

Extract from the DfE Guidance for full opening: schools (published 2.7.2020)

Reviewed by staff: 22.7.2020
 Reviewed by Gloucestershire SHE
 (Safety, Health and Environment) unit:
 23.7.2020
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LAST REVIEW COMPLETED by SLT and Staff: 16th October 2020

Essential measures include:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- 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 will (as much as possible) include:

- grouping children together
- avoiding contact between groups
- arranging classrooms with forward facing desks
- staff maintaining distance from pupils and other staff as much as possible

Hazard	Reducing Risk	Tasks/preparation
A. Exposure from others outside school due to: 1. Living with someone with a confirmed case of COVID-19. 2. Have come into close contact with a confirmed case of COVID-19 3. Being advised by a public health agency that contact with a diagnosed case has occurred.	To minimise this risk we will:	
	Remind parents that any student who has Covid symptoms or has been told to self-isolate via Test and Trace should remain at home	
	Remind students and families to follow the current guidance regarding self-isolation and testing, if a family member has Covid etc.	

Ensure staff know that if they have Covid symptoms they should stay at home and refer to Covid testing procedure for key workers	
Ensure current Covid signage is clearly positioned at all entrance points and placed in key areas on site	
Encourage students/staff to walk/cycle to school; not to share cars with non-family members and follow current guidelines regarding public transport/school bus travel wrt face coverings/mask	

B. Someone develops Covid symptoms whilst in school	To minimise this risk we will:	Tasks/preparation
	Isolate the student/staff member swiftly and ensure family is informed and the student collected asap. In order to isolate students, it may be necessary to place the student just outside the main school reception entrance, in sight of reception staff until they are collected.	
	Follow SHE unit guidance regarding safe management of student displaying Covid symptoms	Ensure SHE guidance is displayed in main office
	Follow PHE flowchart to ensure all students, families and staff are given appropriate information	Ensure PHE flowchart is displayed in main office
	Follow Test and Trace procedure including signposting test arrangements for staff	Ensure Test and Trace guidance is displayed in main office
	Ensure immediate and thorough cleaning of isolation room when used by someone displaying Covid symptoms, and the cleaning of any other classrooms and areas used by said person that day	
C. Contamination from someone else in school	To minimise this risk we will:	Tasks/preparation

<p>Manage students in year groups during the school day and we will reduce the contact between year groups, as far as possible, while on school site. Whilst staff may move between year groups/classrooms, they will need to practise heightened hand hygiene and keep their distance from students.</p> <p>To this end:</p>	
<p>Students will not be allowed on site before 8.25am.</p>	<p>Info to parents/carers and students</p>
<p>Students will be discouraged from gathering outside the school gates and from going to friends' houses before school</p>	<p>Posters on gates</p>
<p>Students will enter and leave the site via a designated entrance/exit (Y7/ 8 - student gates; Y9-11 - dining room). Cyclists will continue to use the student gates by the bike shed.</p>	<p>Posters on gates</p>
<p>Students may remove face coverings as they enter the school site, placing repeat-use coverings in their bag/blazer or placing single-use coverings/masks in the bins provided at the entrances.</p>	<p>Bins with lids positioned near gates</p>
<p>All students and staff will sanitise their hands on arrival on site.</p>	<p>Hand sanitisation stations near gates/canteen entrance</p>
<p>Vertical tutor groups will not meet physically, during this time. All students will be placed in temporary tutor groups based on year groups.</p>	<p>Info to parents/carers and students</p>
<p>On arrival in school, students will 'keep moving' and go directly to their tutor group base. Staff will be expected to be in their tutor base from 8.30am.</p>	<p>Info to parents/carers and students</p>
<p>There will continue to be a one-way system in the main building</p>	<p>Check signs are still in place and consistent</p>
<p>A one-way system will be implemented in the music/maths and science building, including additional use of fire doors eg entry to science, and exit from maths and DT3 into the car parks. There will be designated and identified routes through the car parks.</p>	<p>One way system signage</p>

There will be reduced parking in the rear car park to enable safe movement of students and there will be NO vehicle movement in the rear and side car parks during the school day. Staff who arrive or depart during the school day will need to park elsewhere and this may include street parking	Info to staff
There will be a one-way system in the PE/drama area.	Signage
There will be one way entrances/exits to the buildings and staircases will be designated as up or down routes.	Signage
Students will be expected to 'keep moving' through corridors and staircases i.e. not wait for friends during lesson changeovers	Keep moving posters
Staff will be vigilant at lesson changeovers, that students are adhering to the 'keep moving' expectation.	
Students should enter the classroom immediately on arrival, if the teacher is already there, then follow routines identified below regarding the start of the lesson. If the teacher is not there, then a single file queue should be expected.	
Staff will need to finish lessons promptly so when the bell rings, students move to the next lesson promptly	
Rooms should be well ventilated using open windows if possible; classroom doors should be propped open	
There will be a staggered break and lunchtime with identified indoor seating areas and zoned outdoor social spaces for each year group. Queuing will be on a rota basis by year group; with the next 'sitting' invited to join the queue from their designated indoor zone.	Queue signs, markings on floor
Key Stage 3 students will leave school at 2.55pm using the same exits as they entered through (Y7/8 - student gates; Y9-via the dining room). Y10/11 leave at 3pm via dining room exit.	After school duties to reflect staff availability/teaching groups

Wherever possible, desks will be forward facing and seating plans will maximise the distance between students as much as possible	
Students to be allowed to use the toilet during lessons, so long as it does not disrupt the flow of the lesson/learning (to avoid overuse during break/lunchtimes)	Info to staff
Staff will be encouraged to teach from the front of the classroom and maintain distance from students.	
LSAs will operate under the guidelines issued by the SENDCo; a copy to be given to SLT.	
Subject Leaders to review the curriculum and schemes of learning, paying particular attention to activities that would normally involve students facing each other, sharing of equipment/resources etc. Consideration to be made of electronic text books etc. Subject leaders to direct and manage H&S in their areas. Subject leaders will regularly review their risk assessment held centrally on a shared document, making any amendments in red. They should alert their SLT line manager to any changes made.	
The SEND team will manage SEND break/lunchtime and after school provision to ensure year groups are kept separate.	

<p>Study Zone and extra curricular activity will be gradually offered as the term progresses and H&S routines and systems are embedded. Staff requests to offer extra-curricular activities will be directed to the Deputy Head for approval. A risk assessment for any additional provision must take place and must be checked by the SLT line manager before it commences. The activity must be in line with whole school risk assessment, for example, year group bubbles must be maintained. Any changes beyond the parameters of this risk assessment should be identified clearly, risks mitigated and agreed by SLT line manager.</p>	
<p>Students may not gather in the Links centre or enter the LCLs' office; instead LCLs will need to be available at breaks/lunchtimes in social spaces downstairs and outside to enable students to have access to LCLs and to air any concerns.</p>	<p>Rota for LCLs/Links team required</p>
<p>The Referral Room will have a limited facility for students who will have to be sat at distance; BfL practice will therefore require fewer students being sent from lessons.</p>	<p>Info to staff</p>
<p>Detentions will be held in the hall with forward facing chairs and designated nights and areas for different year groups.</p>	
<p>One way entrance/exit to staffroom. Staff will be expected to visit the staffroom at least once a day to check for important notices/pigeonholes. They may eat/drink in there so long as space and numbers permit.</p>	
<p>Additional staff (social and work) space to be created in the conference room, with access to hot drinks and chilled water/ fridge. Tables set out to enable staff to work at distance. Visitors' toilet/handwashing facility near conference room to be opened up for staff use.</p>	

Staff to be encouraged to wash their hands regularly and to use handwashing facilities near their classrooms, including student facilities and access washrooms. Staff to raise any issues relating to access to handwashing facilities with Business Manager.	
Staff in shared offices, should position themselves so they are not facing each other; ventilation using open windows should increase if possible. Alternative accommodation will be offered to any staff who cannot socially distance in their shared office.	
Protective screens to be installed in reception, school shop and for specific work spaces eg music rooms for peris teachers, canteen as requested	
Students to wear PE kit on the days they have PE lessons to avoid use of changing rooms	Info to parents/students
PPE to be provided for key staff such as peris, librarian, shop staff where face to face contact cannot be avoided. Teachers and support staff to be offered visors.	
No parents/carers are allowed on site unless they have a pre-booked appointment. Parents must drop off students off site. Parents/carers may not drop off forgotten items; students will need to cope without for the day. If needs be, lunch will be provided and parents/carers will need to refund the amount the following day.	Info to parents/carers and students
No unannounced visitors; parents/carers will need to communicate by phone or email, or if a meeting is needed, then make appointments and where possible meetings should continue to be virtual (or if essential,they should be timed for after school).	Info to parents/carers and students
Essential visitors follow visitors' protocol; reception staff ensure sign-in pen and visitor's badge are bagged and kept for 72 hours before re-use	Protocol to be written

	Essential visitors' and contractors' contact details to be kept, in order to support Test and Trace process if instigated	Process to be agreed with office staff
	Contractors on site will be carefully managed to reduce time on site during the school day. All contractors to follow the contractors' protocol	Protocol to be written
D. Contamination from shared surfaces	To minimise this risk we will:	Tasks/preparation
	Doors will be propped open as identified	
	Staff to sanitise/wash hands on arrival each day	
	Students to sanitise hands on arrival each day	
	Students and staff will be encouraged to wash hands frequently and effectively throughout the day; signage will support this	Signage
	Staff will spray students' hands at the start of every lesson using the hand-sanitiser provided. This will also be done at the end of lessons if students are going to break/lunch. If there is a medical reason why the school hand sanitiser cannot be used on a student's hands, parents will need to contact school and then provide alternative anti-bacterial gel/spray. Such students must show the staff member that they are doing this, as they enter each lesson.	Sanitiser positioned in DT food and entrance to dining room - duty staff
	Tables in hall and dining room will be wiped down using anti-bac spray after each break/lunchtime sitting	
	All classrooms to have signage re catch it/bin it ; tissues and bins provided in every classroom	

<p>At the start of each lesson, students will have their hands sprayed on entry to the room. Students are to stand behind tables and place bags on the floor. Then, under the direction of staff, students will clean their own work space/table/PC on arrival at the lesson using the anti-bac wipes(for equipment/PCs) or cloths/paper towels and spray (for tables/work spaces)provided. Once completed, students will place their planner and equipment on the table, before being invited to sit down by staff member. A starter activity/question should be clearly displayed as students enter the room. Staff should spray/wipe the classroom PC before use.</p>	<p>Info to students. Info to staff. Anti-bac spray /paper towels in every classroom. Wipes for electronic equipment in specified classrooms.</p>
<p>Staff should not lend pens etc; students to be advised to bring their own</p>	<p>Info to parents/students to bring own</p>
<p>Washrooms to be cleaned after every break/lunchtime</p>	
<p>Where indicated, doors in corridors will be propped open to reduce touching.</p>	
<p>All handles of external doors, including science and maths fire doors that have to be closed, will be cleaned after breaks/lunchtimes</p>	<p>Checklist to be designed to ensure door handles on all external doors are cleaned</p>
<p>Subject leaders have been asked to review their curriculum and schemes of learning with regard to shared equipment and resources and to write clear protocol as to how to manage the use of shared resources.</p>	
<p>Library protocol to be established and published</p>	
<p>Anti-bac spray and towels to be available in the staffroom and conference room for staff to use, and also in subject offices eg PE, science prep room, SEND. Anti-bac wipes/spray to be used before using the shared phone/staff laptop etc</p>	
<p>Office and reception staff to use their dedicated phones, or use a wipe before using someone else's phone. Staff to use their own pens etc. and not lend to other staff or students</p>	

Hand sanitiser positioned near photocopiers for staff and student use prior to using copier machines	
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E. Lack of communication and understanding by stakeholders	To minimise this risk we will	Tasks/preparation
	Staff are expected to check emails on a daily basis during term-time and on a weekly basis during the holidays. HT updates will only be emailed on Fridays in the holidays , unless there is an urgent message, in which case a text alert will be sent	
	Staff to continue to contact HT by email with any issues/concerns. If an urgent reply is needed, please text HT.	
	Union reps to facilitate communication to HT if desired. They will check their email on Mondays	
	HT to meet regularly with union reps to review practice, on a fortnightly basis during term-time	
	HT to write to parents and explain students and parents' responsibilities eg getting to school, timings, appointments etc	Letter to parents/carers in holidays
	HT to write to parents regularly to keep them posted - via letter, email and text alert. All communications, including risk assessment to be also posted on the website	
	Policies to be reviewed in light of Covid-19 and refreshed on the school website	
	Staff who feel they need a bespoke risk assessment to contact the Business Manager	
	Staff briefings to be held every Monday at 3.10pm, socially distanced in the hall	
	'Live' presentation to be presented in all tutor groups during first session of the autumn term, with sections by HT and other SLT members re H&S, new arrangements re Links, high expectations etc	
F. School ethos is adversely affected by the suspension of Vertical Tutoring	To minimise this risk we will	Tasks/preparation

	Year 7 to meet in the hall each morning, for the first few days in September, to meet with their LCL and iron out any issues, avoid students getting lost in the early days	
	Tutors to consider how they can maintain contact with their vertical tutees, virtually or otherwise	
	Explore ways to keep benefits of VT at team meetings in September, in particular Learning Community team meetings. To be included on team meeting agenda as a standing item.	
G. Staff Well-being: Staff feel isolated and less well supported due to the limited use of the staffroom	To minimise this risk we will	Tasks/preparation
	Explore ways to facilitate communication and mutual support, especially for new staff at team meetings in September and ongoing, particularly via new staff induction meetings. To be included on team meeting agenda as a standing item.	
	Explore further ways to develop good emotional health and well-being at team meetings in September and ongoing throughout the term. To be included on team meeting agenda as a standing item.	
	Staff to raise any concerns via their line manager (or directly with any member of SLT)	
	Union reps to explore ways in which staff can meet informally after school to provide support and contact between staff	
H. Student well-being due to experiences of lockdown/ Covid/ readjustment to school routines and expectations	To minimise this risk we will	Tasks/preparation
	Suspend the setting of independent study for September to allow students to adapt to the return to school and ease work related stress. Students to be encouraged to read for enjoyment - fiction or subject based	Parents/carers/students to be informed

	<p>Explore further ways to develop good emotional health and well-being as the term progresses, including signposting of support agencies. To be included on team meeting agenda as a standing item.</p>	
	<p>Enable students to have access to Learning Community Leaders and Links team in social areas during break/lunchtime</p>	
	<p>Explore after-school opportunities and extra-curricular provision within the parameters of our risk assessment, so that students can benefit from a wider provision - physical, academic, social, creative etc. including study zone and study support group. See section C of this risk assessment. After-school provision to be phased in, in a managed and controlled way.</p>	