students studying exam courses who will need to access specialist teachers/equipment. These students will still remain in the Year Group bubble but may mix more widely with other students within it then those in KS3. Staff will be allocated a set timetable which will limit the number of teaching groups they come into contact with as far as is possible. An exception to this will be when staff are required to cover for absent colleagues at short notice.			SLT	Feb-21
	12.2.6	If other members of staff need to move around different 'bubbles' they should ensure they maintain 2m social distancing wherever possible. Administration of emergency first aid is an exception to this. For classroom support, lesson observations, informative, supervisory or supportive reasons other staff may need to enter work areas. If they do they should maintain social distancing or use other mitigations such as PPE, Perspex screens and observe good hand hygiene.	Guidance will be followed.			SLT	Feb-21
	12.2.7	Staff and pupils should stay in the same specified groups throughout their attendance time and each subsequent time wherever possible and sit at the same desks on consecutive days (if applicable and possible.) It is recognised this may not be possible in secondary schools due to the subject and streamed nature of teaching.	Year Group bubbles will be zoned. Students will remain within their zone for as much of their teaching as possible. This will not be possible for KS4/5 students studying exam courses who will need to access specialist teachers/equipment. These students will still remain in the Year Group bubble but may mix more widely with other students within it then those in KS3. Staff will be allocated a set timetable which will limit the number of teaching groups they come into contact with as far as is possible. An exception to this will be when staff are required to cover for absent colleagues at short notice. Seating plans will remain consistent where possible.		Seating plans and use of areas within the RP will remain consistent, where possible. Where this is not possible furniture will be cleaned between use.	SLT	Feb-21
	12.2.8	As far as possible, ensure that consistent staff are assigned to each 'bubble' and that movement between bubbles is limited. It is recognised that there will be a need in some settings for staff to move between bubbles e.g. for subject specific teaching, targeted work etc... Staff should ensure social distancing is observed as far as possible with pupils. In secondary settings this may mean a designated teaching space at the front of the class.	Year Group bubbles will be zoned. Students will remain within their zone for as much of their teaching as possible. This will not be possible for KS4/5 students studying exam courses who will need to access specialist teachers/equipment. These students will still remain in the Year Group bubble but may mix more widely with other students within it then those in KS3. Staff will be allocated a set timetable which will limit the number of teaching groups they come into contact with as far as is possible. An exception to this will be when staff are required to cover for absent colleagues at short notice. Seating plans will remain consistent where possible. Designated staff area will be marked out at the front of the classroom where possible.		RP staff will remain with a year group bubble for the duration of a day, where possible. An exception to this may be where students are experiencing a crisis or where a students needs mean that they need to be supported within the RP bubble for a period of time.	SLT	Feb-21
	12.2.9	Ensure that wherever possible pupils use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day. It is recognised this may not be possible in secondary schools due to the subject and streamed nature of teaching.	Seating plans will remain consistent where possible. All rooms will be thoroughly cleaned at the end of each day.			SLT	Ongoing
	12.2.10	All bubbles of pupils and the staff working with those bubbles should be kept separate in different areas with sinks available wherever possible. It is recognised that some staff e.g. staff in secondary settings and support staff, will need to move around different areas and bubbles in the school. Social distancing between bubbles and staff, including when moving around school, should be maintained as far as possible.	Advice will be shared with staff prior to school opening.			SLT	Feb-21
	12.2.11	Where possible consider carrying out any necessary closer supervision side on rather than face on. Perspex screens or face shields could be used.	Advice will be shared with staff prior to school opening.			SLT	Feb-21
	12.2.12	Adults must keep a social distance of 2m away from other adults wherever possible including in class, during supervision, at break times and moving around school.	Advice will be shared with staff prior to school opening.			SLT	Feb-21
	12.3	Outdoor Areas					
	12.3.1	Pupils should remain in their 'bubbles' when outside and socially distance where possible. Zoning outside areas for different bubbles may assist with this. Staff supervising should maintain social distancing as far as possible.	Year Group bubbles will be zoned in outside areas.			SLT	Ongoing
	12.4	Breaks and Lunchtimes					
	12.4.1	Breaks and lunchtimes could be staggered to allow safer movement around the school, safer use of the play areas and dining halls and cleaning between 'bubbles'.	Students will be zoned outside at breaktime and lunchtime. In the case of wet break/lunch students will remain in their indoor zones. Lunchtimes will be staggered to support adequate cleaning between different bubbles using the dining area.			SLT	Ongoing

12.4.2	If it not possible to achieve social distancing and clean tables and seating between groups of pupils and staff in the dining hall then lunch should be served in the areas the groups are based in and not all together in dining halls. Staggering lunch and accessing the dining area on a rota may help. 'Bubbles' should not mix in the dining hall or outside although more than one bubble can use an area if the bubbles can be kept 2m apart. Also see 24.3 below.	Lunchtimes will be staggered to support adequate cleaning between different bubbles using the dining area.			SLT	Ongoing
12.5	Toilets					
12.5.1	Different groups do not need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet. The use of hand sanitiser stations outside / inside toilets may assist with this as pupil volumes increase. Where possible use of toilets should be as close to their learning base or on a rota with social distancing observed if groups have share / mix e.g. staff toilets, shared toilets off corridors / between classrooms.	Students will be given allocated toilets which will be as close to their zones as possible. Students will be permitted within reason to leave lessons to use the toilet to reduce traffic at break/lunchtimes. Toilets will be supervised at break and lunchtime to ensure students are not congregating and that hand washing/sanitising is being undertaken correctly.			SLT	Feb-21
12.5.2	Limit the number of children or young people who use the toilet facilities at one time.	Students will be given allocated toilets which will be as close to their zones as possible. Students will be permitted within reason to leave lessons to use the toilet to reduce traffic at break/lunchtimes. Toilets will be supervised at break and lunchtime to ensure students are not congregating and that hand washing/sanitising is being undertaken correctly.			SLT	Feb-21
12.5.3	Wash hands before and after using the toilet (or use hand sanitisers if hand washing is difficult to achieve).	Students will be given allocated toilets which will be as close to their zones as possible. Students will be permitted within reason to leave lessons to use the toilet to reduce traffic at break/lunchtimes. Toilets will be supervised at break and lunchtime to ensure students are not congregating and that hand washing/sanitising is being undertaken correctly.			SLT	Feb-21
12.5.4	Where possible staff should use the staff toilets as close to their work areas as possible and follow social distancing guidelines when moving to / from them.	Advice shared with staff prior to opening.			SLT	Feb-21
12.6	Assemblies / Collective Worship					
12.6.1	Bubbles should be kept apart so large gatherings such as assemblies or collective worship with more than one 'bubble' or with large 'bubbles' should be avoided. Assemblies could be virtual via video recordings or live streaming into classrooms.	Assemblies/collective worship events will be confined to one Year Group bubble at a time and should not take place more than once weekly per bubble. Staff attendance will be voluntary.			SLT	Feb-21
12.6.2	If collective worship is required this should be carried out following the guidelines on social distancing, spacing, occupancy and keeping staff and pupils in their discrete groups. It may be possible to carry this out in the areas each group is based.	Assemblies/collective worship events will be confined to one Year Group bubble at a time and should not take place more than once weekly per bubble. Staff attendance will be voluntary.			SLT	Feb-21
12.7	Staff areas					
12.7.1	Staff rooms and offices should be re-arranged to have 2m gaps between seating and work stations and / or stagger breaks / lunchtime or use a rota for common resources and areas to limit staff numbers using the area at any one time. Staff should observe social distancing in these areas.	The main staff room will remain out of use. J7 will be allocated as an area for staff to obtain refreshments, wash hands etc.. Smaller staff rooms around the school will be opened. Appropriate signage will be displayed to remind staff re social distancing limits.			SLT	Feb-21
12.7.2	Consider creating additional staff break areas to limit use and aid with social distancing.	The main staff room will remain out of use. J7 will be allocated as an area for staff to obtain refreshments, wash hands etc.. Smaller staff rooms around the school will be opened. Appropriate signage will be displayed to remind staff re social distancing limits.			SLT	Feb-21
12.7.3	For shared touch points e.g. door handles, drawer handles, microwaves, kettle handles, hot water handles, photocopiers, keyboards etc. follow the "If You Use It – Wipe It" principle.	Regular cleaning will take place and anti viral spray, cloths and gloves will be available for staff to use.			SLT	Ongoing
12.7.4	Consider stopping the use of shared resources such as fridges, milk, tea, coffee etc. to minimise touch points and advise staff to bring their own provisions in (in a cool bag if food needs to be kept cold).	Advice shared with staff prior to opening.			SLT	Feb-21
12.8	Communication					
12.8.1	It is recommended that staff share mobile phone numbers and communicate via these between groups where possible or that school phones or walkie talkies are used to minimise movement between groups. If staff need to communicate outside their groups they should observe social distancing.	Usual methods of communication will remain in place i.e. use of walkie talkies at break/lunchtime. Where necessary staff will be permitted to use mobile phones to communicate with each other at break lunchtimes. During lesson times communication with other staff if needed will be via e-mail or using the 441 on call number depending on the nature and urgency of the issue.			SLT	Ongoing

	12.8.2	In these exceptional circumstances it is recognised that staff that are still working may need to have their personal mobile phones with them whilst at work for emergency access. In such situations, staff should still follow the practice principles outlined in the guidance for safer working and the school's acceptable use policy regarding the use of their own phones.	Usual methods of communication will remain in place i.e. use of walkie talkies at break/lunchtime. Where necessary staff will be permitted to use mobile phones to communicate with each other at break lunchtimes. During lesson times communication with other staff if needed will be via e-mail or using the 441 on call number depending on the nature and urgency of the issue.		SLT	Ongoing
13.First Aid	13.1	Ensure adequate first aid provision for the numbers of staff and pupils on site, this is likely to include staff with Full FAW qualifications and paediatric first aiders for early years settings.	Trained first aiders will be available at all times.		SLT	Ongoing
	13.2	Paediatric first aiders must be available at all times that children up to the age of 5 are on site or on educational visits.	N/A due to mainstream secondary setting.		N/A	N/A
14.Biometrics, Lifts, electronic signing in / out systems and control panels / buttons. Shared IT.	14.1	If it is not possible to clean surfaces between each user then the use of biometrics should be replaced with an alternative non contact system where possible e.g. entry points, registration, food and drink purchasing.	N/A no biometric systems in place.		N/A	N/A
	14.2	Sanitisers could be used before touching biometrics if they cannot be cleaned between users.	N/A no biometric systems in place.		N/A	N/A
	14.3	The use of Lifts and control panels should be limited to essential users only and should be cleaned between users e.g. using hand sanitisers or anti-viral wipes.	Guidance will be followed.		SLT	Ongoing
	14.4	Multi user Electronic signing in / out systems should not be used at this current time unless they can be cleaned between users either by the use of hand sanitisers.	N/A no system in place		N/A	N/A
	14.5	IT equipment should be cleaned between users if it cannot be kept for the sole use of an individual.	Cleaning kit will be available to use in each classroom for staff computer. ICT rooms will be fully cleaned after use by each group of students.		SLT	Ongoing
15.General controls	15.1	Ventilation				
	15.1.1	Where possible, to aid ventilation and avoid the contamination of door handles that need to be opened / closed regularly, doors should be kept open or only opened / closed by the member of staff responsible for that area and regularly cleaned / sanitised. Safeguarding and health and safety must be assessed to see if this is appropriate, especially for younger children and pupils with SEN needs and fire procedures will need to be altered to ensure those doors are closed should the fire alarm sound.	Doors will be propped open during times of heavy student traffic. Door handles and other touch points will be regularly cleaned throughout the day.		Site Team	Ongoing
	15.1.2	Where possible open windows to classrooms, offices, staff rooms etc.	All windows to be opened at the beginning of the day and remain open throughout.		Site Team	Ongoing
	15.1.3	You can continue using most types of air conditioning system as normal. If you use a centralised ventilation system that removes and circulates air to different rooms it is recommended that you turn off recirculation and use a fresh air supply. Air conditioning systems that mix some of the extracted air with fresh air and return it to the rooms, individual room systems or portable units do not need adjusting. Ventilation to chemical stores should remain operational.	Guidance will be followed.		SLT	Ongoing
	15.2	Learning Outside				
	15.2.1	Learning outside is encouraged wherever possible, following social distancing and hygiene guidelines.	Guidance will be followed.		SLT	Feb-21
	15.3	Medical Needs				
	15.3.1	Staff should be made aware of any medical conditions / needs of the CYP they are caring for e.g. allergies, asthma etc. and devices such as epi pens and inhalers should be available wherever the CYP is. Ensure staff are trained in their use.	All information available on SIMS/Inclusion list. Necessary devices will be easily accessible if needed.		SLT	Feb-21
	15.3.2	Food allergies / intolerances information should be shared with catering staff for staff and children they may not already be aware of.	Individual student information available to all staff via SIMS/Inclusion list. Specific information relating to food allergies shared with catering team.		SLT	Feb-21
	15.4	Water fountains				
15.4.1	Water fountains in shared pupil areas should be taken out of use.	Fountains in Dining Room to be temporarily de-commissioned		Site Team	Feb-21	
15.4.2	Water bottles can be filled up from the taps in classrooms by a member of staff so long as the water is potable (drinking) water. Sanitisation of hands and bottle before and after is required.	N/A as no taps in classrooms. Students will be encouraged to bring drinking water from home.		N/A	N/A	
16.Educational Visits	16.1	Government guidance is currently that over night domestic and international educational visits are ceased for the time being. Settings can resume non-overnight domestic educational visits.	Guidance will be followed.		SLT	Feb-21
	16.2	This should be done in line with protective measures, such as keeping children within their consistent group, and the coronavirus (COVID-19) secure measures in place at the destination. Relevant risk assessments have been altered to reflect this.	Guidance will be followed.		SLT	Feb-21
	16.3	Settings are also allowed to now make use of outdoor spaces in the local area to support delivery of the curriculum. As part of the visit risk assessment, settings will need to consider what Covid 19 control measures need to be used, familiarise themselves with the Covid 19 measures at any sites they are visiting and ensure they are aware of wider advice on visiting indoor and outdoor venues.	Guidance will be followed.		SLT	Feb-21
17.PPE for staff and pupils	17.1	The current government guidance recommends the use of face coverings for adults only in corridors and communal spaces.	Guidance will be followed. Staff who wish to wear face coverings in classrooms may do so. Students who choose to continue wearing face coverings may do so.		SLT	May-21
	17.2	In the event of new local restrictions being imposed, schools will need to communicate quickly and clearly to staff, parents, pupils that the new arrangements require the use of face coverings in certain circumstances.	All stakeholder will be kept fully up to date with changes as they happen.		SLT	Feb-21

	17.3	Schools should have a process for removing face coverings when those who use face coverings arrive at school, and when face coverings are worn at school. This process should be communicated clearly to pupils and staff. Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully. Pupils must be instructed not to touch the front of their face covering during use or when removing it and they must dispose of temporary face coverings in a 'black bag' waste bin (not recycling bin) or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.	Guidance will be followed. Requirements communicated to parents, students and staff prior to school opening.			SLT	Feb-21
	17.4	Some individuals are exempt from wearing face coverings. This applies to those who: cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability, speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate. The same exemptions will apply in education settings, and we would expect teachers and other staff to be sensitive to those needs.	Guidance will be followed			SLT	May-21
	17.5	FFP2 / 3 masks are not necessary in a school setting.	Guidance will be followed.			SLT	Feb-21
	17.6	Activities such as close intimate care e.g. nappy changing, invasive medical procedures, assisting with feeding necessitate closer contact with pupils. Staff carrying out these activities should wear disposable gloves and aprons and may need IIR masks and eye protection. This would need to be assessed on a case by case basis.	N/A due to mainstream secondary setting.			N/A	N/A
	17.7	If PPE is identified as necessary for certain activities or staff through a risk assessment then this should be provided by the school.	Guidance will be followed.			SLT	Feb-21
	17.8	Reusable eye protection / face coverings should be thoroughly cleaned between each individual person being assisted.	Guidance will be followed.			SLT	Feb-21
	17.9	Advise staff who may get bodily fluids, including spit, on their clothes from pupils to bring a change of clothes to work.	N/A due to mainstream secondary setting.			N/A	N/A
18. Staff Wellbeing	18.1	Consult with and involve staff in the setting up of individual school plans and systems as far as possible and discuss / share this risk assessment. As staff may feel anxious about returning to school and the larger number of pupils on site arrange staff and 1:1 meetings where necessary to discuss concerns.	Plans will be shared with staff prior to opening. Staff informed that they are entitled to an individual risk assessment and how to obtain one.			SLT	Feb-21
	18.2	Consider if employee risk assessments need to be amended or new ones carried out for staff experiencing physical or mental health issues.	Individual risk assessments will be reviewed and amended if necessary.			SLT	Feb-21
	18.3	It is recommended that regular staff meetings (via skype etc. or following social distancing rules) are undertaken with staff on site and that regular telephone, skype etc. communication is held with staff who are not present to maintain contact and assist wellbeing.	Regular contact maintained with all members of staff.			SLT	Feb-21
	18.5	Identify Mental Health First Aiders.	Appropriate personnel identified and available for support of students/staff.			SLT	Ongoing
	18.6	Inform staff about support.	All staff to be provided with contact details for mental health support agencies.			SLT	Ongoing
19. Contractors visiting site	19.1	Minimise visits to wherever possible to essential visits only e.g. to carry out statutory testing, repair work or building works.	Guidance will be followed.			TGA	Ongoing
	19.2	Contractors should provide their risk assessments and discuss additional needs with the school prior to visiting.	Guidance will be followed.			TGA	Ongoing
	19.3	Contractors should adhere to social distancing guidelines.	Guidance will be followed.			TGA	Ongoing
	19.4	Contractors to carry out regular handwashing or hand sanitising, especially on arrival at the school and throughout their time on site.	Guidance will be followed.			TGA	Ongoing
	19.5	If contractors need supervising this should be done following social distancing guidelines.	Guidance will be followed.			TGA	Ongoing
	19.6	Contractors to follow Government guidelines on self isolating if they or their family members display any symptoms.	Guidance will be followed.			TGA	Ongoing
	19.7	If contractors display any symptoms whilst on site they should be asked to leave immediately and any areas / equipment they have been working in / on isolated for 72 hours or thoroughly cleaned prior to admitting other persons / being used.	Guidance will be followed.			TGA	Ongoing
	19.8	If contractors are on site for long periods of time a separate toilet facility could be identified for their sole use and cleaned after their work has ceased and before being used by the school again. If this can't be established then inform contractors of the "If You Use It – Wipe It" principle.	Contractors have been provided with a "Bubble area" for their own use.			TGA	Ongoing
	19.9	School should still follow procedures for controlling access / security whilst contractors are on site. Where visits can happen outside of school or college hours, they should. A record should be kept of all visitors for at least 14 days.	Guidance will be followed.			SLT	Ongoing
20. Lettings / Meetings / Visitors	20.1	Lettings, visitors and on site meetings can take place if they cannot be done remotely. Professional visitors and lettings should provide you with their own Covid 19 control measures before coming on site. Ensure your own on site guidance on physical distancing, hygiene and control measures are explained to visitors on or before arrival.	Lettings have been suspended since the beginning of lockdown. They will not be resumed (at least) until Government guidance permits the activities to take place (and possibly not then).			TGA	Ongoing
	20.2	Any meetings / lettings should only go ahead if social distancing and hygiene rules can be adhered to. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. Supply teachers, peripatetic teachers or other temporary staff can move between settings. They should ensure they minimise contact and maintain as much distance as possible from other staff.	Guidance will be followed.	External Agencies will be directed to read Risk Assessment before visiting the site.	RA shared with regular visiting therapists.	SLT	Ongoing
	20.3	A separate toilet facility could be identified for the sole use of visitors whilst on site as close as possible to the meeting / letting area and cleaned after their meeting has ceased and before being used by the school again. If this can't be established then inform visitors of the "If You Use It – Wipe It" principle.	Guidance will be followed where possible.			SLT	Ongoing
	20.4	School should still follow procedures for controlling access / security whilst visitors are on site. Where visits can happen outside of school or college hours, they should. A record should be kept of all visitors for at least 14 days.	Guidance will be followed.			SLT	Ongoing
	21.1	Consider if the fire evacuation routes need to be altered to take into account the changed use of the site.	No alterations needed			TGA	Feb-21

21. Fire safety	21.2	Consider if muster points / practices need to be altered so staff and pupils bubbles are not mixed.	There is sufficient space at the assembly point to keep bubbles apart		TGA	Feb-21
	21.3	Consider if you need to re-allocate fire marshal roles.	N/A		N/A	N/A
	21.4	Ensure staff know how to use fire extinguishers, where call points are etc.	Staff to have their keys with them (and therefore have key for fire alarm) if on-site. Staff are not encouraged to fire-light		ALL	Ongoing
	21.5	Practice new procedures as soon as possible after opening.	Date TBC		SMA/TGA	Feb-21
	21.6	Consider if staff and pupil PEEPs need to be amended.		PEEPs to be amended if any changes of needs have been identified through contact home.	PEEP for RP student to be reviewed with staff.	SLT
22. Supervision at Lunchtimes	22.1	Consider how to allocate staff at lunchtime to ensure supervisors stay with a consistent group of pupils and have adequate breaks.	Duty rota will be consistent so staff will be allocated to same groups/zones each week. The only exception to this will be if staff need to cover for absent colleagues at short notice.		SLT	Ongoing
23. Catering	23.1	Inform catering staff of any changes made from this risk assessment e.g. to entry / exit points, fire safety procedures, safeguarding etc..	No changes from last RA		TGA	Feb-21
	23.2	Discuss with catering staff if there needs to be alterations to menu choices and systems to allow for quicker / easier distribution to pupils / flow through collection points. E.g. limiting meal choices (taking into account specific dietary and allergy needs), provision of 'packed lunches' instead of hot meals.	Current system facilitates quick movement through serving area.		SLT	Feb-21
	23.3	Consider whether meals can be served in the hall or need to be delivered to classrooms and discuss this with catering staff. LCC catering can provide hot and cold grab bags which can be served to pupils in their classrooms for schools using their services and this may be possible for other catering teams to do.	Current system facilitates quick movement through serving area. Year Group bubbles allow meals to be served in the dining area.		SLT	Feb-21
	23.4	Where possible catering staff should remain in the kitchen / serving hall and use an entrance / exit as close to the kitchen as possible.	Catering staff have their own access		Catering Team	Ongoing
	23.5	Tables / seating set out by catering staff should be cleaned before pupils and staff use them and in between each group of staff and pupils.	Guidance will be followed		SLT	Ongoing
	23.6	Catering staff should observe the rules of social distancing and hygiene whilst on site. Catering staff may be wearing face masks due to constraints of social distancing and food hygiene.	Guidance will be followed		SLT	Ongoing
24. Staff Training	24.1	School staff should be inducted / become familiar with new working practices before opening the school, this is especially important for staff members who are new or who may not have been in school during the past months. See also 2.1.	Provisional plans developed and shared with staff, parents and Governors by 24/2/21. Further detailed communication to all stakeholders prior to school opening.		SLT	Feb-21
25. Drop off of Essential Items Forgotten by Pupils	25.1	A system should be put in place for the potential drop off of essential items a pupil may have forgotten e.g. medication, packed lunch. For example, a system such as a 'quarantine bin' / area outside of school reception where the items are left before being cleaned / wiped with anti-viral wipes and delivered to the pupils base. Staff doing this should thoroughly wash hands before and after handling the items.	Parents informed of protocols with signage at main reception entrance. Box provided and labelled for this purpose and hygiene routines reinforced for all.		SLT	Ongoing
26. Transport to School by My Bus or School Buses (not public transport buses)	26.1	Where pupils travel to school by School Buses schools should work to ensure that drop / off and pick up procedures have been considered. This is likely to include any new drop off / pick up points, how pupils requiring supervision are escorted to / from the buses, opening times / timetables, likely numbers / names of pupils expected to use the buses.	Usual school routines re arrival of school buses apply. Students boarding school buses at the end of the day will be directed to board and sit within their Year group bubbles.		SLT	Ongoing
	26.2	Consider how to keep access to My Bus / School Bus drop off / pick up areas clear of parent / carer vehicles e.g. cones, signage etc..	Usual school routines apply re pick up/drop off.		SLT	Ongoing
	26.3	Where possible keep pupils travelling by My Bus / School Bus in the same discrete group within their year group once they are in school. It is very unlikely that children could be transported in class group 'bubbles'. If it can be done it will be, but schools should not assume this can be made to happen. Schools will need to work closely with WYCA to maintain a clear understanding of which children should be travelling to & from school on a school bus in order to safeguard children effectively.	Guidance will be followed where possible.		SLT	Ongoing
	26.4	For primary school pupils - where there is a need for parents to board a school bus to buckle their children in the expectation is that this will include any parents boarding a bus for this purpose to wear a face mask. Drivers are not permitted to buckle children in. This should be communicated to parents whose children use these buses.	N/A due to mainstream secondary setting.		N/A	N/A
	26.5	Pupils on dedicated school services do not mix with the general public on those journeys and tend to be consistent. Pupils should wear face coverings on these services and maintain social distancing where possible.	Guidance shared with parents before school opening.		SLT	Feb-21
	26.6	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 setting. It is important to consider: <ul style="list-style-type: none"> • how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within the setting • additional cleaning of vehicles • organised queuing and boarding where possible • on secondary school services, all children will be required to wear a face covering unless exempted for medical or other reasons. 	Guidance will be followed		SLT	Feb-21
26.7	Transport to swimming pools and other centres organised by the Combined Authority will not be provided until after the October half term break so that resources can be used to provide additional school bus services. This arrangement may have to be extended further.	N/A Does not apply to our setting		N/A	N/A	
27. School Sites Shared with other Users e.g. PFI Staff, Children's Centres	27.1	Where applicable, ensure arrangements that impact on other site users e.g. opening times, access / egress routes, changes to fire practices, cleaning regimes, use of shared areas etc. ...are discussed / information provided to users who share the school site.	N/A as no site sharing in place		N/A	N/A

28. Marking / Handling School Work	28.1	Staff can take books and other shared resources home if they can be cleaned. If not, or if work is to be marked, staff can wash hands or sanitise before handling / marking work, at regular intervals throughout and after completing handling / marking. Alternatively resources and marking could be left for at least 48 hours (72 hours for plastic) before and after handling / marking. It is recommended that paper work to be marked is placed in a plastic bag that can be wiped down after collection of work and before handing work back to the pupils. Other suggestions for assessed work include the use of online or electronic assessments or individual worksheets for assessed work so the pupils can retain their exercise books for lessons. Visualisers could be used for immediate feedback. If pupils or staff have been displaying symptoms any work they have handled during that time should be left for at least 48 hours (72 if plastic).	Guidance will be followed. Specific details of marking requirements available in Feedback Policy Covid 19 appendix.		SLT	Ongoing
29. Agency staff and volunteers	29.1	Mixing of volunteers across bubbles should be kept to a minimum, and they should remain 2 metres from pupils and staff where possible.	Guidance will be followed.		SLT	Ongoing
	29.2	Settings can continue to engage supply teachers and other supply staff during this period. To minimise the numbers of temporary staff entering the setting consider using longer assignments with supply teachers. You should also limit the bubbles they teach or limit them to bubbles where they can socially distance as far as possible. This would also apply to other temporary staff working in schools such as peripatetic teachers, sports coaches, and before and after school clubs staff.	Guidance will be followed		SLT	Ongoing
30. Before and after school clubs	30.1	Settings can extend before and after school provision to any breakfast and after-school provision.	These will not be in place initially but the situation will remain under review and provision will be re introduced when it is safe/practical to do so.		SLT	Ongoing
	30.2	Settings should try to keep to the bubbles in use during the school day where possible. Where this is not possible smaller consistent groups could be used in different rooms or groups socially distancing in a larger space e.g. the hall.	Guidance will be followed.		SLT	Ongoing
	30.3	Make parents / carers aware that government guidance is that they limit the number of different wraparound providers they access, as far as possible, and assure themselves that the providers are carefully considering their own protective measures, and only use those providers that can demonstrate this.	Information will be communicated to parents prior to school opening.		SLT	Feb-21
31. Music and Performing Arts	31.1	There may be an additional risk of infection in environments where people are singing, chanting, playing wind or brass instruments or shouting. This applies even if individuals are at a distance. Settings should physically distance, play outside wherever possible, limit group sizes, position pupils back-to-back or side-to-side, avoid sharing instruments, and ensure good ventilation.	Practical Music/Drama lessons will only take place with KS4/5 groups all of which are smaller than 15 students per group. All guidance will be followed re seating arrangements and the sharing of equipment.		SLT	Ongoing
	31.2	Singing, wind and brass playing should not take place in choirs and ensembles, or assemblies.	Guidance will be followed		SLT	Ongoing
32. PE / Sports including dance.	32.1	Pupils should be kept in consistent groups and outdoor sports should be prioritised where possible. Inside large indoor spaces should be used maximising distancing between pupils. Sports equipment that has been touched / handled should be cleaned between groups and pupils and staff should clean their hands before and after activities. Alternately you can rota use so it is not used for 72 hours between groups. Hand sanitiser would be useful to use regularly during sporting activities.	Students will remain in Year Group bubbles for P.E. lessons. The only exception to this will be KS4/5 groups following exam courses who will need access to specific staff/activities. Activities undertaken in Core P.E. lessons will be planned to need no/minimal equipment. Any equipment used will be cleaned as per the guidance.		SLT	Ongoing
	32.2	Contact sports should not take place. A.I.P.E guidance is that many physical activities can be adapted so they are non-contact e.g. tag rugby instead of contact rugby, so that a broad curriculum can still be delivered.	Guidance will be followed.		SLT	Ongoing
	32.3	External facilities can also be used in line with government guidance for the use of, and travel to and from those facilities.	Guidance will be followed.		SLT	Ongoing
	32.4	Settings can work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so. Such providers should provide settings with their own Covid 19 control measures and follow any school based controls.	Guidance will be followed.		SLT	Ongoing
	32.5	To minimise close contact in changing rooms settings may wish to consider allowing pupils to wear PE kits on the days they are doing PE or coming to school / going home in PE kits if lessons are near the beginning or end of the day. Where this is not possible / practicable e.g. cold weather, other activities on the same day that require more of the body to be covered, ensure pupils have cooled down prior to changing to minimise changing whilst still sweating / breathing heavily.	Students will wear P.E. kit to school on the days they are timetabled for P.E. lessons.		SLT	Ongoing
	32.6	Swimming pools are now able to open so swimming will be allowed from 25/07/2020. The Covid 19 requirements laid down by the venues must be followed during visits and lessons. The Swimming Lessons risk assessment will be updated to reflect any controls needed and this will be available on Evolve. When available, the LA guidance for swimming lessons and Covid 19 measures will be published on Evolve.	N/A for our setting		N/A	N/A
33. Science and D&T	33.1	CLEAPSS have extensive guidance on lesson delivery with Covid 19 controls (which is being updated at present) https://www.cleapss.org.uk/				
	34.1	General - Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned meticulously between bubbles, or rotated to allow them to be left unused for a period of 48 hours (72 hours for plastics) between use by different bubbles.	Guidance will be followed.		SLT	Ongoing

34. Shared Resources	34.2	General - Minimise, or remove altogether, soft toys, soft decorations e.g. hanging displays in classrooms and other more difficult to keep clean equipment. Other equipment that is kept for the sole use of a discreet group of staff and pupils can be cleaned at the end of the day, but kept to a minimum. Settings will need to make an assessment of the cleanability of equipment used in the delivery of therapies (for example, physiotherapy equipment, sensory equipment), to determine whether this equipment can withstand cleaning and disinfection between each use (and how easy or practical it would be to do so) before it is put back into general use. Where cleaning or disinfection is not possible or practical, resources will have to be restricted to one user, or be left unused for a period of 48 hours (72 hours for plastics) between use by different individuals. The exception to this would be a piece of equipment such as a weighted blanket that is required for a specific sensory need. The risks generated by removing this support could potentially be greater than the risk of infection. Such equipment should remain solely for the use of one bubble and be washed at the end of every day.	Guidance will be followed		RP students who require sensory equipment for regulation will have their own equipment in a marked container. Equipment will be washed between uses. Students requiring to use the quiet room facilities will enter 1 at a time. Soft furnishings will be cleaned after use or removed once used and quarantined for 72 hours prior to being used again.	SLT	Ongoing
	34.3	Staff Rooms - Consider stopping the use of shared resources such as fridges, milk, tea, coffee etc. to minimise touch points and advise staff to bring their own provisions in (in a cool bag if food needs to be kept cold).	Advice shared with staff prior to opening.			SLT	Feb-21
	34.4	Play equipment - Indoor and outdoor play equipment should be more frequently cleaned. This would also apply to resources used inside and outside by wraparound care providers. If it cannot easily be cleaned after each bubble use throughout the day or kept for one bubble at all times you could consider allocating specific equipment to a specific bubble on a daily rota basis. Strict hand hygiene is essential if equipment is shared and users must wash their hands before and after using outdoor play equipment and maintain social distancing where possible.	N/A - no play equipment of this kind due to mainstream secondary setting			N/A	N/A
	34.5	Classroom resources - 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. 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. Reduce the use of shared resources e.g. stationary, books etc. and allocate individual resources to pupils wherever possible. It is still recommended that children and young people limit the amount of equipment they bring into the setting each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed.	Guidance will be followed			SLT	Ongoing
	34.6	Early Years - Shared sand and water play trays and soft dough should be avoided (unless changed regularly throughout the day) and could be replaced by single user alternatives. Consider the rotation of resources to limit what needs to be cleaned on a daily basis and to allow access to a range of activities.	N/A due to mainstream secondary setting.			N/A	N/A
	34.7	Pupils can take resources e.g. library books, home as long as they are quarantined for 48 hours (72 if plastic) on their return if they cannot be cleaned.	Guidance will be followed.			SLT	Ongoing
35. Record Keeping	35.1	Records should be kept of pupils and staff in each bubble, and any close contact that takes places between pupils and staff in different groups. Records of visitors, agency staff, volunteers etc. and who they have been working with should also be kept. In order to keep this proportionate you can utilise existing recording practices e.g. class / lesson registers, signing in / out systems, meeting registers, training records, physical intervention records and first aid records. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.	Current school record keeping systems meet these requirements.			SLT	Ongoing
	35.2	If your existing systems do not record times when pupils, staff and others are working together e.g. small group intervention work, use a simple signing in / out system for the class / area or a simple activity / register record.	When current school record keeping systems do not meet these requirements a supplementary spreadsheet record will be kept.			SLT	Ongoing
	35.3	It is good practice to record cases where pupils and staff are symptomatic or test positive / negative as this will help identify close contacts if needed and whether there is a potential outbreak. CPOMs could be used for this for pupils and / or a simple spreadsheet for staff and pupils.	Student spreadsheet with all relevant information will be kept updated by the Student Office staff. Staff spreadsheet with all relevant information will be kept by admin team - main office.			SLT	Ongoing
	35.4	A record should be kept of which staff have assisted pupils or staff who are displaying symptoms. This could be via first aid records or could be added to the simple spreadsheet if used.	Information to be included in spreadsheet system outlined in 35.3.			SLT	Ongoing
36. Use of school minibuses / transport e.g. for visits, transfer between settings, emergencies	36.1	The approach to minibus / coach / private vehicle 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 setting. It is important to consider: <ul style="list-style-type: none"> • how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted in your setting, • use of hand sanitiser before boarding and after disembarking (putting sanitiser on whilst on board could cause spillages and slip hazards), • additional cleaning of vehicles, • organised queuing and boarding, • distancing within vehicles wherever possible, • the use of face coverings for staff and children over the age of 6 (unless exempted for medical or other reasons) where appropriate - for example if they are likely to come into close contact with people outside of their group. 	Guidance will be followed were staff/students are using school minibuses for transportation. Only students from within the same bubble will travel on the school minibus at the same time. Thorough cleaning will take place between uses.			SLT	Ongoing