

Y Pant School

Risk Assessment

COVID - 19

Please read this document in conjunction with the Staff Handbook and Remobilisation Checklist. *The remobilisation checklist is purely for school use and provides the senior team with an overview on what has been done and by whom. It is a google document which tracks changes and enables us to see that all out intentions have been undertaken.*

1. Introduction

Since 29 June, schools in Wales have been offering their learners the opportunity to attend sessions to 'check in, catch up and prepare'. The Minister for Education announced on the 9th July that all learners would now return to school in the autumn term. Employers, schools and settings must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures.

Essential measures include:

- a requirement that people who are unwell with symptoms of COVID-19 stay at home.
- robust hand and respiratory hygiene including ventilation
- continue increased cleaning arrangements
- active engagement with Test, Trace, Protect
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable.

How contacts are reduced will depend on the school's circumstances and should include:

- grouping learners together
- avoiding contact between groups as much as possible
- arranging classrooms with forward facing desks, recognising this may not be possible or appropriate in all schools/settings
- staff maintaining distance from learners and other staff as much as possible.

2. Guide to the document

This document has been produced to assist School Management with the development of a risk assessment and the introduction of controls to prevent the spread of COVID 19 in Educational settings. It is important that Headteachers/Managers go through and adapt the risk assessment for their own school or setting.

The existing/new controls listed are not mandatory but are provided as guidance on reducing the risk of transmission. Each school/setting must consider their own situation and adapt the assessment by editing the measures where appropriate and adding any school specific controls. The hazard and controls listed are not an exhaustive list and can be amended to suit the individual circumstances within the setting.

The risk assessment template is intended for the control of the spread of COVID 19 only, there may be other site issues to consider prior to re-opening the setting. With this in mind we have also included a brief 'Site Management Checklist' to assist you (see page 4).

3. Further Support

Further advice and support in the preparation of the risk assessment can be obtained from the Councils Corporate Health and Safety Team:

Healthandsafetyteam@rctcbc.gov.uk

Subject specific COVID 19 risk assessment guidance e.g. D&T, Science and PE can also be accessed using the links provided below, Department Heads will be familiar with the various resources:

- <https://gov.wales/operational-guidance-for-schools-and-settings-from-the-autumn-term.pdf>
WG – Operational Guidance for Schools and Settings from the Autumn Term
- **RCT Coronavirus (COVID-19): Guidance for the safe re-opening of schools September 2020 VERSION 3**
- <http://www.cleapss.org.uk/> - CLEAPSS Site (Username: **solar** password: **system20**)

- <http://science.cleapss.org.uk/> - CLEAPSS Science Site
- <http://dt.cleapss.org.uk/> - CLEAPSS Design and Technology Site
- <https://www.afpe.org.uk/physical-education/afpe-launch-new-support-document-covid-19-interpreting-the-government-guidance-in-a-pesspa-context/>- Association for Physical Education

Some statutory inspections and building maintenance checks may have lapsed since the start of the pandemic. The checklist below provides a list of those items that may require attention prior to the site opening, any responses generating a 'No' response may require further action by School Management:

Site Management Checklist:

Site issue		Yes/No N/A	Further Action
1	Gas Boiler/Heating systems - Serviced/Inspected by a competent person?	Yes	
2	Fire Protection Systems – Alarms & Emergency Lighting maintained quarterly by Contractor? Fire protection systems are also checked by school management.	Yes	
3	Sprinkler Systems inspected/maintained by a Contractor? (as per frequency set out by the system) - Also checked by school management if necessary.	Yes	
4	Fire Extinguishers (FFE) – Have they been serviced annually by a competent person? Inspect FFE for any damage/discharged or removed units.	Yes	
5	Fire Evacuation Procedures/Drills – Have any fire evacuation arrangements been revised to take account of revised site layouts/personnel?	No change	Fire Drill Required on Pupil Return
6	Legionella – Low use systems flushed/temperatures monitored by school management and maintained by Contractors?	Yes	
7	LEV Units (in D&T) – have they been inspected by a competent person? (required annually).	Yes	
8	Traffic Management – Review arrangements to account for social distancing and supervision/increase in private vehicles?	Yes	
9	First Aid – Do you have adequate no's of first aiders in view of possible staff shortages or alternative layout of the site?	Yes	
10	Lifting Equipment (e.g. lift hoists) have they been inspected by a competent person?	Yes	
11	Arrangements are in place for dealing with contractors when they arrive on site?	Yes	
12	Kitchen areas may have been unused since the start of the pandemic. Have the relevant statutory inspections and regular maintenance requirements been considered? (for example extraction units)	Yes	

For further information on statutory inspections in relation to the building contact the **Councils Corporate Maintenance Section**.

School Premises Risk Assessment

Multiply Likelihood with Severity to get Risk Rating

Assessment of Risk For All Areas	Assessment Date 16/06/20	Likelihood 1 = Very unlikely 2 = Unlikely 3 = May Happen 4 = Likely 5 = Certain	Severity 1 = First aid injury/illness 2 = Minor injury/illness-up to 3 days away 3 = 3(+) days injury/illness 4 = Major injury/illness 5 = Fatal or disabling injury/illness	Risk Rating 01 – 06 = Low 08 – 15 = Medium 16 – 25 = High	Result Low Medium High
Activity/Visit Risk Banding Low Medium High	Assessed By M Finch				

HAZARDS		PERSONS AT RISK	CONTROLS/ ACTIONS TO REDUCE RISK	Additional Comments/Control Measures – School Specific	L	S	RISK RATING	RESULT
1	School drop off/Pick up – Infection control	All Persons	<ul style="list-style-type: none"> Parent/carer pick up and drop off protocols have been developed to minimise adult to adult contact and avoid gatherings (signs and floor markings made available from RCT) 	<ul style="list-style-type: none"> Pupils and parents advised that wherever possible pupils should walk or cycle safely to school, adhering to social distancing. When using local transport all WG and transport company guidance should be followed and pupils should always follow instructions from transport staff. Parents to be advised they must not get out of their cars whilst on site. Pupils to wear a facial covering whilst using transport and use sanitiser on exit (avoid 	3	5	15	M

			<ul style="list-style-type: none"> Stagger drop off/collection times for contact groups. 	<p>touching face). Pupils to use facial covering whilst using the driveway to the school building.</p> <ul style="list-style-type: none"> The school Transport plan will return to its original format where 2 lanes will be opened at the entrance of the site. This will allow for more vehicles to access the site, Estates Staff to control. Drop and pick up for pupils with additional needs remain unchanged and parents/carers who need to assist young people to exit or enter their taxi/car are permitted to do so. Parents and pupils have been advised to stagger their entry to school as such: Buses arrive up until 8:10 Pupils by car 8:10-20 Pupils on foot /bike from 8:20. At the end of the day classroom staff to accompany classes to the gate in 				
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			<ul style="list-style-type: none"> • Arrangements in place to supervise pupils arriving/leaving on contracted transport to ensure social distancing at all times. • Floor markings provided to assist with social distancing. • Additional entrances used to reduce gatherings at peak times where possible. 	<p>single file with a 'domino' effect system which will start at 2:45 pm. (Domino to be started by classroom staff.) Staff on drive duty control pupil exit in a socially distanced fashion once pupils are handed over to them.</p> <p>Sixth form pupils to only attend school when they have lessons and then leave straight after the lesson ends.</p> <ul style="list-style-type: none"> • A Staff member will meet pupils off the bus and direct them up the drive. From there a series of support staff will guide them to their entrance for their respective floor/classroom. End of day arrangements outlined above. • Floor markings outside the school are annotated by a Y Pant Shield Logo (2m apart). Pupils, where possible must stay 2 metres apart. 				
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			<ul style="list-style-type: none"> • Parents / carers instructed not to attend school if symptomatic • Temperature checks taken upon arrival. • Pupils and staff to use facial coverings whilst utilising the driveway and communal areas of the school. • Handwashing/hand sanitiser available at all entrances. 	<ul style="list-style-type: none"> • All pupils will enter via the North or South Road. The school will have different access and egress points and pupils will be directed towards their entrance by staff. They are not permitted to use any other access/egress point other than the ones via the one-way system. • Regular reminders to pupils and parents about school attendance and maintaining a safe, healthy school environment. • Staff will take pupils temperatures upon arrival to school • All pupils are to take responsibility for their own face coverings and take them home within a plastic bag. The Local Authority have provided some facial coverings if required. • Hand Sanitiser will be located at each entrance, on the 				
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				entrance to each classroom and at key points around the school.				
2	Circulation Routes – Infection control	All Persons	<ul style="list-style-type: none"> Where large numbers of pupils still need to move around the setting, alternative external routes have been provided where available and consideration is given to implementing a one-way system where this is possible. Floor markings and signage is provided to assist with social distancing. Doors kept open to encourage ventilation and to reduce physical contact. (Where safe to do so and not compromising fire safety, you may need to check the fire risk assessment to identify doors that can remain open.) 	<ul style="list-style-type: none"> A one-way system is in operation within the school. This is to be adhered to unless instructed by staff. Signage is positioned throughout the school and students and staff will be issued with their entrance and exits. Door wedges will be used for all classrooms to mitigate the use of touching door handles. The teacher has the option to close the door but must sanitise after doing so. If the Fire Alarm initiates all Door wedges are to be removed immediately. The internal door hold/open devices have not worked since the school opened in 2017, this has been raised with the Local Authority and work is ongoing but not 	3	5	15	M

			<ul style="list-style-type: none"> • Times for using stairs and corridors have been planned to ensure that use of common areas does not encourage gatherings. • Break and lunch times have been staggered to prevent large numbers moving around the premises at the same time and congregating in the canteen. 	<p>resolved. To that end all internal doors will be wedged open each morning and the wedge taken away at the end of the day if the Fire Alarm initiates all Door wedges will be removed by staff. Work will start on the devices within the first 2 weeks of the school opening.</p> <ul style="list-style-type: none"> • Pupils will move from their designated classroom on the initiation of the school buzzer. Teachers will lead their students into the corridor and then monitor pupil movement to the next lesson. Pupils will be reminded to maintain 2 metre social distancing where possible. • Pupils have a staggered break and lunchtime built into the school day. Pupils maintain a year or half year group contact group. • Staff will monitor corridors throughout the day and at pinch 				
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			<ul style="list-style-type: none"> • Cloakrooms are managed to ensure social distancing – coats/bags can be placed on backs of chairs/under tables. 	<p>points during the day to supervise the one-way and social distancing, where practical, of pupils.</p> <ul style="list-style-type: none"> • The school does not have cloakrooms so all pupils will take responsibility for their own equipment / belongings which should be stored in their bags (unless coats are wet when they should be placed on the back of the chair) and placed under their desk. 				
3	Classroom/Teaching Environment – Infection control	All Persons	<ul style="list-style-type: none"> • For Welsh Government Guidance on control measures within the classroom for the various settings, use the link below: https://gov.wales/sites/default/files/publications/2020-07/operational-guidance-for-schools-and-settings-from-the-autumn-term.pdf • Pupils will stay in their class / group wherever possible throughout the day. • Arrangements put in place to avoid mixing with other groups. 	<ul style="list-style-type: none"> • Due to the complexities of the timetable and the specialist rooms the school has access to, the school plans to run its normal timetable with pupils moving to be taught in specialist rooms by specialist teachers. Therefore, pupils have been placed into year or half-year contact groups in order to balance the need to deliver the full curriculum and 	3	5	15	M

			<ul style="list-style-type: none"> • Rooms have been organised to encourage social distancing (avoiding face to face contact), tables and chairs arranged to enable sitting side to side facing forward and not face to face. • Where possible pupils use the same desk and resources in each classroom each day. Each table will be marked up with a table and seat number. Each pupil is to be given a specific table and seat number and they should use this in each classroom they use. • Excepting Art and PE there will be no delivery of practical subjects and tasks for the first month of school until further guidance has been received and reviewed from the Welsh Government. 	<p>mitigate risks of COVID-19</p> <ul style="list-style-type: none"> • Where possible rooms have been set up to ensure all pupils are sat facing forward. Where this is not possible screens will have been erected (IT) to protect pupils. • Pupils will be sat alphabetically in lessons and will have a designated chair and desk (per lesson) which will be theirs for the duration of this Risk Assessment. • Pupils with a medical need will be identified and placed at the required place in the classroom. The seating plan will then continue alphabetically. • All pupils should have their own Art pack and the curriculum should be designed around using that as much as possible. Where school equipment needs to be used it 				
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			<ul style="list-style-type: none"> • Pupils are to bring in their own books and equipment from home. Staff are required to minimise the risk of spreading the virus by providing pupils with resources pupils can take home with them. • Resources are placed in trays/bags and only essential items are brought in from home. • Resources which are not easily washable/wipeable 	<p>must be washed in line with guidance after each us.</p> <ul style="list-style-type: none"> • On days where pupils have PE they will attend wearing their PE kit. For the first month PE will be based around individual fitness which will require no equipment. The changing rooms will be out of bounds to all pupils. • To minimise risk staff should avoid using text books or any other resources which would need to be collected and cleaned. As such staff should make provision to photocopy relevant articles and issue these to pupils to keep. Staff should ensure there are enough resources for one each and pupils should not be asked to share. • Any resource which is used MUST be sanitised by the department after use. 				
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			<p>have been removed.</p> <ul style="list-style-type: none"> • Unnecessary items have been removed from learning environments where there is space to store elsewhere. • The use of outdoor space is utilised wherever possible. • Arrangements in place for the use of the playground, including equipment. • NB: outdoor equipment should not be used unless it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously. • Arrangements are also in place for social distancing in staff rooms, work rooms and prep rooms. 	<ul style="list-style-type: none"> • Staff should audit their rooms and remove any items which fall into this category and are non-essential. • The nurture area will also be reviewed as part of this. • All excess chairs and furniture have been removed and stored away. • PE staff will utilise the outdoor sports areas when the weather allows. https://www.afpe.org.uk/ • Any outdoor equipment used will be sanitised before and after each session. • If using the sports hall or gym all equipment used is to be sanitised before and after use. • Work and Prep rooms are open but should be only used if absolutely necessary. They will operate a one in, one out 				
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				<p>system. Staff will need to sanitise the work area prior to using it.</p> <ul style="list-style-type: none"> • Staffrooms areas have been organised to allow social distancing and excess furniture removed. 				
4	Pupil and Staff Toileting – Infection control	All Persons	<ul style="list-style-type: none"> • Times are staggered where possible and consider the increased handwashing times that have been introduced. • Where possible, provide separate toilets for different contact groups. Where this isn't possible use sanitiser before and upon leaving the toilet, and ensure toilets are cleaned regularly. • Signage is in place in each toilet to encourage adequate hand washing takes place. 	<ul style="list-style-type: none"> • Breaks will be staggered, and a member of staff will monitor the toilets during break times. • Unless there is an emergency or a known medical condition, pupils will only be allowed to use the toilet during lesson time in extenuating circumstances. • The school cannot accommodate the notion of designated toilets. As such we have a cleaning programme of all toilets and sanitiser stations at the entrance to each toilet. • Floor markings are positioned at each Toilet facility. 	3	5	15	M

			<ul style="list-style-type: none"> Similar arrangements are also in place for staff toilets. 	<ul style="list-style-type: none"> Signs are positioned in each toilet area on hand washing procedures. Video (accompanied by posters) promotes good hand hygiene and is played each morning in class and on the screens around the school. Staff are issued with a hygiene rota and guidance sheet. Staff toilets are individual, and an antibacterial spray is in each toilet for staff to use. 				
5	Spread of COVID - 19/Social Distancing Infection Control (General)	All Persons	<ul style="list-style-type: none"> Contact groups are kept apart where possible, meaning that schools should avoid large gatherings such as assemblies or collective worship with more than one group. 	<ul style="list-style-type: none"> The school has no plans for any large gatherings. Assemblies will be carried out digitally and whilst the school has a programme in place for parents' evenings etc. there are also contingency plans in place for the hosting of these should the threat of COVID-19 still be prevalent. 	3	5	15	M

			<ul style="list-style-type: none"> • Movement of whole classes is avoided where pupils can stay in the same room and staff can move to different classes instead. Rooms used have been selected to enable this. • Staff, parents and pupils are aware not to attend school if they or anyone they live with has symptoms. • Clear hygiene procedures set out by the school for arrival, throughout the day and at the end of the day 	<ul style="list-style-type: none"> • The school has a 'domino' effect to move pupils around the school at lesson change overs. This together with close monitoring and a one-way system minimises risk to cross contact group contamination. • Letters have been sent to parents advising them on when they should and shouldn't attend school. • Staff have been briefed via the handbook that they should not attend if they or their household has symptoms. • Clear procedures are in place should a colleague or pupil develop symptoms in school. • If a child who has used transport becomes symptomatic, we will inform transport. • Clear procedures and videos provided to staff and pupils on hygiene. 				
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			<ul style="list-style-type: none"> • All are to cough / sneeze into their arm and place tissues in the pedal bin provided. • Windows and doors are open to increase ventilation (where safe to do so) • Appropriate signage is in place throughout the setting. • Arrangements are in place to manage break times including staggered times, alternative entrances, demarcation. 	<ul style="list-style-type: none"> • Pedal bins are provided and emptied daily. • All pupils encouraged to bring in their own tissues, santiser and must bring their own face covering. • Staff and pupils follow strict guide on hand and surface cleaning. • Windows will be opened at the start of the day to allow for sufficient ventilation. • Sufficient signage is displayed throughout the buildings. • All breaks are staggered into contact groups. The areas will be cleaned before the next contact group uses the area. • Plans are in place to support social distancing if practical. • Clear behaviour expectations communicated to pupils and staff • Clear routines 				
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			<ul style="list-style-type: none"> All statutory site and maintenance tests have been undertaken and the hot water is regularly tested in both blocks. 	<p>communicated to staff and pupils</p> <ul style="list-style-type: none"> The estates team manage this and records are maintained. 				
6	Staffing	<ul style="list-style-type: none"> Staff 	<ul style="list-style-type: none"> All staff have received a HR risk assessment and been requested to complete it and advise HR if they fall into the red or amber categories. Staff who are clinically vulnerable have been assessed and suitable measures have been put in place to manage the risk e.g. ensure extra care is taken in observing social distancing. Refer to the Council guidance 'Update for Chairs of Governors, Headteachers, Managers & Staff – Shielding and Childcare Responsibilities' & Staff COVID19 Risk Assessment Tool. Teaching staff will have breaks in line with the year group times. The use of shared staff spaces and staff rooms is minimised. 	<ul style="list-style-type: none"> Staff in the red / amber zone will discuss concerns with line manager Where pertinent a risk assessment will be completed with individual staff. Where relevant Occupational Health will be consulted. Pregnant colleagues will work from home until their maternity leave officially starts. Agreed duties have been agreed with these staff. All staff aware of the support systems / contacts available nationally, locally and within school during the return to work. Scheduled breaks are built into the school day. Staff can utilise the staffroom for tea / 	3	5	15	M

			<ul style="list-style-type: none"> Daily review of staffing levels takes place, including those in key safety roles to ensure the safe supervision and operation of the setting including premises management. 	<p>coffee and sit on designated seating.</p> <ul style="list-style-type: none"> Staff have been briefed on the social distancing, hygiene and new school protocols in the management of COVID and they understand it is their duty to adhere to and to support these principles throughout their time at the school. Additional hygiene measures and PPE support has been offered to all colleagues which is over and above the requirements of the guidance. The school will operate staff attendance in the normal manner but Rhys Evans will continue to monitor any COVID suspect / related illness and the subsequent testing. 				
7	Catering/Lunchtime Arrangements – Infection control	All Persons	<ul style="list-style-type: none"> Different groups mixing together is avoided through staggered times with several sittings and/or use of 	<ul style="list-style-type: none"> The Ty Bwyta and covered courtyard 	3	5	15	M

			<p>additional areas and to help reduce queues.</p> <ul style="list-style-type: none"> • Hand sanitizer gel is provided for pupils and staff to use immediately before collecting their lunch. • Social distancing is employed at meal collection points (the use of floor tape to demarcate areas may be useful) where this is not possible screens are installed where required between pupils and serving staff. • Additional meal collection points have been put in place to reduce queuing where necessary. • Alternative payment methods will be used to eliminate cash handling. 	<p>areas have been set up for breaks. Pupils will queue adhering to social distancing in staggered breaks.</p> <ul style="list-style-type: none"> • There are sanitising stations en-route to exits and entry to Ty Bwyta. • Chairs have been strategically placed with surplus chairs removed to avoid confusion. Each chair is facing in the same direction. Floor markers support social distancing at meal collections. • Given the reduced numbers accessing breaks the school does not feel it needs to introduce this measure at present. • The school will not be accepting cash. Parents and pupils have been advised to charge their accounts online. Where this is not possible pupils should bring in a cheque. 				
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			<ul style="list-style-type: none"> • Tables and seating are moved apart and reflect the maximum capacity to allow social distancing within the group. Where furniture is fixed and cannot be moved space is created by taping off/taking out of use alternate seating. • A different entry and exit route are being used at dinner times where more than one door is available. • Time/resource provision for cleaning surfaces between groups in the dining hall. 	<ul style="list-style-type: none"> • Seating within the canteen has been laid out so that it is compliant with this. Additional furniture has been stored. • The entrance to the Ty Bwyta is via a one-way system. There is also a one-way system within the Ty Bwyta, this is annotated by markings on the floor. • There is a robust procedure for wiping down surfaces and chairs between use. • Pupils will wipe down their table and chair at the end of their break. 				
8	Pupils/Staff displaying symptoms whilst at school	All Persons	<ul style="list-style-type: none"> • Arrangements in place to deal with pupil/staff that develop symptoms whilst at the setting – Follow the WG guidance. https://gov.wales/coronavirus-covid-19-educational-settings-guidance 	<ul style="list-style-type: none"> • The inclusion room has been designated as a place for those who develop signs and symptoms. The room is well ventilated and close to the medical room. • Relevant staff will have a briefing about attending to pupils with symptoms and about how to clean the area the potentially infected person has used. 	3	5	15	M

			<ul style="list-style-type: none"> An isolation room is available for pupils/staff. 	<ul style="list-style-type: none"> Staff will have PPE pack for undertaking such a task. 				
9	Cleaning/Waste Disposal		<ul style="list-style-type: none"> All contact surfaces which are fixed to the premises have been identified and are disinfected on a daily basis e.g. door handles, toilets, taps, handrails, external gates and dining room equipment. Enhanced cleaning regime in place across the setting. 	<ul style="list-style-type: none"> Cleaning teams will be designated to different zones to sanitise these areas. RCT contractor is putting a rota in place. All pupils will wipe down their desks and chairs before and after each lesson and during their breaks. Staff will spray the chair and desk and pupils will wipe it off using blue roll. If any of the spray comes into contact with the skin it is to be washed off immediately. The teacher is to monitor this closely When using computer keyboards staff must spray solution onto blue roll and supervise pupils wiping down keyboards before and after use. The spray MUST be placed on the blue roll and NOT the keyboard. 				

			<ul style="list-style-type: none"> • Tissues should be placed in a separate waste bin and disposed of safely. All rubbish should be removed daily. • Adequate cleaning supplies and facilities around the school are in place. • A Clear desk policy in place for all pupils and staff. <p><u>If any waste is suspected of being in contact with someone showing symptoms of Covid-19, it should be placed in a waste bag, held in a s secure place for 72 hours and then disposed of as other waste is.</u></p>	<ul style="list-style-type: none"> • All staff to wipe down their workstations prior to use, using the 'comfort pack' to mitigate risk. Teachers are to spray the Antibacterial spray directly onto some blue roll and then wipe all areas on their desks, as per the guide. Particular attention is to be made to the keyboard, making sure not to spray directly onto the keyboard. • Pedal bins will be placed in each classroom and staff room for the disposal of tissues. • The school has good systems for auditing supplies and has a full stock for the September start. • All staff will be reminded that surfaces and floors need to be easily accessible for cleaning. This will be monitored by the estates team. 				
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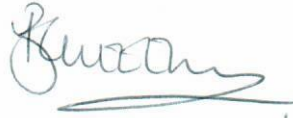

10	Personal Protective Equipment (PPE)		<ul style="list-style-type: none"> PPE is not required for routine class activities, but staff are advised to maintain a two metre distance from colleagues and pupils at all times. PPE may be required when carrying out intimate care, dealing with body fluids or a suspected case of COVID 19. For further guidance on PPE requirements refer to the RCT Schools COVID 19 PPE Guidance Matrix. 	<ul style="list-style-type: none"> The school remains concerned about the safety of staff. In order to take all reasonable steps to protect staff in a busy school environment it is purchasing visors for all staff in line with https://www.medisave.co.uk/face-shield-visor-en166-grey.html This will give additional reassurance to staff. The school is supportive of staff wearing visors but will not insist on them doing so. The school will also be requiring pupils and staff to wear facial coverings in communal areas and when accessing and exiting the school site. All first aid personnel will be issued with individual first aid packs with the relevant PPE inside. All relevant staff (First Aiders / LSAs) will be issued with guidance on how to manage pupil's intimate care or 				
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				pupils who are unwell.				
1 1	Visitors and Deliveries to the school		<p>All visitors to the school over the coming months will be discouraged. Meetings will be held virtually or in alternative venues wherever possible.</p> <ul style="list-style-type: none"> In line with general procedures, all deliveries will arrive to the main reception or kitchen. All school staff are reminded of personal hygiene when receiving deliveries. <ul style="list-style-type: none"> Information about visitor arrangements are displayed in a suitable place where necessary, including information about social distancing, hygiene and not attending if the person has symptoms. Handwashing/hand sanitiser available at all entrances. Reception areas have been reviewed to take account of infection control and allow social distancing including floor markings/barriers/reception screens. 	<ul style="list-style-type: none"> Wherever possible these will be outside of school hours Staff to wash hands and sanitise delivery. Where possible deliveries to be left for 72 hours before opening. Staff to use scissors as letter openers. Staff are reminded that NO personal deliveries should be made to the school A notice board will be placed in reception with all relevant information and procedures. Sanitisers are in reception for visitor use. Screens are already in situ and an extra screen has been installed. 	3	5	15	M

			<ul style="list-style-type: none"> • Where possible, reception staff sign in visitors. If this is not possible visitors are directed to sanitise before and after using the pen / touch screen. • A record is kept of all visitors. 	<ul style="list-style-type: none"> • Staff will sign visitors in. • Only visitors servicing the site will be permitted onto the site. All others must stay in reception. • Social distancing floor markers are on the reception area floor • Main reception will hold this information and retain for future reference. 				
	Fire Safety		<ul style="list-style-type: none"> • Fire safety arrangements and evacuation procedures have been reviewed to take account of the new COVID measures at the site, including the layout and possible changes in staff. 	<ul style="list-style-type: none"> • We will revert back to the original fire safety plan with caveats for staff to ensure orderly and social distanced exit and entrance arrangements. Pupils will be arranged by staff in socially distanced lines at the assembly point. • Staff debriefed and handbook covers fire procedures and new pupils will be taken through the 'drill' in week one. • Sanitiser point to be 				

			<ul style="list-style-type: none"> Any new fire safety arrangements and procedures have been communicated with all staff and pupils (including new pupils and staff). 	used on re-entry to the building.				
1 2	Training		<ul style="list-style-type: none"> Staff have been instructed on the nature of COVID-19 and its transmission. The risk assessment together with any COVID 19 control measures have been brought to the attention of all teaching staff. Any staff briefings are also conducted with social distancing considerations 	<ul style="list-style-type: none"> All staff have been briefed by SLT and Heads of Department and information is also contained in the 'Covid-19 and Staff Handbook.' Draft risk assessment shared with staff, union reps and Governors during mid-August. All have been asked for their feedback to produce the final version. The final version will once again be shared with staff on September 1st and time allocated for its perusal. All future staff meetings will take account of the 2m social distancing requirement. Where possible these will be done remotely or in small 'sub-groups.' 				

This document will be reviewed each Monday at the Senior Leadership Team Meeting.

Position	Name	Signature	Date
Headteacher	Mrs. B. Cheetham		02.09.20
Chair of Governors	Mrs. S. Bolton		02.09.20

Date of Review	Agreed / Overseen by	Findings