

Friday, 18 December 2020

The Vyne Community School – School Covid 19 Risk Assessment

Name of School	The Vyne Community School
Name of Headteacher	Nicola Pearce
Assessment completed by	Nicola Pearce
Assessment date	18/12/2020

THIS WILL BE UPDATED ONCE FURTHER GUIDANCE ON IN SCHOOL TESTING IS RELEASED

Parents aware of contact tracing until 24th December – all communication to NPE via email

January 5th – 8th 2021

Year 11 in school remain in year group bubble

Years 7 – 10 Vulnerable and Key worker students in school will remain in year group bubbles and will not mix with other bubbles

Useful links:

Government guidance for full opening of schools can be found [here](#)

Government Guidance on face Coverings can be found [here](#)

Government guidance for after school clubs and other out of school settings can be found [here](#)

Science teaching Coronavirus advice is available from CLEAPSS [here](#)

Design Technology Coronavirus advice is available from CLEAPSS [here](#)

Physical Education Coronavirus advice is available from AfPE [here](#)

This risk assessment is written with a presumption that the school is operating at Tier 1 – no additional local levels of Covid 19 to the wider national situation. If a local outbreak, national outbreak or as directed by the local health protection team the risk assessment will be rapidly reviewed. Some contingency planning is included here.

System of controls

This is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the following sections.

Prevention

- 1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.
- 2) Following Government guidance on the use of face coverings in schools.
- 3) Clean hands thoroughly more often than usual.
- 4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- 5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.
- 6) Minimise contact between individuals and maintain social distancing wherever possible.
- 7) Where necessary, wear appropriate personal protective equipment (PPE).

Numbers 1 to 5 must be in place in all schools, all the time.

Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 7 applies in specific circumstances.

Response to any infection

- 8) Engage with the NHS Test and Trace process.
- 9) Manage confirmed cases of coronavirus (COVID-19) amongst the school community.
- 10) Contain any outbreak by following local health protection team advice.

Numbers 8 to 10 must be followed in every case where they are relevant.

Risk	Potential Control Measures	Application of Measures in School
SECTION ONE – OVERARCHING PRINCIPLES OF RISK ASSESSMENT		
Prevention		
<p>1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school</p>	<p>1. Minimise Contact</p> <p>Ensuring that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms or have tested positive in at least the last 10 days and ensuring anyone developing those symptoms during the school day is sent home, are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19).</p> <p>2. Respond to Illness</p> <p>If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow guidance for households with possible or confirmed coronavirus (COVID-19) infection, which sets out that they should self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19).</p> <p>3. Procedures in place in school to reduce contact and maintain social distancing wherever possible.</p>	<ol style="list-style-type: none"> 1. Communication to staff, students and parents about not attending if have symptoms, tested positive, or household. September student induction. Staff induction. 2. Staff and students should not attend school if they have returned from a country identified by the Government as requiring self-isolation until this quarantine is complete. 3. Procedures if someone becomes unwell on site. (detail below) 4. See below (groupings, movement around school, arrival and departure to school, classroom protocols) <p>Procedure if concerned a student should not be in school (no symptoms)</p> <ol style="list-style-type: none"> 1. Isolate student in the "C19 Isolation Room" - small office in sports hall. The student is to remain there until the Headteacher makes a decision. 2. Update Headteacher 3. Contact will then be made with parents to get confirmation that the student is fit to be in school and does not fit criteria for self-isolating. Update Headteacher on outcome of phone call.

		<p>4. Headteacher will then decide whether the student will be sent home or can continue their school day. If there is any uncertainty the student will be sent home.</p> <p>Headteacher to be interrupted or contact on mobile if off site. If in doubt student to be sent home.</p>
<p>2. Good Hygiene</p>	<p>1. Hand Washing 2. Respiratory Hygiene 3. Use of PPE</p>	<p>1. Hand Washing Available in every classroom either hand washing / santiser all students to use at start of every lesson. Additional santiser at toilets, in corridors, at eating areas, at entrances to school.</p> <p>2. Respiratory Hygiene “Catch it, Kill it, Bin it” promoted within school, Additional ventilation to be used in all rooms e.g. windows opened, doors to outside used, social times outside (even in poor weather – need coats) Face Coverings To be used on transport by students/staff in line with government guidance (bins available for disposable at entrance) Required in all internal communal social areas for students and staff. Students may continue to wear them in classrooms unless inhibits learning. At teacher’s discretion. Staff instructed to wear face coverings inside their own classrooms whenever practical with teaching. Visitors to wear face coverings when in school for meetings. Be aware of exceptions and students this applies to.</p>
<p>3.Enhanced Cleaning</p>	<p>Additional cleaning</p> <ul style="list-style-type: none"> ● putting in place a cleaning schedule that ensures cleaning is generally enhanced and includes: ● more frequent cleaning of rooms and shared areas that are used by different groups 	<p>Teachers responsible for their teaching room throughout the day, resources available to wipe down between classes using approved cleaning products to require standard Additional cleaning of high frequency areas by site team throughout day Viricidal cleaning agent introduced in addition to usual cleaning routine</p>

	<ul style="list-style-type: none"> • frequently touched surfaces being cleaned more often than normal • toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet - different groups being allocated their own toilet blocks could be considered but is not a requirement if the site does not allow for it 	<p>Toilets allocated Y9,10,11 downstairs, Y7, 8 upstairs during social times. During lesson times students should use the nearest toilet following the one-way system.</p> <p>Zone 1 will need to be cleaned by the site team/catering team, between break times. Year 11 are the only year group using the canteen so it will not need to be cleaned between breaks.</p> <p>Follow Public Health England revised guidance for cleaning non-healthcare settings to advise on general cleaning required in addition to the existing advice on cleaning those settings when there is a suspected case.</p>
Response		
<ol style="list-style-type: none"> 1. NHS Test and Trace 2. Follow PHE Guidance 3. Managing Confirmed Cases 4. Contain any local outbreaks 	<ol style="list-style-type: none"> 1. Follow requirements on NHS Test and Trace 2. As 1 3. Contact Local Health Protection Team advice. Carry out rapid risk assessment review with health protection team advice 4. Follow local health protection team advice 	<p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#soc</p> <p>Details as set out in Government Advice above In school tracking system in place for students and staff to insure we are able to identify the current position for everyone and identify any patterns.</p> <p>Review risk assessment after any cases.</p>
SECTION TWO - In School detail of measures to enact Prevention measures above		
1. Maintaining distancing and reducing contact – entrance and exit routes		
<p>Numbers arriving simultaneously at school by bus, parents and walking/cycling impede the means to distance or reduce contact, and impede effectiveness of staggered start/finish times of school day</p>	<ul style="list-style-type: none"> • Arrange separate ‘holding’ areas for each group to minimise contact (ideally these should be outside if weather permits) • Encourage parents to make other arrangements for travel to/from school other than public transport. • Staff on duty to supervise 	<ul style="list-style-type: none"> • Students arrive on site at different times – students to be able to go to gathering point outside for their year groups when they arrive – students should not arrive on site before 8am (offer ISIS if require before school child care). Lesson 1 teacher collects from gathering point and escorts to first lesson.

	<ul style="list-style-type: none"> ● Signage at school transport pick up/drop off point 	<ul style="list-style-type: none"> ● Staff and students asked to avoid public transport where possible, otherwise encouraged to wear a non-surgical facemask and wash hands thoroughly on arrival. ● Any person wearing a non-disposable face covering when arriving to school will wash their hands and dispose of / store covering (Disposable into COVID bins, non-disposable into bags) ● Late Students to go straight to lesson – to be marked as late and staff to email attendance to notify team of their arrival. The gates will close at 9am. Lates after this time will need to access school ringing the buzzer on the side gate KCK will attend. ● Students put on face coverings before entering building
<p>Numbers of parents and children at entrances and exits impede social distancing</p>	<ul style="list-style-type: none"> ● Instructions for parents/carers on distancing rules on site. ● Parents advised to not come on to site, arrange drop off / collection points with their child off site ideally using the car park near the station. Due to having to take front car park, reduced space in car park, staff asked to be on site by 8am. Support staff aware that students will be nearer to the parking areas. ● Staggered start/finish times for different groups. ● Use of different entrances/exits for different groups. ● Only one parent/carer to accompany child. ● Staff on duty to supervise. ● Signage. 	<ul style="list-style-type: none"> ● Parents – car – not to come onto school site. ● Increased staff on duty at front gate and in gathering zones.

<p>Changes to school routine cause vehicular and pedestrian traffic management issues.</p>	<ul style="list-style-type: none"> ● Encourage parents to walk/cycle to school with children. ● Stagger drop off / pick up times. ● Minimise vehicles on site ● Review traffic management risk assessment where changes to start/end of day apply. ● Staff on duty to supervise. 	<ul style="list-style-type: none"> ● Due to the need to change the front car park to a playground, change of access to vehicles needs to be communicated to both parents and staff, working well ● Increase staff on duty ● Clear signage at school entrance, in place
<p>2. Maintaining distancing and reducing contact – internal areas and play areas</p>		
<p>Pupil numbers and room sizes impede the means to reduce contact</p>	<ul style="list-style-type: none"> ● Where practical, arrangements will aim to reduce contact and maximise distancing between pupils and staff; and between staff themselves. ● Pupils will reduce contact by being grouped together. For secondary schools this may be in up to year sized groups. ● Record the names of pupils in each group, and any close contact that takes places between children and staff in different groups. ● Remove excess furniture to safe storage areas to increase space. ● Desks to be spaced out as far as possible but do not impede fire escape routes and exits. ● All desks to face forward with pupils sat side by side. ● Floor markings to illustrate 2m areas around teaching positions. ● Children to remain at their desks when in the room. 	<ul style="list-style-type: none"> ● Year groups to be kept in bubbles for lessons and at social times. ● Teachers will remain in the same room and be responsible for wiping down between groups to allow students access to specialist resources for subjects. ● Students to wash hands in rooms with facilities and using sanitiser if no facilities. ● All Years will be in year sized bubbles and contact with other year groups will be minimised as much as possible. ● Clear seating plans will be maintained in every classroom for years 7 – 11. Teachers asked to ensure no student in 2m of teacher zone. ● Classrooms have been rearranged to accommodate desks in a way to afford social distancing where possible. Desks are forward facing and provide for appropriate distance from the teacher. IT suites lay out is fixed and not all desks face the front (but smaller classes can spread between the computers) ● Staff should keep 2 metre distance from students and other staff where possible. Boxes marked out in rooms where required.

	<ul style="list-style-type: none"> ● Lessons planned for individual work as opposed to close group work. ● Distancing and reducing contact to be explained to children with regular reminders. ● Signage/Posters in each classroom. ● The use of school grounds / local environment to extend the range of teaching spaces available ● Staff to supervise and enforce measures. ● The wearing of any PPE is not considered a necessary control measure except where set out specifically in this risk assessment for first aid or medical attention needs. Face coverings are to be used as per Government guidance. ● Ventilation improved where practicable by having windows open. 	<ul style="list-style-type: none"> ● While in general groups should be kept apart, brief, transitory contact, such as passing in a corridor, is considered low risk. (One-way systems will minimise this happening) ● Assemblies by Google only. ● Year groups will be designated outdoor areas to socialise in. ● Revised canteen arrangements to manage queues in dining room. The lunchtime timetable has been reorganised for lunch for different year groups. ● Readily available hand sanitiser availability at entrance of dining room. ● Innovate have devised monitoring and checklists – completed generic risk assessment. ● Biometric to be cleaned between students ● We will seek wherever possible to practise social distancing in line with the measures the government is asking everyone to adopt in public and in workplaces, including keeping pupils 1m+ apart from each other where possible. Parents to top up payment remotely as cash will not be accepted. ● Signage is placed outside reception to control entry to parents and all other visitors to the site ● Screen in place in reception ● Parents only to come on site for prearranged meetings ● Where practical work takes place, it will be under carefully controlled conditions in accordance with latest government/ subject association guidance. (Separate Risk assessments in place for each subject) ● When pupils have PE lessons they may come to school in PE kit on that day. (asked to wear leggings – cold as well as H&S if doing practical work in science/tech)
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		<p>are some at lesson change over. Must use one-way system</p> <ul style="list-style-type: none"> ● Staff should avoid students leaving personal items in classrooms ● One-way systems on stairs and throughout building
<p>Number of pupils and staff moving around the school impede the means to distance and reduce contact in corridors and other communal spaces</p>	<ul style="list-style-type: none"> ● Minimise movements of whole groups and individuals outside of the classroom. ● Use of a one-way system around the school. ● A 'walk on the left' policy if one-way not practicable. ● Consider using the pathways around the perimeter of the building to assist with circulation (weather and site layout dependent). ● Lane markings on floor and distancing markings in areas where queuing is likely. ● Areas not in use to be closed off (not escape routes). ● Children to keep coats, bags, lunchboxes etc with them in the classroom (under desks) or in suitable storage area. ● Signage. ● School assemblies to be completed electronically ● Acts of worship and other typically communal events to take place in groups (not whole school) 	<ul style="list-style-type: none"> ● Enhanced staff duty rotas to be put in place – increased number of staff on duty ● We will continue to operate a one-way system around the school ● PE encouraged to be outdoors – investigating options of additional indoor space ● Assemblies using “Hangouts” ● Face Coverings can assist in reducing transmission where it is not possible to ensure social distancing for example in corridors and communal areas such as break zones (inside areas). Staff and students to wear face coverings inside the building when not in their classroom or usual work station. Students may wear face coverings in lessons if they choose to, but at teachers discretion Exemptions to be notified to HoY by parents. Staff and students to be taught about safe use, storage and disposal of face coverings during start of term inductions. Covered in induction in tutor time.
<p>Use of shared resources</p>	<ul style="list-style-type: none"> ● Particularly relevant to PE / Art / Technology/ Science and Music 	<ul style="list-style-type: none"> ● Students to be instructed to have own basic equipment

		<ul style="list-style-type: none"> ● Any shared resources will be cleaned in line with guidance between use or left for the recommended period of time ● PE, Science, DT (Food/Materials), Art, Music all to include in subject risk assessments ● Planning of practicals to take into account time needed for cleaning equipment ● Library to complete risk assessment for use of resources - e.g. Books allocated on a click and collect basis, returned books NPE/MHS complete in September. Library used as teaching room only Y7. Only Year 7 to use in social times, small numbers and MHS to manage.
<p>Number of pupils and size of space impede the means to distance and reduce contact when using toilets</p>	<ul style="list-style-type: none"> ● Apply a maximum number of pupils in toilet rule to maintain distancing and reduce contact. ● Where practicable avoid different groups using the same facilities at the same time. ● Distance markings on floor in queuing area 	<ul style="list-style-type: none"> ● Allocated toilets by year group (see above) not enough for one set per year group. Only 2 students at a time. ● Keep to general rule try to limit students leaving lessons to go to the toilet- ensure that no more than 1 student out of the class at a time
<p>Number of pupils and available space impede the means to distance and reduce contact at breaktime and lunchtime</p>	<ul style="list-style-type: none"> ● Staggered break and lunch times. ● Allocated play areas for each group. ● Consider zoning of play areas using markings / cones to reinforce distancing. ● Limit use of outdoor play equipment to designated groups at fixed periods ● Games which encourage distancing and reduce contact. ● Staff supervision to maintain standards. ● Any crockery/cutlery used must be cleaned thoroughly. 	<ul style="list-style-type: none"> ● Staggered breaks / lunch Outdoor space allocated to year group bubbles. Take front car park for break zone for additional room for lunch/break times. Staff on duties / lunch time supervision – review teaching staff time budget. ● Caterers- have COVID checklists in place – for main kitchen / production area and front of house and pod and a safe operating procedure. ● One-way system – reduced choice to begin with for speed, hopefully app in place

	<ul style="list-style-type: none"> ● Catering contractors and other food provision has been subject to specific risk assessment. 	
<p>Number of staff and size of staff rest spaces impede the means to distance and reduce contact</p>	<ul style="list-style-type: none"> ● Removal of furniture to create more space. ● Removal of communal equipment (mugs etc) Staggered break times for staff. ● Repurpose unused spaces for additional staff rooms. ● Staff toilets to enforce 2m distancing 	<ul style="list-style-type: none"> ● Staff room has had to be turned into a classroom. ● Shared refreshment equipment e.g. kettles and microwaves removed or out of use to prevent contamination between staff – staff advised to bring refreshments or order from catering. ● Access to kettles in allocated areas only, staff responsible for hygiene. No socialising in these areas, maintain social distancing. <p>(Admin Pod in small kitchen, Staff kitchen, Science office, maths office, English office, Heads of Year Office)</p> <ul style="list-style-type: none"> ● Fridge available in staff kitchen but nothing to be left in fridge over night to allow cleaning. ● PPA time “free room” timetable to be shared for staff to know where they can go to work, library to be available for staff too (and Cover supervisors) ● Support staff – to look at staggered lunches
<p>3. Hygiene and Cleaning</p>	<p>Government Guidance on Cleaning non Healthcare Settings</p>	
<p>Cleaning staff levels are insufficient to deliver enhanced cleaning regime.</p>	<ul style="list-style-type: none"> ● Confirm available cleaning staffing levels before wider opening. ● Use of contractors or other school staff for additional cleaning. ● Agree the new cleaning requirements and additional hours for this. ● PPE to be worn by cleaning staff as dictated by risk assessment. 	<ul style="list-style-type: none"> ● Regular checks on cleaning and on cleaning sheets are carried out by DHN each day. ● Teachers wipe down room between classes with school provided cleaning materials to correct specs, build into routines. ● Enhanced cleaning protocols are in place. These include: ● Thorough cleaning of classrooms and communal areas in use at the end of each day; Cleaning of frequently touched surfaces often with special attention given to

		<p>door handles and handrails; Bins for tissues emptied regularly during the day; bins lined with black bin liners; If bin full staff to report it to reception and bin will be emptied immediately.</p> <ul style="list-style-type: none"> ● Additional cleaning of social areas between break times when shared across year groups ● Removal of unnecessary items from learning environments; ● Removal of soft furnishings where possible that are hard to clean e.g. reception ● Supplies of all necessary cleaning and hygiene materials, PPE and other consumables have been secured before wider opening, and arrangements have been made for the supplies to be maintained and replenished. ● Additional protocols, including provision of PPE, will be followed for cleaning any area where a person with possible or confirmed coronavirus has spent time; ● IT equipment i.e. keyboard and mouse wiped down by user after finishing use. Wipes provided and lidded bin for disposal
<p>Insufficient handwashing and hygiene facilities increase the risk of transmission.</p>	<ul style="list-style-type: none"> ● Children to handwash on entry to school, before and after each break and lunch, on changing classrooms, leaving school and after using toilet. ● Ensure supplies of suitable soap. Skin friendly cleaning wipes can be used as an alternative ● Extra signage to encourage washing hands. Ensure help is available for children who cannot clean their hands independently. 	<ul style="list-style-type: none"> ● Promoting good respiratory hygiene ('catch it, kill it, bin it' approach) – through assemblies / and posters – consider what signage should go into each room ● Remind students of good respiratory hygiene in tutor time ● Briefings for staff on expectations with regard to hygiene measures at school (for staff and pupils on site), including washing hands on arrival, before/after eating and after sneezing/coughing;

	<ul style="list-style-type: none"> ● Hand gel dispensers at strategic locations around the site to complement handwashing facilities. ● Supplies of tissues and lidded bins in each teaching space and classroom. ● Promotion of the 'Catch it, Bin it, Kill it' campaign to pupils and staff. ● Resources are rotated or left to de-contaminate for 48 hours (or 72 hours if plastic) if being used by different groups. ● Good ventilation helps support reduced transmission 	<ul style="list-style-type: none"> ● Provision of hand soap and disposable paper towels instead of hand dryers (where practical) in toilets and regular checking of supply; ● Staff informed that only lunch items and milk can be stored in the fridge and personal items must be removed daily. ● Tissues / wipes and cleaning materials are available in each classroom and other key locations. Staff should email site team if materials are running low. Staff should not bring in cleaning materials. Cleaning materials should be kept under the supervision of staff. ● Where a pupil/ member of staff sneezes/ coughs they are responsible for immediately wiping down immediate work space ● Hand sanitisers at all entry points to buildings ● Hand sanitisers have been installed around the school at key points, including all entrances. Additional sanitisers will be installed as necessary. Replacing hand washing in rooms with sanitisers and making further mobile units. ● Cleaning material and bins in all work areas ● Students to be encouraged to bring in their own hand sanitiser and tissues ● Air conditioning units are single room units and should be used only when essential. Windows and doors to be opened whenever practical to enhance good air flow, especially between groups.
<p>Exposure to new hazardous substances (products)</p>	<ul style="list-style-type: none"> ● COSHH assessment to be carried out for any new cleaning/sanitising products in use. Additional cleaning staff to be made aware of the COSHH risk assessments. 	<ul style="list-style-type: none"> ● COSHH assessment carried out by site team ● Lowest level of hazard cleaning material used wherever possible

	<ul style="list-style-type: none"> ● Appropriate storage of hazardous substances. Material data sheets to be made available for new and existing products 	
4. Site and Buildings	DfE Guidance on Managing School Premises During C19	
Visitors/contractors/suppliers on site increase the risk of transmission.	<ul style="list-style-type: none"> ● Site visits only by pre-arrangement. ● A record of some visitors must be kept for 21 days specific guidance ● 2m exclusion zones/markings in Reception areas. ● Information/signage for visitors informing them of the infection control procedures. ● Deliveries and visits outside of school opening hours where possible. ● Provision of hand sanitiser at main school entrance. ● Process for the acceptance of deliveries required i.e. area where deliveries can be safely left. 	<ul style="list-style-type: none"> ● Meetings to be virtual wherever possible. ● Meetings with parents / external agencies to be prearranged – parents to be informed. Reception briefed of protocol for planned and unplanned visitors ● Records of visitors kept for 21 days minimum – reception responsible for parents and visitors to non site team visitors. DHN keep list of site/maintenance visitors ● Hand sanitiser in reception and screen up, consider buzzer for front door ● Drop off and collection box outside reception for parents ● DHN to review deliveries process – back door where possible
Changes affect normal emergency procedures.	<ul style="list-style-type: none"> ● Review of fire assembly points to accommodate reduced contact and distancing where practicable. ● Fire drill practice to train new arrangements. ● Other contingency emergency plans to be reviewed including lockdown procedures, major disruption through loss of services, gas leak etc. 	<ul style="list-style-type: none"> ● JEE has reviewed and will shared changes with staff and students relating to fire procedure and lockdown

<p>Site security is compromised by new arrangements.</p>	<ul style="list-style-type: none"> ● Normal security standards will apply, doors which may be used for drop-off/pick up should then be closed during the school day (and locked if not fire doors). ● Additional ventilation via open doors and windows should not occur in unoccupied parts of the site. 	<ul style="list-style-type: none"> ● Internal doors held open – will close if fire alarm sounds ● Staff to shut doors and windows at the end of the day - responsibility of all ● Door into hall must be kept closed during lesson time
<p>Building checks not taken place</p>	<ul style="list-style-type: none"> ● All usual building checks are to be undertaken as normal including flushing of water outlets, schedules of preventative maintenance, portable appliance testing and asbestos monitoring. 	<ul style="list-style-type: none"> ● DHN to action following government guidance in liaison with NPE
<p>5. Equipment and furniture</p>		
<p>Shared play equipment increases the risk of transmission.</p>	<ul style="list-style-type: none"> ● Individual items of play equipment and other shared items used for teaching are to be cleaned between each use by each group. 	<ul style="list-style-type: none"> ● Relevant to PE / DT / Science / Music / Art ● Science can use technicians to assist with cleaning ● Not to share resources between bubbles ● Resources either cleaned between use or left for 72 hours ● Departments looking at quick cleaning options
<p>Shared equipment, fittings and resources increase the risk of transmission.</p>	<ul style="list-style-type: none"> ● Handwashing before and after each lesson. ● Remove unnecessary items from the classrooms and store elsewhere. ● Cleaning regime for door handles, press to exit buttons, communal surfaces. ● Children asked to bring in own stationery or have allocated, named, packs of stationery per child. 	<ul style="list-style-type: none"> ● Students encouraged to wash hands regularly – every classroom to have either hand washing or sanitiser ● Decluttering and removal of excess furniture completed ● Part of cleaning regime ● Students to bring in own stationery – letter to parents with equipment list ● Any shared resources used within bubbles – to be cleaned either by student (IT equipment) or by staff

	<ul style="list-style-type: none"> Resources and surfaces to be cleaned each night. Lessons planned so sharing of resources in minimised. 	<p>e.g. PE – where possible assign resources to individual student to reduce cleaning</p> <ul style="list-style-type: none"> Looking to minimise the use of text books – encourage scanning / E text books
<p>6. Health and Wellbeing</p>		
<p>Inadequate staffing levels create supervision or safeguarding issues.</p>	<ul style="list-style-type: none"> Carry out an audit of all staff availability and review it regularly. Introduce a process for staff to inform you if their health situation changes. If there is a shortage of teachers consider use of suitably qualified TAs to lead a group and maintain ratios. Use of staff from other schools (by agreement). 	<ul style="list-style-type: none"> Staff and parents given advice on who is still not expected to attend school based on current guidance. A staffing audit will be undertaken to ascertain which staff are unable to come to work to school – NPE to action - In the light of latest government advice. We will continue to have additional regard for members of staff who are pregnant; are clinically extremely vulnerable (shielding); are exhibiting symptoms of COVID-19 and are self-isolating; share a household with someone who is self-isolating with COVID-19 symptoms; have been certified by their GP as not able to attend the workplace; are on sick leave. <p>Consideration as to how work patterns may need to be adjusted will also be given to staff on a case by case basis who are: clinically vulnerable – have underlying health conditions as defined in the Government guidance; living with people who are clinically vulnerable or clinically extremely vulnerable. NPE (SLT) has undertaken individual risk assessments as needed Staff to inform JEE/NPE if their circumstances change – if they are unable to attend school, they are displaying symptoms of COVID 19 and are awaiting a test result, if they have tested positive to COVID 19 and the date they received their test result, if someone in their household has tested positive and date of positive result</p>

		<ul style="list-style-type: none"> ● If they have been contacted by the Track and Trace process. JEE contact part time staff to build up a list of part time staff willing to additional hours / cover JEE to maintain a supply cover register Larger teaching spaces – such as main hall to become available if needed to collapse groups for cover ● Staff to liaise with staff governors (RET) regarding staff concerns with regard to work load / wellbeing or HODs – who will notify NPE
<p>Vulnerable / Extremely vulnerable children at higher risk of infection.</p>	<p>· Parents should follow current medical/government advice if their child is in this category</p>	<ul style="list-style-type: none"> ● Extremely clinically vulnerable children: Parents are expected to follow medical advice if their child is in this category. Parents are to notify the relevant year lead. JKD / KCK to coordinate. School will ensure the student has access to remote provision
<p>Minimising contact with individuals (students / staff / visitors) who have coronavirus symptoms (or have someone in their household who does)</p>	<ul style="list-style-type: none"> ● Ensuring that pupils, staff and other adults do not come into the school if they have (COVID-19) symptoms, or have tested positive in the last 7 days, and ensuring anyone developing those symptoms during the school day is sent home, are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19). If anyone in school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’, which sets out that they must 	<ul style="list-style-type: none"> ● Parents, staff and pupils are clear that if they display any symptoms of Covid-19 or where there is someone in the household who is self-isolating, they do not go to school and self-isolate for the required period. ● Staff given instruction in September INSET and reminded for 04/01/21 on what to do if they or someone in their household experiences symptoms; ● Parents/pupils informed that they must not enter the school if they are displaying any symptoms; ● Staff/pupils will be told they must get tested if they display symptoms of coronavirus or are contacted by NHS Track and Trace; school is being provided with testing kits. ● If a member of staff or pupil tests positive, the rest of the class/group may be required to self-isolate for 14 days. PHE will be contacted for further advice as to next steps- this may include whole or partial closure of the school

	<p>self-isolate for at least 7 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms. If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.</p>	<ul style="list-style-type: none"> ● Staff should engage with the Test and Trace process ● Checklist for visitors on symptoms / whether they have had COVID
<p>Person becomes unwell with Covid-19 symptoms in school</p>	<ul style="list-style-type: none"> ● Move to a pre-designated room where person can be isolated, with adult supervision if a child. ● Ventilate the room if possible. ● PPE should be worn if contact is required. ● Inform parent/carer to arrange collection. ● Cleaning regime after each usage of the space. 	<ul style="list-style-type: none"> ● Staff given instruction on what to do if a pupil show symptoms at school in September INSET; ● Arrangements are in place for the isolation of pupils or staff who may develop COVID-19 symptoms during the day while arrangements are made for them to leave the premises, and these arrangements have been risk assessed (Room by Sportshall door). If weather permits and student is able to they will wait for collection outside reception.

	<ul style="list-style-type: none"> ● Follow the advice from health protection team 	<ul style="list-style-type: none"> ● Pupil or staff if needed should use the disabled toilet, close to isolation room, which will be cleaned after use, by site team as this falls into emergency cleaning ● PPE for staff who may need to supervise the pupils while arrangements are made for them to leave the premises. PPE in Student Welfare Room for staff attending (SLT/First Aiders) ● Windows should be opened ● PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained
<p>Outbreak of Covid-19 within the school (defined as more than two confirmed cases within a fortnight)</p>	<ul style="list-style-type: none"> ● Senior leaders have awareness of the PHE “local outbreak management plan” ● Local school management plan is in place and relevant staff have been made aware ● Remote education plans in place 	<ul style="list-style-type: none"> ● Public Health England Fareham Borough Council Civic Offices Civic Way Fareham Hampshire PO16 7AZ <p>Email HIOW@phe.gov.uk; phe.hiow@nhs.net Telephone 0344 225 3861 Out of hours advice 0844 967 0082 First contact NPE ‘Schools must when they become aware that someone who has attended has tested positive for coronavirus (COVID19) contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace’ The school must follow the advice of PHE Staff September INSET.</p> <ul style="list-style-type: none"> ● full reopening to all years, blended learning – rota system where Year groups in for a certain number of days a week – with the remaining days home remote learning; temporarily home learning for a year group/

		<p>groups if a number of positive identified – school will be led by PHE</p> <ul style="list-style-type: none"> ● Temporary full closure if a significant number of positive cases identified - – school will be led by PHE
<p>Communication with staff</p>		<ul style="list-style-type: none"> ● Staff will be informed, where it is possible, about potential outbreaks of COVID 19 / positive cases ● COVID handbook for staff on Google Drive
<p>Staff wellbeing affected by the working experience.</p>	<ul style="list-style-type: none"> ● Staff risk assessment tool being used to assess those in higher risk groups. ● Staff aware of risk assessment process and able to contribute. ● Staff meetings and communication. ● Defined wellbeing support measures for staff. ● Designated staff rest areas. 	<ul style="list-style-type: none"> ● NPE/JEE/HHL aware of those staff in higher risk groups – school will always follow government / medical advice ● In the light of latest government advice following National Lockdown #2 some members of staff may still be required not to attend the workplace. ● We will continue to have additional regard for members of staff who: are pregnant; are clinically extremely vulnerable ; are exhibiting symptoms of COVID-19 and are self-isolating; share a household with someone who is self-isolating with COVID-19 symptoms; have been certified by their GP as not able to attend the workplace; or are on sick leave. ● Individual risk assessments completed for staff considered more vulnerable to Covid 19. ● We will continue to monitor government guidance and update our procedures as appropriate ● Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. Face coverings are required for staff for indoor communal areas. ● Staff work rooms and PPA rooms identified by JEE ● Staff meetings / briefings to be virtual where possible

		<ul style="list-style-type: none"> ● Staff voice to continue for staff to air views, survey and feedback as response cycle two to be completed 27/11/20
<p>Pupil wellbeing is impacted by the current situation causing physical and mental ill health.</p>	<ul style="list-style-type: none"> ● Children to have allocated teacher and TA where possible. ● Reduced time in school to ensure transition from home to school is successful. ● Curriculum to support children’s well-being. ● Provide opportunities to talk about their experiences/concerns. ● Pastoral activities. 	<ul style="list-style-type: none"> ● Staggered start to allow time for students to be on site on 23/11/20 Lesson 1 – remind students of protocols and their responsibilities ● Time for pastoral support – how they found lock down. JKD programme for tutors and use of Citizenship lessons ● Mentoring at KS4 in En , MA and Sc during tutor time ● Use of tutor time to support student well-being - pastoral leads ● Curriculum intervention – review what students need to catch up / design intervention programme / consider curriculum offer for some students ● Panic attacks / anxiety space – students should be encouraged to go outside where possible on call to support and alert HOY and JKD
<p>First aid provision</p>	<ul style="list-style-type: none"> ● Ensure all staff know First Aiders on site if less than normal. ● If provision is less than usual, minimise hazardous activities which may result in injury. ● Ensure a supply of PPE is available for provision of first aid and use and dispose of accordingly. 	<ul style="list-style-type: none"> ● A supply of face masks, gloves, aprons and eye protection will be maintained for use as necessary in personal care situations where contact is required, e.g. intimate care needs, provision of first aid or if a child becomes unwell with symptoms of coronavirus at school and requires personal care until they return home; ● Additional training needs on the use of PPE have been identified with individual staff and training is scheduled to take place KCK to arrange ● Personal protective equipment (PPE) provisions for staff PPE will be available to those staff who require it, for example first aiders and cleaning and caretaking staff, including gloves, aprons, masks and visors

		<ul style="list-style-type: none"> We will follow latest guidance on the wearing of face coverings; latest guidance is that these should not be necessary in school. Current guidance is that they are not required. However, if staff and students wish to wear face coverings this will be supported
Pupils with special medical needs (administering medication)	<ul style="list-style-type: none"> Required number of competent staff on site Staff training up to date Alternative arrangements in place if staff training/competence has lapsed. 	<ul style="list-style-type: none"> Medical needs register in place and up-to-date JKD/KCK Letter sent to all parents regards use of EpiPen / inhalers and if child is Clinically Extremely Vulnerable' (or lives with someone in this category) KCK/JKD First aiders register up-to-date – sufficient coverage is in place – JKD oversees
1:1 teaching, physical restraint and children with SEND or EHC plans are adversely affected by the current situation.	<ul style="list-style-type: none"> Individual risk assessments of children with behavioural difficulties. DfE Risk Assessment Guidance Reduced timetable or consideration of other solutions if child's behaviour puts staff at risk. 1:1 teaching to be done with reduced contact 	<ul style="list-style-type: none"> ASY to complete as required Teaching Assistants to remain class based to support lessons in first half term, review 1:2:1 provision and support after first couple of weeks back RCR/ASY
7. Risk assessments and Policies		
Standard risk assessments do not take account of additional covid-19 risks	<ul style="list-style-type: none"> Ensure all work environments and teaching/learning activities have been subjected to risk assessments in line with conventional H&S requirements. Review and where necessary update all risk assessments with additional control measures to counter any significant infection transmission risk 	<ul style="list-style-type: none"> PE / Technology and Science, and music have undertaken subject specific risk assessments using CLEAPSS, DfE and other agencies guidance. Due to using the letting spaces as inside also being classrooms. No lettings taking place (other than ISIS Breakfast club, risk assessment in place)

	<ul style="list-style-type: none"> ● Pay particular attention to curriculum areas and activities being resumed for the first time since school restrictions were introduced ● Educational visits and activities are restricted to non-residential activities and are subject to the usual process of risk assessment and authorisation. ● One -off activities such as PTA and other fundraising events, firework displays etc will be subject to separate risk assessment. ● Lettings of facilities will be subject to separate risk assessment. School clubs, Breakfast clubs and after-school provision are subject to a separate risk assessment. ● Behaviour policy amended to reflect covid-19 protocols. 	
<p>8. Monitoring</p> <p>School employers should have active arrangements in place to monitor that the controls are:</p> <ul style="list-style-type: none"> ● effective ● working as planned ● updated appropriately considering any issues identified and changes in public health advice 		
<p>Control measures set out in this risk assessment do not prove effective</p> <p>Levels of compliance are inadequate</p>	<ul style="list-style-type: none"> ● Named school staff will monitor the application and effectiveness of the control measures set out within this risk assessment, and the level of compliance by staff, visitors and pupils 	<ul style="list-style-type: none"> ● Staff encouraged to report any breaches of health and safety protocol they have witnessed to SLT/(Headteacher if SLT) ● Staff to be updated in November Briefing

	<ul style="list-style-type: none"> ● Non-compliance will be addressed immediately ● Regular communication with staff on the outcomes of the monitoring ● LA H&S Advisers are able to visit the school site to assess compliance 	<ul style="list-style-type: none"> ● Weekly agenda item on SLT to monitor and review measures and compliance ● Regular review with Chair of Governors (twice each half term or sooner as required)
<p>9. Other risks – specific to your school</p>		
<p>School clubs / CCF</p>		<ul style="list-style-type: none"> ● School clubs initially not running from 04/01/21 review after 3 weeks <p>CCF allowed to run but must –</p> <ul style="list-style-type: none"> ● Ensure social distancing and good hygiene measures are followed ● Insure any external staff are clear to not attend site if they or someone in their household has C19 or is experiencing symptoms ● Abide by the measures of this risk assessment as reasonable apply to them ● Keep accurate register of attendance (including staffing) and give to NPE each week via tray. Inform NPE if any instructors are unwell with C19 or have been contacted via Track and Trace. ● Use outside spaces wherever possible for activities ● Ensure site team know physical spaces they have used to allow adequate cleaning ● Limit off site activities and discuss with NPE if planning any ● CCF use of mini bus – limited to 10 students, wearing face coverings and with good ventilation, minimising mixed year group trips

<p>Vyne Community Lettings</p>		<ul style="list-style-type: none"> ● ISIS Childcare has separate Risk assessment in place – to be reviewed by NPE/SES monthly
<p>Reducing face-to-face contact between staff and between staff and visitors</p>		<ul style="list-style-type: none"> ● Visitors and face to face meetings to be avoided wherever possible. ● Admin activities located in admin hub in reception end of building. Closed to students and wider staff to reduce interactions. ● School wide protocol is that face-to-face meetings between staff and between staff and visitors are to be avoided where possible in favour of audio/video conferencing KPS Protocol ● Any face-to-face meetings on site observe the 2-metre distancing rule and will be held outdoors where practical; ● On site meetings must be pre booked and meeting space identified before hand ● Only essential visitors are allowed on site ● Visitor protocol to be observed at all times, including hand washing or provision of sanitiser on arrival. ● Contractor visits are scheduled outside school hours where possible. ● Virtual alternative parents’ evenings in place
<p>Social distancing in school office and communal spaces</p>		<ul style="list-style-type: none"> ● Admin activities located in admin hub in reception end of building. Closed to students and wider staff to reduce interactions. ● Perspex screen in place in reception ● Staff required not to share workstations, photocopier/ telephones, radios or other equipment unless properly sanitised between users – wipes available ● Reception / meeting areas reassessed to observe social distancing rules; additional chairs removed, screen put in place signage and social distancing markings

		<ul style="list-style-type: none"> ● Reception staff instructed on how to deal with deliveries safely
Temporary adjustment to school rules		<ul style="list-style-type: none"> ● Confirmed at Governors meeting 15/09/20 on website
Student attendance	<ul style="list-style-type: none"> ● It is vital for all children to return to school to minimise as far as possible the longer-term impact of the pandemic on children’s education, wellbeing and wider development. 	<ul style="list-style-type: none"> ● The usual rules on school attendance will apply, including: ● parents’ duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age; schools’ responsibilities to record attendance and follow up absence; the availability to issue sanctions, including fixed penalty notices in line with local authorities’ codes of conduct; parents asked to notify the school if their child falls into any of the ‘clinical groups’ Support will be in place to support those students who are apprehensive – staggered start to term is planned to help students transition back into school Remote education will continue for those not able to attend school
Testing	<ul style="list-style-type: none"> ● Anyone who displays symptoms of coronavirus can and should get a test. 	<ul style="list-style-type: none"> ● Students / staff should arrange a test via the portal https://self-referral.test-for-coronavirus.service.gov.uk/antigen/name <p>Or</p> <ul style="list-style-type: none"> ● School should only offer a test kit to individuals who: ● have developed symptoms while at school or at your further education institution, and ● in the exceptional circumstance that you believe they may have barriers to accessing a test elsewhere, and

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		<p>that by giving them a test kit directly, you will significantly increase the likelihood of them getting tested, and</p> <ul style="list-style-type: none">• you believe that if you sent the individual home without a kit, they would not receive a test at all.• Need to create protocol for storage, distribution and tracking of school kits JKD/KCK <p>If the individual is under 18 this kit should be given to their parent or carer.</p>
SLT Team member needs to isolate with confirmed case or symptoms		<ul style="list-style-type: none">• SLT will only meet virtually and take additional care in any conversations face to face to stay 2m and wear a face covering.

I confirm that the above is a suitable and sufficient risk assessment based on current information. The risk assessment will be reviewed on a regular basis and whenever anything significant changes. All relevant parties will be informed of the outcomes of this risk assessment.

UPDATES – adjustments to dates and initial recognition of 5th – 8th January 2021 arrangements

Name of Headteacher Nicola Pearce
Signature of Headteacher 
Date: 18/12/20
Name of Chair of Governors : Bruce Newlands
Signature of Chair of Governors

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A handwritten signature in black ink, appearing to be 'L. M.', is written in the top section of a table.

Date: 18/12/20

Date of review 5/1/21 (or as soon thereafter as possible to include testing)