

COVID-19 RISK ASSESSMENT

Subject of Assessment	Full School Opening From 01.09.2020	Assessment Date	09/11/2020
Location	St John’s Catholic Comprehensive School		
Assessor	Matt Barron	Review Date	Weekly

Information: This risk assessment is to be read through completely. Note that this must be a dynamic risk assessment and changes may be made through an ad-hoc basis due to changes in Government advice; any possible cases of COVID-19, etc.

Relevant links to Government advice in relation to the full opening of schools from September 2020 onwards;

<https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020>

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

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/>

<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/staying-alert-and-safe-social-distancing#clinically-vulnerable-people>

<https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers>

<https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm>

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation>

Hierarchy of controls (Taken from the advice outlined in the links included on page 1)

In all education, childcare and social care settings, preventing the spread of coronavirus involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). A range of approaches and actions should be employed to do this, along with robust processes to respond to any suspected or confirmed infection. These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced. These controls can be grouped into 'prevention' and 'response to any infection' and are outlined in more detail below;

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) *clean hands thoroughly more often than usual*
- 3) *ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach*
- 4) *introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents*
- 5) *minimise contact between individuals and maintain social distancing wherever possible*
- 6) *where necessary, wear appropriate personal protective equipment (PPE)*

Numbers 1 to 4 must be in place in all schools, all the time.

Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 6 applies in specific circumstances; in secondary schools face coverings are now mandatory in specified areas.

Response to any infection:

- 7) *engage with the NHS Test and Trace process*
- 8) *manage confirmed cases of coronavirus (COVID-19) amongst the school community*
- 9) *contain any outbreak by following Department for Education (DfE) and local health protection team advice*

Numbers 7 to 9 must be followed in every case where they are relevant.

Following consultation with our Governors, Senior Leadership Team and Staff Union Representatives, the Headship Team have welcomed back all student year groups from the start of the new academic year, in a controlled and safe manner.

Facilities/Premises Responsibilities

St John's is a PFI (Private Financial Initiative) School, as such, our site facilities and premises are managed by Kier Facilities Management (Kier FM). Our school works in partnership with Kier FM to ensure the safety of our students, staff and visitors. In line with this arrangement, some responsibilities fall to Kier FM, with

accountability assigned to the Kier FM Contract Manager, A Cole. These responsibilities include the catering provision at St John’s; our catering provider is Sodexo and the catering contract is managed by Kier FM.

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Ref	Key Area of Risk	Control Measures	Risk Level	Additional School Specific Control Measures/Advance Actions Required to Reduce Risk	Residual Risk Level	Person Accountable
1	Social Distancing - Students	<p>Government Advice:</p> <p><i>In secondary schools, and certainly in the older age groups at key stage 4 and key stage 5, the groups are likely to need to be the size of a year group to enable schools to deliver the full range of curriculum subjects and students to receive specialist teaching. If this can be achieved with small groups, they are recommended. At primary school, and in the younger years at secondary (key stage 3), schools may be able to implement smaller groups the size of a full class. If that can be achieved, it is recommended, as this will help to reduce the number of people who could be asked to isolate should someone in a group become ill with coronavirus (COVID-19).</i></p> <p><i>Schools should assess their circumstances and if class-sized groups are not compatible with offering a full range of subjects or managing the practical logistics within and around the school, they can look to implement year group sized ‘bubbles’. Whatever the size of the group, they should be kept apart from other groups where possible and older children should be encouraged to keep their distance within groups. Schools with the capability to do it should take steps to limit interaction, sharing of rooms and social spaces between groups as much as possible. When using larger groups the other measures from the system of controls become even more important, to minimise transmission risks and to minimise the numbers of pupils and staff who may need to self-isolate.</i></p> <p><i>Both the approaches of separating groups and maintaining distance are not ‘all-or-nothing’ options and will still bring benefits even if implemented partially. Some schools may keep children in their class groups for the majority of the classroom time, but also allow mixing into wider groups for specialist teaching, wraparound care and transport.</i></p>	High	<ul style="list-style-type: none"> • Updated social distancing and entry/exit/direction signage in place (LON) • New YGB assembly point signage displayed on the MUGA and East Plaza (AW) • Coloured badges for YGBs sourced and distributed (OK) • Pastoral Teams relocated to their YGB area (DW/MB/MOS) • Protocols for Return to Learn and Homework Club agreed and shared (MB) • Advise staff of the updated guidance for social distancing between students and the expectations of staff in supporting these measures (MB) • The Home-School Agreement document issued to all students and parents/carers and it 	Medium	M Barron

		<p><i>Siblings may also be in different groups. Endeavouring to keep these groups at least partially separate and minimising contacts between children will still offer public health benefits as it reduces the network of possible direct transmission.</i></p> <p>School Response:</p> <ul style="list-style-type: none"> • Create individual Year Group Bubbles (YGB) in all key stages. • Each YGB to be issued with a coloured badge, to be worn at all times, to denote a particular year group. • YGBs will not interact with other students outside of their group. The only regular exception to this is for consistent bubbles, e.g. joint year 9 and 10 option lessons and Return to Learn provision, as permitted by the government guidance. In this scenario, students will still be seated in their own year group within the shared classroom. • If staff wish to plan work/events that would include more than one YGB, e.g. extra-curricular club, homework support session, etc – staff will need to seek permission from the Headship Team, via their Line Manager, in advance. • Students to be encouraged to keep their distance from other students within their group as much as possible, e.g. no physical contact. • Maintain 2m+ distancing, where possible, with anyone outside their group. • Year Group Pastoral Teams will be positioned in areas within their bubble locations. • Year group assemblies are permitted but there will be no whole school assembly or other events that include more than one year group, e.g. charity food sales across year groups. • Individual YGB practices; <p>- To have a controlled, staggered entry and exit to the school within their YGB.</p>		<p>includes the expectations for social distancing (MB)</p>		
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| | <ul style="list-style-type: none">- KS3 and KS4 students will be asked to arrive on site no earlier than 8.20am and to line up on the MUGA (Years 7 to 9) or the East Plaza (Years 10 and 11) in their designated year group area.- Students will be reminded of the social distancing requirements every morning before being led into a dedicated school entrance by their Year Group Pastoral Teams.- KS5 students will be permitted to enter the building by a designated entrance point and be seated in their YGB area; separate entrance points and areas for Year 12 and Year 13 students.- Students will be asked to adhere to the direction notices in order to avoid congestion and any potential social distancing breach, e.g. one-way systems, no entry signs, etc.- YGBs will be assigned separate areas of the school building (where this is not practicable, e.g. canteen and specialist areas, see the protocols outlined in the Cleaning section below).- Where possible, students will remain in the same classroom and the teaching staff will move between rooms.- YGBs will have separate areas for break and lunch times.- Students will not be permitted to leave lessons unless there is an exceptional, urgent need, e.g.; students should use the toilet facilities during their break and lunch times, students will not be permitted to visit the Technical Team office, etc.- Arrangements for student printing will be that students are only permitted to print when supervised by a member of staff who will ensure appropriate standards of hygiene are adhered to.- The allocation of student lap tops will be reviewed and lap tops will be allocated to YGBs. | | | | |
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2	<p>Social Distancing - Staff</p>	<p>Government Advice:</p> <p><i>All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. This will be particularly important for secondary schools. 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.</i></p> <p><i>Maintaining a distance between people whilst inside and reducing the amount of time they are in face to face contact lowers the risk of transmission. It is strong public health advice that staff in secondary schools maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible. Ideally, adults should maintain 2 metre distance from each other, and from children. We know that this is not always possible, particularly when working with younger children, but if adults can do this when circumstances allow that will help. In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone. Similarly, it will not be possible when working with many pupils who have complex needs or who need close contact care. These pupils' educational and care support should be provided as normal.</i></p> <p><i>Schools should also plan how shared staff spaces are set up and used to help staff to distance from each other. Use of staff rooms should be minimised, although staff must still have a break of a reasonable length during the day.</i></p> <p>School Response:</p> <ul style="list-style-type: none"> • Timetabling of lessons will be carefully considered to ensure that bigger class sizes are timetabled in larger classrooms. • Classroom furniture will be positioned in a forward-facing position, with a 2m distance from the teacher's desk where possible. 	High	<ul style="list-style-type: none"> • Class and room sizes considered when creating the timetable (DW/MA) • Liaison with Kier FM to reposition classroom furniture where possible (LON) • Additional teacher workbase areas to be identified (DW) • Perspex barriers installed in office areas by the DT Team (DW/LON) • Face visors supplied to all staff who request one (MB/LON) • All social distancing procedures and protocols are shared with staff (MB) 	Medium	M Barron
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		<ul style="list-style-type: none"> • When teaching, staff are to be mindful of their positioning and we would encourage them to position themselves at the very front of the classroom for the majority of the lesson. • Teacher workbase areas will be reviewed and additional areas identified for teaching staff to use during non-teaching time. • Some Year Group Pastoral Teams will be relocated. • Where it has not been possible to maintain the recommended 2m distance between desks/staff, a perspex barrier screen will be installed. • The school will provide a PPE face visor to any member of staff who would like to wear one in school. • Arrangements outlined below in other areas of the school building will support the social distancing recommendations, i.e. corridors, stairwells, lifts and staff room. • As our school building layout and staff and student numbers do not allow the recommended 2m distancing in all areas, advice has been sought from the school’s KCC Area Education Officer, Ian Watts. The school has received confirmation from Ian Watts that it is safe for the school to reopen fully as other control measures, outlined in this risk assessment, mitigate risk where 2m social distancing is not physically achievable. 				
3	Basic Classroom Set Up	<p>In line with the social distancing recommendations outlined in points 1 and 2 above;</p> <ul style="list-style-type: none"> • Classroom furniture will be positioned in a forward-facing position, with a 2m distance from the teacher’s desk where possible. • Any unnecessary items/unused furniture items are to be removed from classroom areas to create additional space. • Department leaders will be responsible for setting up their own rooms with adherence to the guidance where possible. • When teaching, staff are to be mindful of their positioning and we would encourage them to position themselves at the very front of the classroom for the majority of the lesson. 	High	<ul style="list-style-type: none"> • Liaison with Kier FM to reposition classroom furniture and remove any unused items where possible (LON) • Room timetable displayed in all classrooms (DW/MA) • Items ordered to kit out all classrooms with a COVID-19 supply box (LON) 	Medium	M Barron

		<ul style="list-style-type: none"> • Where a class remains in the same classroom for subsequent lessons, they should remain seated at the same desk where possible. Seating plans will be used and retained for all lessons to support track and trace should any student be tested positive for Covid-19. • Where possible only students from the same YGB will be timetabled to use any given classroom on a particular day. This will alleviate the need to clean surfaces in classrooms between lessons. • A room timetable will be displayed in every classroom to identify any occasions where a classroom has been used by a different YGB earlier the same day. Where this is the case, students should be instructed to wipe down their desk and chair areas on arrival to the classroom and the teacher will do the same at the teaching area and for frequently touched areas, e.g. door handles, switches, etc. • A dedicated COVID-19 supply box containing; antibacterial cleaning materials (wipes and spray bottle/disposable towels), hand sanitiser and tissues will be available in every classroom. • Students will be asked to bring and only use their own stationery equipment and books. Spare equipment will be provided by Year Group Pastoral Teams and sanitised after use. • Where any teacher resources are to be provided, these should be for individual student use and not shared, e.g. lap top • Where possible (temperature dependent) open windows and ensure good ventilation. • Where possible prop open doors to enable better ventilation and avoid frequent use of door handles. (fire doors should not be propped open). • The Kier FM team will double check all doors to ensure they are closed at the end of the school day. • The Kier FM team will thoroughly clean all classroom areas at the end of the school day. 		<ul style="list-style-type: none"> • The Home-School Agreement document issued to all students, parents/carers and it advises the need for students to bring in, and only use, their own stationery equipment and books (MB) 		<p>A Cole (fire door end of day check & cleaning)</p>
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4	Specialist Teaching Areas / Activities	<p>In line with the social distancing recommendations outlined in points 1 and 2 above;</p> <ul style="list-style-type: none"> • Specialist areas will only be used by one YGB at any given time. • Where possible, timetabling of specialist areas will be carefully considered to allow gaps in the timetable to allow time for the necessary cleaning of the area and equipment between use by different YGBs. • For some specialist subjects, use of outdoor space will be an option in order to limit use of specialist learning areas by different YGBs. • A room timetable will be displayed in every specialist area to identify any occasions where an area has been used by a different YGB earlier the same day. • Plans will be agreed with the individual leaders of specialist subjects in relation to cleaning requirements and protocols. • A dedicated COVID-19 supply box containing; antibacterial cleaning materials (wipes and spray bottle/disposable towels), hand sanitiser and tissues will be available in every classroom. • In addition to basic cleaning items, any requested, bespoke cleaning items will be provided, e.g. floor cleaning and drying mops. • Where the sports hall, dance or drama floors are cleaned by a member of school staff, the member of staff must ensure that the cleaning caution sign is placed at the entrance to the room. In addition, the member of staff must ensure that the floor is fully dry before anyone is permitted to walk on the floor. • Students will be asked to bring and only their own equipment where possible, e.g.; colouring pencils for art. • Where any teacher resources are to be provided, these should be for individual student use and not shared, e.g. food technology utensils. • Leaders of specialist subjects will review the latest advice from the government and their own subject regulatory bodies, e.g. Sports England. Subject leaders will plan appropriate, practical 	High	<ul style="list-style-type: none"> • Room timetable displayed in all specialist teaching areas (DW/MA) • Protocols for cleaning of specialist areas between YGB use to be agreed with individual subject leaders (MB) • Source/order items to kit out all specialist teaching areas with a COVID-19 supply box and any bespoke cleaning items, e.g. floor mops (LON) • The Home-School Agreement document issued to all students, parents/carers and it advises of the need for students to bring in their own specialist equipment where possible and to wear their PE kit to school when PE/Dance is timetabled (MB) • Liaise with specialist subject leaders in respect of lesson planning and cleaning protocols to ensure they adhere to latest government advice (MB) 	Medium	M Barron
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		<p>lessons that are safe and in strict adherence with the latest advice.</p> <ul style="list-style-type: none"> • In line with current government advice, school changing rooms will not be in use; students timetabled for PE/Dance will need to wear their PE kit to school for the day. Provisions should be made for inclement weather, e.g.; a spare P.E. top and trousers are to be brought into school. • Where possible (temperature dependent) open windows and ensure good ventilation. • Where possible prop open doors to enable better ventilation and avoid frequent use of door handles (fire doors should not be propped open). • The Kier FM team will double check all doors to ensure they are closed at the end of the school day. • The Kier FM team will thoroughly clean all specialist areas at the end of the school day. 				A Cole (fire door end of day check & cleaning)
5	Handwashing Hygiene	<p>Government Advice:</p> <p><i>Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitiser. Schools must ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Regular and thorough hand cleaning is going to be needed for the foreseeable future.</i></p> <p>School Response:</p> <ul style="list-style-type: none"> • As staff are required to move around the school, as opposed to remaining in their dedicated classroom, a mini hand sanitiser bottle has been supplied to every member of staff. • Students have been asked to bring in their own hand sanitiser for personal use, if possible. 	High	<ul style="list-style-type: none"> • Toilets identified for use by dedicated YGBs in learning areas and socialising/eating areas and labelled accordingly (AR/LON) • Handwashing hygiene posters are displayed on all toilet doors (LON) • Hand cleaning hygiene expectation signs displayed alongside all hand sanitiser stations, including all learning and 	Medium	M Barron

		<ul style="list-style-type: none"> • A supply of hand sanitiser (minimum of 70% alcohol based) will be positioned at all entrances to the school building, as well as in all learning and socialising/eating areas. • In our six science laboratories, alcohol based hand sanitiser is not permitted for safety reasons. An alternate hand sanitiser will be provided for use in the science areas and appropriate signage will be displayed in all laboratories. • On arrival at school, all students will be led by their Form Tutor to their dedicated YGB entrance point where they will be instructed to sanitise their hands. • For KS5 students, hand sanitising stations are at the entrance points for both Year 12 and Year 13. • During the school day, students will be instructed by teaching and duty staff to clean their hands regularly, including when they return from breaks, when they change rooms and before and after eating. • In learning and eating areas dedicated toilets will be assigned for use by specific YGBs. • When using the toilet facilities, students will be instructed to wash their hands thoroughly with running water (hot if available) and soap for a minimum of 20 seconds. Both on arrival at the toilet cubicle and after using the toilet. • Signage will be in place throughout the school site to reinforce handwashing hygiene for students and staff. 		<p>socialising/eating areas (LON)</p> <ul style="list-style-type: none"> • Hand sanitising stations established in key locations (LON) • The Home-School Agreement document issued to all students and parents/carers and it includes the requirements for handwashing hygiene (MB) 		
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		<ul style="list-style-type: none"> • Adequate supplies of soap and disposable towels in toilets and classroom sink areas (where applicable). • Ensure all toilets are available to use. 				A Cole (toilet availability & supplies)
6	Good Respiratory Hygiene	<p>Government Advice: <i>The ‘catch it, bin it, kill it’ approach continues to be very important, so schools must ensure that they have enough tissues and bins available in the school to support pupils and staff to follow this routine.</i></p> <p>School Response:</p> <ul style="list-style-type: none"> • Boxes of tissues available in all learning and office areas. • Waste bins available in all areas and emptied regularly. • Posters displayed in all learning, social/eating and office areas (Catch it, Kill It, Bin It design). • Students regularly reminded of good respiratory hygiene practice. 	High	<ul style="list-style-type: none"> • Box of tissues and waste bins available in all learning and office areas (LON) • Display posters in all learning, social/eating and office areas (Catch it, Kill It, Bin It design) (LON) • The Home-School Agreement document issued to all students and parents/carers and includes the requirements for good respiratory hygiene (MB) 	Medium	M Barron
7	Face Coverings	<p>Government Advice: <i>In schools where pupils in year 7 and above are educated, face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. Some individuals are exempt from wearing face coverings and we expect adults and pupils to be sensitive to those needs.</i></p> <p><i>Face coverings should also be worn by pupils in year 7 and above when travelling on dedicated school transport to secondary school or college.</i></p>	High	<ul style="list-style-type: none"> • Bins positioned at key points on the school site with appropriate signage (LON) • All procedures and protocols are shared with staff, students and parents/carers (MB) 	Medium	M Barron

		<p>Safe wearing and removal of face coverings</p> <p><i>Schools should have a process for removing face coverings when those who use face coverings arrive at school, and when face coverings are worn at school in certain circumstances. This process should be communicated clearly to pupils and staff.</i></p> <p><i>Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully.</i></p> <p><i>Pupils must be instructed not to touch the front of their face covering during use or when removing it and they must dispose of temporary face coverings in a ‘black bag’ waste bin (not recycling bin) or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.</i></p> <p>School Response:</p> <ul style="list-style-type: none"> • Students to wear a face mask in the school building at all times, except when a student is in a classroom or sat down for break/lunch. • Students in Years 7-11 are to wear face masks as they line up to school at 8.40am on the MUGA/East Plaza (so as to check compliance at the start of the school day). • Face masks are to be plain in colour and are limited to blue/black/white (no creative options are permitted). Standard blue and white disposable medical masks are acceptable. • If a student is exempt from wearing a face mask (due to conditions such as asthma, etc) they will wear a badge to denote this. • Spare disposable masks will be available for students, however, sanctions for non-compliance/failure to bring masks into school will be considered. 		<ul style="list-style-type: none"> • The Home-School Agreement document issued to all students and parents/carers and includes the protocols for face coverings (MB) 		
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		<ul style="list-style-type: none"> • The protocols of application and removal of face masks must be followed. • Bins will be positioned at key points on the school site for disposable masks to be placed. • Staff are to abide by similar protocols in order to model good practice. • Staff should wear a face covering when visiting the staff room and moving around school, at this moment in time we will not be insisting on this when you are working in your office space or when you are teaching (unless you feel more comfortable doing so). • The school will provide a Perspex face visor to any staff member who would prefer to wear a visor in school, as opposed to a mask. 				
8	Corridors, stairwells and lifts	<p>Government Advice:</p> <p><i>When timetabling, groups should be kept apart and movement around the school site kept to a minimum. While passing briefly in the corridor or playground is low risk, schools should avoid creating busy corridors, entrances and exits. Schools should also consider staggered break times and lunch times.</i></p> <p>School Response:</p> <ul style="list-style-type: none"> • Timetabling of YGBs will be carefully considered to limit movement around school. • Dedicated entrance and exit points will be assigned in House areas and specialist learning area, where possible. • One-way systems will be introduced in key locations. • Staff and students will be directed to keep to the left-hand side when moving around school, particularly on stairwells. • Use of lifts will be strictly limited to students and staff who have a medical need; a lift pass will be issued to relevant students. 	High	<ul style="list-style-type: none"> • Movement around school and at break and lunch times considered when creating the timetable (DW/MA) • Updated social distancing and entry/exit/direction signage in place (LON) • Posters, antibacterial wipes and bins placed in all lifts (LON) 	Medium	M Barron

		<ul style="list-style-type: none"> • If a staff member wishes to move heavy or bulky resources, a prior request should be made to Kier FM (via LON) who can move the items outside of core school hours, where possible. • Social distancing measures outlined above should be followed when using the lift. • Each lift will have posters displayed to advise the protocols for using the lift and cleaning the buttons with an antibacterial wipe after use. A supply of antibacterial wipes and a waste bin will be available in every lift. 				
9	Break, Lunchtime and Catering Arrangements	<p>In order to adhere to the social distancing requirements outlined in points 1 and 2 above, the following protocols will be in place;</p> <ul style="list-style-type: none"> • Separate dedicated areas to be identified for use by specific YGBs during allocated break and lunchtimes, both inside and outside the building. • Break and lunchtimes to be staggered as usual, with two lunch settings • Canteen tables and seating will be cleaned between each lunch setting and at the end of the day. • Additional staff presence at break and lunchtimes to supervise students and ensure that YGBs do not mix. • Hand sanitiser stations will be available in all indoor break and lunch locations and students will be expected to wash or sanitise their hands before and after eating. • Students will be encouraged to bring in their own packed lunch and drink, however, the Sodexo provision outlined below will be available to all students should they so wish. • As all students will not be able to safely queue and use the available canteen servery areas; Sodexo, our school catering provider, will adopt the following protocols; 	High	<ul style="list-style-type: none"> • Timetable carefully considered for break and lunchtime arrangements (DW/MA) • Hand sanitiser stations set up with appropriate signage (LON) • Catering provision and protocols agreed with Sodexo (MB/KB) • Ensure all procedures and protocols are shared with staff (MB) • The Home-School Agreement document issued to all students and parents/carers includes arrangements for break and lunchtime provision (MB) 	Medium	M Barron

		<ul style="list-style-type: none"> - Produce a menu option to include mainly cold packed lunch provision and two hot meal offers. - Agree a system where food is ordered in advance; ordering for the whole week by Thursday for the week ahead. - Students entitled to free school meals will be included in this provision. - Agreed point of food collection for individual YGBs. - Payment via parent pay only; biometrics finger scanner cash loader machines will not be in use. - Payment for food to be deducted by Sodexo staff; biometrics finger scanner payment system will not be in use. <p>Refreshments will only be available at lunchtimes; students are asked to bring in their own snack and drink for break time.</p>				
10	Toilets	<p>Government Advice:</p> <p><i>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.</i></p> <p>School Response:</p> <ul style="list-style-type: none"> • Across the school dedicated toilets will be assigned for use by specific YGBs. • Check that all toilets are available to use. • Staff will assist Kier in monitoring stock levels of soap and disposable towels throughout the day and are to request new supplies from Kier FM if necessary. • Please see point 21, First Aid, for the toilet arrangements where a staff member or student is awaiting collection due to suspected COVID-19 symptoms and they need to use a toilet. • Clear signage displayed in relation to handwashing hygiene, as outlined in point 5 above. 	Med- ium	<ul style="list-style-type: none"> • Location of dedicated YGB toilets shared with all staff and students (AR) • Toilet availability checked (LON) 	Low	M Barron

		<ul style="list-style-type: none"> • Kier FM employ an on-site duty cleaner who will clean and restock all toilets on a rotating basis throughout the day. • The Kier FM team will thoroughly clean all toilet areas at the end of the school day. 				A Cole (toilet availability / restocking & cleaning)
11	Reception / Visitors	<p>Government Advice:</p> <p><i>Settings should restrict all visits to the setting to those that are absolutely necessary.</i></p> <p>School Response:</p> <ul style="list-style-type: none"> • Access to the Reception area will be strictly limited. • In line with government advice, no visitor, parent/carer will be allowed entry to the Reception area unless they have a pre-booked appointment. • Clear message to be issued to parents/carers to advise that email or telephone is the best method of contact. • All visitors and students will be directed to the hatch window where they can speak to a member of the Reception Team. Appropriate signage to be put in place and cones used to mark out queuing positions at a 2m distance. • On site appointments should not be arranged, instead telephone calls and online meeting are to be scheduled instead. • For those occasions where an onsite meeting/event is deemed essential, the member of staff wishing to arrange the meeting should seek Headship Team permission in advance, via their Line Manager. Such meetings/events could include one to one student sessions with a trained external professional, e.g.; therapist, counsellor, etc. • If permission to hold an on-site meeting or event is granted, the Reception Team should be informed of all expected visitor names and the arrival time in advance. Visitors should be asked to arrive for their appointment on time as early entry to the building will not be permitted. 	High	<ul style="list-style-type: none"> • Sign in place on hatch window to maintain social distancing whilst queuing (LON) • Sign in place on main door to reception area to advise Reception protocols – no access without a prearranged appointment / maximum number of persons permitted in Reception / requirement to record the details of all visitors (LON) • Sign in place on the internal door to Reception to confirm the maximum number of persons permitted in the Reception area (LON) • Hand sanitiser in place (LON) • Perspex screens sourced and installed (LO) • Arrangements for the administering of medication agreed and shared with 	Low	M Barron

		<ul style="list-style-type: none"> • All visitors will be expected to wear a mask whilst on site. • A record will be kept of all visitors on site; a sign will be placed on the main Reception door to advise this. • In line with government advice to reduce contact, where possible, staff should telephone the Reception Team as opposed to visiting the Reception area in person. • To ensure safety for school staff, students and any visitors, a sign on the internal door to Reception will display the maximum number of persons permitted to be in the Reception area at any given time. Staff are requested to please use the viewing panel in the Reception door to assess if it is safe for you to enter the area. • Perspex screens are in place at the Receptionist positions; also, at the hatch window. The screens have a service gap at the bottom to allow for items to be passed through. • Students and parents/carers are to be reminded of the importance of students bringing all the equipment they will need to school every day. This is essential in order to avoid additional visits by parents/carers to drop off PE kits, packed lunches, etc. • If a parent/carers does drop off a ‘forgotten item’, this will be stored on a table outside the Reception area, in a covered area. The relevant Year Group Pastoral Team will be advised and a member of the Team will collect the item when they are available to do so and pass it to the student. Please note that Items are left at the owner’s risk and the school cannot take responsibility for any lost or damaged items. • The small meeting room in Reception is unavailable as this area is to be kept free for any students or staff who may become unwell with COVID-19 symptoms and are awaiting collection. • In view of the above and to maintain social distancing within YGBs, staff should not send any student to the Reception area without prior agreement. If there is an urgent need for a student to visit the Reception area, a member of their Year Group Pastoral Team should contact the Reception Team to arrange this in advance and they should accompany the student. 		<p>Reception, R2L and Pastoral Teams (MB/MOS/OK)</p> <ul style="list-style-type: none"> • All procedures and protocols shared with staff (MB) • The Home-School Agreement document issued to all students and parents/carers includes the protocols for contacting the school during this pandemic (MB) 		
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		<ul style="list-style-type: none">• All Pastoral Teams have a first aid box from which they are able to issue plasters (a frequently requested item at Reception).• Hand sanitiser will be placed at the Reception hatch window and on the main Reception desk top.• Some of our students take daily medication whilst in school. The arrangements for students to take this medication safely will be finalised prior to September.• The Kier FM team will thoroughly clean the Reception area at the end of the school day.				A Cole (Cleaning)
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12	Offices	<p>Government Advice:</p> <p><i>Following the reduction in the prevalence of coronavirus (COVID-19) and relaxation of shielding measures from 1 August, we expect that most staff will attend school.</i></p> <p><i>It remains the case that wider government policy advises those who can work from home to do so. We recognise this will not be applicable to most school staff, but where a role may be conducive to home working, for example some administrative roles, school leaders should consider what is feasible and appropriate.</i></p> <p><i>Ideally, adults should maintain 2 metres distance from each other, and from children. We know that this is not always possible.</i></p> <p>School Response:</p> <ul style="list-style-type: none"> • Teacher workbase areas will be reviewed and additional areas identified for teaching staff to use during non-teaching time. • Some Year Group Pastoral Teams will be relocated to their YGB area. • Staff are requested to label their desk and chairs – particularly the blue, fabric office chairs as cleaning these is difficult. • Where possible, reduce the use of "hot desks" and assign members of staff an individual workstation/office so that keyboards/tables are not being shared. • Where printers and photocopiers are shared, ensure staff have a personal supply of antibacterial wipes to clean them after each use. • Meetings should not be held in office areas. • Where it has not been possible to maintain the recommended 2m distance between desks/staff, a perspex barrier screen will be installed. • The school will provide a PPE face visor to any member of staff who would like to wear one in school. 	Med-ium	<ul style="list-style-type: none"> • A dedicated COVID-19 supply box placed in all office areas (LON) <p>To following key messages relayed to all staff by MB;</p> <ul style="list-style-type: none"> • All staff to be mindful of their responsibilities in relation to social distancing in office areas when visiting staff in office areas (MB) • Staff members are encouraged to label their desks and chairs (MB) • Staff requested not to use a desk or chair that is assigned to another member of staff (MB) • Protocols for younger children being on site with the staff parent/carer shared (MB) 	Low	M Barron
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		<ul style="list-style-type: none"> As our main school building, office area layout and staff numbers do not allow the recommended 2m distancing in all areas, advice has been sought from the school’s KCC Area Education Officer, Ian Watts. The school has received confirmation from Ian Watts that it is safe for the school to reopen fully, with staff in place, as other control measures outlined in this risk assessment mitigate risk where 2m social distancing is not physically achievable. Some staff have caring responsibilities for younger children who attend St John’s Primary School and, on occasion, younger children accompany their parent/carer in office areas before and/or after school. If any member of staff has a need for a younger child to be on site, this will need to be discussed with a member of the Headship Team in order to find a workable solution. The Kier FM team will thoroughly clean all office areas at the end of the school day. 				A Cole (Cleaning)
13	Staff Room / Refreshments	<p>Government Advice:</p> <p><i>Schools should also plan how shared staff spaces are set up and used to help staff to distance from each other. Use of staff rooms should be minimised, although staff must still have a break of a reasonable length during the day.</i></p> <p>School Response:</p> <ul style="list-style-type: none"> Staff are to be advised to bring in their own food and drink; this includes a flask for making hot drinks, where possible. All staff to wash/santise their hands before and after using the staff room area; appropriate signage in place. Only one member of staff to use the kitchenette areas at any time; appropriate signs are displayed. Additional signage reminding staff to maintain social distancing. 	Medium	<ul style="list-style-type: none"> New balcony tables sourced and in place (LON) Furniture and gazebos in place for use in the staff garden area (MB) Display posters in place to outline all the agreed protocols/hygiene reminders (LON) All soft furnishings removed/taped off (LON) 	Low	M Barron

		<ul style="list-style-type: none"> • Antibacterial spray/disposable towels and antibacterial wipes available and signs for staff to clean the areas they touch after use, e.g. kettle handle, hot drinks tap handle, sink taps, microwave, fridge handles, washing up liquid, etc. • Staff to use only their own cups/plates/cutlery, etc and to thoroughly clean and remove all items from the staff room after use. The protocols displayed in the staff room for the cleaning of staff crockery and cutlery should be strictly adhered to. • Usual staff refreshment supplies will be available (e.g.; tea, coffee, milk, etc) for staff to use should they wish; appropriate signage to be displayed. • Soft blue fabric chairs have been removed and stored as fabric is difficult to clean and a potential risk. • Non student facing staff are to avoid using the staff room kitchenette area during student break and lunch periods, where possible, to give priority to staff restricted by a timetable. • The staff balcony area will be equipped with a new table and the existing chairs will be in place. Staff wishing to use these facilities are asked to use the cleaning products available in the Staff Room to clean the furniture prior to using it. • The garden area (by DT) will be available for staff to use. Staff wishing to use these facilities are asked to use the cleaning products available in the DT Prep Room to clean the furniture prior to using it. • In adverse weather, free classrooms have been identified and communicated for staff use during period 5 and period 6 lunch breaks. If staff choose to use one of the available rooms, they are requested to sanitise their desk and chair area before and after use and to ensure that they maintain a 2m distance from other colleagues at all times. • Staff Shower – The shower room accessed via the Staff Room can be used by staff provided the protocols on the posters displayed are followed; <ul style="list-style-type: none"> - Sanitise hands prior to using the shower - Use own shower products 		<ul style="list-style-type: none"> • Antibacterial spray/wipes and disposable cloths in place (LON) • All protocols listed shared with all staff (MB) 	
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		<ul style="list-style-type: none"> - Clean the shower with the antibacterial cleaning product supplied after use, in line with the protocols on the poster displayed • The Kier FM team will thoroughly clean the Staff Room and shower area at the end of the school day. 				A Cole (Cleaning)
14	Cleaning	<p>Government Advice:</p> <p><i>Putting in place a cleaning schedule that ensures cleaning is generally enhanced and includes:</i></p> <ul style="list-style-type: none"> • <i>more frequent cleaning of rooms / shared areas that are used by different groups</i> • <i>frequently touched surfaces being cleaned more often than normal</i> • <i>different groups don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet</i> <p><i>For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items 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. Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</i></p> <p>School Response:</p> <ul style="list-style-type: none"> • Where possible only students from the same YGB will be timetabled to use any given classroom on a particular day. This will alleviate the need to clean surfaces in classrooms between lessons. 	High	<ul style="list-style-type: none"> • Items ordered to kit out all teaching and office areas with a COVID-19 supply box (LON) • Clear instructions shared with staff in relation to cleaning protocols (MB) • The Home-School Agreement document issued to all students and parents/carers and it confirms the cleaning arrangements in place on site and the protocols for student books (MB) 	Medium	M Barron

		<ul style="list-style-type: none"> • A room timetable will be displayed in every classroom to identify any occasions where a classroom has been used by a different YGB earlier the same day. Where this is the case, students should be instructed to wipe down their desk and chair areas on arrival to the classroom and the teacher will do the same at the teaching area and for frequently touched areas, e.g. door handles, switches, etc. • Plans will be agreed with the individual leaders of specialist subjects in relation to cleaning requirements and protocols to ensure that government advice is strictly followed. • A dedicated COVID-19 supply box containing; antibacterial cleaning materials (wipes and spray bottle/disposable towels), hand sanitiser and tissues will be available in every learning area. • Students will be asked to bring in their own antibacterial wipes for personal use, if possible. • Students will be asked to bring and only use their own stationery equipment and books. • Students will be requested not to cover their books in any plastic coverings as the virus has the potential to linger for longer periods on plastic. • Currently scientific evidence is not clear as to how long the virus can survive on cardboard (some research says that this may be up to 24 hours). Therefore, staff should take precautions/minimise taking books home until scientific advice is clearer/more evidence is obtained. School advice is to ask for submissions of work in an electronic format. Where a staff member does handle a student’s subject book/work, they are advised to sanitise their hands before and after handling the book/work. • Staff should not handle and write in student contact books, instead the SIMS system should be used to update behaviour and conduct points. • The protocols for cleaning/sanitising shared resources will need to be followed by all staff, e.g. calculators, scissors, etc. • A supply of antibacterial wipes will be provided to all staff for their personal use. 				
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		<ul style="list-style-type: none"> The school employs a dedicated break and lunch time cleaner who will clean all tables, stools, chairs and benches between uses by different YGBs. Kier FM employ an on-site duty cleaner who will clean frequently touched surfaces, e.g. door handles and stair hand rails, on a rotating basis throughout the day. The Kier FM team will thoroughly clean all areas of the school, in line with government protocols, at the end of the school day. Kier FM to monitor stock levels of cleaning supplies for the site. To inform D of E if it becomes difficult to source stock (government assistance available). 				A Cole (cleaning regimes)
15	Water Fountains	<ul style="list-style-type: none"> A review of water fountains has been undertaken to ensure safe use by only one dedicated YGB at any given time; appropriate signage is in place. Arrangements are in place for water fountains to be cleaned by the school's dedicated cleaner between usage by different YGBs, e.g. in the lower canteen area between the two lunch periods. Some water fountains have been taken out of use to prevent social distancing requirements being compromised. A water cooler system has been put in place in the middle Heartspace to ensure that all YGB have access to a water supply at break and lunchtimes to refill their water bottles within their designated eating area. The water fountain in the staff room will remain available for staff to use, should they wish. Relevant signage and antibacterial wipes will be placed alongside this water fountain, requesting that staff clean it before each use. 	High	<ul style="list-style-type: none"> Appropriate signage is in place (LON) 	Medium	M Barron
16	Outdoor Spaces / General Outdoor Equipment	<ul style="list-style-type: none"> Only members of the same YGB are to be in the same area at any one time. Specific areas of use to be agreed and shared with all students and staff. Outdoor table tennis tables can be used if students bring in their own table tennis bat and ball. Students will be washing their hands before the start of every break and lunch time. 	Medium	<ul style="list-style-type: none"> Arrangements for outdoor break and lunch areas shared with all staff (DW/MB) 	Low	M Barron

		In addition, duty staff will be asked to sanitise the tables between YGB uses.				
17	Behaviour	<p>Government Advice:</p> <p><i>Schools should consider updating their behaviour policies with any new rules/policies, and consider how to communicate rules/policies clearly and consistently to staff, pupils and parents, setting clear, reasonable and proportionate expectations of pupil behaviour.</i></p> <p><i>Schools should set out clearly at the earliest opportunity the consequences for poor behaviour and deliberately breaking the rules and how they will enforce those rules including any sanctions. This is particularly the case when considering restrictions on movement within school and new hygiene rules. Schools will need to work with staff, pupils and parents to ensure that behaviour expectations are clearly understood, and consistently supported, taking account of individual needs and should also consider how to build new expectations into their rewards system.</i></p> <p>School Response:</p> <ul style="list-style-type: none"> The school Behaviour Policy has been updated in line with government guidance. 	Medium	<ul style="list-style-type: none"> Behaviour Policy updated and shared with all staff (MOS) Behaviour expectations shared with all students and parents/carers (MB) 	Low	M Barron
18	Transport / School Minibuses	<ul style="list-style-type: none"> Staff and students are encouraged to follow the latest Government advice in relation to transport: <p>https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</p>	Medium	<ul style="list-style-type: none"> The Home-School Agreement document issued to all students and parents/carers includes advice on travel to school (MB) 	Low	M Barron

		<ul style="list-style-type: none"> Staff and students are encouraged to walk or cycle to school where it is possible and it is safe to do so. Due to social distancing requirements, it is not expected that the school minibus will be used. If a member of staff has a specific need to use the minibus, they should seek Headship Team approval, via their Line Manager. If approval is given, the member of staff will need to ensure that the minibus is cleaned after its use. 		<ul style="list-style-type: none"> Protocols for using the minibuses shared with all staff (MB) 		
19	Parental Drop Off and Pick Up and Entrance / Exit Points	<ul style="list-style-type: none"> Due to student safety, there is no provision for students to be dropped off or collected from within the school site. <i>(Note: previously agreed arrangements for the very small number of students with a severe medical need will remain in place).</i> Staff will be on gate duty before and after school to ensure that students are adhering to social distancing on arrival to and departure from school. 	Medium	<ul style="list-style-type: none"> Parents/carers have been reminded that vehicular access to the school site is strictly prohibited (MB) Arrangements for student supervision before and after school agreed and communicated to all staff (MB/DW/MOS) 	Low	M Barron
20	PPE for Staff Use (Excluding Face Coverings/Visors)	<p>Latest government guidance for PPE is where it is currently used (facilities, science, technology, first aid, etc) or when a specified person is dealing with an individual with symptoms of COVID 19.</p> <p>PPE is required where:</p> <ul style="list-style-type: none"> it is routinely used for intimate care needs. a person becomes unwell with symptoms of coronavirus (see first aid section below). <p>The school will provide PPE in these cases.</p>	Medium	<ul style="list-style-type: none"> Note: St John's has no students on role where staff would ordinarily be required to use PPE to care for their needs. 	Low	M Barron

		<p>Where PPE is recommended to be reused (e.g. goggles), they must be cleaned between use.</p> <p>More information on PPE use can be found in the safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE) guidance.</p>				
21	<p>First Aid / Student, Staff Member or Visitor becomes Unwell with COVID-19 Symptoms</p>	<p>Government Advice:</p> <p><i>If anyone in the 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 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.</i></p> <p><i>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.</i></p> <p><i>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.</i></p> <p><i>PPE must be worn by staff caring for the person while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).</i></p>	High	<ul style="list-style-type: none"> • Protocols for actions to be taken when someone becomes unwell with COVID-19 symptoms shared with all staff (MB) • PPE for first aid use placed in the Medical Room, appropriately labelled and to include protocols for use (LON) • Discussions with duty First Aiders completed to review latest guidance and ensure confident with protocols (LON) • Support in thoroughly cleaning areas that have been occupied by anyone with suspected Covid-19 symptoms. 	Medium	<p>M Barron</p> <p>A Cole (cleaning of area)</p>

School Response:

Step by step protocols have been shared with all staff, these include;

- In a classroom setting, any student displaying or complaining of Covid-19 symptoms should be asked to collect all of their belongings and to step outside of the classroom immediately.
- A member of the school’s Senior Leadership Team should be summoned.
- The individual who is feeling unwell should be accompanied by a member of staff, at a safe 2m distance, to the designated area for anyone with COVID-19 symptoms who is waiting to be collected.
- A dedicated room has been assigned for anyone with suspected Covid-19 symptoms to use whilst waiting to be collected. This room is the small meeting room in our Reception area and there is appropriate signage on the door. However, as guidance recommends that anyone with suspected Covid-19 waits in a ventilated area, students have been seated in the covered area just outside Reception, in the fresh air. The protocols for students awaiting collection are assessed on an individual basis and anyone who is feeling particularly unwell would be accompanied by a member of staff at all times, at a 2m distance. In addition, if deemed appropriate, the student would be asked to wait in the designated room instead of the outside area; the room would to be fully sanitised afterwards. As the weather begins to change, we will review the use of the outside waiting area.
- If the individual has any siblings/household members in school, the other students will be collected from their lesson and asked to wait at a 2m distance from the student who is unwell.
- The member of staff accompanying the individual should ask the respective Pastoral Manager to contact a parent/carers, or other contact as appropriate. The parent/carers will be asked to collect the unwell student, along with any siblings, immediately and to follow the government guidance in relation to arranging a Covid-19 test and isolation requirements for their entire household.

		<ul style="list-style-type: none"> • If the unwell individual is very poorly and requires first aid assistance, the staff member should alert a member of the Reception Team who will arrange for the duty First Aider to attend. • If the First Aider cannot maintain a safe 2m distance, they should wear the First Aid PPE that is stored in a labelled COVID-19 first aid box in the Medical Room. The instructions on the COVID-19 first aid box should be followed. • If a temperature reading is required, a hand-held, remote thermometer is available in the COVID-19 first aid box. • If the unwell individual requires emergency treatment, call 999 without delay and follow the advice of the medical professional. • If the unwell individual needs to use a toilet, the cubicle opposite the medical room is the designated toilet to be used. • The on duty Kier FM cleaning member of staff will be asked to thoroughly clean the student’s desk and chair with antibacterial products, as well as common areas; door handles, door frame, hand sanitiser bottle and hand sanitiser desk. • If a student becomes unwell outside of the classroom, e.g. whilst eating their lunch, other students will be moved away from the shared table and a member of SLT will be summoned. The same principles outlined above in respect of escorting the unwell student, contacting home and arranging for the area(s) used by the student to be thoroughly cleaned before it is used by any other students will be followed. • Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate. The exception to this is if they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test and Trace. • Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. 			
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		<p>Additional advice for duty First Aiders during the COVID-19 pandemic can be found on the HSE website;</p> <p>https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm</p> <ul style="list-style-type: none"> After a suspected COVID-19 case, Kier FM should be advised and the on-duty cleaner asked to clean the small meeting room and designated toilet (if used); in addition any other known areas of use by the unwell person should be cleaned, e.g.; their desk and chair if they have been in a classroom. 				A Cole (Cleaning)
22	NHS Track and Trace Process - Student/ Adult with symptoms or someone in their household has symptoms	<p>Government Advice:</p> <p><i>Schools must ensure they understand the NHS Test and Trace process and how to contact the DfE and their local Public Health England Health protection team; https://www.gov.uk/guidance/contacts-phe-health-protection-teams</i></p> <p><i>Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to:</i></p> <ul style="list-style-type: none"> book a test if they are displaying symptoms; https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested <p><u>Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school.</u></p> <ul style="list-style-type: none"> provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace. self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19); 	High	<ul style="list-style-type: none"> Expectations to be shared with all staff (MB) Ensure systems are in place to check for any communication from staff, students and parents/carers in relation to suspected or confirmed cases of COVID-19 (MB) The Home-School Agreement document will be issued to all students and parents/carers and it will include details and expectations in relation to the NHS Track and Trace process (MB) 	Medium	M Barron

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS **testing and tracing for coronavirus website**;

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/>

or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.

Schools should ask parents and staff to inform them immediately of the results of a test:

- **if someone tests negative**, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.
- **if someone tests positive**, they should follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’;

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance> and **must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste**. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. **Other members of their household should continue self-isolating for the full 14 days.**

		<p>School Response:</p> <ul style="list-style-type: none"> • In order to keep everyone safe, it is vital that all staff, students, parents/carers and visitors follow this advice. • Parents/carers are urged to monitor their child and to refrain from sending them, along with any siblings, to school if their child is unwell with suspected Covid-19 symptoms. • In line with government advice, should a child become unwell during school time with suspected Covid-19 symptoms, the parent/carer will be asked to collect the unwell student, along with any siblings, immediately and to follow the government guidance in relation to arranging a Covid-19 test and isolation requirements for their entire household. 				
23	<p>Managing Confirmed Cases of COVID-19 amongst the School Community</p>	<p>Government Advice:</p> <p><i>You must take swift action when you become aware that someone who has attended your setting has tested positive for coronavirus (COVID-19). You should contact the DfE Helpline on 0800 046 8687 and select option 1 for advice on the action to take in response to a positive case. You will be put through to a team of advisors who will inform you what action is needed based on the latest public health advice. If, following triage, further expert advice is required the adviser will escalate your call to the local health protection team. The health protection team will also contact settings directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the setting - as identified by NHS Test and Trace.</i></p> <p><i>We would ask that schools continue to inform KCC of action through the online form, this does not include where an individual pupil or staff member displays symptoms but is awaiting a test:</i></p> <p>Notification of a COVID-19 Case</p>	High	<ul style="list-style-type: none"> • Expectations shared with all staff (MB) • Ensure systems are in place to take and retain the registers for any non-YGB groups (MB) • Maintain a central log of any students who are absent due to COVID-19 symptoms or isolation purposes (JA) • Ensure robust contingency plans are in place to minimise disruption to lessons due to students and/or staff isolating (MB/DW) 	Medium	M Barron

		<p>The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.</p> <p>The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious.</p> <p>The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we recommend schools keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups. This should be a proportionate recording process. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.</p> <p>Household members of those contacts who are sent home <u>do not</u> need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’; https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</p> <p>They should get a test, and:</p> <ul style="list-style-type: none"> • if the test delivers a negative result, <u>they must remain in isolation for the remainder of the 14-day isolation period.</u> This is because they could still develop the coronavirus (COVID-19) within the remaining days. • if the test result is positive, they should inform their setting immediately, and must isolate for at least 10 days from the 		<ul style="list-style-type: none"> • The Home-School Agreement document issued to all students and parents/carers and includes details and expectations in relation to the NHS Track and Trace process (MB) 		
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		<p><i>onset of their symptoms</i> (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’; https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</p> <p>School Response:</p> <ul style="list-style-type: none"> • In order to keep everyone safe, it is vital that all staff, students, parents/carers and visitors follow this advice. • In line with government advice the school is not permitted to insist on evidence of a negative test result for students. • The social distancing measures outlined in points 1 and 2 will be strictly adhered to in order to limit close contacts. • Students will remain only in their YGB unless there is a specific need to include them in an alternative group, e.g. Return to Learn provision. • The Headship Team will approve any requests for students to work or meet with other students outside of the YGB; this includes any before or after school activities. Staff members should seek such approval via their Line Manager. • If approval is granted, a register of students in attendance should be taken and retained for Track and Trace purposes. • Registers for timetabled lessons will always be taken to show all students in attendance for any given lesson. • Seating plans will be used and retained for all classroom based lessons in order to assist with the Track and Trace process. • A central log of any students who are absent due to COVID-19 symptoms or isolation purposes will be maintained. • Ensure a robust contingency plan is in place to deliver remote education on a large scale should the circumstances arise, e.g. to a whole YGB. 			
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		<ul style="list-style-type: none"> Plan for how both on-site lessons and potentially large-scale remote lessons will operate in the event that a high number of teaching staff are required to isolate. 				
24	<p>Contain Any Outbreak by Following DfE and Local Health Protection Team Advice</p>	<p>Government Advice:</p> <p><i>Having already contacted the DfE with any confirmed cases, schools and colleges will contact their local health protection team if they:</i></p> <ul style="list-style-type: none"> <i>have 2 or more confirmed cases of coronavirus (COVID-19) among pupils or staff within 14 days</i> <i>see an increase in children or staff absence rates due to suspected or confirmed cases of coronavirus (COVID-19)</i> <p><i>The local health protection team will advise what action is required. Usually, closure will not be necessary, but some groups may need to self-isolate.</i></p> <p><i>If an outbreak in a school or college is confirmed, a mobile testing unit may be dispatched. They will test everyone who may have been in contact with the person who has tested positive. Testing will first focus on the person’s class, followed by their year group, then the whole school or college, if necessary.</i></p> <p><i>If your local area sees a spike in infection rates that results in localised community spread, the government will decide what actions need to be taken. In local areas where restrictions are implemented for other sectors, we anticipate that education and childcare will usually remain fully open to all.</i></p> <p><i>Your child’s school or college should provide remote education if:</i></p> <ul style="list-style-type: none"> <i>groups of pupils need to self-isolate</i> 	High	<ul style="list-style-type: none"> Expectations shared with all staff (MB) The Home-School Agreement document issued to all students and parents/carers and it advises that the school will adhere to advice from the local Health Protection Team (MB) 	Medium	M Barron

		<ul style="list-style-type: none"> a larger restriction of attendance at school or college is needed <p>School Response:</p> <ul style="list-style-type: none"> In order to keep everyone safe, it is vital that all staff, students, parents and carers adhere to this advice. 				
25	School events (Open Evening, Parents Evening, etc)	<ul style="list-style-type: none"> To ensure the safety of our school community, no large-scale face to face events, such as open evenings, are currently planned. The school will explore innovative use of technology for key events, e.g. virtual school tours for prospective new year 7 students. The arrangements for year group Parents’ Evenings will be reviewed on an ongoing basis. All decisions made will be in line with the latest government advice and it could be that appointments will be conducted via the telephone. 	Medium	<ul style="list-style-type: none"> Expectations shared with all staff (MB) Arrangements for Parents’ Evening to be communicated to parents/carers in the new academic year (MB) 	Low	M Barron
26	Fire / Emergency Evacuation	<ul style="list-style-type: none"> In the event of an emergency evacuation, the protocols in the school’s Emergency Evacuation Procedures document will be adopted. Staff will supervise students on route to the assembly point to ensure that social distancing is observed where possible. Students will assemble in their YGBs. Staff and visitors will maintain a 2m social distance where possible. 	High	<ul style="list-style-type: none"> Expectations shared with all staff (MB) The school’s Emergency Evacuation Procedures document has been shared with all staff (MB) 	Medium	M Barron

27	<p>Clinically Extremely Vulnerable and Clinically Vulnerable Students</p>	<p>Government Advice:</p> <p><i>Clinically Extremely Vulnerable Students</i></p> <p><i>More evidence has emerged that shows there is a very low risk of children becoming very unwell from coronavirus (COVID-19), even for children with existing health conditions. Most children originally identified as clinically extremely vulnerable no longer need to follow original shielding advice. Parents should be advised to speak to their child's GP or specialist clinician if they have not already done so, to understand whether their child should still be classed as clinically extremely vulnerable.</i></p> <p><i>Those children whose doctors have confirmed they are still clinically extremely vulnerable are advised not to attend childcare or nursery during the period this advice is in place.</i></p> <p><i>Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend education or childcare.</i></p> <p><i>Parents of clinically extremely vulnerable children will be receiving a letter shortly confirming this advice.</i></p> <p><i>Clinically Vulnerable Students</i></p> <p><i>Children who are clinically vulnerable or have underlying health conditions but are not clinically extremely vulnerable, may continue to attend early years and childcare settings in line with current guidance.</i></p> <p>School Response:</p> <ul style="list-style-type: none"> The school will expect students and parents/carers to follow the latest advice from the government and, where applicable, from their specialist healthcare team. 	Low	<ul style="list-style-type: none"> Expectations shared with all staff (MB) The Home-School Agreement document issued to all students and parents/carers and it advises that the school will adhere to the latest advice (MB) 	Low	M Barron
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		<ul style="list-style-type: none"> Any parent/carer with any concerns in relation to this expectation are urged to contact their child’s current year group team in the first instance. Where clinical and/or public health advice is for a student to shield/isolate, arrangements will be made for education to be accessed remotely. 				
28	School Workforce - Clinically Extremely Vulnerable and Clinically Vulnerable Staff	<p>Government Advice:</p> <p>Clinically Extremely Vulnerable Staff</p> <p><i>Those individuals who are clinically extremely vulnerable are advised to work from home and not to go into work. Individuals in this group will have been identified through a letter from the NHS or from their GP, and may have been advised to shield in the past. Staff should talk to their employers about how they will be supported, including to work from home where possible, during the period of national restrictions.</i></p> <p><i>All other staff should continue to attend work, including those living in a household with someone who is clinically extremely vulnerable.</i></p> <p>Clinically Vulnerable Staff</p> <p><i>Staff who are clinically vulnerable or have underlying health conditions but are not clinically extremely vulnerable, may continue to attend early years and childcare settings in line with current guidance.</i></p> <p>Schools Response:</p> <ul style="list-style-type: none"> The school will expect staff to follow the latest government advice and, where applicable, from their specialist healthcare team. 	Low	<ul style="list-style-type: none"> Expectations shared with all staff (MB) 	Low	M Barron

		<ul style="list-style-type: none"> • If any member of staff feels that they are unable to return to school, in spite of the school strictly adhering to its risk assessment; please contact the Headteacher in confidence. • The well-being, health and safety of our staff is paramount and staff members' needs and circumstances will be reviewed on an individual basis. • If any specific queries arise that cannot be resolved by referral and adherence to government advice, the Headteacher will contact our HR Partner at Schools Personnel Services, KCC, for appropriate advice. 				
29	School Trips / EVC	<p>Government Advice:</p> <p><i>We continue to advise against domestic (UK) overnight and overseas educational visits at this stage.</i></p> <p>School Response:</p> <ul style="list-style-type: none"> • To ensure the safety of our school community, the school intends to take a cautious approach in relation to any off-site events/trips. • If any member of staff wishes to arrange an off-site event/trip, they should first seek Headship Team approval, via their Line Manager. All requests received will be carefully reviewed on a case by case basis. 	Low	<ul style="list-style-type: none"> • Expectations shared with all staff (MB) 	Low	M Barron
30	Facilities – After Any Period of Shutdown	<ul style="list-style-type: none"> • Ensure all statutory checks have been completed and are up to date after any period of shutdown. • Standard checklists for Kier FM team completed as usual. Specifically, items referred to in item 31 below. 	Medium	Core Kier FM responsibilities, to continue as usual (AC)	Low	A Cole
31	Facilities -General	Maintain health & safety compliance checks and routine site safety inspections (to be recorded). These include but are not limited to:	Medium	Headteacher and Operations Manager to consult and liaise with Kier FM in relation to all re-	Low	M Barron & A Cole

		<ul style="list-style-type: none"> · Water hygiene/legionella · Gas safety · Electrical safety · Fire safety security · Heating Ventilation and Air Conditioning/Ventilation Systems · Daily & monthly site safety checks, including security and access system <p>Schedule an agenda for daily cleaning tasks in adherence with government guidelines.</p> <p>Support school with any ad-hoc cleaning requests.</p> <p>Regular monitoring of stock levels for cleaning supplies.</p> <ul style="list-style-type: none"> • Assist the school with advising and implementing government COVID 19 guidelines as necessary, e.g.; to include installing safe distance markers, directional signage, etc. 		<p>opening and ongoing plans and adopt a working together approach, to ensure that all the health and safety requirements are strictly adhered to (MB/LON/AC)</p>		
32	<p>Facilities – Air Flow Ventilation System & Air Conditioning Units in Dedicated Rooms</p>	<p><u>Air Flow Ventilation System</u></p> <p>The ventilation system in the majority of our school building is an air flow ventilation system, as opposed to an air conditioning system.</p> <p>Kier Build is the contractor who built the school and Kier FM are the company responsible for the upkeep of the building and its facilities.</p> <p>Since the COVID-19 outbreak Kier FM have been requested to check the building ventilation plans for the school and the following confirmation has been received from Kier FM in relation to Covid-19 safety protocols;</p> <ul style="list-style-type: none"> • The ventilation system at St John’s has been serviced by two external companies in August 2020 and was confirmed as compliant. One service was on the Air Handling Unit System and the second was on the Building Management System. 	High	<ul style="list-style-type: none"> • Core Kier FM responsibilities, to continue as usual in relation to the maintenance of the air flow ventilation system and the air conditioning units (AC) • Kier FM to switch off all the air conditioning units in school, with the exception of the one installed in the Comms Room (AC) • Kier FM to monitor latest advice in relation to both air 	Medium	A Cole

		<ul style="list-style-type: none"> The ventilation system works by taking in fresh air naturally, and is then fed through the school to separate areas, which is then vented out of the building via the ceiling voids. The fresh air is not recirculated throughout the school, nothing is circulated from one room to another. <p><u>Air Conditioning Units</u></p> <p>The only rooms with dedicated air conditioning units are; Welfare Office/ New IT Rooms – C05 and C06 / Old IT Rooms – IT1 and IT 2 / IT Office / Comms Room</p> <p>Kier FM have been contacted in relation to the air conditioning units and Kier have provided the following advice;</p> <p><i>‘advice would be that if an air conditioning unit is placed in open area such as an office, class room or meeting room, I would suggest not to use it, not because it presents any increased risk, but on the basis of re-circulation of existing air, even if it is cooled. With regard to the units covering your comms rooms, the risk of losing your IT verses the extremely low risk coupled with the number of people engaging in that environment makes it acceptable and they should remain on.</i></p> <p><i>I would recommend that the new IT rooms and the existing old rooms with single stand-alone air-con should be left off for the time being’.</i></p> <p>The school has adopted the advice of Kier FM and has also sought assurances about the systems Kier FM have in place to regularly review and adhere to the latest guidance provided by the government and other key regulatory bodies in relation to our air flow and air conditioning systems.</p> <p>Kier FM have provided the assurances below;</p>		<p>flow and air conditioning systems and to inform the school of any changes to best practice advice (AC)</p>		
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		<i>'I can assure you that Kier Group Health and Safety as well as Compliance both at Group level and Kier Work Place services are constantly in contact with the Cabinet Office, HSE and HVAC trade associations to make informed decisions on behalf of customers'.</i>				
33	Contractors	<p>Only urgent and essential contractor visits and/or work should be planned.</p> <p>Standard contractor Health & Safety applies.</p> <p>Kier FM, and school staff, where appropriate (e.g. photocopier servicing), should contact their regular contractors to establish risk assessments that specifically reference COVID 19 control measures.</p> <p>Kier FM and school staff should ensure that contractors are aware of local rules for each school (availability of classrooms; opening hours, etc). when signing in at site.</p> <p>Kier FM and school staff to supervise induction process on arrival. To include; ·</p> <ul style="list-style-type: none"> · Carry out a dynamic risk assessment to identify that any proposed work is safe to continue in keeping with government COVID 19 guidelines. · If necessary, barrier off work area. · Check if the work can be postponed for a more suitable and safer time of day, outside core school hours. 	Medium	<ul style="list-style-type: none"> • All Kier FM and school staff to be aware of the protocols (MB/AC) 	Medium	M Barron & A Cole

		· Ensure correct PPE is worn.				
34	Capital, Condition and Any Expansion Works	Where possible, capital/condition/expansion works should be deferred until school holiday periods. Where it is essential to undertake works during term time, contractors should work with the Headship and the Kier FM site team to establish safe systems of work and provide a risk assessment to Kier FM that specifically references COVID 19.	Medium	<ul style="list-style-type: none"> All Kier FM and Headship Team to be aware of this point (MB/AC) 	Medium	M Barron & A Cole
35	Evening / Weekend Lets	<ul style="list-style-type: none"> Kier FM have responsibility for the partnership agreement in relation to Schools Plus (the letting company). Kier FM have supplied a copy of the Schools Plus dedicated COVID-19 risk assessment to the school. Kier FM are responsible for ensuring that Schools Plus fully comply with all government COVID-19 regulations. Kier FM will monitor the enhanced cleaning regimes implemented by Schools Plus to ensure that all areas, furniture and equipment used are thoroughly cleaned after every use, in line with government guidance. 	Medium	<ul style="list-style-type: none"> Schools Plus COVID-19 risk assessment has been supplied to the school (AC) Monitoring checks to be introduced following all Schools Plus lets (AC) 	Low	A Cole
36	Attendance	<p>Government Advice:</p> <p><i>From the start of the autumn term 2020 pupil attendance will be mandatory and the usual rules on attendance will apply, including:</i></p> <ul style="list-style-type: none"> <i>parents' duty to ensure that their child of compulsory school age attends regularly at the school where the child is a registered pupil</i> <i>schools' responsibilities to record attendance and follow up absence</i> <i>the ability to issue sanctions, including fixed penalty notices, in line with local authorities' codes of conduct</i> 	Medium	<ul style="list-style-type: none"> Expectations shared with all staff and parents/carers (MB) 	Medium	M Barron

		<p><i>New for 2020 to 2021 – not attending in circumstances related to coronavirus (COVID-19);</i></p> <p><i>Although school attendance is mandatory from the start of the autumn term, there are some circumstances where pupils cannot attend school due to coronavirus (COVID-19).</i></p> <p><i>To make sure schools record this accurately and consistently, we have made changes to the regulations² governing school attendance registers to add a new category of non-attendance – ‘not attending in circumstances related to coronavirus (COVID-19)’.</i></p> <p><i>This category must only be used to record sessions that take place in the 2020 to 2021 academic year where a pupil does not attend because their travel to, or attendance at, school would be:</i></p> <ul style="list-style-type: none"> <i>• contrary to guidance relating to the incidence or transmission of coronavirus (COVID-19) from Public Health England (PHE) and/or the Department of Health and Social Care (DHSC)³</i> <i>• prohibited by any legislation (or instruments such as statutory directions) relating to the incidence or transmission of coronavirus (COVID-19)</i> <p><i>In line with the Secretary of State’s expectation that no parent will be penalised for following official public health advice for their child not to attend a given session, this new category of non-attendance will not count as an absence (authorised or unauthorised) for statistical purposes.</i></p> <p>School Response:</p> <p>The school will adhere to the measures set out by the government and Public Health England.</p>				
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37	Safeguarding	<p>Government Advice:</p> <p><i>Schools should consider revising their child protection policy (led by their Designated Safeguarding Lead) to reflect the return of more pupils. Schools must have regard to the statutory safeguarding guidance, <u>keeping children safe in education</u>:</i></p> <p>https://www.gov.uk/government/publications/keeping-children-safe-in-education--2 and should refer to the <u>coronavirus (COVID-19): safeguarding in schools, colleges and other providers guidance</u>;</p> <p>https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers</p> <p>School Response:</p> <ul style="list-style-type: none"> The school’s Child Protection Policy has been updated in line with latest Government COVID-19 related advice. The updated Policy has been ratified by our Governors. 	Med- ium	<ul style="list-style-type: none"> New Child Protection Policy shared with all staff (MB) 	Low	M Barron
38	Student wellbeing	<p>Government Advice:</p> <p><i>Pupils may be experiencing a variety of emotions in response to the coronavirus (COVID-19) outbreak, such as anxiety, stress or low mood. This may particularly be the case for vulnerable children, including those with a social worker and young carers. It is important to contextualise these feelings as normal responses to an abnormal situation. Some may need support to re-adjust to school; others may have enjoyed being at home and be reluctant to return; a few may be showing signs of more severe anxiety or depression. Others will not be experiencing any challenges and will be keen and ready to return to school.</i></p> <p>School Response:</p> <ul style="list-style-type: none"> School Pastoral and Welfare Teams will plan mental health, pastoral or wider wellbeing support for children returning to 	High	<ul style="list-style-type: none"> Expectations shared with staff on how best all staff can support our students (MB/OK) Pastoral and Welfare Teams to plan dedicated, appropriate support (MB/OK) 	Medium	M Barron

		<p>school (for example; anxiety and bereavement support) – led by our Designated Safeguarding Lead.</p> <ul style="list-style-type: none"> • Key information in relation to individual students will be shared with relevant staff as appropriate; to ensure that all potentially vulnerable students receive the support they need. • The school will continue to make all decisions with the wellbeing of all our students at its core. 				
39	Students with an Educational Health Care Plan (EHCP) / Special Educational Need	<ul style="list-style-type: none"> • Each student with an EHCP, will be supported on a case by case basis depending on their individual needs. Our SENCO, or a designated member of the Learning Support Team, will liaise directly with each respective parent/carer and the relevant member(s) of staff, as necessary. • It is appreciated that some children with a special educational need may have had real concerns about returning to a school environment that functions differently to what they have previously known. This is very much appreciated by our SENCO and the wider staffing body; specific plans to support the return to school for these students have been carefully considered and communicated to respective parents/carers. 	High	<ul style="list-style-type: none"> • All supporting staff made aware of these protocols (MB/RG) • Specific arrangements for our SEN students agreed and communicated (MB/RG) 	Medium	M Barron
40	Staff Wellbeing	<p>It is appreciated that staff may be suffering a range of emotions due to their unique COVID-19 experiences. In line with our Catholic ethos, staff members are urged to speak to a member of the school community about any worries or difficulties they have faced and/or continue to face. This conversation could, in the first instance, be with whoever staff feel most comfortable with, e.g. Chaplaincy Team, Line Manager, member of the SLT or Headship Team. Please be reassured that any such discussions will be treated in the strictest of confidence and with the aim of providing the support you and your family may need.</p>	Medium	<ul style="list-style-type: none"> • All staff made aware of the support available (MB) 	Low	M Barron

		<p>In addition to the above, all employees have access to the Education Support Partnership, which offers access to information, advice and emotional support on a number of wellbeing subjects, including coronavirus related support. Employees can access this site at:</p> <p>https://www.educationsupport.org.uk/about-us/contact-us</p> <p>Alternatively, please contact the Education Support Partnership by telephone on 0800 562 561.</p>				
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Risk Rating Matrix (Physical)

Risk level = Severity x Likelihood

Severity (S)	Likelihood (L)		
	Certain or near certain to occur (High)	Reasonably likely to occur (Medium)	Unlikely to occur (Low)
Fatality; major injury or illness causing long term disability (High)	HIGH (H)	HIGH (H)	MEDIUM (M)
Injury or illness causing short term disability (Medium)	HIGH (H)	MEDIUM (M)	LOW (L)
Other injury or illness (Low)	MEDIUM (M)	LOW (L)	LOW (L)

Risk Rating Matrix (Emotional)

Risk Rating Matrix (RR)	Likelihood (L)		
Severity (S)	Certain or near certain to occur (High)	Reasonably likely to occur (Medium)	Unlikely to occur (Low)
Death/suicide, severe depression, long term mental health issues Long term / repeated deliberate risk-taking. Emotional impact severe enough to trigger referral to another service e.g. CAMHS/GP/EP and/or significant medical intervention e.g. attempted suicide/anorexia/school refusal (High)	HIGH (H)	HIGH (H)	MEDIUM (M)
Emotional response that results in deteriorating / erratic attendance, withdrawing / not engaging, anxiety, fear, worry, impacts on behaviour of others (e.g. negativity, irritability, negative emotions, lacks of concentration, lack of motivation) (Medium)	HIGH (H)	MEDIUM (M)	LOW (L)
Significant distress or upset that can be addressed or resolved within a few days i.e. has no lasting negative impact Upset/ distress that subsides relatively quickly and with minimal additional support i.e. within a day or so	MEDIUM (M)	LOW (L)	LOW (L)

Residual Risk is the risk that remains after the additional control measures are in place.

<p>Additional Information, if appropriate:</p> <p>Notes, comments, further details, outline procedures, safe systems of work, standards, drawings, etc.</p>

Risk Assessment Circulation list (indicate those parties it is deemed applicable to share this document with)					
Employees – Yes	Students – Yes, available on school website	Parents/Carers – Yes, available on school website	Kier/SPV/KCC - Yes	Contractors – N/A at this stage	Third Parties – N/A at this stage
Signature of Head Teacher and Chair of Governors:					
<i>M Barron</i>			<i>T Thomas</i>		
Print Name:	Matt Barron		Tony Thomas		
Date Assessed:	09/11/2020	Review Date:	Weekly, or sooner if deemed necessary		