

## South Manchester Learning Trust Risk Assessment – Phase 2 September 2020 Re-opening of Schools

### COVID-19 - HEALTH & SAFETY RISK ASSESSMENT

<b>School</b>	Altrincham College	<b>Date of Assessment</b> 24/08/20	UPDATED 07/10/20
<b>Assessment Completed By</b>	Kim Earle		

### Staying COVID Secure – Our Commitment

- ✓ We recognise the risk posed by Coronavirus (COVID-19) to our staff, students and families. Control measure to minimise the risk of infection and the transmission of the virus are provided in this Risk Assessment.
- ✓ We will ensure, as far as is reasonably practicable, the Health, Safety and Wellbeing of our staff and students.
- ✓ We will share this Risk Assessment and its findings with employees and parents and consult on its contents.
- ✓ We will continue to comply with all relevant Health and Safety Legislation.
- ✓ Statements in red will remain so until actions are completed and all students are fully reintegrated back into school.

### Our Employees

Ref	Control Measure	Yes	No	N/A	<b>Actions Taken</b> <b>Further Actions Required</b>
01	We will adhere to H&S measures in the government guidance therefore risks to all staff will be mitigated significantly, including those who are extremely clinically vulnerable and clinically vulnerable. We expect this will allow all staff to return to the workplace, although we advise those in the most at risk categories to take particular care as	<input checked="" type="checkbox"/>			<ul style="list-style-type: none"> <li>▪ Individual risk assessments will be completed by all vulnerable staff with the Headteacher.</li> <li>▪ All staff will be informed of this.</li> <li>▪ School planning to ensure safety measures are adhered to will be delivered via September INSET for staff and during first day back for students</li> </ul>

	community transmission rates fall. <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a>				<ul style="list-style-type: none"> <li>Face masks to be worn by all on entry and exit to school, at lesson changeover times, at breaks and lunchtimes. This will be reviewed once local Trafford restrictions are lifted.</li> </ul>
02	All employees who live with a person who is Clinically Extremely Vulnerable may return to school and must adhere to stringent social distancing measures.	<input checked="" type="checkbox"/>			<ul style="list-style-type: none"> <li>Individual RA for all applicable staff returning to the workplace</li> <li>All staff will be informed of these measures.</li> <li>Social distancing measures in place</li> </ul>
03	<p>All Clinically Vulnerable employees are required to take extra care in observing social distancing at work. They should be offered the safest on site role.</p> <p><b>Staff who are pregnant</b></p> <p>As a general principle, pregnant women are in the 'clinically vulnerable' category and are advised to follow the relevant guidance. <a href="https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july#clinically-vulnerable-people">https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july#clinically-vulnerable-people</a></p> <p>If people with significant risk factors are concerned, we recommend settings discuss their concerns and explain the measures the school is putting in place to reduce risks. Education leaders should try as far as practically possible to accommodate additional measures where appropriate.</p>	<input checked="" type="checkbox"/>			<ul style="list-style-type: none"> <li>Individual RA for those returning to the workplace</li> <li>All staff will be informed of this.</li> <li>SLT will work with individual staff members who come to school, to identify 'safe role' on site.</li> <li>Pregnant Worker Risk Assessments to be carried out by SDY</li> </ul>
04	<p>We will ensure that students, staff and other adults do not come into the setting if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 7 days, and ensure anyone developing those symptoms during the day is sent home. These are essential actions to reduce the risk in settings and further drive down transmission of coronavirus (COVID-19).</p> <p>We will ensure that 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 are sent home. They will be advised to follow '<i>Stay at home: guidance for households with possible or confirmed</i></p>	<input checked="" type="checkbox"/>			<ul style="list-style-type: none"> <li>All staff will be informed of this process and must adhere to it.</li> <li>Some Covid Testing Kits are available in school (held by First Aider RBW) for staff to take home if they are displaying symptoms in school. These will also be issued to parents/carers whose child displaying Covid symptoms in school.</li> <li>If you have, or feel that you have, symptoms of coronavirus, you must apply for a test to check if you have the virus. This is called an antigen test. The most up-to-date information available can be found on the link below:</li> </ul> <p><a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ask-for-a-test-to-check-if-you-have-coronavirus/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ask-for-a-test-to-check-if-you-have-coronavirus/</a></p>

	coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 10 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.				<p><b>REFER TO THE TRAFFORD PUBLIC HEALTH SUBSIDIARY GUIDANCE 17/09/20</b> The system is to email the <a href="mailto:covidtrace@trafford.gov.uk">covidtrace@trafford.gov.uk</a> inbox as soon as you are made aware of a positive case or if you are concerned about a covid related issue in your school. During the working week, Monday-Friday, 8-5pm, the local team will respond to your email within one hour-either through providing written advice or calling you directly. During the weekend this inbox is checked at 10 am and 1pm and there is an out of hours number for contacting a local Public Health Consultant in an emergency.</p> <p>We would suggest that you contact the DfE phone line if you are unable to contact the local team or there is a delay in responding to your email-i.e. more than 3 hours in the week.</p> <p><a href="mailto:dfe.coronavirushelpline@education.gov.uk">dfe.coronavirushelpline@education.gov.uk</a>. Telephone. 0800 046 8687.</p>
05	We regularly contact / keep in touch with colleagues who are self- isolating/ working from home and monitor / support both their Physical and Mental Health & Wellbeing	<input checked="" type="checkbox"/>			<ul style="list-style-type: none"> <li>▪ The line-manager is the named person responsible and we will provide guidance for making contact by email or phone. They will be expected to do this once per fortnight as a minimum expectation.</li> <li>▪ Employees have access to Employee Assistance Programmes if required.</li> </ul>

Ref	Control Measure	Yes	No	N/A	<b>Actions Taken</b> <b>Further Actions Required</b>
06	We provide suitable information and equipment to work at home safely and effectively, for example in the case of a further lockdown, including those staff who require additional aids and adaptations.	<input checked="" type="checkbox"/>			<ul style="list-style-type: none"> <li>Ensure all staff are fully aware of their work schedule when needing to work from home</li> <li>Ask all staff to inform SLT lead if they have concerns or require further advice.</li> <li>Support staff with setting up facilities at home.</li> <li>In the event that required aids/adaptations cannot be made in a reasonable time due to availability, etc., then an assessment of tasks will be carried out by the employee's line manager or the headteacher in conjunction with the employee to ensure that safe working practices can be strictly adhered to.</li> </ul>
07	Reinforcing need for all staff to sign in/out	<input checked="" type="checkbox"/>			<ul style="list-style-type: none"> <li>Inventory to be used as usual as this will assist if there are any cases of Covid-19 in school as well as normal safeguarding/H&amp;S procedures.</li> <li>Hand sanitiser and anti-bacterial wipes are available next to Inventory touchscreens</li> </ul>
08	Support for staff wellbeing and mental health	<input checked="" type="checkbox"/>			<ul style="list-style-type: none"> <li>Employees have access to Employee Assistance Programme if required.</li> <li>Regular check ins with staff from Middle Leaders and SLT.</li> <li>Access to school counsellors outside of teaching hours but still on school site at start/end of day or other agreed time</li> <li>Regular briefings and bulletins.</li> <li>Signposted on line meditation classes.</li> <li>Focusing on future staff activities from staff feedback e.g. yoga</li> </ul>
09	Ensure social distancing in all areas	<input checked="" type="checkbox"/>			<ul style="list-style-type: none"> <li>Clear signage in place.</li> <li>Reinforced on INSET days in Sept.</li> </ul>

### Our Students

Ref	Control Measure	Yes	No	N/A	<b>Actions Taken</b> <b>Further Actions Required</b>
10	<p>The small number of students who will remain on the <b>shielded patient list can also return to their setting, as can those who have family members who are shielding</b></p> <p><b>If rates of Coronavirus rise in local areas</b> — students and young people (or family members) from that area, and that</p>	<input checked="" type="checkbox"/>			<ul style="list-style-type: none"> <li>Letters to all parents/carers to emphasise that they must notify school of any child who may be registered as clinically extremely vulnerable and to state that it is the responsibility of parents and carers to inform school as soon as their child presents with COVID-19 symptoms.</li> </ul>

	<p>area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent.</p> <p>Some students who are no longer required to shield but who generally remain under the care of a specialist health professional may need to <b>discuss their care with their health professional before returning to school in September</b></p>				<ul style="list-style-type: none"> <li>We will ensure external support agencies/school nurse are used to assist with this process wherever possible.</li> <li>Individual RAs will be carried out with these students</li> </ul>
11	All students who live with a person who is Clinically Extremely Vulnerable may now return to school and must strictly adhere to social distancing and other measures such as handwashing	<input checked="" type="checkbox"/>  <input checked="" type="checkbox"/>			<ul style="list-style-type: none"> <li>All parents/carers will be asked to inform school of these circumstances if they apply</li> <li>Individual RAs for any pupil attending school in this category</li> </ul>
12	All <u>Clinically Vulnerable</u> students should follow medical advice for their individual circumstances.	<input checked="" type="checkbox"/>  <input checked="" type="checkbox"/>			<ul style="list-style-type: none"> <li>Parents must notify school of any child who may be deemed clinically vulnerable.</li> <li>Individual RAs for any pupil attending school in this category</li> </ul>
13	<p>All students, or persons within their household that have COVID 19 symptoms should not attend school/ setting until they can be tested. If test is negative they can return to their school/setting.</p> <p>A small number of students will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19).</p>	<input checked="" type="checkbox"/>			<ul style="list-style-type: none"> <li>Notice on school website</li> <li>Signage on pupil gates/main entrances.</li> <li>Parents and students will also be advised that if they are showing symptoms they are able to book a test for the student or members of their household. If a parent reports a sickness the office staff will establish the symptoms and advise accordingly.</li> <li>All students who have COVID-19 symptoms or persons within their household who do, will be asked to attend a testing centre immediately and will not be allowed to attend school until a) the test returns negative, or b) in the event of a positive test, they have fully recovered and completed the allotted period of self-isolation.</li> <li>In the event of a positive test, all stakeholders will be informed there is a confirmed case within the school community. Close contacts will be identified and notified by SLT to follow guidance and a 'non-contacts' letter will be sent to all other parents/carers and staff.</li> </ul>
14	We provide on-line/distance learning for all students who are not in school/ setting.	<input checked="" type="checkbox"/>			<ul style="list-style-type: none"> <li>Where a pupil is unable to attend their setting because they are complying with clinical or public health advice, we will be able to</li> </ul>

					immediately offer them access to remote education via ClassCharts and Teams. We will monitor engagement with this activity.
15	Government guidance has now stated that maintaining consistent groups remains important, but given the decrease in the prevalence of COVID19 and the resumption of the full range of curriculum subjects, we may need to change the emphasis on bubbles within our system of controls and increase the size of these groups.  We will therefore operate initially within year group bubbles; there will be some mixing of groups within the bubbles at KS4 to accommodate for option subjects.	<input checked="" type="checkbox"/>			<ul style="list-style-type: none"> <li>Students will be fully instructed on the operation of bubbles and groups at the start of term.</li> <li>Staff will be fully compliant with the measures around the cleaning of equipment as necessary after each activity</li> <li>Cleaning staff will be fully informed of specific lessons where extra cleaning may be required</li> <li>Face masks to be worn by all on entry and exit to school, at lesson changeover times, at breaks and lunchtimes.</li> </ul>
16	Support for student wellbeing and mental health	<input checked="" type="checkbox"/>  <input checked="" type="checkbox"/>  <input checked="" type="checkbox"/>  <input checked="" type="checkbox"/>  <input checked="" type="checkbox"/>			<ul style="list-style-type: none"> <li>Daily/weekly pastoral checks with most vulnerable by pastoral staff.</li> <li>Year group assemblies when possible</li> <li>Highlighted online support groups and available support to students in the bulletins.</li> <li>Celebrating achievement and success through new COVID-19 Praise and Reward system</li> <li>Counselling and mentoring support from school counsellors, including BAME counsellors</li> </ul>
17	Support for Parent/Carer anxiety on return to school	<input checked="" type="checkbox"/>			<ul style="list-style-type: none"> <li>Parent/carers surveys completed to ascertain concerns and plans are in place to mitigate those circumstances.</li> <li>Regular contact with home via pastoral staff/SLT</li> <li>Individual parent/carers concerns responded to by members of SLT.</li> </ul>
18	School Behaviour Policy ensures students follow guidance regarding social distancing rules and safe conduct.	<input checked="" type="checkbox"/>			<ul style="list-style-type: none"> <li>Staff behaviour working party have agreed actions and taken on board student, parent/carers concerns from the surveys.</li> <li>Staff training on Sept INSET</li> <li>Parents/carers notified by letter prior to Sept start</li> <li>All students made aware during form period first week back</li> </ul>

## Our School Site

Capacity, Access and Egress					
Ref	Control Measure	Yes	No	N/A	<b>Actions Taken</b> <b>Further Actions Required</b>
19	Designated Entrance and Exit Points to the Building (for each cohort of students where possible).	<input checked="" type="checkbox"/>			<ul style="list-style-type: none"> <li>Students must not enter school until 8.30am (this will be reviewed over time to see if we may reinstate Breakfast Clubs)</li> <li>Staff will be on duty to direct students and to ensure social distancing measures are followed</li> <li>Markings on floor.</li> <li>Students entrances/exits will be staffed</li> <li>Students who arrive on foot will be expected to socially distance on the school site.</li> <li>Students arriving by school bus will be held on the bus until they are directed to disembark by school staff, one bus at a time. They are required to wear face coverings on school buses but do not have to sit in year groups bubbles on buses (see guidance from TFGM)</li> <li>Students arriving by car: parents/carers must remain in their vehicle and students must adhere to social distancing rules as soon as they get out of their car</li> <li>Students will be dismissed from school one year group at a time at the end of the day</li> </ul>
20	Increased number of Entrance and Exit Points to the Building (external classroom doors should be used where possible).	<input checked="" type="checkbox"/>			<ul style="list-style-type: none"> <li>Sixth form will use their entrance; other year groups will be directed down the pupil walkway or through the main entrance</li> <li>Social distancing will be followed.</li> <li>Student entrances will be staffed.</li> <li>The number of entrances used will be regularly reviewed and amended wherever possible and as required</li> </ul>
21	Develop, share and display drop off/collection protocols, e.g. one way system and one parent/carer only to drop off/collect child.	<input checked="" type="checkbox"/>			<ul style="list-style-type: none"> <li>Parents/carers informed via letter before start of term</li> <li>Clear signage on main doors/gates.</li> </ul>
22	Ensure schools, parents and young people follow the <u>Coronavirus (COVID-19): safer travel guidance for passengers</u> when planning their travel	<input checked="" type="checkbox"/>			<ul style="list-style-type: none"> <li>Bulletin to parents.</li> <li>Link to guidance on the website.</li> </ul>

Ref	Control Measure	Yes	No	N/A	<b>Actions Taken</b> <b>Further Actions Required</b>
23	<p>Restrictions on access to school/setting by third parties (parents, members of the public, visitors etc).</p> <p>Supply teachers, peripatetic teachers and/or temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff.</p> <p>Contractors will continue to be on site completing building work and must therefore adhere to the school's procedures</p> <p>Specialists, therapists, clinicians and other support staff for students with SEND should provide interventions as usual.</p>	<input checked="" type="checkbox"/>			<ul style="list-style-type: none"> <li>Clear notice on website.</li> <li>Clear signage on entrance doors.</li> <li>Other visitors e.g. contractors necessary for safety checks and essential maintenance report to the main reception and sign in using Inventory as agreed with Lancaster Maloney Contractors 24/08/20. Where possible contractors will visit site before or after school.</li> <li>In the event of outside agency workers such as SEND support workers coming into school, we will communicate our strict procedures to any visiting agency staff member.</li> </ul>
24	Manage drop off and exit times, lunch and break times for each cohort/group to avoid gathering of larger groups.	<input checked="" type="checkbox"/>			<ul style="list-style-type: none"> <li>Phase 2 re-opening plan has incorporated this.</li> <li>There will be no early finish on Fridays</li> </ul>
25	Safe provision and arrangements for break and lunch.	<input checked="" type="checkbox"/>			<ul style="list-style-type: none"> <li>Breaks and lunches will be staggered for staff and students</li> <li>Timetables have been shared with all stakeholders which illustrate these timings</li> <li>Staff will be informed on Sept INSET days</li> <li>Staff will be on duty</li> <li>Students will be instructed to wash hands before and after eating</li> <li>Hand washing facilities and hand sanitising available at any time during the day.</li> <li>Social distance rule.</li> <li>Designated seating areas marked out.</li> <li>Markings on the floor.</li> <li>Catering Pod has been purchased and will be available for staff/students to purchase a smaller selection of food, such as Grab and Go, soup and jacket potatoes. This will give more space in canteen for students to eat hot meals and still socially distance.</li> </ul>
26	Minimise opportunity for students to gather in larger groups off-site at the end of the school day.	<input checked="" type="checkbox"/>			<ul style="list-style-type: none"> <li>Staff on duty.</li> <li>Allocated areas for each bubble of students outside; in the event of rain, students will return to their allocated classroom to eat</li> </ul>
27	Update fire evacuation procedures to ensure compliance with Covid19 guidance	<input checked="" type="checkbox"/>			<ul style="list-style-type: none"> <li>Fire procedures remain the same as normal</li> </ul>



Physical / Social Distancing in the Building					
Ref	Control Measure	Yes	No	N/A	Actions Taken Further Actions Required
28	Classrooms/Offices re-organised maintaining space between seats/desks to support social distancing where possible (1 metre+) or students will sit side by side, facing forwards. Unnecessary furniture may need to be stored elsewhere to make space in the classroom.	<input checked="" type="checkbox"/>			<ul style="list-style-type: none"> <li>Training for staff.</li> <li>As the DfE has stated, social distancing within schools is not always possible. Students will, however, be distanced as far as is reasonably practical and may congregate in a group size no larger than their bubble.</li> <li>Face masks to be worn by all on entry and exit to school, at lesson changeover times, at breaks and lunchtimes. Face masks in lessons is optional. This will be reviewed once local Trafford restrictions are lifted.</li> <li>Site/IT staff to move desks and furniture where appropriate in all classrooms, offices and communal spaces</li> <li>Teaching staff to use a classroom, departmental office or designated work areas (in Staff Room or Room 35) at PPA time whilst observing social distancing measures at all times. Staff lockers and pigeon holes have been moved to new staffroom so that personal items can be stored away from others.</li> <li>Reception areas and Careers Room have protective screens installed on desks</li> <li>Reception areas display clear signage about handwashing/sanitising, the wearing of face masks and social distancing. Spare disposable face masks are available for anyone who may not have one.</li> <li>New classrooms have been created from existing spaces for use whilst English Block is closed for repair.</li> <li>Resources, such as stationery items, which are required during a lesson will be given to the student who may keep them. Students have all been asked to bring their own pencil cases with their own items in and must not share.</li> <li>Office workers have their own equipment and their own workspace with socially distanced seating/work areas.</li> <li>Classroom-based resources, such as books and games, can be used and shared within the bubble and these will be cleaned regularly, along with all frequently touched surfaces.</li> <li>Procedures have been created and established between staff and will be shared with the students during their return to school. Students will be reminded of these procedures regularly.</li> </ul>

					<ul style="list-style-type: none"> <li>▪ Staff should attempt to limit their close interaction with students as much as possible and should maintain a 2m distance from other adults.</li> <li>▪ Students should limit items brought into school to essential items such as lunch boxes, outdoor coats, books, necessary stationery items etc. These may be brought in clearly identifiable school bags as lockers will not be available for use.</li> <li>▪ Students are required to bring a name-labelled water bottle for their own use. These must be taken home each day and cleaned and refilled at home ready for the following day, as no communal-use drinking fountains are available now in school.</li> </ul>
29	Social distancing message is re-enforced to students/staff at regular intervals	<input checked="" type="checkbox"/>			<ul style="list-style-type: none"> <li>▪ Teachers trained to ensure this message constantly shared.</li> <li>▪ All classrooms have notices displayed.</li> <li>▪ Signage throughout school.</li> <li>▪ Regular reminders via briefing notes.</li> </ul>
30	<p>Outside space is used wherever possible for learning. We have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls. Students should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.</p> <p>Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between students and paying scrupulous attention to cleaning and hygiene.</p>	<input checked="" type="checkbox"/>			<ul style="list-style-type: none"> <li>▪ Staff training on INSET day in September</li> <li>▪ PE department have plan in place</li> <li>▪ Students will not use PE kits, trainers only for activities and lesson planning has taken this into account</li> <li>▪ Where possible other subjects may work outside within the nature of the subject and weather permitting and only within zones for their year group.</li> <li>▪ Any equipment used will be thoroughly cleaned after use.</li> </ul>
31	Reduced movement around school - ensure group / cohort move around school together and limit contact with other groups/cohorts within the school/setting.	<input checked="" type="checkbox"/>			<ul style="list-style-type: none"> <li>▪ Procedures in place to minimise the risk to staff/students as they move into and out of bubbles</li> <li>▪ Face masks to be worn by all on entry and exit to school, at lesson changeover times, at breaks and lunchtimes.</li> <li>▪ Teachers will move rooms, where possible, rather than students.</li> <li>▪ One-way system in place.</li> <li>▪ Cleaning of the rooms/ equipment when any movement between bubbles takes place</li> <li>▪ Specific signage to facilitate student movement.</li> <li>▪ All students made aware of routes, social distancing expectations.</li> </ul>

					<ul style="list-style-type: none"> <li>▪ Specific student groups identified – staggered entry times, break times, finish times and classrooms identified.</li> <li>▪ Continued discussion, and on-going dynamic risk assessments, to enable procedures to be created and followed. All staff will adhere to these procedures.</li> <li>▪ School set up in a more COVID-19 friendly way; for example, the removal of non-washable equipment and extraneous furniture from learning areas.</li> <li>▪ Identified areas where students might potentially be in close proximity, such as toilets, will be managed internally and safety procedures put into place.</li> </ul>
32	Communal spaces such as dining room/assembly hall to be used at reduced capacity. The Pod will assist with arrangements for eating at break and lunch.	<input checked="" type="checkbox"/>			<ul style="list-style-type: none"> <li>▪ Staggered use of dining hall for lunch combined with use of The Pod</li> <li>▪ Doors will be kept open to minimise touching of them</li> <li>▪ One way system in operation</li> <li>▪ Staff will be on duty to ensure procedures are followed</li> <li>▪ Seats marked etc.</li> <li>▪ Dining Hall cleaning rota in place.</li> </ul>
33	Stagger the use and limit the occupancy of staff room and offices by employees.	<input checked="" type="checkbox"/>			<ul style="list-style-type: none"> <li>▪ Staff trained in light of COVID-19.</li> <li>▪ Social Distancing to be observed in staff room (currently former Art Gallery)</li> <li>▪ Any cutlery or crockery used must be brought in by the member of staff and taken home to be washed</li> <li>▪ Food cannot be cooked in the staff room</li> <li>▪ Staffroom closed to social gatherings/staff briefing</li> <li>▪ Signage indicates maximum number of people in the staff room and offices</li> <li>▪ Offices have been reorganised to enable staff to work at a safe distance from each other and staff have been provided with materials for cleaning down work areas before and after use</li> <li>▪ Staff may use follow-you printers but must wipe down before and after use with appropriate cleaning wipes. All other copying will be carried out by designated Reprographics member of staff</li> </ul>
34	Kitchen/Cleaning staff maintain social distancing of 2 metres in the kitchen where possible. Kitchen/Cleaning staff to be advised of the school's expectation re: self-isolation/social distancing and hygiene requirements.	<input checked="" type="checkbox"/>			<ul style="list-style-type: none"> <li>▪ Catering/Cleaning Team will socially distance where possible</li> <li>▪ Guidance provided by catering/cleaning contractor and school management team.</li> </ul>

Ref	Control Measure	Yes	No	N/A	<b>Actions Taken</b> <b>Further Actions Required</b>
35	Use of Small Meeting Rooms and Confined Areas (including Photocopier / Printer / Storage areas) by more than one person prohibited.	<input checked="" type="checkbox"/>			<ul style="list-style-type: none"> <li>Staff trained in light of COVID-19.</li> <li>Signage in rooms to highlight max capacity and Covid procedures</li> <li>Wipes provided for photocopiers/printers.</li> <li>Hand sanitiser available.</li> <li>All communal items (photocopiers etc) should be wiped before and after use</li> </ul>
36	Non-Essential repair / contracted works in buildings to be carried outside school hours. Ensure site guidance on physical distancing and hygiene is explained to visitors. Maintain a record of all visitors even when outside of school hours	<input checked="" type="checkbox"/>			<ul style="list-style-type: none"> <li>Site Manager has arranged for such visitors (non-essential work) to attend out of school hours.</li> <li>Contractors for remaining major works will continue to be on site until Nov 2020; guidance has been shared and discussed with Lancaster Maloney</li> </ul>
37	Staff movement around school, use of classrooms to be limited.	<input checked="" type="checkbox"/>			<ul style="list-style-type: none"> <li>Staff trained in light of COVID-19.</li> <li>Staff encouraged to limit movement around school to essential journeys.</li> <li>Staff to use telephones/radios to communicate instead.</li> <li>Floor markings in corridors to assist with social distancing when moving around school.</li> </ul>

**Additional Physical / Social Distancing Measures applies (please detail below)**

Infection Control, Cleaning and Hygiene Arrangements					
Ref	Control Measure	Yes	No	N/A	<div>Actions Taken</div> <div>Further Actions Required</div>
38	Staff and/or students who are experiencing symptoms associated with COVID-19 are instructed not to attend the school/setting and to refer to <a href="#">current advice and guidance</a> .	<input checked="" type="checkbox"/>			<ul style="list-style-type: none"> <li>Inform all employees / students who have COVID-19 symptoms, or persons within their household who do, that they will be asked to attend a testing centre immediately and will not be allowed to attend school until a) the test returns negative, or b) in the event of a positive test, they have fully recovered and completed the allotted period of self-isolation.</li> <li>Staff and parents/carers informed they must fully engage with the NHS Track and Trace process.</li> <li>All such incidents will be recorded and the employee's line manager will be in regular contact with the staff member. If an employee requires longer than the statutory length of self-certification, then they will require to provide a doctor's sickness note.</li> <li>This information is shared with staff and parents/carers so they are aware of these procedures.</li> <li>Staff and parents/carers are reminded of this requirement.</li> </ul>
39	Staff who experience symptoms as above whilst at work, should immediately go home and follow the guidance set out above.	<input checked="" type="checkbox"/>			<ul style="list-style-type: none"> <li>All staff advised accordingly.</li> <li>Covid testing kits are in school and will be given to staff if they show symptoms on site.</li> </ul>
40	<p>Students who experience COVID-19 symptoms should be collected from school/setting as soon as possible. They should be kept 2m apart from all other students and staff whilst on site.</p> <p>If a student needs direct personal care until they can return home, staff should wear the appropriate PPE.</p>	<input checked="" type="checkbox"/>			<ul style="list-style-type: none"> <li>Isolation Room identified – SSC. Will ensure deep cleaning following use.</li> <li>Emergency PPE available</li> <li>Parents/carers of students experiencing symptoms advised to have child tested. Student sent home immediately.</li> <li>Nominated First Aider will care for students until parent/carer collects</li> </ul> <p>Covid testing kits are in school and will be given to parent/carer of student when they are collected</p> <p><b>What happens if someone becomes unwell in our school?</b></p> <ul style="list-style-type: none"> <li>If anyone in our 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 will be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance.</li> </ul>

					<p><a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a></p> <ul style="list-style-type: none"> <li>▪ If the student needs to go to the bathroom while waiting to be collected, they should use disabled toilet at main reception (Yrs 7-11) or in Sixth Form (Y12-13). These toilets will be cleaned and disinfected before being used by anyone else.</li> <li>▪ PPE will be worn by the staff member caring for the student while they await collection if a distance of 2 metres cannot be maintained (such as with a student with complex needs).</li> <li>▪ In an emergency, 999 will be called if they are seriously ill or injured or their life is at risk. We will not visit the GP, pharmacy, urgent care centre or a hospital.</li> <li>▪ If a member of staff has helped someone with symptoms, they will not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive.</li> <li>▪ They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance:</li> </ul> <p><a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p> <p><b>What happens if there is a confirmed case of coronavirus in a setting?</b></p> <ul style="list-style-type: none"> <li>▪ When a student or staff member develops symptoms compatible with coronavirus, they will be sent home and advised to self-isolate for 10 days. Their fellow household members should self-isolate for 14 days. All staff and students who are attending school will have access to a test if they display symptoms of coronavirus, and will be told to get tested immediately and to inform school of the subsequent outcome. School has a small supply of testing kits available but will not test on site.</li> <li>▪ Where the student or staff member tests negative, they can return to school if they no longer display COVID-19 related symptoms.</li> <li>▪ Where the student or staff member tests positive, the school will contact the local health protection team who will work with us and</li> </ul>
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					guide the school through the actions needed and will provide advice on who requires to be sent home.
41	Cleaning products have been checked to ensure they meet standards required for deep cleaning during a pandemic	<input checked="" type="checkbox"/>			<ul style="list-style-type: none"> <li>Site Manager has checked with cleaning company and products meet all required standards. These will be under regular review.</li> </ul>
42	Provision of hand-washing / hand-hygiene facilities at entrances and throughout school/setting (regularly monitored & maintained).	<input checked="" type="checkbox"/>			<ul style="list-style-type: none"> <li>Staff training, student reminders daily</li> <li>Mobile toilet block installed as the number of toilets in school reduced due to the English block closure.</li> <li>Additional sinks installed in school toilets.</li> <li>Sanitisers installed throughout school.</li> <li>Students will be instructed on when, where and how to wash hands throughout the day.</li> <li>Signage up around school.</li> </ul>
43	All staff and students are encouraged to regularly wash their hands with soap and water, especially upon arrival at school/setting, prior to eating, following break/lunch time and any other time deemed necessary (after coughs/sneezes).	<input checked="" type="checkbox"/>			<ul style="list-style-type: none"> <li>Staff to be trained on INSET day in Sept.</li> <li>Staff are advised to wash their hands before and after handling any materials shared with pupils, in addition to washing on entry, prior to exit, after toileting, after sneezing or coughing, etc.</li> <li>Signage up around school.</li> <li>Students will be directed and supervised, in relation to when/where and how, hand-washing will take place.</li> <li>Catch it, bin it, kill it encouraged; lidded bins placed in all classrooms and communal areas; tissues in every classroom</li> <li>Soap will be provided and replaced as necessary throughout the day.</li> <li>Sanitisers installed throughout school.</li> </ul>
44	Different hand wash facilities should be available for each cohort/group within school/setting where possible.	<input checked="" type="checkbox"/>			<ul style="list-style-type: none"> <li>School toilets are allocated to specific zones. Students will be made aware of their toilets.</li> </ul>
45	<p>Remove unnecessary items from classrooms / desks / offices and soft toys that are hard to clean.</p> <p>During the summer term, their use was minimised, many were moved out of classrooms, and there was significant extra cleaning. That position has now changed for the autumn term, because prevalence of coronavirus (COVID-19) has decreased and because they are so important for the delivery of education. For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items</p>	<input checked="" type="checkbox"/>			<ul style="list-style-type: none"> <li>Staff training in light of COVID-19.</li> <li>Regular, monitored daily thorough cleaning of school.</li> <li>On-site regular cleaning provision throughout the day eg. Toilets and frequently touched surfaces three times a day.</li> <li>Students will have their own stationery and equipment as far as possible. If they require an item, this will be given to them to keep.</li> </ul>

	that are not shared. Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces				
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NHS Test and Trace					
Ref	Control Measure	Yes	No	N/A	<div>Actions Taken</div> <div>Further Actions Required</div>
46	<b>Direct transmission of COVID -19 virus</b> from being in close proximity to people with the virus. I.e. person to person transmission (hand to hand, hand to mouth, hand to body)	<input checked="" type="checkbox"/>			<ul style="list-style-type: none"> <li></li> </ul>



Ref	Control Measure	Yes	No	N/A	<b>Actions Taken</b> <b>Further Actions Required</b>
46	Use of fingerprint payment machine.	<input checked="" type="checkbox"/>			<ul style="list-style-type: none"> <li>Limit use of cash loaders where possible – parents/carers encouraged to pay via Parent Pay.</li> <li>Wipes and hand-sanitiser provided at machine. Wiped before and after use.</li> <li>Biometrics will continue to be used; sanitisers will be provided for use before and after thumbprint taken.</li> </ul>
47	Sharing of pencils/pens and other items of stationery is avoided where possible.  Students should have their own stationery in their own pencil case.	<input checked="" type="checkbox"/>			<ul style="list-style-type: none"> <li>Parents/carers instructed that students should bring their own equipment into school and not allow anyone else to use it.</li> <li>School will provide any stationery that students are unable to bring in from home. Students asked to keep for future use and it will not be collected in again</li> <li>Resources to be provided electronically wherever possible.</li> </ul>
48	Equipment that may need to be shared (laminators, guillotines etc) should be cleaned and sanitised before and after use.	<input checked="" type="checkbox"/>			<ul style="list-style-type: none"> <li>Daily cleaning with disinfectant by providers – monitored by reprographics assistant / site manager.</li> <li>Each different user must wipe down before and after use.</li> </ul>
49	All staff and students are encouraged to cough/sneeze into tissues and dispose of these in appropriate waste disposal bins. Catch it, Kill it, Bin it)	<input checked="" type="checkbox"/>			<ul style="list-style-type: none"> <li>Staff and students trained in light of COVID-19.</li> <li>Posters displayed around school</li> <li>Tissues in all teaching rooms / offices. Staff are responsible for informing the Finance office if more tissues are required</li> </ul>
50	Additional lidded bins and increased emptying / replacement are provided / in-place.	<input checked="" type="checkbox"/>			<ul style="list-style-type: none"> <li>Lidded Bins in all teaching rooms / offices.</li> <li>Lidded bins in all toilets and canteen.</li> <li>Bins regularly emptied</li> </ul>
51	All working areas within the building should be well-ventilated (windows and doors open), where safe and appropriate to do so.	<input checked="" type="checkbox"/>			<ul style="list-style-type: none"> <li>Staff and students trained in light of COVID-19.</li> <li>Some classrooms in the 6<sup>th</sup> form do not have windows that are designed to open, however, air handling system is in operation to facilitate ventilation.</li> <li>In light of COVID-19, classroom doors can be opened with a door wedge.</li> <li>Main corridor fire doors cannot be wedged open at this time</li> </ul>

52	Increased frequency of cleaning of communal areas and locations / high contact points (using detergent and hot water, followed by a chlorine based disinfectant solution) including: <ul style="list-style-type: none"> <li>▪ Toilets</li> <li>▪ Door Handles / Access Buttons</li> <li>▪ Kitchen areas and associated equipment</li> <li>▪ Water dispensers / coolers</li> <li>▪ Printers / Photocopiers</li> <li>▪ White Boards</li> <li>▪ Light Switches</li> <li>▪ Hand rails on stairs</li> <li>▪ Desks</li> <li>▪ Chairs</li> </ul>	<input checked="" type="checkbox"/>			<ul style="list-style-type: none"> <li>▪ On-site cleaner employed for cleaning duties during the school day</li> <li>▪ Water dispensers switched off.</li> <li>▪ Students may bring their own bottled water into school and can also purchase bottles from the canteen.</li> <li>▪ Adults encouraged to provide own drinks for personal use.</li> <li>▪ Cleaning contractor advised to undertake frequent cleaning of these areas and checklist provided. Cleaning schedule in place with frequently touched surfaces cleaned more often than usual.</li> <li>▪ Site Team to monitor.</li> </ul>
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Ref	Control Measure	Yes	No	N/A	<b>Actions Taken</b> <b>Further Actions Required</b>
53	If staff bring in their own food, this should be food which does not require heating or additional preparation in kitchen / canteen / staff room areas.	<input checked="" type="checkbox"/>			<ul style="list-style-type: none"> <li>Staff kitchen / microwave – closed for heating food.</li> <li>Signage on walls</li> </ul>
54	Use of kitchen areas to be limited to preparation of hot drinks, cleaning of cups / mugs etc. Employees to use own designated cup or mug.	<input checked="" type="checkbox"/>			<ul style="list-style-type: none"> <li>As above.</li> <li>Staff training in light of COVID-19.</li> </ul>
55	Employees to store, where possible, coats, bags and non-work essential items in personal lockers. Where lockers are not provided, employees will not use shared coat racks / stands and will store coats on the back of their chairs and bags safely under their desks.	<input checked="" type="checkbox"/>  <input checked="" type="checkbox"/>			<ul style="list-style-type: none"> <li>Lockers not available for all.</li> <li>Staff to keep coats, bags in classroom at teacher's desk.</li> </ul>
56	Staff and students are provided with instructions on how to achieve effective hand-washing; for example, in the form of posters, written guidance and video clips etc.	<input checked="" type="checkbox"/>  <input checked="" type="checkbox"/>			<ul style="list-style-type: none"> <li>Posters displayed in classrooms/toilets.</li> <li>Video produced to be shown in form period on Day 1 and as often as necessary thereafter.</li> <li>Teachers to make all students aware.</li> </ul>
57	Office staff who receive deliveries, post etc, are encouraged to wash their hands more frequently and are provided with sanitiser.	<input checked="" type="checkbox"/>			<ul style="list-style-type: none"> <li>Staff Training</li> <li>Cleaning Procedures identified or goods stored for 3 days before being distributed.</li> </ul>
58	Increased frequency of toilet inspections and checks to ensure sufficient supplies of liquid soap and paper towels are maintained. Staff to report shortages to site staff.	<input checked="" type="checkbox"/>			<ul style="list-style-type: none"> <li>Cleaning schedule in place</li> <li>Site Manager monitors throughout the day.</li> <li>Minimum cleaning of staff and student toilets - 3 x per day.</li> <li>Cleaning log in all toilets.</li> </ul>
59	Suppliers and Contractors and visitors advised, if attending premises, of infection control arrangements, no-access areas and expectations around personal hygiene. List of visitors to be kept via Inventory	<input checked="" type="checkbox"/>			<ul style="list-style-type: none"> <li>Guidance on social distancing to be explained prior to visit or on arrival by reception staff.</li> <li>Signage placed in reception.</li> <li>Anti bac signing in screens.</li> </ul>
60	Reduce opportunity/need for external visitors to school	<input checked="" type="checkbox"/>			<ul style="list-style-type: none"> <li>No visitors to school unless pre-approved by a member of SLT.</li> </ul>

**Additional Infection Control, Cleaning and Hygiene Measures applied (please detail below)**

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**Key Roles and Responsibilities**

Ref	Control Measure	Yes	No	N/A	<div>Actions Taken</div> <div>Further Actions Required</div>
61	Sufficient staffing / resources are in place to maintain the security of the building and its occupants.	<input checked="" type="checkbox"/>  <input checked="" type="checkbox"/>			<ul style="list-style-type: none"> <li>Safeguarding training in place for new staff.</li> <li>Site staff to continue to monitor security of site.</li> </ul>
62	Sufficient staffing / resources are in place to maintain the cleanliness of the building and to carry out necessary inspections of consumables needed to maintain hygiene (including their replenishment).	<input checked="" type="checkbox"/>			<ul style="list-style-type: none"> <li>On-site cleaner employed for cleaning duties during the school day</li> <li>Site Manager monitoring cleaning provision throughout (Essential Cleaning Company).</li> <li>Site Manager reports to Business and Finance Director.</li> </ul>
63	Sufficient numbers of trained staff are in place to provide Emergency First Aid.	<input checked="" type="checkbox"/>			<ul style="list-style-type: none"> <li>Trained First Aiders attend on a rota basis.</li> <li>Face Mask / Apron / Gloves to be worn – and disposed of following use.</li> </ul>
64	Sufficient numbers of staff are in place to enable safe evacuation of the building in the event of an emergency.	<input checked="" type="checkbox"/>			<ul style="list-style-type: none"> <li>All SLT trained to act as Fire Marshalls; member of SLT present at all times.</li> <li>All staff issued with keys which open gates.</li> <li>Walkie talkies provided for key staff</li> <li>Receptionists to keep set of keys and to open main gates if nearest</li> <li>Clear routes and social distancing measures adhered to.</li> <li>Staff supervision of students.</li> <li>Muster point (tennis courts) marked out for social distancing if numbers allow.</li> </ul>

Statutory Premises Compliance and Maintenance					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
65	PPM (Planned Preventative Maintenance) work continues to be delivered for critical building systems (Life-Safety) including: <ul style="list-style-type: none"> <li>▪ Fire Alarm and Detection</li> <li>▪ Powered Doors / Gates</li> <li>▪ Legionella and Water Testing</li> <li>▪ Electrical Safety</li> <li>▪ Gas Safety</li> <li>▪ PAT Testing</li> <li>▪ Asbestos Management</li> </ul>	<input checked="" type="checkbox"/>			<ul style="list-style-type: none"> <li>▪ Installation of a new fire alarm is currently underway however, the current fire alarm is in full working order and will continue to be used until the new one is fully installed.</li> <li>▪ All maintenance contracts continue for critical building systems.</li> <li>▪ We will maintain fire drills throughout Phase 2 of our reopening</li> </ul>
66	Defect Reporting arrangements are in place.	<input checked="" type="checkbox"/>			<ul style="list-style-type: none"> <li>▪ All staff aware of procedures for reporting faults. New staff will receive training in Sept.</li> </ul>

## Additional Statutory Compliance and Maintenance issues

### Any Additional Information and Control Measures (Detail Below)

Ref	Control Measure	Yes	No	N/A	<b>Actions Taken</b> <b>Further Actions Required</b>
67	School Transport Arrangements meet Covid 19 Guidance	<input checked="" type="checkbox"/>  <input checked="" type="checkbox"/>			<ul style="list-style-type: none"> <li>All parents/carers have been informed by letter/email/website</li> <li>TFGM procedures in place.</li> <li>Students and parents are aware that face coverings are mandatory</li> <li>Support bus companies in monitoring and ensuring students are wearing face coverings and adhering to any social distancing seating plans when travelling on school buses.</li> </ul>

Approved by (Headteacher/Chair of Governors):	K. Earle S. Wildman	Date of Approval:	25 <sup>th</sup> August 2020
Date Provided to Unions:		Date of Review:	Updated 2 <sup>nd</sup> September 2020 to be reviewed every 4 weeks or as required in light of new guidance
Date shared with Parents/Carers	25 <sup>th</sup> August 2020	Date shared with LA	