

# Deer Park School Operating Risk Assessment

## Spring Term, 2021

### Key documents referenced:

- [Restricting attendance during the national lockdown: schools Guidance for all schools in England January 2021](#)
- [Schools Coronavirus operational guidance February 2021](#)
- [Deer Park School Health and Safety Policy dated September 2020](#)

<b>Name of site</b>	Deer Park School
<b>Purpose and scope</b>	<p><b>School operating profile:</b> in person. The school is open to all pupils in all year groups from March 8th. Pupils in self-isolation periods will be learning from home online.</p> <p>This document will assess and specify reasonably practicable mitigating control measures to achieve the key overarching objectives:</p> <ol style="list-style-type: none"> <li>help <b>reduce the risk of COVID for pupils and staff who are in school</b></li> <li>help <b>reduce public health impacts</b> from in-school mixing</li> <li>striving for <b>best student outcomes</b> and fulfilling educational and wellbeing responsibilities</li> </ol>
<b>Risk assessment conducted by</b>	Alex Lee - Headteacher, Frances Bracegirdle - Deputy Headteacher
<b>Risk assessment approved by</b>	Stuart Dixon - Chief Operating Office, BPET
<b>Date of next review</b>	April 2021

#	Risk description	Control measures and mitigating considerations	Risk Before Control Measures	Risk After Control Measures	Control Measures Implemented By:
1	Infected staff or pupils attending school with or without symptoms	<p>Aim to minimise contact with individuals who are unwell by ensuring that those with COVID symptoms, or who have someone in their household who does, do not attend school</p> <ul style="list-style-type: none"> <li>• Communicate requirement not to attend if they have COVID symptoms, have tested positive in at least the last 10 days or if they have someone in their household who has</li> <li>• Signpost staff and parents to latest Government advice regarding symptoms and self-isolation and NHS Test and Trace <a href="https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works">https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works</a></li> <li>• Verbal health monitoring upon arrival in school - member of staff to ask pupils if they have symptoms and if so, send to dedicated COVID isolation room that is ventilated whilst awaiting home return arrangements to be made <ul style="list-style-type: none"> <li>○ Staff to monitor and support each other</li> <li>○ Staff monitor pupils</li> </ul> </li> <li>• Individuals presenting with new continuous cough, or a high temperature or has a loss of, or change in their normal sense of taste or smell must be sent to the COVID isolation room prior to returning home</li> <li>• Staff or pupils becoming unwell with COVID symptoms whilst at school <ul style="list-style-type: none"> <li>• Follow operating procedure for response to in-school presentation of symptoms to include being sent to the COVID isolation room whilst awaiting home return arrangements to be made</li> <li>• Depending on age and their supervision requirements, this should be a naturally ventilated room and behind a closed door but where they can be safely monitored by staff. PPE must be worn by staff attending to these individuals if a +2m distance cannot be achieved <a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</a></li> <li>• Call 999 without delay if the individual is seriously unwell or their life may be at risk</li> <li>• Engage with NHS Test and Trace process</li> <li>• Signpost those being sent home to Government self-isolation guidance <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></li> <li>• Signpost those being sent home to contact NHS Test and Trace to arrange a PCR</li> </ul> </li> </ul>			All staff Pupils

		<p>test <a href="https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works">https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works</a></p> <ul style="list-style-type: none"> <li>• Provide printed copies of key NHS guidance documents for those being sent home in case they do not have access to the internet at home. Consider obtaining copies in languages most commonly used in school community where EAL pupils may not have English speakers at home</li> <li>• Sensitivity must be given in order not to create stigma or allow individuals presenting with symptoms to be discriminated against or bullied by others</li> <li>• Seek advice from PHE on Local Health Protection Team in the case to assist with in-school contact tracing and isolation directions to help identify and contain any outbreak</li> </ul> <p>SENCO to conduct review on pupils with additional needs to ensure that their needs can be met whilst maintaining these control measures</p>			
2	Increased risk from virus to individuals who are CV/CEV	<ul style="list-style-type: none"> <li>• Clinically Extremely Vulnerable individuals should not attend work or learning on site and follow Government shielding advice and any direction from their doctor</li> <li>• Clinically Vulnerable should take additional care if attending the school site with handwashing, minimal contact with others, +2m distancing and use for face coverings as identified in this risk assessment</li> <li>• Headteacher to review the current list of CEV / CV staff and pupils</li> </ul>			AL, FB SLT All Staff
3	Increased virus transmission associated with higher on-site pupil occupancy rates	<ul style="list-style-type: none"> <li>• If capacity across the site is likely to exceed the maximum occupancy rates or if insufficient staff are available to safely supervise students present, consideration may be made with CEO approval for restricting student places to those identified as a priority. Priority will be given to vulnerable children and those whose parents are critical workers.</li> </ul>			AL, FB, MG, SLT
4	Airborne virus spread between pupils and staff in classrooms and other smaller volume indoor spaces used by pupils	<p><b>Separation of people and minimised person-to-person contact</b></p> <ul style="list-style-type: none"> <li>• Staff and pupils should remain 2m from pupils where possible in the older years, and no less than 1m (unless in an emergency or where individual risk assessed care is necessary)</li> <li>• Break-up indoor classroom sessions with breaks for fresh air outside.</li> <li>• Lessons will be planned for pupils who are working from home In self-Isolation, to ensure that education can continue In parallel with in-school learning.</li> <li>• Clearly marked teacher space to be established at the front of the class and students / staff not to routinely share this space</li> <li>• Split teaching groups into smaller groups in separate rooms where possible.</li> <li>• Use consistent pupil groups / bubbles and staggered timetabling to reduce the frequency of contacts both in teaching and social time</li> <li>• Repurpose large gathering spaces (halls, open corridors etc) for additional classrooms where practical to do so</li> </ul> <p><b>Ventilation</b></p>			All staff  Pupils

- Ventilate teaching and meeting rooms by opening windows and doors as much as possible without breaching fire, security or other protocols
- Open windows to allow background ventilation within occupied rooms
- Staff to monitor classroom temperatures to ensure a reasonable balance between thermal comfort and ventilation and take measures to address this where necessary. SLT to consider flexible uniform requirements in very cold weather to increase indoor thermal comfort
- Outdoor breaks to be taken when possible, except in the case of very poor weather.
- Teaching staff to proactively consider practicality of teaching outdoors, using lesson ideas from CLOtC <https://www.lotc.org.uk/resources/lotc-resource-packs-free-downloads-for-members/>

#### Face coverings

- School will follow current Government guidance on face coverings <https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education>
- Reserve supply of face coverings and disposable plastic bags available and kept in the school office to be made readily available
- Parents will be encouraged to wear face masks at drop off and pick up, and all adults entering the school office will be required to wear a face covering.
- Waste face coverings must be taken home by individuals in their own sealable plastic bag or be disposed on in black bin bags and not recycling bins that Estates staff may sort by hand
- Handwashing or sanitisation facilities will be available for cleaning hands after touching face coverings

#### Respiratory hygiene

- Regularly communicate the handwashing protocols that will be in place and respiratory etiquette expected of all pupils. Back up with other communications, including resources such as [e-Bug](#) where appropriate
- Posters reminding pupils to 'catch it, bin it, kill it' placed at key sight line points around school
- Produce a COVID checklist and briefing note for each lesson to be used by teachers, reminding pupils and monitoring compliance regarding coughing and sneezing controls
- Pupils encouraged and reminded to bring their own supply of tissues and sanitiser gel into school
- Hygiene stations to be equipped with tissues
- Increase the number of bins around site for safe disposal of tissues and sanitising wipes (the latter should not be disposed of down the toilets)

SENCO to conduct review on pupils with additional needs to ensure that their needs can be met whilst maintaining these control measures

#### On-site staff and pupil group consistency

- Plan to keep groups of pupils learning on-site as consistent as possible, recording any changes from this in case it is required by NHS Test & Trace

		<ul style="list-style-type: none"> <li>If staff do need to operate across different pupil groups /bubbles, they should maintain appropriate distancing from other staff and pupils</li> </ul>			
5	Hard surface virus spread by teachers and pupils in classrooms or similar spaces	<ul style="list-style-type: none"> <li>Position hygiene stations equipped with sanitiser gel of the correct <a href="#">specification</a> at key points where they can be used by pupils and staff before and after each lesson and other times throughout the day</li> <li>Remind pupils to wash hands on arrival at school and frequently throughout the day. Handwash and sanitiser to meet recommended <a href="#">specification</a></li> <li>Teaching staff to clean their own desk space after each lesson If another teacher is to use the room afterwards</li> <li>Provide safe waste disposal of cleaning wipe or cloths in each classroom</li> <li>COVID daily cleaning checklist to be used by cleaning staff to be completed, signed and returned to the school office.</li> <li>Cleaning staff to ensure increased frequency of cleaning door handles, light switches and hard contact surfaces that are more frequently touched throughout school day and at end of day</li> <li>Daily evening clean of hard contact surfaces throughout school <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></li> <li>Staff to remind pupils on requirement for handwashing for 20+ seconds after return from breaks, change of rooms, before/after eating and visiting the bathroom</li> </ul> <p>SENCO to conduct review on pupils with additional needs to ensure that their needs can be met whilst maintaining these control measures</p>			All staff Pupils
6	Hard surface virus spread by teachers and pupils in non-teaching rooms and areas of the school	<ul style="list-style-type: none"> <li>Reduce requirement to touch surfaces - affix signage to remind people to keep switches on all day (lights etc), hold doors open where possible without breaching fire or security protocols.</li> <li>Increase frequency of cleaning door handles, stair handrails, light switches, locker handles and other hard contact surfaces throughout school day</li> <li>Additional daily evening clean of hard contact surfaces throughout school</li> <li>Cleaning schedule to include of hard contact surfaces in outdoor areas such as bike sheds, racks etc</li> <li>Office Manager and caretakers to assess whether any COVID control measures may negatively impact other H&amp;S or security measures around the site and raise concerns with the Headteacher</li> </ul> <p>IMPORTANT: existing H&amp;S measures should be considered before making changes such as fire doors, security or other safety features.</p>			AL, FB, NK RHACC cleaning team
7	Virus spread from learning	<ul style="list-style-type: none"> <li>Teaching staff to consider adjusting lessons to use individual equipment that can easily be sanitised between use and also be available to those learning at home</li> </ul>			All staff

	resources with hard surfaces including computers, musical instruments, stationery, science and sports equipment	<ul style="list-style-type: none"> <li>• If used, pupils on site to wipe down in-school equipment after use with sanitising wipes, supervised by staff</li> <li>• Pupils to use own equipment or be allocated equipment and not share with others where appropriate</li> <li>• Where it is assessed as educationally necessary to share equipment within or between groups/bubbles being educated on site, these must be meticulously cleaned and when possible, left to 'quarantine' for 48hrs (72hrs for plastic items)</li> <li>• Pupils and staff to be asked to limit the quantity of items brought into school to those that are necessary. Ask individuals to bring their own stationery and not share where possible.</li> </ul> <p>SENCO to conduct review on pupils with additional needs to ensure that their needs can be met whilst maintaining these control measures.</p>			Pupils
8	Pinch points that concentrate flow of people at the same time, reducing ability to socially distance	<ul style="list-style-type: none"> <li>• Although less likely during reduced on-site occupancy, monitor pinch points and internal areas where queues might still form</li> <li>• Supervise the following pinch points to remind and enforce social distancing where necessary <ul style="list-style-type: none"> <li>○ School entrance on arrival and dismissal</li> <li>○ Entrance to the dining hall at lunchtime</li> <li>○ The playground during transitions</li> </ul> </li> <li>• Plan staggered timetables to help reduce the opportunity for group bubbles to be burst by meeting in playgrounds or queues</li> <li>• Stagger school start and finish times with arrival slots designed to separate individuals and groups where possible</li> <li>• Mark out queuing area that is safe from vehicles in car parks and monitor to ensure masks are worn</li> <li>• Where possible, designate separate entrance and exit from school site and classrooms</li> <li>• Adjust timetable to allow additional time for lesson transitions, hand washing and staggered breaks</li> </ul>			All staff Pupils
9	Larger than class size gatherings, such as assemblies	<ul style="list-style-type: none"> <li>• Such meetings are unlikely to be necessary during this phase of school opening and should be avoided</li> <li>• Children are not to sit together for large gatherings or mix bubbles - assemblies will be held virtually.</li> </ul>			All staff Pupils
10	Cloakrooms	<ul style="list-style-type: none"> <li>• Pupil belongings are stored in the Individual classrooms, and not to be stored in shared areas which might cause cross-bubble contamination.</li> <li>• Classroom staff to monitor trip hazards caused by if pupils are not using lockers and have coats and bags in classrooms</li> </ul>			All staff Pupils
11	Science lessons	<ul style="list-style-type: none"> <li>• Plan and restrict lessons to those that will also be practicable for those learning remotely.</li> </ul>			AL, DB, Staff

		<p>These will therefore be unlikely to involve close peer working or sharing of equipment, school-issued or shared PPE such as goggles, gloves or other items</p> <ul style="list-style-type: none"> <li>Science subject lead or SLT to advise of any COVID-specific safety arrangements</li> </ul>			
12	Art, craft or other lessons with practical elements	<ul style="list-style-type: none"> <li>Plan and restrict lessons to those that will also be practicable for those learning remotely. These will therefore be unlikely to involve close peer working or sharing of equipment, school-issued or shared PPE such as goggles, gloves or other items</li> <li>Liaise with the Art subject lead or SLT to consider other measures that may be necessary.</li> </ul>			AL, FB, Staff
13	Music and signing spreading airborne virus particles to individuals on site	<ul style="list-style-type: none"> <li>Singing and the playing of wind instruments should be restricted to Individual classroom groups, in well ventilated large volume rooms (or even outdoors if possible).</li> <li>Music subject lead or SLT to advise on any other specific considerations following review of current Government advice</li> </ul>			All staff
14	Virus spread from soft surfaces such as paper, books and material that cannot be laundered such as soft furnishings	<ul style="list-style-type: none"> <li>Lessons and homework will be planned to suit those learning remotely and will largely be hosted on ClassDojo, LGFL and Zoom, which will minimise the use of books or other similar resources</li> <li>Other books and paper used by pupils should not be shared between pupils where possible. Books may be taken home but any sharing will be banned.</li> <li>SENCO to conduct review on pupils with additional needs to ensure that their needs can be met whilst maintaining these control measures</li> </ul>			All staff Pupils
15	Virus spread during sport activity for those being educated on-site	<ul style="list-style-type: none"> <li>Liaise with PE staff to conduct activity specific COVID assessment and follow PE or sports coaching governing body guidance</li> <li>Pupils to maintain social distancing during outdoor activity and contact sports will not be permitted</li> <li>Use outdoor space for sports whenever possible</li> <li>Specific days will be allocated for sports and request pupils to attend school dressed in PE kit to avoid changing rooms</li> <li>Keep pupils in consistent groups/bubbles during sport</li> <li>Ensure any sports equipment is cleaned thoroughly between use and reduce unnecessary sharing of individual items</li> <li>PE subject lead or SLT to advise further on additional control measures</li> </ul> <p>Disallow any sharing of PE clothing between pupils</p>			All staff Pupils
16	Outdoor recreation time for those being	<ul style="list-style-type: none"> <li>Free time to be supervised to enforce social distancing and maintaining of groups/ bubbles</li> <li>Designate specific recreation areas for different group / bubbles to reduce frequency and volume of any pupil contact</li> </ul>			All staff Pupils

	educated on-site: playgrounds	<ul style="list-style-type: none"> <li>Clean outdoor playground equipment and furniture (benches etc) frequently</li> </ul>			
17	Indoor recreation time: pupil rest areas and common rooms	<ul style="list-style-type: none"> <li>Pupils supervised during any indoor break sessions to ensure no mixing of bubbles</li> </ul>			All staff
18	Staff rooms for those working on-site	<ul style="list-style-type: none"> <li>Staff should clean any equipment they used in the staffroom, including cutlery and plates</li> <li>Ensure cleaning rota includes staff rooms throughout teaching day</li> <li>Request that staff bring their own packed lunches where possible in order to free more staff to supervise pupils and reduce overall catering requirement</li> <li>Access to the staff room is a choice for individual staff members</li> <li>Staff should sanitise or wash hands before and after use of any touch points (such as kettle, fridge etc)</li> </ul>			All staff
19	Greater potential for virus loading in bathrooms	<ul style="list-style-type: none"> <li>Increased frequency of cleaning of all bathrooms and toilets throughout the day</li> <li>Cleaners to produce a COVID daily cleaning checklist for use by cleaning staff, to be completed, signed and returned to the school office</li> <li>Where possible, allocate bathrooms to specific pupil groups to reduce use in the fewer, more convenient or 'popular' bathrooms</li> <li>Remind pupils of policy of one person per toilet at a time</li> <li>Remind pupils of the importance of hand washing and hand sanitising</li> </ul>			All staff Pupils
20	Greater potential for virus loading in medical room affecting staff supervising / caring for individuals before return home or those cleaning it afterwards	<ul style="list-style-type: none"> <li>Dedicated COVID medical isolation room with a closeable door and window ventilation to be equipped with gloves, tissues, sanitiser gel and waste disposal. Group room used for this purpose at Deer Park.</li> <li>Consult with school nurse or other registered medical practitioner for additional advice and guidance</li> <li>Follow PPE guidance <a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</a></li> <li>Face masks (for individuals with possible infection and FFP2 or FFP3 respirator masks and safety glasses/face shields for first aiders who may need to approach and care for them).</li> <li>Safe cleaning of bodily fluids and waste disposal essential</li> <li>Deep clean after each use of the room for suspected or confirmed Covid cases</li> </ul>			AL, FB, NK, First Aiders, Cleaning Staff
21	Close contact between first aiders, school nurse and	<ul style="list-style-type: none"> <li>Consult with school nurse or other registered medical practitioner</li> <li>Follow guidelines on first aid and review school first aid needs assessment <a href="https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-">https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-</a></li> </ul>			AL, FB, NK, First Aiders, Cleaning Staff

	infected people	<p><a href="#">contact-with-symptomatic-people-with-potential-2019-ncov</a></p> <ul style="list-style-type: none"> <li>Medically qualified staff to follow their registered body guidelines on infection control. Equip first aid kits with additional gloves, masks, goggles and sanitiser gel <ul style="list-style-type: none"> <li>Individuals displaying COVID symptoms: where it is possible, move the casualty to the dedicated COVID isolation room to apply first aid. Where this is not possible, first aider to wear PPE before treating casualty.</li> <li>Other treatment with individual not displaying COVID symptoms - use the office to apply first aid</li> </ul> </li> <li>Call 999 ambulance if an individual is seriously unwell or their life may be at risk</li> <li>Anyone coming into contact with someone who is unwell must wash their hands thoroughly prior to conducting other duties and the group room should be cleaned using bleach</li> </ul>			
22	Increased risk to cleaning staff themselves and of spreading the virus to other areas	<ul style="list-style-type: none"> <li>Inform, train and supervise cleaning staff including correct use of PPE <ul style="list-style-type: none"> <li>Routine cleaning: provide PPE to include gloves, aprons and standard face masks and monitor compliance</li> <li>Cleaning locations where known or suspected individual may have been or for cleaning bodily fluids: enhanced PPE to include respirator style face mask and eye protection</li> </ul> </li> <li>Provide sufficient cleaning supplies of correct specifications, including disposable cloths and safe waste disposal facilities</li> <li>Provide sufficient facilities for cleaning staff to clean themselves after work and before leaving the site</li> <li>Do not use the same cleaning cloth in multiple rooms to avoid the risk of spreading the virus from room to room.</li> <li><a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></li> <li><a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/878677/PHE_11606_Putting_on_PPE_o62_revised_8_April.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/878677/PHE_11606_Putting_on_PPE_o62_revised_8_April.pdf</a></li> <li><a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/878678/PHE_11606_Taking_off_PPE_o64_revised_8_April.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/878678/PHE_11606_Taking_off_PPE_o64_revised_8_April.pdf</a></li> </ul>			AL, FB, Cleaning Staff
23	Pupils leaving school for external appointments and returning to school	<ul style="list-style-type: none"> <li>Such occurrences should be discouraged for pupils who are learning on site</li> <li>Pupils to book out in normal way and be instructed to wash hands before departing</li> <li>On return to school, pupil to check-in and be directed to hygiene station to wash hands before returning to class</li> <li>Pupils to be reminded to follow social distancing guidelines, safe use of public transport and other government advice whilst temporarily off site when checking-out from the office.</li> </ul>			NK, EC, AL
24	Transport for children attending school	<ul style="list-style-type: none"> <li>Follow guidance contained in DfE transport guidance <a href="https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/transport-to-school-and-other-places-of-education-autumn-term-2020">https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/transport-to-school-and-other-places-of-education-autumn-term-2020</a></li> <li>Encourage parents, staff and pupils to walk or cycle to school where possible.</li> <li>Where walking or cycling to school is not possible, encourage parents to drive pupils rather</li> </ul>			All staff Pupils

		<p>than use school or public transport in order to minimise the number of people they may come into contact with</p> <ul style="list-style-type: none"> <li>Supervise drop off and collection areas on site to reduce crowding</li> </ul>			
25	School kitchen	<ul style="list-style-type: none"> <li>External catering supplier's COVID risk assessment and staff operating procedure to be requested and reviewed</li> <li>Consult with catering provider regarding appropriate kitchen food hygiene control measures including use of PPE by catering staff</li> <li>Kitchen areas must be cleaned before and after each food preparation using appropriate catering sanitiser products</li> <li>Crockery or cutlery used is sent back to provider to be washed in hot water with detergent and dried after</li> <li>Where food is provided, use food coverings to reduce exposure to airborne particles during food preparation</li> </ul>			NK, EC, LR, AB, SLT
26	Staff home visiting pupils	<ul style="list-style-type: none"> <li>Where possible, home visits should only take place when concerns over a child's welfare have been raised and there has been a lack of contact with the family</li> <li>Staff engaged in these duties should avoid public transport, follow COVID public health guidance for the general public</li> <li>Staff to follow existing protocols including checking out with a colleague before leaving the school, visiting by appointment only and not entering pupil households</li> </ul>			SLT
27	Dining areas for pupils dining on site	<ul style="list-style-type: none"> <li>Stagger lunches design a one-way system into and out of the dining room</li> <li>Direct pupils to wash hands before entering dining areas and supervise entry and exit to dining areas with face coverings to be worn unless sat down to eat</li> <li>Arrange lunch breaks in groups/bubbles where possible.</li> <li>Staff to supervise dining areas to reduce individuals lingering and indoors</li> </ul>			AL, FB, SLT, All Staff
28	Shared water jugs, taps or fountains	<ul style="list-style-type: none"> <li>Request that pupils bring their own water bottle and do not share it with others</li> <li>Ensure that it is clear which is and which is not safe water for drinking.</li> </ul>			All staff Pupils
29	Ingestion or unsafe use of sanitiser gel or cleaning products	<ul style="list-style-type: none"> <li>Supervise use of sanitiser gel for younger pupils or for those with additional needs as appropriate</li> <li>Review COSHH assessment for alcohol gel and cleaning products, store in accordance with manufacturer's instructions and restrict access to stored quantities of greater volumes</li> </ul>			All staff
30	Emergency procedures - fire	<ul style="list-style-type: none"> <li>Review current fire risk assessment and ensure that changes to school access or egress introduced to facilitate social distancing do not counter existing fire risk management control measures</li> </ul>			AL, NK
31	Emergency	<ul style="list-style-type: none"> <li>Review school security risk assessment and ensure that changes to school access or egress</li> </ul>			AL, FB

	procedures - security lockdown	<p>(to facilitate social distancing) do not counter security access control measures</p> <ul style="list-style-type: none"> <li>Brief staff and pupils to re-familiarise them with school security protocols and to highlight any changes that have been necessary during the current phase of opening</li> </ul>			
32	Pupils' increased anxiety and other mental health	<ul style="list-style-type: none"> <li>Staff to monitor pupils' wellbeing and be alert to potential need for greater emotional support</li> <li>Consider establishing additional arrangements for pupils to get support from specialists or staff trained in mental health support</li> <li>Communicate the arrangements for pupils to access support services and consider proactive signposting to external resources including CAMHS and counselling provision <a href="https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers">https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers</a></li> <li>Communicate with parents and pupils in advance regarding how these arrangements will work practically in order to reassure them and to help address further anxiety.</li> <li>Teaching staff to continue to conduct tutorials and other check-ins with offsite pupils, focusing on those already identified as potentially vulnerable, and swiftly escalating concerns to DSL</li> </ul>			All staff SLT and DSLs
33	Staff welfare. Increased anxiety, occupational stress and mental health presentations by staff exacerbated by changing priorities, workloads, time pressures and blurred work-life balance	<ul style="list-style-type: none"> <li>Proactive line management and regular manager 'keeping in touch calls' with staff, especially those working from home, in order to help recognise <a href="#">signs of occupational stress</a></li> <li>Line Managers to discuss welfare with colleagues and escalate concerns to the Headteacher</li> <li>Headteacher to ensure all staff have access counselling services and that they are periodically reminded of access arrangements</li> <li>Headteacher to monitor staff workloads to ensure these remain manageable</li> <li>Staff group meetings will be held to reduce the sense of isolation for home workers and to share good practice, concerns and key updates.</li> </ul>			AL, FB, SLT All staff
34	New and expectant mothers - staff	<ul style="list-style-type: none"> <li>Staff to follow Government <a href="#">guidance</a> and that from individual's doctor or midwife, noting that pregnant mothers are considered Clinically Vulnerable and should be working from home</li> <li>Headteacher to conduct a risk assessment of returning to work for new mothers, in conjunction with medical advice from the individual's doctor</li> </ul>			AL, relevant staff
35	Visitors including parents	<ul style="list-style-type: none"> <li>Minimise the number of non-essential visitors</li> <li>Where possible, restrict visitors to appointment only and restrict site access to the main office. Parents are required to wear a face covering when entering the main office.</li> </ul>			NK, EC, SLT

		<ul style="list-style-type: none"> <li>Parents should not be permitted to enter the school through any other point of entry and should be informed of this important requirement in advance</li> <li>Inform essential visitors of the school's COVID-related social distancing and other infection control protocols when signing-in</li> <li>Peripatetic staff may move between schools where necessary but visits should be minimised and follow in full the protocols of the host school whilst on site</li> </ul>			
36	Contractors	<ul style="list-style-type: none"> <li>Reduce any unnecessary contractor visits whilst pupils are onsite</li> <li>Office team to check with contractors that they do not have symptoms, and ask them to read the list of symptoms on arrival to confirm that they do not display any of these</li> <li>Plan their work to be at times when pupils are not on site</li> <li>Office team and Headteacher to request contractor method statements and review their COVID-related control measures</li> <li>Office Manager to inform contractors of the school's COVID-related social distancing and other infection protocols</li> </ul>			AL, NK, EC
37	Deliveries	Designate one location for any deliveries to a space where they can be disinfected before being passed on. Train staff on how to do this and dispose of packaging safely			NK, EC, All staff
38	External lettings	<ul style="list-style-type: none"> <li>External bookings of school facilities or sites used by pupils will not be permitted during the current phase of restricted operation</li> </ul>			AL, NK
39	Educational visits	<ul style="list-style-type: none"> <li>Educational Visits are not permitted during the current phase of restricted operation</li> </ul>			All staff
40	Non-compliance	<ul style="list-style-type: none"> <li>Review behaviour policy and HR policies for current phase of operation and in-school pupils. Update to incorporate social distancing and other COVID-related measures</li> <li>Encourage culture of 'positive compliance' through mutual respect and have plans in place for dealing with non-compliance for those onsite</li> <li>Any serious or persistent breaches to be dealt with by the Headteacher</li> <li>SLT members onsite to conduct schedule of daily observations and maintain visibility and accessibility</li> </ul>			SLT, All staff
41	Incident reporting	<ul style="list-style-type: none"> <li>Staff and parents of children to report positive COVID tests to the school as soon as the results are known. The school will need to know when Covid symptoms started and who the positive case has come into close contact with. The school will also need to know whether the positive test was a Lateral Flow Test or a PCR as this will impact next steps and advice on self-isolation given to close contacts.</li> <li>Headteacher to call the DFE/PHE and seek advice on closure of bubbles and self-isolation requirements.</li> <li>School to communicate with close contacts on the need to self-isolate once this has been confirmed with the DFE/PHE.</li> <li>Follow operating procedure regarding pupils or staff who may have come into contact with</li> </ul>			All staff Families

		the virus whilst at school			
42	Other Estates related occupational H&S	<ul style="list-style-type: none"> <li>● Office manager and caretaker staff to advise Principal on other H&amp;S risk assessments that may be affected during the current phase of operation that may cause temporary changes of use, access arrangements, increased storage of chemicals/cleaning materials and closed-off buildings. This shall include:             <ul style="list-style-type: none"> <li>○ Fire</li> <li>○ Security and access control</li> <li>○ Legionella</li> <li>○ COSH</li> </ul> </li> <li>● Headteacher to conduct periodic walking site tour to make H&amp;S observations and record the outcomes of these</li> </ul>			AL, FB, NK
43	Safeguarding	<ul style="list-style-type: none"> <li>● DSL to review safeguarding policy to ensure that current teaching and supervision arrangements remain in line with the policy and good practice</li> <li>● DSL to report back to Headteacher and escalate any potential causes for concern regarding processes and procedures during this phase of operation</li> <li>● DSL to ensure that any gaps in onsite DSL / DSO cover are escalated to the Headteacher to arrange suitable alternative cover</li> <li>● DSL to conduct periodic audits of online teaching and other arrangements</li> </ul>			FB AL