



MATRIX ACADEMY TRUST

COVID-19 OPENING OF SCHOOLS

Current Community Tier: **Tier 4**

January 2021

School Name: Barr Beacon School

Headteacher: L Draycott

Head Caretaker: M McCarthy

Assessment conducted by: R Beards	Position: Deputy Headteacher	In consultation with: L Draycott; Headteacher G Smart Trust Estates and Facilities Manager J Newsome Trust Consultant	Date of Assessment: Monday 13 th July 2020	Date Revised: Tuesday 28 th August 2020 Monday 21 st September 2020 Friday 23 rd October 2020 05.11.20 <i>(new national guidance)</i> 08.12.20 <i>(updated national guidance 03.12.20)</i> 18.12.20 <i>(updated Schools, Colleges Testing Handbook V3.7: 17.12.20)</i> 03.01.21	Review Date: Monthly
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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)	4 (Likely)	3 (Possible)	2 (Unlikely)	1 (Rare)
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Will undoubtedly happen/recur, possibly frequently	Will probably happen/recur, but it is not a persisting issue/circumstances	Might happen or recur occasionally	Do not expect it to happen, but it is possible it may do so	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							
Rapid Coronavirus Testing	Staff Pupils Others	<p>From January 4th 2021 staff at school will be routinely tested and both staff and pupils will offered daily tests if they have been identified as a close contact of a positive case so that they can stay in school, rather than isolate.</p> <p>Information and guidance including completed 'workforce tool' to assist in the number of bays and staff required to administer mass testing, was emailed to Headteacher's by R.Doidge on Thursday 31st December 2020.</p> <p>WORKFORCE TOOL: Bloxwich minimum testing bays needed: 6 Total staff recommended: 13</p> <ul style="list-style-type: none"> • Swabbing and processing of these tests will be conducted at a 	M	L	<p>Head Rapid Testing Team</p> <p>Head Caretaker</p> <p>Head</p> <p>Head/ Admin</p>	Jan 2021	

		<p>dedicated testing site in school once a week either by trained personnel or as a self-test with supervision from trained personnel, with results in around 30 minutes.</p> <ul style="list-style-type: none"> • Dedicated testing sites will need to be set up in schools and guidance on this is available from Schools, Colleges Testing Handbook V3.7 Webinars will also be available in January to support with setups. • Schools will need to consider specific roles to support the Rapid Coronavirus Testing. These roles are identified in the Schools, Colleges Testing Handbook V3.7. Guidance on roles has also been provided through the completed 'workforce tool'; issued to Headteacher's on 31st December 2020. 1,500 military personnel will provide virtual training and advice on establishing the testing process, with teams on standby to provide in-person support if required by secondary schools. • Participation is voluntary and active consent is required either by staff, parents /legal guardians, as appropriate. Consent needs to be for the weekly testing and for the serial testing component of the programme. 			Head		
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		Schools will operate a staggered return , offering all non-exam year groups full-time remote education, as close as possible to that which pupils would get in class, during the first week of term, with face-to-face education for all starting on 11 January.					
Minimise the number of contacts that a pupil has during the school day	Staff Pupils Others	Bubbles <ul style="list-style-type: none"> The school will be separated into 6 year group bubbles (Year 12 and 13 will count as one bubble) where the contact between year groups will be managed at all times throughout the school day. The timetable written to minimise movement about school site utilising double periods of teaching where possible and early finish for sixth formers where possible. Transition around school will be managed at times by year groups being held in a venue until it is safe for them to move away from other year groups. Pupils and staff will be expected to wear a plain face covering during transitions. Break times and lunch times will be organised for year groups to be in an allocated venue in order to minimise contact. 	L	4	Leadership	1 st September	YES
SCHOOL ACCESS							
The use of public and school	Staff Pupils Others	<ul style="list-style-type: none"> Pupils in Year 7 and above to wear face coverings when travelling on dedicated school 	M	4	Head Parents	Ongoing	YES

<p>transport by pupils poses risks in terms of social distancing</p>		<p>transport to secondary school in line with new national guidance.</p> <ul style="list-style-type: none"> • Staff, pupils and parents should follow Coronavirus (COVID-19): safer travel guidance for passengers when planning their travel to school and should be encouraged to walk or cycle where possible. • School is not responsible for where a child sits on the school bus when in the morning, parents will be responsible for advising their child of the safest way to travel by bus. • School buses will run but can also be used by members of the general public, therefore, pupils should be wearing face coverings on buses. They will remove them on arrival to school. Face coverings will remain on until the pupil arrives at their first lesson. These will be placed in a zipped bag provided by the parent until required during transitions around school site. • Pupils as they arrive on public transport will be directed to wash their hands as they arrive. 				<p>Reviewed October 20</p>	
<p>Arriving to school</p>	<p>Staff Pupils Others</p>	<ul style="list-style-type: none"> • Pupils and staff will be expected to adhere to social distance regulations 	<p>L</p>	<p>3</p>	<p>Site team/Head</p>	<p>1st September</p>	<p>YES</p>

		<p>where possible when arriving on school site.</p> <ul style="list-style-type: none"> • Staff and pupils to wash hands on arrival using additional washing facilities at entry points to the school. • There will be 4 entry points used and all pupils will have an assigned entry point for their year group and washing facilities near to the entrance that they will be guided towards on arrival. • Pupils will go straight to their period 1 room form room on arrival at school. • Staff wearing face coverings on arrival to school will be continue to wear them until they are in their classroom these should be stored in a resealable bag during the school day. All staff will be provided with a visor for use during the school day, this can be worn at all times if staff choose to do so. It must be worn when social distancing is not possible. • Staff will be expected to wear a face covering when signing in at reception in the morning. • Staff MUST provide their own pen to sign in. • Pupils will be expected to arrive at school no earlier than 8.25am so that they can be directed immediately to their classroom. Pupils arriving prior to 8.25am will be expected to remain outside school grounds until the school opens. 			Head/Leadership		
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		<ul style="list-style-type: none"> The gate to B Block car park will be closed at 8.10am to further control entry to school site. 					
Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines	Staff Pupils Others	<ul style="list-style-type: none"> Parents/carers or visitors permitted on school site by invitation only and must have an arranged appointment. All visitors will be expected to wear a face covering and will be informed of this when a meeting is booked. This can be removed in the venue for the meeting if social distancing is possible. Deliveries to be dropped off to a designated area and collected by Site Team. Parents/Carers should not congregate at school gates at any time. 	M	3	Head Site	Ongoing	YES
Pupils leaving at the end of the school day.	Staff Pupils Others	<ul style="list-style-type: none"> The finish to school will be slightly staggered to allow pupils to remain in their year group bubble as they leave school. School buses will be loaded according to year group at the end of the school day whilst on school site. Pupils adhering to social distancing rules in the community will not be monitored by the school, but parents will be informed if it comes to our attention that pupils are not following guidelines in the community. 	L	3	Leadership	1 st September	YES

Parent wishing to talk to staff	Staff	<ul style="list-style-type: none"> • Where possible conversations with parents/carers staff will be either over the phone or via the school's postbox email address. • If parents/carers are required on school site, it will be by appointment only. • Visitors will be collected from reception as soon as possible to avoid unnecessary waiting. • All visitors will be expected to wear face coverings whilst waiting in reception. 	L	4	Head Site team	1 st September	YES
CLEANING and COMPLIANCE							
Stock control	Staff	<ul style="list-style-type: none"> • Staff must inform caretaker when they require cleaning supplies for their classroom. • Head Caretaker to ensure stock levels of: <ul style="list-style-type: none"> - Toilet rolls - Hand soap - Hand sanitiser - Disinfectant - Anti-bacterial wipes - Blue roll - Refuse bags <p>Head caretaker will communicate with MAT with ordering requirements in a timely fashion when stock levels are depleted.</p>	L	2	Site team	Ongoing	YES
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 	M	2	Site Cleaning Contract	Ongoing	YES

		<ul style="list-style-type: none"> ✓ All tables and chairs used by staff and pupils ✓ Toilet flushes and regular cleaning of toilets. • Three full time cleaners employed on school site throughout the day. • All classrooms in use to have anti-bacterial tubs with wipes for ICT related equipment and disinfectant spray and blue roll for tables and chairs. • Teachers are to wipe down tables and chairs using disinfectant spray during transition of lessons throughout the day. • Regular cleaning of surfaces will reduce the risk of spreading the virus. • All areas in use during the day will be cleaned overnight. • Shared spaces such as the success centre or iCentre will have cleaning supplies provided. 					
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	YES
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. 	M	2	Estates Manager/Head Caretaker	Ongoing	YES

		<ul style="list-style-type: none"> • 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. • 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. • Contractors must wear a face covering on entry to the school and whilst waiting in reception and if they are unable to socially distance from staff and pupils. 			Site team		
FIRE SAFETY							
Fire procedures are not appropriate	Staff Pupils Others	• The National Fire Chief's Council emphasises the importance of drills but does acknowledge that	M	2	Head Head Caretaker Estates Manager	1 st September	YES

to cover new arrangements		<p>familiarisation and a desktop drill might be acceptable in the current circumstances.</p> <ul style="list-style-type: none"> • Fire procedures have been reviewed and revised where required, due to: <ul style="list-style-type: none"> ✓ The need for year group bubbles. ✓ 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 monitored and closed in the event of a fire. • Lockdown, fire and emergency evacuation procedures to be reviewed so that social distancing can be maintained where possible at assembly point. • Practise fire drill to take place in September in year group bubbles. 			<p>Staff</p> <p>Site</p> <p>Head</p>	Ongoing	
VENTILATION							
Ventilation on site		<ul style="list-style-type: none"> • Mechanical ventilation systems <ul style="list-style-type: none"> - Should be adjusted to increase the ventilation rate wherever possible, 	L	2	Site Team	Updated and review Oct 20	YES

		<p>and checked to confirm that normal operation meets current guidance (<i>if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply</i>)</p> <ul style="list-style-type: none"> • Natural ventilation <ul style="list-style-type: none"> - Opening windows (<i>in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space</i>). - Opening internal doors can also assist with creating a throughput of air. • If necessary external opening doors may also be used (<i>as long as they are not fire doors and where safe to do so</i>) 	L	2	Site Team Staff			
FIRST AID PROVISION and PPE								
PPE	Staff	<ul style="list-style-type: none"> • All staff will be provided with a visor. This must be worn during transitions around school site and if staff are 	M	2	Site team Trust Estates Manager	15 th June 2020	YES	

		<p>unable to socially distance 2 metres during the school day from each other or pupils, eg LSAs working closely with pupils in lessons. Staff can choose to wear it at other times but it will not be expected</p> <ul style="list-style-type: none"> • Caretakers will only be expected to wear a visor during transition times the school day. • 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>					
Signs of COVID-19	Staff Pupils Others	<p>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.</p> <p>Any pupil or member of staff who displays signs of being unwell COVID 19, such as having a continuous dry cough, 3 bouts of coughing in 24 hours, fever or difficulty in breathing, loss of taste or smell, will be placed in the tent outside reception where they will not come into contact with others and are supervised at all times by a full first aider and the</p>	M	3	Leadership Head/ Staff Staff/Leadership	Ongoing	YES

		<p>Headteacher will be informed immediately.</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, the school will contact the other contacts on their child's file. Parents/carers will be reminded to update this if necessary. • Unwell pupils who are waiting to go home are kept in the tent where they can be at least 2-metres away from others, • The designated isolated area (tent) 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 next to reprographics and a sign will be placed on the door when in use by a suspected COVID-19 infected person. 			<p>First aider</p>		
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		<ul style="list-style-type: none"> • The cleaner will be radioed to clean the toilet after they have been used by a suspected COVID-19 infected person. • Any pupils who display signs of infection are taken home immediately, or as soon as practicable, by their parent/carers. Parent/carers told to contact NHS 111 or 999 if the pupil becomes seriously ill. • 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. • A check will be done for siblings in the school and they will also be sent home to self isolate. • Parent/carers informed that they must notify school if the child has a positive result if tested for COVID-19. • If a positive test result is confirmed the headteacher will contact Public Health for advice. • School to contact the dedicated advice service introduced by Public 			Parents		
					Staff		
					Parents/Staff		
					Head		

		<p>Health England (PHE) and delivered by the NHS Business Services Authority. This can be reached by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case.</p> <ul style="list-style-type: none"> • Schools will be put through to a team of advisers who will inform them of what action is needed based on the latest public health advice. • If, following triage, further expert advice is required the adviser will escalate the school's call to the PHE local health protection team. • All DfE guidance, together with guidance from PHE to be followed at all times. • Any confirmed case of COVID-19 in a member of staff or pupil will result in internal contact tracing and 14-day isolation for all staff and pupils who have been in contact with the confirmed case. • If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where COVID-19 is suspected, they may have an outbreak and must continue to work with their local health protection team who will be able to advise if additional action is required. 					
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First Aid – minor treatment	Staff Pupils Others	<ul style="list-style-type: none"> • The tent outside reception 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. • All first aiders will be supplied with a pack of PPE to keep in their offices. • Pupils will be asked to wipe away any blood or hold cold compresses etc. • Injury and treatments will be documented along with who administered first aid treatment. • Any contact with pupils will be followed up by hand washing for at least 20 seconds. 	M	2	Head Site team First Aider Staff	Ongoing	YES
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. 	VH	2	Head/Leadership Staff	Ongoing	YES

		<ul style="list-style-type: none"> No pupil with a diagnosis of asthma or any other underlying medical condition that may be affected by COVID-19 will be sat next to people with suspected coronavirus cases. They will be kept a minimum of 2 metres away from others in the tent until they can be collected. 					
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) 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) Pupils will be expected to socially distance (chairs will be distanced to accommodate this) in the medical room and the conference room will be used as an overspill if necessary where available. 	H	2	First Aider Site team	Ongoing	YES
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. 	M	3	Site team	Ongoing	YES

		<ul style="list-style-type: none"> • 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. • 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. • Hand sanitiser supplies are increased in number and pupils are encouraged to use them frequently in addition to hand washing. 			<p>Head</p> <p>Parents/Carers</p> <p>SENDCo</p> <p>Staff</p> <p>Site team</p>		
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		<ul style="list-style-type: none"> If a pupil sneezes they are directed to use the nearest available hand sanitiser immediately. Staff must socially distance from each other at all times, if staff are within 2 metres of each other they must be wearing their visor and should not be nearer than 1m for a period longer than 15 minutes. There are no staff bubbles. 					
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 parent/carers will be contacted to collect immediately. Pupils will be unable to borrow uniform. In the event of a pupil wearing incorrect uniform pupils will be able to borrow uniform from the success centre. This uniform will be washed as soon as it is returned. 	M	1	Leadership	Ongoing	YES
TRACK AND TRACE							
Engagement in NHS Track and Trace	Staff Pupils Others	<ul style="list-style-type: none"> Leadership understand the NHS Test and Trace process. Staff members and parents/carers understand that they will need to be ready and willing to: 	M	3	Leadership All staff Pupils Carers	Updated and review Oct 20	YES

		<ul style="list-style-type: none"> ○ Book a test if they or their child are displaying symptoms. The main symptoms are a high temperature, a new continuous cough and/or a loss or change to sense of smell or taste. ○ 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. ○ All pupils can be tested if they have symptoms, including children under 5, but children aged 11 and under will need to be helped by their parents/ or carers if using a home testing kit. ○ Provide details of anyone they or their child have been in close contact with if they were to test positive for COVID-19 or if asked by NHS Test and Trace. ○ Self-isolate if they have been in close contact with someone who tests positive for COVID-19, or if anyone in their household develops symptoms of COVID-19. ● All schools have been sent an initial supply of 10 home test kits and information about how to order to replenish this supply when they are running out. Schools should call the 					
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[Test and Trace helpdesk on 119 if these have not arrived](#)

CLASSROOM SOCIAL DISTANCING & PREVENTION

Classroom set up	Staff Pupils	<ul style="list-style-type: none"> Classrooms will be set out in rows with pupils all facing the same way. If a teacher or additional adult e.g. Learning Support assistant is required to give support to a pupil in a lesson, they will do it side on or from behind the pupil. This should not be for a period of time longer than 15 minutes consistently. Teachers will be required to provide a designated member of admin staff a copy of their seating plan for all lessons by the end of the first full week of teaching. If any changes are made after that point a revised copy must be sent within 24 hours of the change being made. Teachers using a different room to their timetabled classroom e.g. a booked ICT room or if they have had a room change, must record the seating arrangement for the lesson. This must be kept for a minimum of 3 weeks and must be provided on request. Double periods will be timetabled where possible to minimise movement around school site. Year groups will not mix with other year groups whilst in school. The teacher's desk will be at least a metre away from the pupil's 	M	3	Head/ Site team Site team Staff Science Technicians	1 st September	YES
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		<p>tables/desks. All classrooms will have a line to indicate where teachers can remain socially distanced from the pupils.</p> <ul style="list-style-type: none"> • Teachers can wear a visor in classrooms, face masks should not be worn by pupils or teachers in a classroom or during a lesson. • 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 or ICT equipment) to be cleaned prior to and after use. • Staff to clean the teacher’s 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. • Teachers to wipe tables and chairs down during lesson transition using the disinfectant spray and blue roll provided. • Teachers to remain in a specific classroom where possible throughout the day. • Pupils to remain in the same seat for the duration of the lesson and no group work to take place. • Learning support assistants supporting pupils with an EHCP will only sit next to a pupil when 			<p>Staff/Technicians</p> <p>Staff</p> <p>Leadership</p>		
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		<p>absolutely necessary and will be expected to wear a visor when working closely with pupils. If possible, Learning Support Assistants will stand behind the pupil to offer support and will support for no longer than 15 minutes unless absolutely necessary.</p> <ul style="list-style-type: none"> • A one way system will be in place in corridors to avoid year groups meeting. 					
Pupils taking part in science lessons		<ul style="list-style-type: none"> • Science practicals will only take place if it is safe to do so with the teacher and science technicians socially distancing from pupils. • If Bunsen burners are to be used pupils MUST be taken to the nearest hand washing station to wash the alcohol based sanitiser off their hands. 					YES
Pupils taking part in PE lessons	Staff Pupils Others	<ul style="list-style-type: none"> • Changing rooms are cleaned straight after use by a year group bubble when used • The gym and the community lounge will be used as additional changing rooms where needed staff will be supported by a coach where required e.g. female teacher would be supported with the boys changing by a male coach to ensure boys changing is supervised • PE equipment is cleaned thoroughly in between lessons to 					YES

		<p>ensure no contamination between year group bubbles.</p> <ul style="list-style-type: none"> • PE staff can wear a visor at any point during the lesson. • Schools are able to work with external coaches, clubs and organisations for <i>curricular</i> activities where they are satisfied that it is safe to do so. • Competition between different schools should not take place. 					
Large gatherings such as assembly	Staff Pupils Others	<ul style="list-style-type: none"> • Pupils will only meet in large numbers as a year group to ensure the integrity of the bubbles in place. • Pupils will sit in form groups in alphabetical order. Where possible there will be a social distance between forms. • Large gatherings of pupils will be less frequent and may be done virtually if possible. • Staff meetings will only take place if staff can socially distanced, staff will be expected to wear visors in whole staff meetings or when asked by the headteacher to do so. • Examinations will take place in a venue where staff are able to remain at a social distance from pupils. • Examinations will only take place in year group bubbles. • Access arrangements will only be done if staff can socially distance 	M	3	Estates Manager Site team	Ongoing	YES

		<p>from the pupils, staff must not be within 1 metre of a pupil for more than 15 minutes at any time and must wear a face covering.</p> <ul style="list-style-type: none"> Exam papers will be stored for 72 hours prior to being marked. 					
School performances	Staff Pupils Visitors	<ul style="list-style-type: none"> Schools in local restriction tier 3 areas should not host performances with an audience. Where schools are unable to put on live performances to parents, they may wish to consider alternatives such as live streaming and recording performances, subject to the usual safeguarding considerations and parental permission. 	L	2	Leadership	Updated Dec 20	YES
Pupils requiring 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. Cleaners will regularly clean toilets throughout the day. 	L	3	Leadership/Head of House	Ongoing	YES
Pupils at increased risk from the virus	Pupils	<ul style="list-style-type: none"> Parents of pupils identified as previously needing to shield are contacted to discuss their possible return to school. Medical advice should be sought by parents to identify if they should attend school and what controls need to be implemented 	H	2	Head	1 st September	YES

		<ul style="list-style-type: none"> • Pupils who are clinically vulnerable – medical advice should be sought by parents to identify if they should attend school and what controls need to be implemented • Pupils living with someone who has previously been shielding – medical advice should be sought by parents to identify if they should attend school and what controls need to be implemented • Pupils with certain medical conditions and special educational needs will be exempt from wearing a mask. This will be agreed with parents and the headteacher and staff will be informed of the pupil's names. 					
CORRIDORS and MOVEMENT							
Movement around the school risks breaching social distancing guidelines	Staff Pupils Others	<ul style="list-style-type: none"> • One-way systems reviewed and relaunched to staff and pupils. • 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 double lessons and the need to have a form period removed. 	M	3	Head Leadership Site team	Ongoing	

		<ul style="list-style-type: none"> • Lesson changeovers are staggered to avoid overcrowding. Some pupils may be directed to a holding area to ensure year groups don't mix. • Pupils are regularly briefed regarding observing social distancing guidance. • Appropriate duty rota and levels of supervision are in place. • All pupils and staff will be expected to wear face coverings during transitions. Pupils will wear plain masks and these will then be stored on arrival to their lesson venue in a resealable bag. Teachers will be expected to wear the provided visor, not a face mask. • Duty monitors will be given a designated chair in reception away from the area for visitors and will decrease in numbers from 4 to 2. • Duty monitors will not enter classrooms other than to place notes into a designated box that will be situated near to the doorway. • Duty monitors must keep their face covering in a resealable bag in their pocket, they will only be expected to wear this during transition times throughout the school day. 			Leadership		
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Break times	Staff Pupils Others	<ul style="list-style-type: none"> • Pupils informed again of the importance of social distancing whilst outside. • Pupils in different year groups will be allocated a specific venue for breaktime. • Staff on duty to remain socially distant from pupils and staff where possible and not to stand face to face with pupils or staff for a period of 15 minutes or more. <p>Pupils will not be allowed to use venues that they would mix with other year groups e.g. iCentre. This will be allocated to a year group per day.</p>	M	3	Staff Leadership	Ongoing	YES
Lunch breaks	Staff Pupils Others	<ul style="list-style-type: none"> • Year groups will be allocated a venue for lunch i.e. Bistro or School Hall. • Venues will be set up to ensure pupils are sitting side on in rows or screens will be provided if pupils need to sit face to face. • Tables will be cleaned thoroughly between year group sittings. Each year group will be allocated a set of toilets for their sitting A block toilets for the School Hall and D block toilets for the bistro. • Catering staff will wear visors and gloves when serving. • Cutlery will be passed to pupils when they are served instead of helping themselves. • The fingerprint scanner will be wiped after every pupil has touched it as they are being served. 	L	3	Staff	Ongoing	YES

		<ul style="list-style-type: none"> All pupils will sanitise their hands on arrival and departure from to a lunch venue. Pupils will be directed to sit in a specific area in the bistro if they have sandwiches. Staff and sixth form will be expected to pre-order food and collect when arranged to do so. The salad bar will not be available until further notice. Staff supervising pupils in lunch venues will be required to wear a visor if they are not able to socially distance from pupils. Pupils are not expected to wear face coverings in lunch venues. 					
PUPIL SUPPORT							
Pupils utilising the success centre	Pupils Staff	<ul style="list-style-type: none"> The success centre will be divided into year group zones to ensure year groups do not come into contact Staff working with pupils in the success centre must remain at a social distance, if not possible e.g. school counsellor there will be a Perspex screen in place in order for confidential sessions to take place safely. 	L	3	Head Success Centre manager	Ongoing	YES
Use of the iCentre	Staff Pupils	<ul style="list-style-type: none"> The iCentre will made available for use by pupils during the school day when under the supervision of a teacher or a member of support staff 	L	3	Head Leadership	Ongoing	YES

		<p>eg coach or LSA. It will be available to be used as a bookable classroom. It must be booked with the icentre manager at least 24 hours prior to the timetabled lesson. The icentre cannot be used as a lesson venue if it has not been previously booked.</p> <ul style="list-style-type: none"> • Teachers using the icentre must, as much as possible, stick to the seating plan they have in lessons, the actual seating arrangement for that lesson must be recorded and produced immediately if requested by the Headteacher. • Teachers of the booked lesson are responsible for cleaning the surfaces used by the class at the end of the lesson. • The resource manager will be responsible for ensuring surfaces are cleaned when sixth form students have been working in the icentre, • Sixth Form will only be allowed to use the iCentre if prearranged with the Head of sixth form, she must inform the icentre manager of the periods and names of the students that will be using the icentre as a work venue. The resource manager will ensure sixth form are in the glass box if there is a different year group using the icentre as a lesson. • The resource manager will sign students into and out of the icentre to ensure a record of the students 					
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		<p>working in there at the same time is kept.</p> <ul style="list-style-type: none"> • The icentre will be separated into designated areas and the glass box will have a maximum of 4 people in it all facing the same way. • Staff will still be able to use the iCentre to work during the school day, but priority will be given to a lesson booking and staff will not be able to work in there if it is not possible to remain 2metres from pupils. • Any books returned to the iCentre will be stored for 72 hours before returning them to the shelf. • Hands must be sanitised on entry to the iCentre. • Pupils will only be able to access the iCentre after school on day specified for their year group. This information will be shared with parents on the Extra Curricular information sheet which will be on the website. • Support staff may work with different year groups in the icentre after school, so long as they ensure pupils from different year groups are always 2 metres apart. This will be by invite only. 					
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. • Encourage pupil to use a tissue to wipe eyes/nose etc. 	L	3	Staff	Ongoing	YES

		<ul style="list-style-type: none"> 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 Counsellor 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	Ongoing	YES
Pupils with behavioural issues	Staff Pupils	<ul style="list-style-type: none"> Refer to the COVID-19 behaviour management guidance, this will have been reviewed for wider opening in September, 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	YES
Meetings between staff and pupils	Staff Pupils	<ul style="list-style-type: none"> Staff must take appropriate steps to ensure social distancing when meeting with pupils and must be done in an appropriate venue to facilitate this. Staff should wear the visor provided when meeting pupils in an 	L	3	Head Success Centre manager	Ongoing	YES

		<p>enclosed environment if they are not able to remain 2 metres apart.</p> <ul style="list-style-type: none"> • A designated venue will be available to hold confidential meetings with pupils at a safe distance. Safeguarding issues will take priority when the room is needed by more than one staff member. There will be a do not disturb sign inside the office that can be placed on the door when it is in use. 					
Meetings between staff and parents or other external visitors		<ul style="list-style-type: none"> • Meetings can only take place by prior arrangement; parents will not be allowed to walk onto school site and request a meeting takes place immediately. • A suitable venue must be secured prior to the meeting being arranged. The venue must be of an adequate size to socially distance all parties. • Support services must only attend when prearranged and only if there is a suitable venue available where social distancing can be adhered to or a Perspex divider can be used. 					YES
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. • Support and guidance is tailored to the needs of the child to ensure a smooth transition. 	L	3	Head/Leadership SENDCo	Ongoing	YES

		<ul style="list-style-type: none"> • Parent/carers are contacted with guidance to support their child at home. • All LSAs and coaches will be provided with a visor and will be given guidance as to when they must wear it. • Relevant interventions to support pupils such as homework club will be in place as soon as possible and social distancing will be possible when pupils are in attendance. 					
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 which will have been reviewed for wider opening in September. • 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. <p>Safeguarding as always remains of the highest priority and practice.</p>	L	3	Head Head DSL	Ongoing	YES
Clinically extremely vulnerable pupils	Pupils	<ul style="list-style-type: none"> • Shielding advice is currently in place in Tier 4 areas, and so all children still deemed clinically extremely vulnerable are advised to shield and not to attend school. 	M	2	Head HR	Updated Jan 21	YES

STAFF SUPPORT							
Staff Well-being	Staff	<ul style="list-style-type: none"> • Staff counselling service available. • Requests to ldraycott@barrbeaconschool.co.uk • 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	Ongoing	YES
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 previously shielded, clinically vulnerable, those living with previously 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 Solicitors) about staff in vulnerable categories. • Staff who have previously been advised to shield will have a 	H	2	Head	Ongoing	YES

		<p>separate risk assessment in place.</p> <ul style="list-style-type: none"> The Trust and Headteacher will provide support for workers around mental health and wellbeing. All vulnerable staff will be provided with a visor and can choose to wear it throughout the school day. 					
BAME Black, Asian and Minority Ethnic and Clinically vulnerable staff	Staff	<ul style="list-style-type: none"> All staff that are vulnerable must stick to social distancing guidelines and minimise their movement around the school. 	M	3	Trust	Ongoing	YES
		<ul style="list-style-type: none"> Busy changeover times should be avoided, and staff will be advised to bring their own refreshments to avoid movement to a catering venue. 	M	3	Head		
		<ul style="list-style-type: none"> Vulnerable staff will be expected to do duty but must speak to their line manager of any concerns, the school will attempt to allocate them with duty positions that are of least risk. 	M	3	Staff		
		<ul style="list-style-type: none"> All classrooms will have a line indicating an appropriate social distance from the class, the recommendation is that vulnerable staff remain in this area and also wear their provided face visor. 	M	3	Head		
		<ul style="list-style-type: none"> There will be wipes available in toilets for staff to use it is recommended that vulnerable staff use this facility at all times. 	M	3	Head		

Pregnant staff		<ul style="list-style-type: none"> Pregnant women are considered 'clinically vulnerable' or in some cases 'clinically extremely vulnerable' to coronavirus (COVID-19) and therefore require special consideration as set out in the guidance for pregnant employees. A risk assessment will be carried out for pregnant staff. Women who are 28 weeks pregnant and beyond, or are pregnant and have an underlying health condition that puts them at a greater risk of severe illness from COVID-19 at any gestation, should take a more precautionary approach. Employers should ensure pregnant women are able to adhere to any active national guidance on social distancing and/or advice for pregnant women considered to be clinically extremely vulnerable (this group may previously have been advised to shield). 	M	2	Head HR	Updated Jan 21	YES
Clinically extremely vulnerable staff (CEV)	Staff	<ul style="list-style-type: none"> In local restriction Tier 4 areas, individuals who are clinically extremely vulnerable are advised to work from home and where this is not possible, they should not 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 	M	2	Head HR	Updated Jan 21	YES

		<p>the past, most recently in November 2020.</p> <ul style="list-style-type: none"> • Staff should talk to their employers about how they will be supported, including to work from home where possible. • All other staff in local restriction Tier 4 can continue to attend work, including those living in a household with someone who is clinically extremely vulnerable. 					
Clinically vulnerable staff (CV)	Staff	<ul style="list-style-type: none"> • Clinically vulnerable staff can continue to attend school. While in school they should follow the sector-specific measures in this document to minimise the risks of transmission. • This includes taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing in line with the provisions set out in section 6 of the 'prevention' section of this guidance. This provides that ideally, adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others. While the risk of transmission between young children and adults is likely to be low, adults should continue to 	M	2	Head HR	Updated Jan 21	YES

		<p>take care to socially distance from other adults including older children and adolescents.</p> <ul style="list-style-type: none"> • People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace unless advised otherwise by an individual letter from the NHS or a specialist doctor. 					
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 (reviewed for wider opening in September) • 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 	M	2	Leadership Staff Staff	1 st September 2020	YES

		<ul style="list-style-type: none"> ✓ Gov.uk ✓ NHS ✓ DfE ✓ Department for Health and Social Care <ul style="list-style-type: none"> • Support staff to have accessed 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. • Staff and pupils are to engage fully with the Test and Trace service. • 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 test and trace worker informing them that they have been in close contact with 				Head			
						Staff			

		<p>a known case of COVID-19. The Headteacher will then pass on this information to all interested parties.</p> <ul style="list-style-type: none"> • Staff can continue to work at home if they are self-isolating and are not unwell. 					
Poor hygiene practice	Staff Visitors Pupils	<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 will regularly 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. • All staff, pupils and visitors will be expected to wash their hands on arrival at Barr Beacon School. • Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels/hand dryers are supplied in all toilets and kitchen areas. • Additional areas available for hand washing when arriving on school site. • Pupils may be supervised by staff when washing their hands to ensure it is carried out correctly, where necessary. 	M	3	Site team Staff Site team Leadership Staff	Ongoing	YES

		<ul style="list-style-type: none"> • 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 at least 3 times a day and paper/hand towels are checked and refilled at least 3 times a day. • 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. 			Cleaners/ Site team Trust Estates Manager/ Site team		
Poor management of infectious diseases	Staff Pupils Other	<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. 	M	2	All Staff All	Ongoing	YES

		<ul style="list-style-type: none"> • 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 regards to managing the spread of coronavirus. • Public Health England does not (based on current evidence) recommend the use of face coverings in schools. This evidence will be kept under review. • School guidance for face coverings will become mandatory in the event of a local lockdown. This advice will be reviewed according to changing government guidelines. 			Staff Trust Estates Manager		
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	YES

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	1 st September 2021 Ongoing	YES
Insufficient staff to run face-to-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. • As a result, sufficient staff cover in place to provide the face-to-face support sessions for pupils. 	M	3	Head Trust HR Head	Ongoing	YES