

COVID-19 OPENING OF SCHOOLS

School Name: Barr Beacon School

Headteacher: L Draycott

Head Caretaker: Mark McCarthy

Assessment conducted by: Gary Smart	Position: Trust Estates and Facilities Manager	In consultation with: L Draycott; Headteacher J Newsome; Matrix M McCarthy; Head Caretaker	Date of Assessment: Tuesday 2 nd June 2020	Date Revised at Trust Level: Wednesday 10 th June 2020.	Review Date: Weekly 25 th June 2020 July 2020
Rachael Beards	Deputy Headteacher				

IMPACT/SEVERITY

Very High (VH) Strong likelihood of fatality / serious injury occurring	High (H) Possibility of fatality/serious injury occurring	Medium (M) Possibility of significant injury or over 3-day absence occurring	Low (L) Possibility of minor injury only
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LIKELIHOOD

5 (Almost certain) Will undoubtedly happen/recur, possibly frequently	4 (Likely) Will probably happen/recur, but it is not a persisting issue/circumstances	3 (Possible) Might happen or recur occasionally	2 (Unlikely) Do not expect it to happen, but it is possible it may do so	1 (Rare) This will never happen/recur
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What are the hazards?	Who might be harmed?	Controls Required	Impact/Severity	Likelihood	Action by who?	Action by when?	Done
NET CAPACITY							
Available capacity of the school is reduced when social distancing guidelines are applied	Staff Pupils Others	<ul style="list-style-type: none"> Agreed number of pupils who can attend the premises on any given day to enable compliance with social distancing rules. From 15th June 25% of year 10 pupils and 25% of year 12 pupils will be allowed on site per day. Children of critical workers and vulnerable pupils will continue to attend from 8.50am-3pm where agreed with parent/carers. Pupils will only attend on their scheduled day and time. Arrangements in place to support pupils when not at school with remote learning at home. 	L	3	Head	15 th June 2020	
SCHOOL ACCESS							
The use of public and school transport by pupils poses risks in terms of social distancing	Staff Pupils Others	<ul style="list-style-type: none"> Guidance is in place for pupils and parent/carers on how social distancing can be observed on public transport. This includes advice on the use of face coverings. Parent/carers to arrange transport to and from school. 	M	4	Trust Parents	15 th June 2020	

		<ul style="list-style-type: none"> School buses will not be running until further notice. Parent/carers will be advised when this service is available again. 			Head		
Arriving to school	Staff Pupils Others	<ul style="list-style-type: none"> Parent/carers told to drop pupils off on the sports centre car park and pupils walk to the main entrance gate by reception. 2-metre rule to be enforced while they are waiting to enter school site designated staff member to monitor and enforce with the support of Leadership. Staff and pupils to wash hands using portable wash basins and then have their temperature checked using infrared technology at a 2 metre distance (this may result in a slightly lower reading) before entering the school building. This will be completed in the temporary tents set up near the main entrance. Any concerning temperatures will result in pupils and staff are sent to the success centre for a more accurate temperature reading and sent home if still concerns. This will be completed in the temporary tents that will be set up near to the main entrance Signage in the school hall to direct pupils to the correct line to ensure social distancing. 	L	3	Site team/Head Head/Leadership	15 th June 2020	
Groups of people gather in reception	Staff Pupils Others	<ul style="list-style-type: none"> No parents/carers or visitors permitted on site. 	M	3	Site	15 th June 2020	

(parents, visitors, deliveries) which risks breaching social distancing guidelines		<ul style="list-style-type: none"> Deliveries to be dropped off to a designated area and collected by Site Team 					
Pupils leaving at the end of the school day.	Staff Pupils Others	<ul style="list-style-type: none"> Pupils to be informed on arrival of the requirement to maintain 2-metre rule when leaving school. This will not be monitored by the school but parents will be informed if it comes to our attention that pupils are not social distancing in the community. Pupils escorted to designated exit place by Leadership and Head of House. Pupils dismissed in small groups at a time. 	L	3	Leadership	15 th June 2020	
Parent wishing to talk to staff	Staff	<ul style="list-style-type: none"> Parents/carers will be informed that conversations with staff will be either over the phone or they can contact the school's postbox email address. Parents will not be permitted on site. 	L	4	Head Site team	15 th June 2020	
CLEANING and COMPLIANCE							
Stock control	Staff	<ul style="list-style-type: none"> Head Caretaker to ensure stock levels of: <ul style="list-style-type: none"> - Toilet rolls - Hand soap - Hand sanitiser - Bleach - Anti-bacterial wipes - Refuse bags 	L	2	Site team	15 th June 2020 Ongoing	

Cleaning while school open	Staff	<ul style="list-style-type: none"> All hard surfaces to be cleaned on a regular basis, this will include <ul style="list-style-type: none"> ✓ All door handles ✓ All tables and chairs used by staff and pupils ✓ Toilet flushes and regular cleaning of toilets. All classrooms in use to have anti-bacterial tubs with wipes. Regular cleaning of surfaces will reduce the risk of spreading the virus. Classrooms in use during the day will be deep cleaned overnight. 	M	2	Site Cleaning Contract	Ongoing	
Statutory Tests and Inspections	Staff Pupils	<ul style="list-style-type: none"> Statutory inspections to continue but with social distancing in place always. With records maintained and checked by Headteacher. In-house inspections should continue to ensure the school remains as safe as possible. 	M	1	Site team/Head	Ongoing	
Contractors in school	Staff Pupils Contractors	<ul style="list-style-type: none"> Contractors should only attend the school site if it has been prearranged and arrangements agreed with the Headteacher and Head Caretaker. Where contractors are coming into school they must have up to date Risk Assessments and Method Statements. Control measures regarding the COVID-19 must be included within their Risk Assessments and Method Statements. School to ensure no pupils or staff are in the area where contractors are working. 	M	2	Estates Manager/Head Caretaker Site team	Ongoing	

		<ul style="list-style-type: none"> Contractors will be responsible for removing all rubbish they have created and to clean their area of work prior to leaving. They must ensure no workers are displaying any signs or symptoms of COVID-19 prior to entering the school site. If they become aware of a contractor coming down with symptoms within 14 days of being at the school or having a positive test for COVID-19 they must inform the school immediately. 					
FIRE SAFETY							
Fire procedures are not appropriate to cover new arrangements	Staff Pupils Others	<ul style="list-style-type: none"> The National Fire Chief's Council emphasises the importance of drills but does acknowledge that familiarisation and a desktop drill might be acceptable in the current circumstances. Fire procedures have been reviewed and revised where required, due to: <ul style="list-style-type: none"> ✓ Reduced numbers of pupils/staff. ✓ Possible absence of fire marshals. ✓ Social distancing rules during evacuation and at assembly points. ✓ Possible need for additional muster point(s) to enable social distancing where possible. Staff and pupils to be briefed on any new evacuation procedures. Fire doors can be left open to support ventilation but must be 	M	2	Estates Manager/ Head Head Caretaker	Staff	Site Head

		<p>monitored and closed in the event of a fire.</p> <ul style="list-style-type: none"> • Lockdown, fire and emergency evacuation procedures to be reviewed so that social distancing can be maintained. • Full fire drill to take place in September dependent on social-distancing guidelines. 					
FIRST AID PROVISION and PPE							
PPE	Staff	<ul style="list-style-type: none"> • PPE to be available for First Aiders. <ul style="list-style-type: none"> - Masks - Gloves - Aprons - Thermometer <p>Head Caretaker to ensure all items in stock and checked daily.</p>	M	2	Site team Estates Manager	15 th June 2020	
Signs of COVID-19	Staff Pupils Others	<ul style="list-style-type: none"> • Pupil's temperature is checked on arrival at school. • Staff are informed of the symptoms of possible COVID-19 infection, e.g. loss of sense of smell and taste a cough, difficulty in breathing, loss of sense of smell/taste and high temperature and are kept up to date with national guidance about the signs, symptoms and transmission of COVID-19. The common symptoms will be displayed in the classroom for the teacher to refer to. • Any pupil or member of staff who displays signs of being unwell, such as having a continuous dry cough, fever or difficulty in breathing, is immediately taken out of the class by Head of 	M	3	Leadership Head/ Staff Staff/Leadership	Ongoing	

		<p>House or Leadership on duty in B Block and placed in the success centre where they will not come into contact with others and are supervised at all times by a full first aider</p> <ul style="list-style-type: none"> • The relevant member of staff calls for emergency assistance immediately if a pupil's symptoms worsen. • The parent/carers of ill pupils are contacted as soon as possible of the situation by a relevant member of staff. • Where contact with a pupil's parent/carers cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance. • Unwell pupils who are waiting to go home are kept in the success centre where they can be at least 2-metres away from others, • Designated isolated area (success centre) is used by unwell staff and pupils who need to go home are appropriately cleaned once vacated, using a disinfectant. • If unwell pupils and staff are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection, these will be located in the success centre. • Any pupils who display signs of infection are taken home immediately, or as soon as practicable, by their parent/carers. Parent/carers told to 			First aider		
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		<p>contact NHS 111 or 999 if the pupil becomes seriously ill.</p> <ul style="list-style-type: none"> Any members of staff who display signs of infection are collected by a family member if they are not fit to drive home or they are going home on public transport. They are advised to contact NHS 111 or 999 if they become seriously ill. The pupils will remain supervised at all times. Pupils and staff with suspected COVID-19 must book a test at their earliest convenience and the result shared with the Headteacher as soon as it is available. Parent/carers informed that they must notify school if the child has a positive result if tested for COVID-19. 			<p>Parents</p> <p>Staff</p> <p>Parents/Staff</p> <p>Head</p>		
First Aid – minor treatment	<p>Staff</p> <p>Pupils</p> <p>Others</p>	<ul style="list-style-type: none"> A first aider will be on site and available at all times The success centre will be allocated for the treatment of First Aid for those showing signs of COVID-19. For all first aid treatment first aiders must ensure they wear gloves, aprons and a face covering when dealing with injuries. This will take place in the medical room for non-COVID-19 related issues. Ask pupils to wipe away any blood or hold cold compresses etc. 	M	2	<p>Head</p> <p>Site team</p> <p>First Aider</p>	Ongoing	

		<ul style="list-style-type: none"> • Ensure records of injury and treatment are recorded and who administered first aid treatment documented. • Always wash hands for at least 20 seconds after contact with any pupils. 			Staff		
First Aid – Life threatening	Staff Pupils Others	<ul style="list-style-type: none"> • In the event of a serious injury or incident call 999 immediately. • Wear face covering, aprons and gloves when in close contact or dealing with bodily fluids. • In the event of CPR being required it is advised only chest compressions are given. • Always wash hands for at least 20 seconds after contact. • First aiders will be informed of the medical conditions of any pupil on school site so an informed judgement can be made. • No pupil with a diagnosis of asthma or any other underlying medical condition that may be affected by COVID-19 will be put into a room with suspected coronavirus cases. They will be segregated into a separate room upstairs in the success centre until they can be collected. 	VH	2	Head/Leadership Staff	Ongoing	
First Aid & Medication	Staff Pupils Others	<ul style="list-style-type: none"> • First Aiders must always wear gloves, aprons when administering first aid procedures. • It is advisable a face covering is worn if having to deliver close contact first aid. (always refer to up to date information from Gov.UK) 	H	2	First Aider Site team	Ongoing	

		<ul style="list-style-type: none"> Any used dressing to be discarded of should be double bagged. Where any medications are administered try and encourage pupils to self-administer. If they are unable to self-administer a face covering should be worn. (always refer to up to date information from Gov.UK) 					
Spread of infection	Staff Pupils Other	<ul style="list-style-type: none"> Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with guidance, using PPE at all times. Parent/carers are informed not to bring their pupils to school or on the school premises if they show signs of being unwell and believe they have been exposed to COVID-19. If staff or pupils have been tested positive or displayed symptoms of COVID-19, they must not return to school before the minimum recommended self-isolation period in line with <u>Public Health England</u>. Parent/carers notify the school if their child has a medical condition that means they are vulnerable to infections. Please refer to the government guidance. Any additional provisions for pupils who are vulnerable to infections are put in place by the Headteacher, in liaison with the pupil's parent/carers and/or medical professionals where necessary. 	M	3	Site team Head Parents/Carers SENDCo	Ongoing	

		<ul style="list-style-type: none"> • Staff that are demonstrating symptoms of COVID-19 are to facilitate a test at their earliest convenience. • Staff to inform the school immediately if they have a positive test and have been in school with pupils. • Anti-bacterial pumps are increased in number and pupils are encouraged to use them frequently in addition to hand washing. 			Staff Site team		
Intimate Care	Staff Pupils	<ul style="list-style-type: none"> • No pupil at Barr Beacon School has known intimate care needs. If intimate care is needed parent/carers will be called to collect the child immediately and the arrangements will be reviewed. • In the event of a pupil soiling themselves or wearing incorrect uniform parent/carers will be contacted to collect immediately. Pupils will be unable to borrow uniform. 	M	1	Leadership	Ongoing	
CLASSROOM SOCIAL DISTANCING & PREVENTION							
Classroom set up	Staff Pupils	<ul style="list-style-type: none"> • Classroom size and numbers reviewed. Currently a maximum of 8 will fit into a classroom whilst following the 2 metre social distancing guidance. • Class sizes and timetables/staffing amended allowing for reduced numbers in line with government guidance • Classrooms re-modelled, with chairs and desks in place to allow for social distancing. • Spare chairs removed from desks so they cannot be used. 	M	3	Head/ Site team Site team	15 th June 2020	

		<ul style="list-style-type: none"> • Clear signage displayed in classrooms promoting social distancing. • Year groups will not mix with other year groups whilst in school. • The teacher's desk must be kept 2-metres away from the pupil's tables/desks. • Where possible, windows and doors to be opened to provide ventilation. • Inform all the pupils that they must bring the required equipment to school (stationery, calculators etc.) • Shared teaching resources (such as science equipment) to be cleaned prior to and after use. • Staff to clean the teachers keyboard, mouse, interactive screen and any other shared resource with anti-bacterial wipes before and after each use if they are being used by a different person the same day. • Pupils to remain in the same seat for the duration of the lesson and no pair or group work to take place. • Where possible pupils will be kept with the same group of pupils whilst in school. • Learning support assistants supporting pupils with an EHCP will be allocated a seat near to the pupil in accordance to government guidelines. • The one way system suspended until further notice. 			<p>Staff</p> <p>Science Technicians</p> <p>Staff/Technicians</p> <p>Staff</p> <p>Leadership</p>		
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Classroom Lessons	Staff Pupils Others	<ul style="list-style-type: none"> Teaching staff must keep a safe distance at all times where possible when teaching. Where pupils may require extra assistance a 2-metre rule must be enforced. 	M	3	Staff	Ongoing	
Large spaces need to be used as classrooms	Staff Pupils Others	<ul style="list-style-type: none"> Limits set for large spaces (e.g. hall, sports hall, dining hall) for teaching. Large gatherings prohibited. Design layout and arrangements in place to enable social distancing. 	M	3	Estates Manager Site team	Ongoing	
Pupils requiring using the toilet in lesson times	Staff Pupils Others	<ul style="list-style-type: none"> Inform the child of the importance of washing their hands after using the toilet and where possible on their return to the classroom use the hand sanitiser on entering the classroom. Pupils will be escorted to and from the toilet by a Head of House or a member of Leadership. 	L	3	Leadership/Head of House	Ongoing	
Vulnerable staff at increased risk from the virus	Staff	<ul style="list-style-type: none"> Headteacher to ensure that they have a complete list of shielded, clinically vulnerable, those living with shielded individuals and B.A.M.E. adults for their school. Pregnant workers should be considered vulnerable and an individual risk assessment should take place if they are required to work in school. Headteacher will follow government guidance and the advice from Browne Jacobson (Education Law 	H	2	Head	Ongoing	

		<p>Solicitors) about staff in vulnerable categories.</p> <ul style="list-style-type: none"> • All relevant staff are contacted to discuss ongoing arrangements and the situation reviewed along with government guidelines. • Staff who have been advised to shield continue to work from home • Clinically vulnerable workers should work from home if possible. If not, then clinically vulnerable workers should be moved into low risk activities where they have the highest chance of remaining 2m away from others and an individual risk assessment may be required • The Trust and Headteacher will provide support for workers around mental health and wellbeing. 					
Pupils at increased risk from the virus		<ul style="list-style-type: none"> • Pupils identified as needing to shield continue to access the online learning at home. This will be reviewed on the wider opening of school. • Pupils who are clinically vulnerable – medical advice should be followed to identify if they should attend school and what controls needs to be implemented • Pupils living with someone who is shielding – only attend school if stringent social distancing can be guaranteed and the pupil can 	H	2	Head		

		understand to follow the instruction. If not they should not attend school.					
CORRIDORS and MOVEMENT							
Movement around the school risks breaching social distancing guidelines	Staff Pupils Others	<ul style="list-style-type: none"> • Large gatherings prohibited. • Circulation plans have been reviewed and revised. • One-way systems are temporarily suspended. • Initially year 10 and 12 will be escorted to the toilet by Leadership and Heads of House to ensure social distancing and hand washing takes place. • Corridors are divided where feasible. • Appropriate signage is in place to clarify circulation routes. • Pinch points and bottle necks are identified and managed accordingly. • Movement of pupils around school is minimised as much as possible, with pupils staying in classrooms and staff moving round. • Lesson changeovers are staggered to avoid overcrowding. • Pupils are regularly briefed regarding observing social distancing guidance. • Appropriate duty rota and levels of supervision are in place. • Children of critical workers will be kept in a different building to year 10 and 12 until the school opens for more pupils and unless the child is a year 10 or 12. 	M	3	Head Leadership Site team Leadership	Ongoing	

Break times for pupils of critical workers and vulnerable children	Staff Pupils Others	<ul style="list-style-type: none"> Pupils informed again of the importance of social distancing whilst outside. Supervising staff must keep a 2-metre distance from each other always. Year 10 and 12 will not be allocated a breaktime. 	M	3	Staff Leadership	Ongoing	
Lunch breaks	Staff Pupils Others	<ul style="list-style-type: none"> Year 10 and 12 will not be allocated a lunch break as their time in school is limited to 3 hours of lessons. Pupils of critical workers and vulnerable pupils will eat lunch in the iCentre observing the 2m social distancing guidance. There will be no food purchased on school site so the cashless catering will not be needed. 	L	3	Staff	Ongoing	
Break Times - Classrooms	Staff Pupils Others	<ul style="list-style-type: none"> Whilst pupils of critical workers and vulnerable pupils are on breaks, clean tables and door handles with a disinfectant or disinfectant spray if required. Wear gloves whilst carrying out this task and wash hands for 20 seconds after cleaning. Year 10 and Year 12 will not be allocated a break time. There will be a 5-10 minute transition time between teachers where pupils will remain in their seats unless escorted to the toilet. 	L	2	Site team	Ongoing	
PUPIL SUPPORT							
Pupils who are upset	Staff Pupils Others	<ul style="list-style-type: none"> Where a pupil is upset, it is advised still trying to maintain a safe distance whilst offering comfort to pupil. 	L	3	Staff	Ongoing	

		<ul style="list-style-type: none"> • Encourage pupil to use a tissue to wipe eyes/nose etc. • If contact is required, consider wearing a face covering. • Wash hands for at least 20 seconds after contact. 					
Pupil Wellbeing	Pupils	<ul style="list-style-type: none"> • Where a pupil is demonstrating unusual/different behaviour to pre-Covid19: <ul style="list-style-type: none"> - Conversations to take place with pupils. - Discussions with parents. - Ensure resilience is developed through PSHE programme. - School Councillor support if necessary. - Referral to appropriate external agencies if necessary. • Where BAME pupils indicate anxieties an extended offer of support is made. 	L	3	Staff		
Pupils with behavioural issues	Staff Pupils	<ul style="list-style-type: none"> • Refer to the COVID-19 behaviour management guidance, all staff to have read this document which will be emailed out prior to the school opening, read receipts collated to ensure all staff have read it. 	L	3	Staff	Ongoing	
Vulnerable pupils and pupils with SEND do not receive appropriate support.	Staff Pupils	<ul style="list-style-type: none"> • Appropriate planning in place to support the mental health of pupils returning to school. • Agree what support is available to pupils returning with SEND in conjunction with families and other agencies. 	L	3	Head/Leadership SENDCo	Ongoing	

		<ul style="list-style-type: none"> Support and guidance is tailored to the needs of the child to ensure a smooth transition. Parent/carers are contacted with guidance to support their child at home. <p>As a result, pupils with SEND and those concerned about returning to school are supported.</p>					
Increased number of safeguarding concerns reported following lockdown	Staff Pupils	<ul style="list-style-type: none"> Agree safeguarding provision to be put in place to support returning children. All staff to have read the COVID-19 safeguarding Annex. Ensure that key staff (Pastoral & DSL) have capacity to deal with arising concerns. If referrals made by staff, these are followed up appropriately and swiftly and social distancing practice maintained. A room in B block (Matrix Office) will be allocated for dealing with issues of a safeguarding nature whilst on school site. This will be set up to ensure social distancing guidance can be followed. <p>Safeguarding as always remains of the highest priority and practice.</p>	L	3	Head Head DSL	Ongoing	

STAFF SUPPORT							
Staff Well-being	Staff	<ul style="list-style-type: none"> • Staff counselling service available. This service will run Monday to Thursday during the hours 9am-3pm where you will be able to book in up to 1-hour sessions via chat, phone or video call. • Requests to counsellor@matrixacademytrust.co.uk • Requests are expected to be answered within 48 hours Monday to Thursday. • The counselling service would remain confidential at all times (unless life or death situation). • Staff to have regular communication with line managers and colleagues via phone, email, face-to-face. • Fortnightly bulletin promotes well-being by sharing good practice and providing contact numbers of support agencies. 	M	3	Head/ Staff		
BAME Black, Asian and Minority Ethnic	Staff	<ul style="list-style-type: none"> • A risk assessment will be offered to BAME staff if requested, so that a personalised risk assessment can be devised where appropriate which may include personal protection equipment (PPE). • Staff testing: There is now a national testing process for England which is available for all staff including BAME staff. The Trust is registered as a priority employer, so, staff requesting a test should contact central Matrix HR. 	M	3	Trust		
			M	3	Head		
			M	3	Staff		

		<ul style="list-style-type: none"> • Redeployment: BAME staff may be considered for redeployment to lower risk work areas or home working. • Other infection prevention and control measures: Social distancing in all work areas including staff rooms, classrooms and dining areas and hand washing should be undertaken as described in national guidance and should be strictly maintained. 	M	3	Head		
			M	3	Head		
HEALTH & SAFETY							
Awareness of policies / procedures /	Staff Pupils Others	<ul style="list-style-type: none"> • All staff emailed the risk assessment and read receipts collated to confirm it has been read. • All staff, pupils and parent/carers are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> ✓ Health and Safety Policy ✓ Behaviour Policy ✓ Safeguarding Policy including COVID-19 Annex ✓ Emergency Evacuation COVID-19 Annex • All staff, returning to work must ensure they are aware of the current guidelines regarding safe distancing and washing hands on a regular basis. • All staff can access the following information on-line for up to date information on COVID-19 <ul style="list-style-type: none"> ✓ Public Health England ✓ Gov.uk ✓ NHS ✓ DfE 	M	2	Leadership Staff	15 th June 2020	
					Staff		

		<ul style="list-style-type: none"> ✓ Department for Health and Social Care • Support staff to access FLICK COVID-19 training. • Staff are made aware of the school's response to coronavirus. They contact the school as soon as possible if they believe they have symptoms or have been exposed to anyone with COVID-19. • Parent/carers are made aware of the school's response to coronavirus. They contact the school as soon as possible if they believe that their child has symptoms or have been exposed to anyone with COVID-19. • Pupils are made aware of the school's response to coronavirus. They inform staff as soon as possible if they believe they have symptoms or have been exposed to anyone with COVID-19. • All interested parties to inform the school immediately if they have a positive test for COVID-19. • Staff to contact the Headteacher immediately by email, phone or via TEAMS if they are contacted by a track and trace worker informing them that they have been in close contact with a known case of COVID-19. The Headteacher will then pass on this information to all interested parties. • Staff can continue to work at home if they are self-isolating and are not unwell. 			Head			
					Staff			

Poor hygiene practice	Staff	<ul style="list-style-type: none"> • Posters are displayed throughout the school reminding pupils, staff to wash their hands for at least 20 seconds, e.g. before entering and leaving the school. • Pupils and staff are encouraged to wash their hands with soap or alcohol-based sanitiser (that contains no less than 60% alcohol) and follow infection control procedures in accordance with the DfE and Public Health England guidance. • Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels/hand dryers are supplied in all toilets and kitchen areas. • Pupils may be supervised by staff when washing their hands to ensure it is carried out correctly, where necessary. • Pupils are forbidden from sharing cutlery, cups or food. • Staff cutlery and cups are thoroughly cleaned by the member of staff before and after use. • Cleaners to carry out daily, comprehensive cleaning that follows national guidance in line with COSHH and the Health and Safety Policy. Door handles, doors and toilets are cleaned 	M	3	Site team Staff Site team Leadership Staff	Ongoing	

		<p>3 times a day and paper/hand towels are checked and refilled 3 times a day.</p> <ul style="list-style-type: none"> Trust Estates Manager arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the Health Protection Team /Public Health England. Hand sanitiser only available in appropriate containers to avoid the possibility of ingestion. 			<p>Cleaners/ Site team</p> <p>Trust Estates Manager/ Site team</p>		
Poor management of infectious diseases	<p>Staff</p> <p>Pupils</p> <p>Other</p>	<ul style="list-style-type: none"> Everyone is instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus. Staff are vigilant and report concerns about their own, a colleague's or a pupil's symptoms to the Headteacher or Leadership as soon as possible. The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus. The school is informed by parent/carers when a child contracts COVID-19 and when they return to school. Staff inform the Headteacher when they plan to return to work after having coronavirus. The Trust Estates Manager monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with 	M	2	<p>All</p> <p>Staff</p> <p>All</p> <p>Staff</p> <p>Estates Manager</p>	Ongoing	

		regards to managing the spread of coronavirus.					
Emergencies	Staff Pupils	<ul style="list-style-type: none"> All staff and pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required. Pupils' parent/carers are contacted as soon as practicable in the event of an emergency. Staff and pupils' alternative contacts are contacted where their primary emergency contact cannot be contacted. 	L	2	Admin	Ongoing	
Lack of communication	Staff Pupils Other	<ul style="list-style-type: none"> Risk assessment to be shared with all staff via email, read receipts collated to ensure the email has been read. Staff reports immediately to the Headteacher about any cases of suspected COVID-19, even if they are unsure. The Headteacher contacts the Central Trust Team or the Estates Manager for additional support. Public Health England can also offer guidance. Schools keep staff, pupils and parent/carers informed of any changes. 	M	1	Head/Leadership Head	15 th June 2020 1 st September 2021 Ongoing	
Insufficient staff to run face-to-face sessions for pupils.	Staff Pupils Other	<ul style="list-style-type: none"> Protocols for staff to inform leaders if they need to self-isolate clearly in place. Teachers and support staff identified and rota in place for cover in the instance that planned staff have to self-isolate. 	M	3	Head Trust HR Head	Ongoing	

		<ul style="list-style-type: none">• As a result, sufficient staff cover in place to provide the face-to-face support sessions for pupils.						
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