

**Risk Assessment for opening Cox Green School – 1<sup>st</sup> September 2020**

**Reviewed 10<sup>th</sup> September 2020, Reviewed 8<sup>th</sup> October 2020, Reviewed 2<sup>nd</sup> November 2020, Reviewed 8<sup>th</sup> January 2021, 24<sup>th</sup> February 2021  
4<sup>th</sup> March 2021 and 15<sup>th</sup> April 2021, 24<sup>th</sup> May 2021**

**Who is at Risk?** Pupils, Staff and Pupils' families

**How can the hazards cause harm?** Illness, COVID 19 outbreak

**The Risk assessment for children and staff is in light of recent government guidance and the following principals are adhered to:**

- The school offer adheres to guidance from the DfE
- The offer to the most vulnerable pupils is at the heart of the school offer
- All pupils should have access to full time learning either at home or in school
- Open and clear communication to all stakeholders, particularly parents/carers
- The emotional well-being of pupils and staff is a priority, and this must be a focus for all decisions made
- No pupils or member of staff to come to school if unwell, coronavirus symptoms or any other symptoms
- Hygiene routines to be established and adhered to

**The DfE latest documents and guidance webpage is updated regularly:**

<https://www.gov.uk/government/latest?departments%5B%5D=department-for-education>

**Additionally leaders may find the following guidance particularly useful:**

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

- DfE guidance for schools and education settings – Coronavirus (COVID-19): guidance for schools and other educational settings-  
<https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings>
- What parents and carers need to know about schools, colleges and other education settings during the coronavirus outbreak  
<https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/closure-of-educational-settings-information-for-parents-and-carers>
- SEND information  
<https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance>
- DfE Schools Coronavirus(COVID-19) operational guidance  
<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance>



<p><b>Staffing</b></p>	<p>Staffing numbers to be confirmed ensuring that following roles are covered suitably</p> <ul style="list-style-type: none"> <li>○ First Aiders</li> <li>○ Designated Safeguarding Lead (DSL)</li> <li>○ SENCO</li> <li>○ Site Staff</li> <li>○ IT Support Staff</li> <li>○ Senior Leadership Team</li> </ul> <ul style="list-style-type: none"> <li>● Plans to respond to increased sickness levels are in place.</li> <li>● Staff clothing expectations to return to standard policy.</li> <li>● Approach to support wellbeing, mental health and resilience in place, including bereavement support</li> <li>● Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on returning to work guidance.</li> <li>● Arrangements in place for any externally employed adults delivering learning in school e.g. music tutors,</li> </ul>	<p><b>Cathrin Thomas Headteacher</b></p>	<p>Cover Manager and sickness reporting system in place</p> <p>Absence procedures in place and recorded in recommended way. 1/9/20 discretionary leave of absence policy covid addendum updated. Updated again for clarity May 21</p> <p>Link system in place, Counsellor on staff, EAP provided to all staff</p> <p>Headteacher briefed staff and sent link to webpage</p> <p>Regular staff Link meetings and staff briefings and meetings and continued focus on wellbeing</p> <p>Music tutors in school from 24<sup>th</sup> May 21 with covid safeguards in place.</p>
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<p><b>Emergency Evacuation</b></p>	<ul style="list-style-type: none"> <li>• Evacuation routes are confirmed, and signage accurately reflects these.</li> <li>• NB In the event of emergency the priority is getting out of the building safely and calmly regardless of social distancing.</li> <li>• Consideration given to Personal Emergency Evacuation Plan for students with mobility issues or other disabilities – buddies are assigned or reassigned according to available persons.</li> <li>• Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.</li> </ul>	<p><b>IWE and HBU</b></p>	<p>Evacuation routes remain the same and are fully signposted. Students and staff reminded of evacuation procedure in morning briefing – wb 22/3/21 whole school evacuation drill.</p> <p>Staff and students reminded in morning briefings</p> <p>Student list checked for any PEEP students and training done by EDO during September. PEEP documentation updated in September and copies sent to parents</p> <p>Assessed by TSM and IWE Feb 2021</p>
<p><b>Pupil Reorientation</b></p>	<ul style="list-style-type: none"> <li>• Changes to the school day/timetables shared with parents.</li> <li>• Changes to emergency procedures</li> <li>• All students instructed to bring a water bottle each day. Water fountains only available for bottle filling not for direct drinking and cleaning arrangements in place.</li> </ul>	<p><b>Cathrin Thomas Headteacher</b></p>	<p>Parent information letter and newsletter issued 25/2/21 including opening of school and testing plan. Termly Headteacher letter and weekly communications through newsletter and text message.</p> <p>No changes evacuation routes stay the same and parents will be called to collect if child unwell</p> <p>Detailed in parent letter and information to parents. Drinking fountains with drinking attachment put out of use.</p>
<p><b>Cleaning</b></p>	<p>Ensure that the school is clean and that cleaning products are available before opening.</p> <ul style="list-style-type: none"> <li>• Arrangements for longer term continued supply of cleaning products is in place</li> <li>• Waste disposal process in place for potentially contaminated waste.</li> <li>• Capacity of cleaning staff is adequate to enable enhanced cleaning regime.</li> </ul>	<p><b>Site Manager</b></p>	<p>Supply of materials and products in place and specialist cleaning company employed who bring own supplies.</p> <p>Bagged and disposed of in normal waste as per guidance. Cleaning contractor has undertaken risk assessment. Disposable products being used. i.e. Mop heads, cloths etc All cleaning staff are trained in the safe use of chemicals and COSHH Regs</p> <p>Cleaning contractors hours have been re-arranged and additional hours added temporarily to the contract so that cleaning staff are</p>

	<ul style="list-style-type: none"> <li>• Sufficient time is available for the enhanced cleaning regime to take place.</li> <li>• Ensure processes are in place for cleaning during the day</li> </ul> <p>Consider:</p> <ul style="list-style-type: none"> <li>• Follow the Government's <a href="#">COVID-19 cleaning of non-healthcare settings guidance</a></li> <li>• Is there a rota in place for what is cleaned, when cleaned and by who?</li> <li>• Any training required for cleaning staff</li> <li>• e.g. door handles, surfaces, equipment, toilets</li> <li>• Cleaning tools available in each teaching area e.g. cloths, gloves, detergent, tissues</li> </ul>	<p>present on site all day and full cleaning takes place every night after staff and students left.</p> <p>Rota for daytime cleaning and adjusted rota for evening cleaning.</p> <p>Cleaning contractors hours have been temporarily amended so that cleaning staff are present on site all day and have rotational cleaning pattern for contact points, surfaces, dine, toilets etc.</p> <p>Rota'd cleaning schedule drawn up by Site Manager and Cleaning contractor</p> <p>Training has already been carried out by cleaning contractor</p> <p>Cleaning equipment bucket in each cleaning area with disposable cloths, gloves, anti bac cleaner and box of tissues.</p>
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<p><b>Hygiene</b></p>	<p>Consider:</p> <ul style="list-style-type: none"> <li>• NHS <a href="#">guidance on hand cleaning</a></li> <li>• Soap, hot water in every toilet area</li> <li>• Hand sanitiser stations e.g. school entrance, hall, sports area</li> <li>• Location of bins</li> <li>• Tissues in every learning area and regular disposal of tissues</li> <li>• Doors propped open to reduce contact with door handles bear in mind fire safety &amp; safeguarding.</li> <li>• Windows open where possible to ensure good ventilation in line with Government guidelines.</li> <li>• Soft furnishings /equipment that are hard to clean removed from classrooms</li> </ul>	<p>Checked by who and when</p> <p>Eric Teeder Site Manager</p> <p>Eric Teeder Site Manager</p> <p>Eric Teeder Site Manager</p> <p>Eric Teeder Site Manager</p> <p>Eric Teeder Site Manager</p> <p>Cathrin Thomas Headteacher</p> <p>Eric Teeder Site Manager</p> <p>Cathrin Thomas</p>	<p>Checked daily by Site Manager and checked hourly by cleaners and supplies refilled</p> <p>Hands free hand sanitiser stations at all entrances and exits of all buildings. Refilled by site staff daily</p> <p>Bins without lids to be located in all rooms in use and communal areas and checked by site Manager. Checked half way through day and tied up and bagged for disposal.</p> <p>Box of tissues in every learning area and bin with no lid. Contents to bagged by cleaners and disposed of.</p> <p>Cleaning kit in each classroom</p> <p>RBWM H and S Advice that this is acceptable In an occupied premises as long as the doors are closed in the event of an emergency and at the end of the day. This will allow for minimal contact and better flow through the buildings. Site staff will walk routes first thing in morning and wedge open all doors and again at end of day before closing to remove wedges.</p> <p>Staff informed to close door in event of emergency evacuation in morning briefing Site staff to open windows in all learning areas each morning and shut at close of day Headteacher to inform staff to keep windows open wherever possible at morning briefing.</p> <p>Site staff removed any additional furniture from learning spaces</p>
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	<ul style="list-style-type: none"> <li>• Decide when hands cleaned e.g. arrival, break, before lunch, after lunch, before going home.</li> <li>• Information posters are displayed in every classroom, at the main entrance, places visible to those at the school gate, in the staffroom and in all toilets.</li> <li>• Blinds to be kept open</li> </ul>	<p>Headteacher</p> <p>SBE</p> <p>Site Staff</p>	<p>Students and staff informed at morning briefing of hand cleaning protocol and schedule</p> <p>Posters around school site and signage. Sign at reception and school gates.</p> <p>Window blinds to be opened by Site staff each morning to avoid contact points.</p>
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<p><b>Movement around the school</b></p>	<ul style="list-style-type: none"> <li>• One way systems in corridors where possible or designated routes. Two way corridors have directional arrows for single file passing. Signage in place</li> <li>• PPE when travelling around site</li> <li>• Visitors to site</li> <li>• Marking out/ taping of potential pinch points such as communal areas such as lunch queues, playgrounds, drop off and pick up areas</li> <li>• Furniture</li> </ul>	<p>Eric Teeder Site Manager</p> <p>Cathrin Thomas Headteacher</p> <p>Headteacher</p> <p>Eric Teeder Site Manager</p> <p>Eric Teeder Site Manager</p>	<p>One way system in place where possible or designated routes where not possible and students and staff informed at morning briefing</p> <p>From 17<sup>th</sup> May 2021:</p> <p>Staff must wear masks:</p> <ul style="list-style-type: none"> <li>• travelling around and through corridors</li> <li>• in all communal areas</li> <li>• In classrooms unless 2m distancing can be maintained</li> </ul> <p>Students are no longer required to wear a mask in classrooms or communal areas.</p> <p>Students are required to wear a mask when travelling on the school bus.</p> <p>Students travelling on the school bus with exemptions must discuss their exemption with the Headteacher. Exempt students will be given a Cox Green Exemption badge that they must wear or have with them at all times and show when asked.</p> <p>Visitors to site restricted and must wear masks unless exempt.</p> <p>All routes and queue areas marked out.</p> <p>Furniture layouts in classrooms all front facing wherever possible – fixed benching in IT rooms. students remain at same desk wherever possible. Y7 and 8 remain in same classroom.</p> <p>Teachers must have seating plans.</p> <p>Excess furniture and equipment removed from rooms where possible</p>
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	<ul style="list-style-type: none"> <li>• Unnecessary items removed from classrooms / see manual handling risk assessment</li> <li>• Posters displayed – for all pupils and staff</li> <li>• Ensure contractors, Catering provider, Cleaning contractors provide all risk assessments</li> <li>• Students bring own equipment as no sharing of equipment or stationery</li> </ul>	<p>Gill Newman BM</p> <p>Gill Newman BM &amp; Eric Teeder Site Manager</p> <p>Cathrin Thomas Headteacher</p>	<p>Posters around school reminding students to wash hands and be Covid safe.</p> <p>Cleaning contractors have provided risk assessment and will comply with school risk assessment 3<sup>rd</sup> party caterers have provided risk assessment and will comply with school risk assessment Individual site contractors will be requested to provide at time of visit and will be expected to comply with school risk assessment</p> <p>Parents and students to be informed in letter and students briefed each morning to not share equipment</p>
<b>Consideration given to premises lettings and approach in place.</b>	<ul style="list-style-type: none"> <li>• No lettings until further notice.</li> </ul>	Gill Newman & Eric Teeder	All lettings cancelled until further notice
<b>Consideration given to the arrangements for any deliveries.</b>	<p>Arrangements in place for any visitors/ contractors on site, protocols and expectations shared.</p> <p>NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.</p>	Gill Newman & Eric Teeder	<p>Visitors to site are limited and avoided where possible.</p> <p>Restricted visitors in reception at any time and must wear masks. Signage on front door and receptionist informs visitors of requirement to respect social distancing measures whilst on site.</p> <p>Visitors have to give full contact details to be shared with NHS Track and Trace if necessary. Front door locked and entry controlled.</p>

## 2. Practical steps to reduce risk

<p><b>Lateral Flow Device testing of students on return to school starting 8<sup>th</sup> March 2021.</b></p>	<p>Covid Lateral Flow Device testing centre on site.</p> <p><b>STUDENTS</b></p> <ul style="list-style-type: none"> <li>• All students offered 3 lateral flow tests in first two weeks</li> <li>• Students have one negative test before returning to face to face learning on site.</li> <li>• 2 subsequent tests carried out 3-5 days apart</li> <li>• Testing is not mandatory and parents/carers must consent to tests for under 16s</li> <li>• over 16s must complete consent form before 1<sup>st</sup> test.</li> <li>• Any students who are not consented will return to lessons on the designated start date for their year group.</li> </ul> <p>After this students/parents/carers will undertake two home tests per week.</p> <p><b>STAFF</b> Staff testing available on Friday 5<sup>th</sup> March 2021. Thereafter staff to carry out home LFD testing twice a week.</p>	<p>Cox Green Testing Team on site</p> <p>1<sup>st</sup> 2 weeks of Spring term and then ongoing home testing</p>	<p>Test centre set up as per NHS guidelines</p> <p>All staff undertaken NHS training course.</p> <p>Tests carried out with full PPE</p> <p>Test Operatives to be encouraged to have vaccine where eligible</p> <p>Test subjects to wear face masks and hand hygiene</p> <p>Social distancing throughout test centre and awaiting results</p> <p>One way system</p> <p>Full cleaning between each test subject carried out by test assistant, processing assistant and Results recorder.</p> <p>Queue management staff</p> <p>Supervision of waiting area</p> <p>Quality control checks on all testing</p> <p>Secure site with boundary fence and controlled access</p> <p>Building Temperature monitoring and control</p> <p>Waste is sorted in line with Hygiene disposal requirements.</p> <p>Waste kept secure by site team until collection by Hygiene contractor</p> <p>Floor cleaned by cleaning contractor after use.</p> <p>Separate test centre risk assessment for internal use.</p>
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<p><b>Safe group size</b>  <b>Staff ratios</b>  <b>Teaching groups</b></p>	<p>Consider:</p> <ul style="list-style-type: none"> <li>• Structure of day to allow for year group bubbles <ul style="list-style-type: none"> <li>○ staggered start times</li> <li>○ break times</li> <li>○ end of day arrangements</li> <li>○ year group assemblies</li> <li>○ toilet arrangements in line with guidance for each group</li> </ul> </li> <li>• Allocation of teacher and TA to each group <ul style="list-style-type: none"> <li>○ Maintain consistency of support to SEND students</li> </ul> </li> <li>• Cleaner and caretaker rotas - All handwashing sinks, soap dispensers, hand gel etc are checked regularly each day to ensure good/effective hygiene levels</li> </ul>	<p>Cathrin Thomas  Headteacher</p>	<p>Staggered start/drop off times  Staggered break times and finish times  Set times for toilet breaks in year group bubbles  No whole school assemblies face to face</p> <p>Cleaning schedule with ongoing cleaning throughout day</p>
<p><b>Transport</b></p>	<ul style="list-style-type: none"> <li>• Encourage walking and cycling to school</li> <li>• Apple Bus running buses with year group bubbles wherever possible.</li> <li>• White bus will be mixed bus</li> </ul>		<p>Headteacher to encourage in letter where students local  Where possible year group bubbles to be on buses.</p> <p>All students on buses required to wear masks.</p> <p>Signage for waiting areas outside school and at bike sheds</p>
<p><b>Resources</b></p>	<p>Consider:</p> <ul style="list-style-type: none"> <li>• Student arrives with no equipment</li> <li>• Limited Resources brought in from home e.g. water bottle, coat</li> <li>• Resources going home</li> </ul>		<p>Box of basic equipment for each year group - to be given to student to retain</p> <p>Students must bring in own water supplies and retain any belongings at their chair all day</p> <p>Students must take all personal items with them each day</p>



	<p><i>SEND and/or possible use of restraint issues etc that may apply)</i></p> <ul style="list-style-type: none"> <li>• If anyone becomes unwell with signs of COVID-19 they must be sent home , get an immediate test and inform school of outcome and households advised to follow the <a href="#">COVID-19: guidance for households with possible coronavirus infection guidance</a></li> <li>• Students with life-saving medication to bring into school on their first day on site.</li> </ul>		<p>( letter to parents to include commitment to collect if contacted; personalised to ensure contact details are correct – can run SIMS report and then</p> <p>Student or staff member to go home and be tested, inform school of outcome and report to NHS track and trace.</p> <p>Follow Public Health England &amp; RBWM guidance</p> <p>School has supply of PCR home testing kits to be given to parents who may not otherwise access a test.</p>
<b>Uniform</b>	<ul style="list-style-type: none"> <li>• Students to wear full uniform apart from days when have PE when they attend in PE kit so no changing needed</li> </ul>	Cathrin Thomas Headteacher	Headteacher to inform parents of requirement
<b>Catering</b>	<ul style="list-style-type: none"> <li>• School kitchen open</li> <li>• Clean and disinfect all areas and surfaces prior to reopening and if necessary, utilise pest control for insect infestations, particularly in the kitchen and/or food preparation areas.</li> <li>• Continue cleaning by caterer and contract cleaner</li> <li>• How will food be prepared and served</li> </ul>	Gill Newman BM	<p>Kitchen open with full offering.</p> <p>Kitchen has remained open and cleaned</p> <p>To continue as always by catering contractors</p> <p>Prepared under strict regulations as per catering risk assessment. Food individually packaged when in display units.</p>
<b>Attendance</b>	<ul style="list-style-type: none"> <li>• Attendance register each day x 2</li> <li>• Arrangements for parents contacting schools to inform of absences</li> </ul>	Cathrin Thomas Headteacher	<p>Attendance officer to follow up non-attendance.</p> <p>Parents to call reception at 8am if student absence or not attending for any reason.</p> <p>Attendance officer to complete daily DfE return and any amended attendance regulations.</p>

<p><b>SEND and behaviour support</b></p>	<p>Agree what returning support is available and put in place for the return of SEND pupils</p> <ul style="list-style-type: none"> <li>• Work with SEND department and families to identify what provision can be reasonably provided for in line with education, health and care (EHC) plans</li> <li>• Ensure consideration for transitions are given for SEND pupils e.g. sharing of IEP info, SEND reports</li> <li>• Consider review of IEPs/annual reviews etc</li> <li>• Discussions with staff on how behaviours may be an indication of a pupil's anxiety. (Refer staff to resources as to how to best manage this.)</li> </ul>	<p>Cathrin Thomas</p>	<ul style="list-style-type: none"> <li>• Attendance Officer to contact all children who do not return to school/are potentially CEV.</li> <li>• SAFE team to update risk assessments on weekly basis as needed</li> <li>• SAFE team to arrange home visits if any concerns not being addressed.</li> <li>• Each student with SEND needs to have risk assessment (TSM/IWE/CTH)</li> <li>• Behaviour expectations to be shared with parents and agreement sought to ensure that any issues can be immediately addressed</li> <li>• Mobile phones not permitted on school site and policy adhered to by students.</li> <li>• Safety of all staff and students the priority</li> <li>• Parents to be advised that may have to send children home if can't manage social distancing with staff and other year group bubbles and carry out home learning.</li> </ul>
<p><b>Extra-Curricular Activities</b></p>	<ul style="list-style-type: none"> <li>• Provision of after school activities</li> </ul>		<ul style="list-style-type: none"> <li>• From 17<sup>th</sup> May 2021 extra-curricular activities can take place indoors or outdoors but with minimised missing between year group bubbles.</li> <li>• All controls to remain in place e.g. ventilation, hand sanitising, equipment cleaning</li> </ul>

### 3. Policies and Procedures

<p><b>Communicate updated policy and procedures to staff and Governors</b></p>	<p>Update Staff/Governors with (but not limited to):</p> <ul style="list-style-type: none"> <li>• Share information with staff and pupils re updated fire evacuation and lockdown drills</li> <li>• Covid-19 Policy and procedures</li> <li>• Safeguarding and Child Protection</li> <li>• Update behaviour policies to reflect the new rules and routines necessary in line with guidance published.</li> <li>• Updates from the DFE and guidance from the Public Health England</li> <li>• Copies of COVID-19 specific risk assessments for catering and cleaning contractors to be kept by the school</li> <li>• Arrangements for the return of pupils and parents.</li> <li>• Update the website if applicable</li> <li>• Ensure all staff trained on updates policies and procedures including any interim arrangements regarding SEND Information and reporting</li> </ul>	<p>Cathrin Thomas Headteacher</p>	<p>Staff and Student morning briefings on MS Teams SLT meet each morning</p> <p>Student morning briefing and staff information meeting</p> <p>Policy addendum added and circulated to governors and on website</p> <p>Expectations for behaviour in line with social distancing with staff and year group bubbles and hygiene rules to be shared with pupils and parents and if do not adhere will be asked to leave and not return for sessions.</p> <p>Daily update checked for changes</p> <p>In place.</p> <p>Information for parents and students, letters, newsletter Staff briefing by Headteacher</p> <p>Staff briefing by Headteacher MS Teams</p>
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<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• Support for vulnerable families in order to help them transition back to school.</li> <li>• Telephone calls to families if needed</li> <li>• Individual support plans around the family, working alongside other agencies as appropriate.</li> <li>• Reconsider e-safety policies and procedures in light of offsite learning and staff access to any sensitive data from home</li> <li>• Evacuations or on site emergencies <ul style="list-style-type: none"> <li>• Students medication in place</li> </ul> </li> </ul>		<p>Regular contact from SAFE Managers</p> <p>Tutors and SAFE team carrying out regular phone calls to all families</p> <p>Undertaken by SAFE Managers</p> <p>Following guidance issued from DFE and specialist advisors such as Andrew Hall.</p> <p>Students reminded of evacuation procedures</p> <p>Ensure Buccolam and Epipen users have medication on site.</p>
<b>4. Communication</b>			
<b>Communication with staff</b>	<ul style="list-style-type: none"> <li>• Ensure all staff are up to date with: <ul style="list-style-type: none"> <li>○ Opening procedures</li> <li>○ Updated policies</li> <li>○ Needs of the groups they are teaching</li> </ul> </li> <li>• Regular opportunities for feedback</li> </ul>	<p>Cathrin Thomas Headteacher</p>	<p>Headteacher briefing MS Teams to staff and documentation issued.</p>
<b>Communication with parents / visitors</b>	<p>Consider:</p> <ul style="list-style-type: none"> <li>• How to address concerns and questions raised</li> <li>• Drop off and collecting routines, including staggered times</li> <li>• Procedure for parents to contact school</li> <li>• Minimise any visitors to the school and clear messages shared about social distancing procedures for adults</li> </ul>	<p>Cathrin Thomas Headteacher</p>	<p>Letter and return to school information, parent newsletter, website information to be shared with parents</p>



<b>Front office</b>	Consider: <ul style="list-style-type: none"> <li>• Outer door buzzers and handles to be cleaned at least three times.</li> <li>• Cleaning equipment and gloves to be provided</li> <li>• Communicate to pupils, parents/carers and any visitors, such as suppliers, not to enter the school if they are displaying any symptoms of coronavirus</li> </ul>		Undertaken as part of cleaning schedule Screen in place in reception and outside buzzer with only one person admitted at a time. Signage on front door
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<b>5. Home learning and Curriculum</b>			
Curriculum	<ul style="list-style-type: none"> <li>• Organisation of timetable for week for year group bubbles.</li> <li>• Which lessons or classroom activities could take place outdoors/ use of IT/assemblies/which practical subject have to be theory only for first half term.</li> <li>• Agree what learning is appropriate (including the relationship between face-to-face and remote education), for example, identify curriculum priorities, agree revised expectations and required adjustments in practical lessons, and any approaches to 'catch up' support</li> <li>• Reinforcing learning and practice of good hygiene habits through games, quizzes and repetition. Ongoing support for any emerging anxiety and/or wellbeing issues</li> </ul>	<b>Cathrin Thomas</b> <b>Headteacher</b> <b>And link LT</b>	<ul style="list-style-type: none"> <li>• Students will remain in year group bubbles with a staggered start and end to the day.</li> <li>• Staff will maintain a distance of at least 2m between students and other adults to allow staff to move between bubbles.</li> <li>• Staff will carry sanitiser gel and use this prior to entering and on leaving a room.</li> <li>• All student desks will face the front of the room and rooms shall be well ventilated during any class based discussions.</li> <li>• Staff supporting SEND students will wear PPE to allow them to work more closely with students.</li> <li>• Staff will use the same laptop throughout the day and equipment like textbooks or photocopied sheets will not be shared between bubbles to prevent cross contamination. These will be distributed by students within the classroom to reduce contact.</li> </ul>

Curriculum cont...

- Students will bring their own writing equipment in line with the CGS expectations. Equipment should not be shared between students.
- Students will take all exercise books or paper they have used home and any lesson resources will be rested for 48 hours (72 hours for plastic) before being used with another bubble.
- Staff will either:  
Collect exercise books or paper based completed work and it will be rested for 72 hours before being marked.  
OR  
Not collect books for marking but design curriculums to allow for peer and self-marking to reduce the opportunity for cross contamination.
- Some subjects may ask 6<sup>th</sup> form students to bring in their own laptops where possible.
- There will be a computer room for each year group bubble for the subjects that require this. Keyboards and computers will be cleaned thoroughly.
- If staff are absent from school, cover must be emailed in to RPA to be handed to cover staff copying in LL and LT Link.
- Any supply staff will have an induction so morning registration will be covered by HOY/LT so RPA can ensure all supply staff are aware of risk assessment requirements.
- Curriculum designs to take account of the need for remote learning both with and without access to computers to ensure equity for students self-isolating and be prepared for potential second lock down.
- ML to use RAG sheets to identify gaps in learning and design curriculums to recover or re-skill students in these areas.
- Curriculum design to include mastery and retention strategies to support students in developing their subject knowledge.
- Curriculums designed in consideration of student mental health and wellbeing to reduce anxiety and re-engage students in learning.

			<ul style="list-style-type: none"> <li>• Pastoral teams and SAFE to support vulnerable students through regular conversations to check in.</li> <li>• All subjects and year teams will develop subject specific risk assessments which will be updated in line with DfE guidance.</li> <li>• Residential offsite visits are not to take place until 17<sup>th</sup> May at earliest depending on government roadmap and guidance</li> <li>• Day trips can be considered subject to covid safe risk assessment and measures.</li> </ul> <p><b><u>Science:</u></b></p> <ul style="list-style-type: none"> <li>• CLEAPSS guidance (frequently updated to keep pace with Government guidelines) will be checked prior to any practical work taking place in Science classes. Only low risk practical work can be conducted in a non-lab environment. Anything that would typically only be done in a lab must not be attempted in an alternative setting as per CLEAPSS guidance.</li> <li>• Safety specs and other practical equipment will be cleaned after every use. Equipment that cannot be effectively cleaned (e.g. complex electrical equipment) must not be used again for between 48/72 hours depending on the nature of that equipment. This will prevent back to back practical's being conducted.</li> <li>• Students practical experiments limited and mainly through teacher demonstration.</li> <li>• All practical requests must be placed through lablogger with details about the additional COVID-19 protocols being considered. The technician team have the right to refuse a practical request if it does not appear that a thorough risk assessment has been completed.</li> </ul> <p><b><u>PE:</u></b></p> <ul style="list-style-type: none"> <li>• PE will focus on outdoor sports in the summer and follow DfE guidance on appropriate sports and use of equipment.</li> <li>• All sports will be risk assessed.</li> </ul>
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			<ul style="list-style-type: none"> <li>In the event of injuries, First Aiders will wear PPE equipment where the 2m social distancing cannot be maintained.</li> </ul> <p><b>Consortium:</b></p> <ul style="list-style-type: none"> <li><b>A small number of students travel to other local schools for lessons in year 12 and 13. These students will have induction in to the Covid safe procedures at those schools, including any updates in March &amp; May 2021. They will remain at least 2 metres from students from other schools in the classroom to avoid mixing bubbles.</b></li> <li><b>During the travel by taxi, students will wear face coverings at all times and taxis will be used that follow all government guidance on being covid safe. Students are not allowed to travel together in private vehicles for the purpose of attending consortium lessons.</b></li> </ul>
<b>Home learning</b>	<ul style="list-style-type: none"> <li>Plan ongoing learning offer for eligible pupils who can't attend school, as well as offer for those that continue to be out of school for medical reasons and for any year group lockdown</li> </ul>		<ul style="list-style-type: none"> <li>Curriculums developed to create a concurrent remote learning system to assist with students who are in isolation or shielding and to be prepared for any potential further lock downs.</li> <li>This includes a remote learning plan on MS Teams and for students without access to computers to ensure education is equitable.</li> </ul>

## REVIEWS AND REVISIONS

Review date	Name of Assessor	Is assessment still valid?	If not, list adjustments with details of who will action and by when	Notes
7/7/20	Gill Newman Cathrin Thomas	Yes	Adjustments made above	
10/9/20	Gill Newman Cathrin Thomas	Yes	Reviewed and updates completed	
8/10/20	Cathrin Thomas Gill Newman	Yes	Reviewed and update to marking page	

<b>2/11/20</b>	<b>Cathrin Thomas Gill Newman</b>	<b>Yes</b>	<b>Reviewed and updates regarding wearing of masks</b>	
<b>24/2/21</b>	<b>Cathrin Thomas Gill Newman</b>	<b>Yes</b>	<b>Reviewed and updates from DfE Schools Coronavirus operational guidance Feb 2021 – wearing of masks &amp; Asymptomatic Mass testing.</b>	
<b>15/4/21</b>	<b>Cathrin Thomas Gill Newman</b>	<b>Yes</b>	<b>Review and updates regarding school trips and visits</b>	
<b>24<sup>th</sup> May 2021</b>	<b>Cathrin Thomas Gill Newman</b>	<b>Yes</b>	<b>Review of face mask wearing by students and updated risk assessment accordingly Music tutors admitted to site for lessons.</b>	