The Collett School

COVID RISK ASSESSMENT FOR SEPTEMBER 2020

Monitoring and reviewing

As the school returns in September, we will continue to review how staff and pupils adapt to our controls, and will need review to reflect additional controls or risks which only became apparent as your operational activities and curriculum are delivered.

The measures listed are based on current (as at 10 July 2020) government guidance:

- [Guidance for full opening: schools](#)
- [Guidance for full opening: special schools](#) (this includes guidance on pupils with EHC plans that should be useful for mainstream schools as well)
- [Actions for early years and childcare providers during the coronavirus outbreak](#)
- [Actions for education settings to prepare for wider opening](#)
- [Implementing preventative measures in education settings](#)
- [Planning guide for early years and childcare settings](#)
- [Planning guide for primary schools](#)
- [Guidance for secondary school provision](#)
- [Safe working in education settings](#)

RISK ASSESSMENT FOR: School activities during COVID 19 outbreak. **During this evolving situation please monitor and follow government guidance given in the web links provided**	The Collett School 631	
Establishment: The Collett School	Assessment includes contributions from several members of staff. Whole school meeting 2.3hrs 1/6/20 Union school reps additional comments and amendments SHA updates 3/6/20 SHA AC review 4/6/20 SHA update 6/6/20 PS with AC,CS Update 2m to 1m social distancing change September 2020 Review September 2020 Review – changes including facecoverings	Date: 18 May 2020, 1 June 2020, 3 June 2020 4 June 2020 11 June 2020 15 June 2020 13//7/20 28/8/20
Risk assessment number/ref: RA 28/8/20	Manager Approval: Stephen Hoult-Allen	Date: 13/7/20

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
Individual risk factors meaning staff / pupils more vulnerable to COVID-19	Staff, Pupils / pupils / wider contacts Spread of COVID 19	Shielding for those who are extremely clinically vulnerable pauses on 1st August (subject to continued decline in transmission) and the Government will no longer be advising these individuals shield. Staff / pupils who previously were shielding able to return to school. School to discuss arrangements / concerns with individuals and provide assurance of controls in place.	SHA contact shielding staff. Update Individual Risk Assessments of staff	SHA JP/PS SHA	31/7/20 31/7/20 31/8/20	

| | | | Individual risk assessments will be conducted where required to determine if additional measures are required. These include people who are:
 • Pregnant
 • Extremely clinically vulnerable

 Clinically vulnerable staff may need additional measures in place and these are to be determined through the Individual Risk Assessments Some individuals under the care of specialist health professionals may need to discuss care at their next planned clinical appointment before returning. | SHA – letter | SHA | 15/7/20 | |
| | | | Staff should not be attending work:
 1. if they are exhibiting symptoms of Covid-19
 2. certified by their GP not to attend work
 3. on sick leave or any other leave
 4. have returned from a holiday and required to self-isolate (payment depends on time of booking holiday and known risks of isolation upon return – going into term time)

 Those pupils unable to attend school because they are following clinical and/or Public Health advice (e.g. a letter from their consultant) will be provided with remote education. This cannot be full time education as the teaching staff have near full classes to prepare work for and teach. As such, remote learning will be determined on an individualised programme with this in mind.

 Existing individual health care plans in place for pupils/pupils to be Reviewed where Covid-19 has/can affect the child.

 Clear message sent to parents that pupils should not be sent into school if unwell for both Covid-19 and any other illnesses presenting similar symptoms. | Individual Risk Assessments | SHA | 31/7/20 | |

			Masks & Face coverings				
			The government has changed its advice in response to the WHO guidance.				

Masks & Face coverings

The government has changed its advice in response to the WHO guidance.

Adults and Masks/ Face-coverings

Adults **may choose to wear visors** in the classroom, in and around the school. The visor should be named and not be shared. The adult will disinfect the visor as deemed fit, noting the Covid-19 virus is said to survive on plastics for 72hrs..

Adults cannot teach or work with the children wearing a face-covering that hides their face as this will impede children's access to learning and communication. They can wear a visor.

Adults can choose to wear a mask/ face-covering in and around the school communal areas such as corridors and playgrounds. Although this may impede communication, these areas are not formal learning areas.

Adults should wash their hands regularly.

Children and Masks/Facecoverings

Children can wear a mask/ face-covering to and from school.
Upon entering the classroom, they need to remove it and put it in a disposable bag or a pocket of their coat – ie not be in the classroom as children will play with them.

Children cannot wear a face mask in the classroom when learning.

Children can wear a face covering when in corridors or playgrounds. Upon returning to the classroom, they should return the mask to a disposable bag or their coat pocket.

Children should wash their hands after removing a face mask and when returning to the classroom.

		Social Distancing Where possible, adults should remain mindful of social distancing: 2m Where possible, adults should support children to be mindful of social distancing: 2m				
School occupants coming into contact with those with Coronavirus symptoms	Staff, Pupils / pupils / wider contacts Spread of COVID 19	School community clear on symptoms of coronavirus: • high temperature (37.8 deg C or more), • a new continuous cough or • a loss of, or change, in their normal sense of taste or smell. Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection followed. These have been communicated to all. No symptomatic individuals to present on site. Clear message to parents that if a pupil is unwell at school they are to be sent home or collected immediately. # In the event of a suspected case whilst working on site Ensure Head of School/ Exec Head/ Head of Operations are notified. Contact Reception to ask them to call the parent/ carer to collect their child. The individual with symptoms is to leave the school as soon as possible. ## Adults: Leave by the nearest external door to avoid going through the school where possible. Do not sign out, but ask a colleague. Other adults: clean all door handles and surfaces known to have been touched. The suspicion of Covid-19 should mean we clean the areas the suspected child/adult have been. The children in the class could be sent	SHA – letter SHA – website and letter ME - newsletter SHA – Letter	SHA SHA	15/7/20 15/7/20	

		out for a break whilst this happens and wash their hands before leaving the classroom. They should wash their hands upon return. Should the test result come back positive, PHE will advise as to what to do next. **Children awaiting collection by a parent/carer:** The child should wash their hands before leaving the classroom. The adult should wash their hands before leaving the classroom. The child and adult should leave by the nearest external door to avoid going through the school, where possible. Where possible, the adult should bring with them • A mask/visor • A cleaning solution spray and paper towels to clean handles/ surfaces touched. The adult with the child should seek to remain 2m distance, though where possible, will wear a visor/mask. If the weather is ok, then best to wait outside the front entrance for collection. If the weather is not good, then wait in the Meeting Room or the Medical Room - open a window for ventilation and self-isolate. If the adult has not been able to bring with them a mask/visor, cleaning solution and paper towels, these are available in both the Meeting Room and, the Medical room. More than one child can wait in the room for collection. The measures of reducing contact should be adhered to. School staff supervising the child while they await collection should wear PPE (a fluid resistant surgical mask, type IIR) **if** a distance of 2m cannot be maintained.	Staff and pupils who are tested for Covid-19 to inform the school of result and date of test. National advice and roll out of kits expected by Autumn term Premises			

		If direct care (such as for a very young child or a child with complex needs) is required then staff giving care to wear a fluid resistant surgical mask (type IIR), disposable apron and gloves (in the meeting room and medical room). Anyone who has had contact with those with symptoms to wash hands thoroughly. All areas occupied and equipment used by the affected person are to be thoroughly cleaned and disinfected (see PHE cleaning advice https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings) Upon Collection of a child, the parent/carer must be informed about the importance of testing and to get a test. For those parents who we think may not do this independently, we will give a testing pack to them (see below). Staff need to get a test immediately and inform the school of the outcome ASAP. ## Testing Staff / pupils who develop symptoms should be tested. Testing is most sensitive within 3 days of symptoms developing. Guidelines on who can get tested and how to arrange for a test can be found in the COVID-19: getting tested guidance. Tests can be booked online through the NHS https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ Test and Trace Helpdesk: 119 Our schools will be provided with a small number of home testing kits which can be provided to parents/carers collecting a child who has	All staff Reception/ Teacher/ Staff member/ SHA letter Staff member to Head of School Operations			

		developed symptoms at school where providing one will significantly increase the likelihood of them getting tested. https://self-referral.test-for-coronavirus.service.gov.uk/antigen/name **Should we have Positive cases in school:** In the event of a positive case the local health protection team will be contacted and their advice followed. Public Health England East of England 0300 303 8537 opt 1 https://www.gov.uk/guidance/contacts-phe-health-protection-teams#east-of-england-hpt **Records kept of pupils and staff in each group on a daily basis:** • Class registers • Staff working with the children in class • Interventions staff • Staff who have used the staffroom	SHA and Head of School Departments – class/team level			
General Transmission of COVID-19 Ineffective hygiene protocols	Staff, Pupils / pupils / wider contacts Spread of COVID 19	Toilets are provided which contain suitable levels of soap and paper towels. Hand-dryers will remain operational in ventilated toilet areas. All persons to wash hands with soap regularly and thoroughly, for at least 20 seconds. Hand washing technique to be adopted as directed by NHS guidance posters in place to reinforce this. Alcohol hand sanitiser used where soap and water is not available. Review existing levels / location of hand sanitiser stations on a daily basis.	Premises All staff and pupils Premises Premises All staff and pupils			

		Alcohol hand sanitiser provided at reception and should be used by all persons when entering/leaving.	Teachers and Premises staff			
		Additional hand sanitiser within classrooms where required e.g. for Early years children returning from the toilet where hand washing will not be as robust.				
		Build use into routines staff and pupil routines e.g. on arrival, when returning from breaks, when changing rooms, before / after eating.	All staff			
		Site staff to regularly clean the hand washing facilities and check consumables.	Premises			
		Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal in each classroom.	Premises			
		Rubbish bins for the disposal of hand towels to be checked through the day.	Premises			
		Ensure adequate supplies of soap, hand sanitiser and paper towels and these should be securely stored.	Premises/ Admin			
		Catch it, kill it, bin it message reinforced.				
		Tissues will be provided for classrooms. Staff to replenish as needed. Staff / pupils to use tissues when coughing or sneezing and then place the used tissue in the bin before washing hands. (lidded bins in classrooms / other locations for disposal of tissues and other waste)	All staff			
		All persons are reminded to not touch their eyes, nose or mouth if their hands are not clean.	All staff			
General Transmission of COVID-19 Ineffective cleaning	Staff, Pupils / pupils / wider contacts	Documented cleaning schedule in place. Enhanced cleaning schedule implemented throughout the site during school day, ensuring that frequent contact points, e.g. door handles, taps, flush handles, toilet door handles, bannisters, telephones, keyboards etc. are all cleaned and disinfected regularly.	Premises	MS	1/9/20	

	Spread of COVID 19	Shared areas and rooms that are used by different groups will require more frequent cleaning / cleaning between groups. When a shared area has been used, then those leaving the area should wipe down surfaces touched. Those groups going to use a shared area, should wipe down surfaces as well – reducing the risk further.	Premises to check levels of cleaning materials in classes and areas.			
		Where toilets are shared between different groups these are cleaned regularly (focus on high contact surfaces) and the importance of thorough hand washing reinforced.				
		Cleaning materials (e.g. disinfectant spray / wipes) available to staff. Manufacturer's instructions for dilution, application, PPE and contact times for all detergents and disinfectants to be followed.				
		Only cleaning products supplied by the school / contract cleaners are to be used. This includes Dettol spray. However, be mindful of the aerosols going into the air and ensure this is not used when the pupils are in the classroom. Ensure the room is ventilated when using Dettol spray.				
		School has obtained the risk assessment COSSH information of materials bought for the school and that from contract cleaning staff for assurance on social distancing measures and their schedule / methods for cleaning the school site.	Operations			
		Thorough cleaning of rooms at the end of the day by contracted cleaning staff.				
		In the event of a suspected case / confirmed positive case on site For disinfection (e.g. following a suspected case) use a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) **or** a neutral purpose detergent followed by disinfection (1000 ppm av.cl.). See PHE advice COVID-19: cleaning of non-healthcare settings guidance	Cleaning Contract			

		When cleaning a contaminated area: Cleaning staff to: • Wear disposable gloves and apron • Wash their hands with soap and water once they remove their gloves and apron • Wear a fluid resistant surgical mask (Type IIR) if splashing likely • Hands should be washed with soap and water for 20 seconds after all PPE has been removed. PPE to be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished. Any cloths and mop heads used must be disposed of as single use items.				
General Transmission of COVID-19 Minimising contact and Maintenance of social distancing	Staff, Pupils / pupils / wider contacts Spread of COVID 19	• Pupils will be taught in their new Academic Year Learning Groups. • Classes will be grouped in 'zones' – three groups that will use the same play area, resources and toilet facilities. • Break and playtimes will support the reduced contact of children by using the allocated zones We have minimised spaces being shared across groups; No groups are coming together for assemblies, events / school fairs, school trips etc. Wider assemblies / collective worship conducted via video link. Continue to use social distancing wherever possible (more emphasis on this is likely with older children). Where staff move across groups hands to be washed / sanitised before and after and social distancing should be maintained, aim for 2m from other staff and adults as far as is reasonable.	Ongoing monitoring of movement around school and ability of groups to remain apart. Determine any further pinch points when term starts, and review controls to keep groups apart.	PS/SHA		

			Ideally the teaching space should be 2m from pupils, where this is within 1m then change layout / increase space at the front of the class to attain 1m+.				
			Keep space for school leaders to enter and be present whilst maintaining social distancing.				
			Staff to avoid close face to face contact and minimise time spent within 1 metre of anyone.				
			Teachers and Interventions programme staff will move between classes wherever possible.				
			Extra-curricular clubs are not essential and therefore suspended.				
			Hiring and lettings We have suspended lettings and hiring of school premises – to be reviewed after half term (November 2020)				
			Offsite visits No overnight or overseas visits to be run.				
			Local, known to the pupils trips can operate with the usual risk assessments in place including transporting them.				
			Any visits run will keep children within their consistent group. Re-assurance of COVID-secure measures in place at the destination to be undertaken as part of usual planning and offsite visit risk assessment				
			Music Existing advice is to limit singing, playing wind or brass instruments etc. Even if at a distance.	Further DfE guidance on music delivery expected			
			Consider if small groups in music lessons can take place outside / or with improved ventilation.				
			Ensure 2m physical distancing for staff and pupils if singing				

		No face to face contact (pupils back-to-back or side-to-side) No sharing of wind / brass instruments. **PE** to review existing risk assessments and schemes of work to include management of COVID-19 risks. Pupils to be kept in consistent groups, sports equipment to be thoroughly cleaned between each use by different groups, and contact sports avoided. Outdoor sports prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils. Build in time for handwashing / sanitising before / after lesson. See advice from Association for Physical Education https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/guidance-for-providers-of-outdoor-facilities-on-the-phased-return-of-sport-and-recreation.				
Access to & exit from site	Staff, Pupils / pupils / wider contacts Spread of COVID 19	We will be retaining our normal start and finish times with additional measures to reduce congestion and contact at all times. At the beginning of the day Children and parents will go onto the playground to drop off their child, who will go to their classroom. At the end of the day, walkie-talkies will be used to communicate the arrival of taxis/ parents to adults in key department areas, who will then let the children know, who will be waiting in their class. The child will then go to their taxi.	Communicate expectations to parents.	PS All staff		

		We will commence collections earlier than normal as this procedure will take some additional time. We will commence calling children from 2.20pm **Visitors** Ensure all visitors / building users are aware of school's expectations. They must follow social distancing, hand washing / use of sanitiser on entry and adhere to any restrictions on accessing parts of the building stipulated by the school. Volunteers, temporary / supply staff, sports coaches and other providers are briefed on school's arrangements for managing and minimising risk, including need to maintain distance (2m where possible) from other staff and pupils. Where visits can happen outside of school hours, they should. A record should be kept of all visitors to aid track and trace through our Inventry system. Signage in reception regarding good hygiene is evident and Reception staff will sign in visitors to prevent transmission of the virus. Use of Perspex screens for open receptions are in place **Staff / pupils** On arrival all staff and pupils to wash hands using classroom facilities or use the sanitiser provided at their point of entry.	Admin to advise all visitors.			
Contact points Equipment use printers, workstations, apparatus, machinery etc.	Staff, Pupils / pupils / wider contacts Spread of COVID 19	Parents to ensure children have their own water bottles in school to reduce contact with water fountains. Regularly clean and disinfect common contact surfaces in reception, office, access control etc. (screens, telephone handsets, desks). Staff and pupils have their own basic equipment (pens, pencils etc.) to avoid sharing.				

		Activities and resources Classroom resources which are shared within zones are cleaned regularly; Those shared across groups must be cleaned between use Minimise all unnecessary sharing of resources, taking books home etc. Use of shared resources between groups to be minimised, resources allocated to individual groups where possible. Otherwise all resources shared across groups must be cleaned before / after use e.g. library books, chrome books, laptops, I pads, PE equipment etc.) or 'quarantined' (for 48 hrs, 72 hours for plastic) before being used by another group. Build cleaning into end of lesson activity routines.				
Proximity of pupils/ staff	Staff, Pupils / pupils / wider contacts Spread of COVID 19	Staff are to maintain a safe distance between each other (2 metres wherever possible) Rooms to be kept as well ventilated as possible (opening windows) or via ventilation units. Consider opportunities for outdoor learning to assist in social distancing. Staff to follow social distancing guidance in offices/staff rooms/close working in rooms etc i.e. 2m wherever possible. 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. **Meetings / 1-2-1's / training**				

| | | | Limit face to face meetings to those which are essential. Ensure these are conducted in large enough areas to maintain social distancing; or via electronic means (Microsoft Teams etc.)

Staff rooms
Set maximum occupancy of three adults; staff to stagger use to enable distancing.

Stairs / corridors
Minimise groups transitioning at the same time to ensure brief contact. (passing briefly in circulation spaces is a low risk)

Stagger use and numbers using circulation spaces at the same time.

Avoiding multiple groups queuing in same shared areas/ narrow corridors etc.

Swimming pools No hiring of swimming pools.

Break / Playgrounds
Avoid any group activities that require pupils to be in close physical contact with each other.

Limit group interaction by clearly zoning areas and staggering breaks.

Use playing fields when weather permits.

Brief all staff on expectations.

Increased supervision to aid enforcement of social distancing as far as is reasonable.

Outdoor play equipment to be cleaned between use by different groups. | | | | |

| Canteen use / lunchtimes | Staff, Pupils / pupils / wider contacts

Spread of COVID 19 | Break times staggered to reduce congestion and contact between groups.

Rota for use of dining areas

Reinforce handwashing prior to eating food.

Hand sanitiser should be available at the entrance of any room where people eat and should be used by all persons when entering and leaving the area.

Canteen use
Food operators continue to follow Food Standard Agency's (FSA) guidance on good hygiene practices in food preparation and their Hazard Analysis and Critical Control Point (HACCP) processes.

Pupils to enter canteens in their allocated groups or, collect food from the dining area.

Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced.

All rubbish and waste should be put straight in the bin by the user and not left for someone else to clear up.

All areas used for eating must be thoroughly cleaned between groups and at the end of each break and shift, including chairs, door handles, etc. | | | | |
| Transport / Travel off site | Staff, Pupils / pupils / wider contacts

Spread of COVID 19 | **Public transport**
All persons to limit their use of public transport and if this is not possible individuals should follow government advice on the wearing of face coverings. (mandated from 15th June)
Guidance on how to wear and make a cloth face covering is available.

Where business travel via car is required use private single occupancy where possible. | | | | |

		Minibus use Used by those within same teaching group Vehicles to be cleaned after each group's use / between drivers etc. (sanitiser / disinfectant wipes to be available on the vehicle). Regular cleaning of vehicle contact points (handles, keys, display and controls etc.) – in-particular where vehicles are shared between drivers / groups. Use hand sanitizer on entering / leaving vehicle. Windows to be open for ventilation. Staff to wear disposable gloves when refueling.				
Contractors	Contractors, Staff, Pupils / pupils / wider contacts, Spread of COVID 19	All contractors will read and comply with signs in reception regarding good hygiene. Staff and contractors are to maintain a safe distance between themselves and others (2 metres where practical). All contractors are to wash their hands or use alcohol-based hand sanitiser upon entering the site. Agree approach to scheduled / ongoing building works. Where works can be conducted outside of the school day they should be. Site inductions are to be carried out following social distancing principles. Schools to seek confirmation of the contractors method statement / risk assessment.				

| Provision of first aid | Staff, Pupils / pupils / wider contacts

Spread of COVID 19 | It is accepted that social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum e.g. pupils apply cold pack, wipe, plaster where able to do so.

Wash hands before / after treatment.

Those administering first aid should wear PPE appropriate to the circumstances. Where the injury was significant and thus required close care for an extended period then it would be reasonable to provide PPE.

See also 'provision of personal care' and 'Suspected case whilst working on site'.

First aiders to be aware of advice on CPR from The Resuscitation Council https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/

Arrangements for only one person being treated in the first aid room at a time and allocate another room / area as a waiting/collection area (outside Head of School's room) | | | | |
| Provision of personal care | Staff, Pupils / pupils / wider contacts

Spread of COVID 19 | Additional PPE in place if required for intimate care, to be risk assessed and to be based on nature of task and level of contact

A disposable apron, gloves, fluid resistant surgical mask are available in the rooms where identified risks of splashing to the eyes, coughing, spitting, vomiting. PHE have advised that there is no need to wear additional PPE to what was worn pre-Covid. **However, for individual's to make this decision for themselves, PPE is provided**.

Spitting
As above - a disposable apron, gloves, fluid resistant surgical mask are available in the rooms where identified risks of splashing to the eyes, coughing, spitting, vomiting. PHE have advised that there is no need to wear additional PPE to what was worn pre-Covid. **However, for individual's to make this decision for themselves, PPE is provided.** | | | | |

		Where a child falls ill with Coronavirus symptoms whilst on site (new continuous cough, high temperature cough or a loss of, or change, in your normal sense of taste or smell.) then school staff supervising the child while they await collection should wear PPE (a fluid resistant surgical mask) **if** a distance of 2m cannot be maintained. If direct care (such as for a very young child or a child with complex needs) is required for a child with Covid symptoms, then staff giving care should wear a fluid resistant surgical mask, disposable apron, gloves and visor.			
Emergency procedures (Fire alarm activations etc)	Staff, Pupils / pupils / wider contacts Spread of COVID 19	Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable (this will be impacted during evacuation, but will be for short period). Maintain groups at assembly points. Increased supervision and reiteration of messages to occupants			
Deliveries & Waste collection.	Staff, Pupils / pupils / wider contacts Spread of COVID 19	Do not approach delivery staff, allow packages to be left in a safe place. Hands are to be thoroughly washed after handling all deliveries or waste materials. Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).			
Premises safety	Staff, Pupils / pupils Wider safeguarding / safety risks	Ensure all 'normal' tasks / compliance checks are being carried out/planned such as fire alarm testing, legionella controls, servicing of equipment, PAT testing etc. Ensure all key services are operational **Legionella** Follow normal practices for re-opening after summer holiday period.		MS, DB	

| | | i.e. where weekly flushing of outlets has not taken place then chlorination / flushing of whole system should take place.

Ensure key fire doors are not being compromised / wedged open (those protected stairwells, cross corridor, on single directional routes etc.) | | | | |
|---|---|---|---|---|---|---|
| Lack of awareness of PHE / school controls | Staff, Pupils / pupils / wider contacts

Spread of COVID 19 | All staff consulted on plans and risk assessment.

Posters will be displayed in the reception, welfare areas and in suitable places around site.

Clear briefing for all personnel on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance.

Volunteers, peripatetic, temporary / supply staff, sports coaches and other providers are briefed on school's arrangements for managing and minimising risk, including need to maintain distance (2m where possible) from other staff and pupils. | | SHA, PS | | |

Relevant links
Guidance for educational settings
https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19

Guidance for full opening from Sept 2020
https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools

Cleaning of non-healthcare settings https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings

Managing premises https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak#other-points-to-consider

Guidance on infection prevention and control for COVID-19 https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control

First aid guidance https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov

Theraputic use of Hydrotherapy pools ATACP https://atacp.csp.org.uk/documents/atacp-recommendations-safe-aquatic-physiotherapy-practice-relation-covid-19-pandemic-0

NEU/GMB/UNISON/Unite commentary and checklist

Has your school met its legal requirement to update its risk assessments to include additional/revised control – Yes

- Will there be full consultation with union reps and staff on the revised risk assessments for full opening in September?

- Will parents/carers and pupils be informed of planned measures to protect them and others? – Yes (Website)

- Has it been agreed that the risk assessments will be reviewed before reopening when circumstances may be different and periodically thereafter? (Yes – July and August reviews, with futher reviews planned as advice changes)

- Has the process included risk assessments for individual staff at greater risk for example pregnant women, new mothers, older staff, disabled staff and Black staff? (Yes – Individual Risk Assessments)

- Has the process also included risk assessments for individual pupils identified as at greater risk, including users of wheelchairs and other physical aids? (Yes- individual risk assessments)

- Will the risk assessment be undertaken by a 'competent person(s)' as defined by the Management of Health and Safety at Work Regulations 1999? (Yes)

- Will there be satisfactory arrangements for information, instruction, training and supervision to ensure that procedures are implemented and maintained?
(yes)

- Will there be a system for flagging up deficiencies in the risk assessment and ensuring that changes are introduced and do all staff know about this? (Yes)

- Will the school have an alternative plan in case, for any reason such as a renewed local lockdown, full opening cannot take place at the beginning of September? If so, what is it? (To continue as per lockdown – remote learning for pupils)

- Has there been co-ordination between the school and any on-site contractors in the development and sharing of risk assessments? (Yes at each site)

- Have arrangements been put in the place to ensure the findings of the school risk assessment will be shared with visiting workers and/or their employers? (Yes, with Operations and premises staff)

- Have catering and cleaning arrangements been included in the risk assessment, including in relation to shared equipment as well as social distancing? (Yes, with arrangements made with Operations and premises staff)

- Will the finished risk assessment be circulated to all staff and published on the school website? (Yes, as per the earlier versions)

Has your school adopted satisfactory control measures to minimise contact with those who are unwell? (Yes)

- Will everyone in the school community be informed and reminded not to come into school if they have COVID-19 symptoms or have tested positive in the last 7 days and to self-isolate for at least 7 days and arrange to be tested if they develop symptoms? (Yes)

- Will a system be adopted and publicised for anyone who develops COVID-19 symptoms to be sent home or collected asap by parents/carers and for all staff and students to be reminded to wash or sanitise their hands if they have come into contact with them? (Yes)

- Will arrangements be in place for children awaiting collection to be kept isolated in a room with closed doors and open window and separate bathroom available (including when more than one child is awaiting collection)? (Yes)

- Will these areas be cleaned afterwards to reduce the risk of infection to others, and has it been agreed by whom? (Yes)

- Will PPE always be available for members of staff tasked with supporting children in these circumstances and will they be trained in its safe use and disposal? (Yes)

Has your school adopted satisfactory control measures to clean hands more often than usual? (yes)

- Are measures in place with sufficient time allocated for pupils and staff to clean their hands (with soap & warm running water or sanitiser) when they arrive at school, return from breaks, change rooms and before and after eating? (Yes)

- Will mid-session breaks be long enough to allow hand washing for all students and staff? (Yes)

- Will lunch breaks be long enough to allow hand washing as well as eating and drinking? (Yes)

- How many additional hand washing or sanitising locations will be needed? (none)

- Will soap, warm water and sanitiser be available at all times? (Yes)

- Are satisfactory arrangements proposed to avoid over-crowding particularly when pupils are gathering to wash or sanitise their hands? (Yes)

- How will the school ensure that young pupils and those with complex needs can be assisted and that sanitiser isn't ingested or misused in other ways? (Yes)

Has your school adopted satisfactory control measures to ensure good respiratory hygiene? (Yes)

- Will pupils be regularly reminded to catch their coughs and sneezes with a tissue or elbow? (Yes)

- Will the 'catch it, bin it, kill it' approach work with Early Years children? (If not, alternative measures will need to be in place - see section on PPE) (Yes)

- Will windows be kept open at all possible times to aid ventilation? (Yes)

- Will doors be kept open where possible to aid ventilation? (Yes, where appropriate)

- Will air conditioning only be used when it is deemed safe to do so? (Yes)

- Will any mechanical ventilation systems be run continuously, with any air recirculation switched off or set to as low a level as possible REHVA guidance? NB. Not including LEV systems in secondary school workshops and specialist rooms, which are used to remove dust and other particles from the air as part of practical making and finishing processes? (None)

- What arrangements are in place to keep every classroom and other work area supplied with tissues at all times? (Yes)

- Will lidded bins with double bagging be available in every classroom and work area? (Yes)

- Will arrangements be made for emptying and sanitising bins regularly and for keeping bin contents in a secure area prior to collection? (Yes)

- Will there be different processes for dealing with waste from those suspected to be infected? (Yes)

- Will paper towels and bins be provided in every toilet/washroom area and hot air hand dryers disconnected? (provided, but hand dryers are not planned to be disconnected)

Has your school adopted satisfactory control measures to introduce enhanced cleaning including for frequently touched surfaces? (Yes)

- Will cleaning arrangements be extended to cope with the increased numbers of staff and pupils in attendance in September? (Yes)

- Is there capacity amongst the cleaning staff to meet these increased requirements? If not, will additional cleaners be engaged? (Yes)

- Will advice to pupils emphasise the need to adhere to the same standards of hygiene and behaviour throughout all areas of the school? (Yes)

- Will all areas be thoroughly cleaned on a daily basis, with particular focus on frequently handled surfaces such as door handles, light switches, table/counter tops, handrails and bannisters, chairs, computers including mouse and keyboard, photocopiers, telephones, shared learning resources or toys, specialist equipment for SEND pupils, toilets and toilet handles, sinks, taps and other areas touched regularly, with additional cleaning during the day as necessary? Has it been agreed who will undertake this work? (Yes)

- Will dedicated space be available for any breastfeeding women to express milk, and will the space be cleaned thoroughly after each use? Has it been agreed who will undertake this work? (N/A)

- Will each classroom be provided with gloves and disinfectant spray in case a pupil coughs or sneezes on a piece of equipment or furniture? (Yes)

- Will adequate arrangements be in place for cleaning of shared items which cannot be left unused for 72 hours between use? (Yes)

- Will arrangements be in place to limit the extent to which pupil belongings and school items are brought into school or taken home and store belongings safely when in school? (Yes)

- Will arrangements be in place for limiting the handling of pupil work by staff, including amended arrangements for submitting work online in preference to physical paper and books, with subsequent changes in arrangements for marking? (Yes)

- What additional cleaning arrangements will be made for communal areas in boarding schools such as shared lounges, bedrooms and bathrooms? (N/A)

Has your school adopted satisfactory control measures for wearing PPE? (Yes)

As part of the risk assessment will appropriate PPE be provided for staff at significant risk, due to necessary close personal contact with pupils who can't control behaviour such as spitting, coughing or sneezing or whose behaviour or learning needs to be physically managed, including in Early Years and SEND settings but also cleaning and laundry staff, house parents and medical staff in boarding schools? (Yes)

- For these staff will each staff member be risk assessed to ensure that the most appropriate PPE for their individual needs and nature of work (eg changing students/working with risk of regular spitting), is sourced for their use in the workplace? (eg hearing aid users cannot wear ties around the ears, BSL users or those who need children to see their mouth will need clear masks etc)? (Yes)

- Will appropriate PPE also be provided for staff previously deemed to be extremely clinically vulnerable, clinically vulnerable (including pregnant women) or otherwise at higher risk, or who have vulnerable family members, who are returning to work in school? (Yes)

- Will all staff or pupils who choose to wear a face covering, whether a face mask/face visor or both, for purposes of personal reassurance be permitted to do so? (The HSE says that if staff choose to wear face coverings this should be supported by employers.) (Yes)

Engaging with the NHS Test & Trace process:

Has your school adopted satisfactory control measures to engage with the NHS Test & Trace process? (yes)

Will arrangements for compliance with the NHS Test and Trace system to be communicated to all staff, students, visitors and parents? (Yes)

- Will these arrangements provide that children sent home with symptoms do not return to school until either the isolation period has passed or a negative test result is provided? (Yes)

Has your school adopted satisfactory control measures to manage confirmed COVID-19 cases in the school community? (Yes)

- Will the school undertake to follow DFE advice on sending home anyone who have been in close contact with confirmed cases and advising them to self-isolate for 14 days? (No – they are to get a test and confirm the result with the school, to then get advice from PHE/ local Health Protection Team)

- Will these arrangements provide that children sent home with symptoms do not return to school until either the isolation period has passed or a negative test result is provided? (Yes)

- Will specific staff members be appointed to liaise with the local health protection team as necessary and identify close contacts in the event of any confirmed cases? (Yes – the Head of School/ Exec Head)

- Will the school seek the advice of the local health protection team on sharing information about the identity of confirmed cases? (Yes)

- Where this impracticable, such as potentially for overseas pupils in boarding schools, has special provision been made for self-isolation? (N/A)

Has your school adopted satisfactory control measures to contain any outbreak by following local health protection team advice?

Will an assurance be given that staff will be told whenever a child or staff member goes home with COVID-19 symptoms? (Yes)

- Will an assurance be given that trade union reps will be involved including in liaison with the local health protection team? (Where relevant, yes)

- Can an assurance be given that all necessary information about potential outbreaks will be treated as urgent and shared with staff at an early stage? (Yes)

Grouping children

Has your school adopted satisfactory control measures for social distancing when grouping students?

- Have decisions been made to keep the size of bubbles as small as possible? (Yes)

- In primary schools, does the school plan to restrict the size of bubbles to no larger than one class? (No)

- Given that Early Years children cannot socially distance will sufficiently small groups/ bubbles be maintained at all times? (Yes)

- In secondary schools, does the school plan to restrict the size of bubbles for KS3 students to no larger than one class? (No – departments)

- In secondary schools, does the school plan to restrict the size of bubbles for KS4 students to no more than half of an entire year group? (N/A)

- Will teachers working with students in a particular bubble remain separate from students in other bubbles at all times? (Yes – where possible)

- If no, will steps be taken to minimise the extent to which teachers move between bubbles? (Yes)

- Will support staff working with students in a particular bubble remain separate from students in other bubbles at all times? (Yes)

- If no, will steps be taken to minimise the extent to which support staff move between bubbles? (N/A)

- Will an assurance be given that classroom support staff will not be expected to teach whole classes as a result of these arrangements? (Dependent on cover situations and expectations of pay grades).

- Will arrangements ensure that pupils with special needs receive consistent support from the same key workers where possible? (Yes)

- Have arrangements been made to ensure that IT Technicians are able to avoid the crossing of "bubbles" and maintain social distancing with pupils and colleagues? (N/A)

- In boarding schools, will students in a particular house bubble remain separate from other house bubbles at all times? (N/A)

- Will staff working with students in boarding house bubbles remain separate from staff delivering the curriculum during the day? (N/A)

- Are arrangements in place for pupils to safely access quiet spaces, sensory rooms during the school day, taking into account the need to maintain bubbles and clean between users? (Yes)

Measures within the classroom

Has your school adopted satisfactory control measures for social distancing within the classroom?

- Will the lay out of classrooms be adapted and furniture removed in order to increase distance between staff and pupils and between staff and other staff? (Yes)

- Will the school's arrangements ensure that staff maintain a 2 metre distance from other staff and students at all times? (Yes where possible)

- In secondary schools, will the school's arrangements ensure that students maintain a 2 metre distance from other students at all times? (No, but where possible)

- Will pupils who are old enough to maintain distancing from staff and their peers be expected and supported to do so? (Encouraged to do so)

- Will other measures be adopted in the classroom to offer protection to staff in cases where children cannot be expected to maintain social distancing, eg SEND/Early Years pupils? (PPE, visors, handwashing, vigilance for signs of Covid)

Measures elsewhere

Has your school adopted satisfactory control measures for social distancing elsewhere in the school?

- Will the school avoid large gatherings on site, eg assemblies with more than one year group? (Yes)

- Have arrangements been made to ensure that the integrity of "bubbles" and social distancing arrangements can be maintained in the school library? (Yes)

- Will arrangements for lesson changeover and pupils needing time out ensure that overcrowding in corridors is prevented? (Yes)

- Will there be a one-way system with appropriate floor markings and single file walking if necessary? (No)

- Will there be arrangements for safe movement on staircases and in lifts? (Yes)

- Will there be arrangements for pupils who need additional assistance with movement around the school? (Yes)

- Will lunch breaks be staggered? (Yes)

- If so, how many separate lunchbreaks will this require, allowing time for cleaning of surfaces between sessions? (Yes)

- Has provision been made for cleaning staff to clean between sittings?' (Yes)

- If lunch breaks are to be staggered, is there capacity amongst the catering staff to meet the increased hours? If not, will additional staff be engaged? (Yes)

- Will arrangements for access to pupil toilets ensure that overcrowding is prevented and that dignity/privacy can be maintained for pupils with SEND and for very young pupils?? (Yes)

- Will arrangements be in place for staff to be on duty at all times monitoring safe movement around the site? (Yes)

- Will the school adopt other arrangements to keep movement around the school site and overcrowding to a minimum? (Yes – staggered breaks)

- Has space been identified for pupils who need to be withdrawn from the classroom for whatever reasons? (Yes)

- Will there be arrangements to allow staff to take their breaks away from pupils and in a safe environment? (Yes)

- Has the school adopted suitable arrangements (in line with their subject association COVID-19 guidance and the *Back to School* guidance from CLEAPSS) by reorganising teaching resources in those classes in specialist practical subjects, where pupils normally access equipment and materials as needs dictate during practical activities? (N/A)

- Has the school adopted suitable arrangements in those classes in specialist practical subjects, to enable the safe storage of work-books and/or practical work in progress? (Yes)

- Has the school conducted a review of HACCP procedures to consider and reflect any impact from these changes on food safety. Of help will be the FSA guidance for food businesses on adapting and reopening due to COVID-19? (Yes, though not formal

reviews)

- Will communications on social distancing arrangements take place regularly to reinforce key messages with translation into the preferred language of employees for whom English is not the first language? (Yes)

- If lifts are used are they cleaned during the day? (after usage)

Measures for arriving at and leaving school

Has your school adopted satisfactory control measures for social distancing on arrival and departure?

- Will there be staggered start and finish times to reduce contact between pupils? (No as this would extend the day but measures in place)

- Will there be arrangements in place to prevent overcrowding at the school gate and any other potential areas of overcrowding? (Yes)

- Will sufficient staff be on duty to monitor safe arrival and departure for each group of pupils, including to support pupils who need it (those with SEND/anxiety etc)? (Yes)

- Will arrangements be in place throughout the day to ensure that unauthorised visitors are not admitted and authorised visitors allowed in? (Yes)

- Will parents/carers be instructed that they may not come onto the premises unless they have an appointment or it is an emergency situation? (Yes)

- Will confirmation be given that there will be no blanket ban on the wearing of face coverings in school/college? (Yes)

Staff who are vulnerable or otherwise at increased risk

Has your school made satisfactory plans to address vulnerable and higher risk individuals?

- Has the school agreed to carry out individual risk assessments for each employee taking account of their personal and household circumstances and local circumstances with regard to COVID-19? (Yes)

- Has the school in particular agreed to individual risk assessments for staff who are clinically extremely vulnerable, clinically vulnerable (including pregnant employees) or at increased risk (in particular older staff, disabled staff and Black staff) or who live with such people? (Yes)

- Has the school agreed that these risk assessments will be reviewed as at the start of September term taking account of any changes to personal or local circumstances? (Yes)

- Has the school agreed that all employees who are clinically extremely vulnerable (CEV) or live with CEV people will be permitted to work at home in September if they wish to do so? (dependent on individual risk assessments)

- Has the school agreed to consider appropriate measures for employees who are clinically vulnerable or at increased risk, such as working at home, working in amended roles at home or amended roles in school where it is possible to maintain social distancing, or wearing PPE where desired? (dependent on individual risk assessments)

- Has the school agreed to plan for September on the basis that not all members of staff will necessarily be able to attend school then? (dependent on changes to circumstances but preparing for absences)

Supporting staff – workload and wellbeing

Has your school made satisfactory plans to address well-being and workload?

- Will formal confirmation be given to staff that the overall working day will not be longer for any members of staff as a result of these changes and that for hourly paid staff any additional hours required will be on a voluntary basis, agreed with individual staff members and will be paid? (Yes)

- Will the school agree to conduct a workload impact assessment which addresses the level of staff workload and working time demands in the light of proposed working arrangements from September? (Not planned though consideration with the Wellbeing work being undertaken).

- Will the school consult formally on directed time arrangements for teachers and publish an overall school calendar and individual directed time calendars? (1265hrs as usual)

- Will the school allocate additional planning & preparation time to staff for the autumn term? (10% plus additional where possible, but dependent on staff absence)

- Will the school review and identify additional support for newly and recently qualified staff, staff new to the school, and any staff anxious about returning or continuing to work at home? (Yes)

- Will INSET days be used in a way which best supports staff in relation to wider opening? (Not specifically planned, though all INSET is relevant and purposeful to improving our provisions)

- Will there be other arrangements to support staff wellbeing such as stress and workload surveys and provision of individual support for staff experiencing anxiety or effects of trauma? (Yes)

- Will the school continue with online meetings and keep to a minimum physical meetings in order to reduce transmission and time spent in the school building? (Yes)

- Will the school consider PPA and directed time outside pupil hours being spent working from home? (Unlikely to be possible because of duties at the beginning and ends of the day)

Support staff and visiting specialist staff; supply staff; and staff taking leave

- Is the expectation that support staff will carry out their normal role as per their job description? (Yes)

- Will any additional work and hours be agreed with the member of staff and paid accordingly? (Leaders have the bulk of additional work)

- If teaching assistants are to be asked to lead groups or cover lessons will they be the right grade (eg HLTAs, Cover supervisors) and will they have the support, training, skills and experience needed? (Yes)

- Will the school consider alternative arrangements for external agencies which minimise the need for physical visits, in-person observations and face to face assessments? (Yes)

- Will the school adopt a policy for continued employment for peripatetic and supply staff as necessary in order to ensure such staff are able to continue to support the school as needed? (Dependent on the service)

- Will arrangements be in place to ensure that supply and peripatetic staff are informed about and supported with regard to safety measures when in school? (Yes)

- Has the school agreed that any staff required to quarantine in September as a result of holidays booked prior to the Government's quarantine announcement will be able to work at home or be allowed paid leave of absence? (Prior to announcement – yes, post announcement this is not paid leave of absence).

- Are there arrangements in place to ensure only essential visitors are allowed on site? (Yes)

- Are there arrangements in place to ensure that visiting staff are considered during any test and trace process and can be contacted if necessary? (Yes)

- Do the staff working for contractors in schools have access to full contractual sick pay and is the real living wage paid as a minimum? (All HCC contractors, minimum wage, but not all the 'real ' living wage).

School operations

Dedicated school transport
Has your school made satisfactory plans for dedicated school transport including statutory provision?

- Has the risk assessment of the school's transport provider been seen and the school been consulted on it? (Yes, HCC and Operations)

- Will satisfactory arrangements be made for distancing in seating plans (and in particular will it be possible to group pupils on transport according to their groups when in school)? (No, it is not possible)

- Will additional staff be needed to drive and supervise extra school buses, if this is deemed necessary to maintain social distancing? If so, will additional staff be engaged? (N/A)

- Will satisfactory arrangements be made for supervision of boarding & disembarking including using sanitiser when boarding & disembarking and for complying with seating plans? (Yes)

- Will arrangements be made for additional cleaning of vehicles? (Yes)

- What does 'additional cleaning' of vehicles involve and how often will cleaning take place? (wiping surfaces down and ventilation, leaving 48hrs between users)

- Will pupils aged 11 and above be required to wear face coverings on dedicated school transport as well as on public transport? (Optional)

- Will protocols be put in place for drivers/escorts to report to a member of staff any child who they deem to be unwell on the journey to school? (Yes)

- Will this include isolation of other students on that transport and the driver and escort? (Yes)

- Will drivers and escorts be instructed not to pick up students displaying symptoms? (Yes)

Student attendance

Has your school made satisfactory plans for student attendance?

- Will a flexible approach to mandatory attendance be adopted based on "working towards full attendance" and recognising the differing circumstances of families and pupils? (Yes)

- Will arrangements be in place to support families of Black students, students with SEND and others who may have increased concerns about resuming full attendance, particularly in areas where deaths from Covid have been high? (Yes)

- Will arrangements remain in place for remote education for students who cannot attend schools? (Yes, though not a full education – demands on teacher workload would be too high)

- Will the school ensure that its workload impact assessment includes remote education for students unable to return to school? Yes

Educational visits

Has your school made satisfactory plans for educational visits?

- Does the school intend to resume domestic educational visits not involving an overnight stay?

(Yes)

- Will staff be fully consulted on the resumption of a programme of educational visits and on individual proposed visits? (Yes)

- Will additional support be available from the Educational Visits Co-ordinator or other senior member of staff when planning any visit so that assurances can be given that venues are covid-secure?

(Yes)

School uniform

Has your school made satisfactory plans for school uniform policy in order to make it easier for everyone to wear clean clothes?:

- Will a relaxed uniform policy be in place? (As normal)

- Will this also apply to staff dress codes? (As normal)

Extra-curricular provision

Has your school made satisfactory plans for extra-curricular provision?

- Does the school intend to resume any breakfast and after-school provision? (review from half term)

- If so, will this be done without increasing contact and mixing and without increasing staff workload?(Review from Half term)

Curriculum expectations

Has your school made satisfactory plans to address curriculum expectations?

- Have staff been consulted on changes to the curriculum aimed at 'recovery' that is relevant and responsive to children and communities, that uses approaches and content from the previous year's curriculum? (Yes)

- Has additional time been provided for staff to ensure new activities and remote learning can be thoroughly and collaboratively planned? (Partially)

- Does your timetable give each year group access to all curriculum subjects and is there a good balance between core and foundation subjects? (Recovery curriculum initially)

- Does the timetable include sufficient creative subjects, and space for dialogue and sustained thinking? (Yes)

- Has the school agreed not to 'set' pupils in Y7 in order to better maintain consistent bubbles? (No)

- Will staff be consulted about spending catch-up funding and about the best ways to plan small group work for students to enable consolidation?? (Yes)

Behaviour and pastoral issues

Has your school reviewed its behaviour policy and pastoral systems to make them relevant and appropriate for the Coronavirus period? Yes

- Does the timetable include sufficient/increased time or additional arrangements for social and emotional support for students? (Yes)

- Have pastoral systems been reviewed to support students to make healthy transitions and continue to engage with their learning? (Yes)

- Has sufficient time been allocated to outdoor learning for all pupils, especially in EYFS? (Yes)

- How will learning, transitions and extra support for pupils with SEND be planned? (As per teacher and departmental work to support pupils' access learning and within the agreed curriculum)

- Has the behaviour policy been reviewed to acknowledge the increased level of trauma and anxiety experienced by students and the impacts on engagement, self-esteem and behaviours? (Yes)

Assessment and accountability

Has your school made satisfactory plans to address assessment and accountability?

- Has additional time been allocated within teaching time for ongoing assessment of pupils' baseline assessments and transitions from their previous class? (Yes)

- Will staff be consulted on what meaningful assessment will look like following the period of closure and remote learning? (Yes)

- **[Primary]** Has the school agreed that it will not carry out the government's baseline assessment in the autumn term and will not be an early adopter of the new EYFS curriculum? (Yes)

- **[Secondary]** Will the school maintain all GCSE subjects for pupils in Y10 and Y11? (Yes)

- **[Secondary]** Does the timetable enable pupils taking GCSE and other equivalent qualifications, to sustain study in those subjects where they are considering progression to further courses and possible career paths? (Yes)

- **[Secondary]** Has the school considered how to manage pupils' entry to the Autumn series of exams fairly, including for pupils who have left the school, and how to manage pupils' sitting the exams safely and with appropriate invigilation? (N/A)

- Will staff be consulted on new, innovative ways of working to build on lessons learnt and use of technology during the lockdown, eg use of technology and outdoor learning? (Yes)

- Has the school agreed not to link pay progression to pupil progress in 2020-2021? (Yes)

Contingency planning

Has your school made satisfactory contingency plans for responding to Covid-19 outbreaks?

- Will the school put a plan in place for students' remote education in the event of the school needing to close? (Yes)

- Will the school ensure that its workload impact assessment includes possible remote education for all students in the event of the school needing to close? (Yes)

- Will the school ensure that staff and students have full access to Government schemes around the provision of IT equipment? (Yes)

- Will there be full consultation with trade union reps on contingency plans? (Yes)

Additional Checklist for Special Schools

- Is the school considering the need for additional preparation time for SEND students to be ready for a full return and therefore planning for a phased, more flexible return of students (eg during the first half of the autumn term)? (Yes)

- Will parents, carers and pupils be consulted on planned measures to protect them and others? (Dependent on need)

- Has the process included risk assessments for individual pupils identified as at greater risk, including users of wheelchairs and other physical aids? (Yes)

- Is there a plan in place to assess risk for every child with an EHC plan (most children in a special school setting)? Which staff will be involved in this process? (Teachers, HoDs, DSL, Heads of School)

- Have staff, parents and pupils (if over 16 and appropriate) been consulted about plans for September? (informed, not consulted)

- Have 'bubbles', equipment use, transport, personal care needs etc been taken into account in the risk assessment? (yes)

- Has the risk assessment of the school's transport provider been seen and the school been consulted on it?
(Yes)

- Has your school considered the implications of the temporary changes to the law on its capacity to support students? (Yes)

- Will all children be able to access any additional external support that they require to fully participate? (all)

- Will central support team staff, therapy staff and peripatetic teachers be able to access the school and work with students safely? Does the school have a plan for how this is to be managed? Can the school provide PPE/face coverings/masks/sanitiser to all visiting professionals who need it? (Yes)

- Will children be able to access any additional assessment required external to the school? (Yes)

Ensuring good respiratory hygiene

- Is PPE being provided and worn by all staff managing tracheostomies or other tubing processes for students? Is adequate time being allowed for them to put on and remove the PPE before and after carrying out procedures? (N/A)

- Has the school included the risks from the 'airborne transmission of respiratory droplets' for staff working with children who regularly spit or use saliva as a sensory stimulant? (Yes –visors advised to be worn, though optional for the individual.)

- Will windows be kept open at all times to aid ventilation? (yes)

- Will doors be kept open where possible to aid ventilation? Has this been risk assessed in terms of students for whom leaving the door (or windows) open would not be safe? (some doors safe to leave open, other classes this is not the case)

Introducing enhanced cleaning

- Will arrangements be in place to limit bringing of pupil belongings into school, store such belongings safely when in school, and limit taking school items home and back into school? Will arrangements be in place for pupils to bring in items which support stimming etc safely? Will arrangements for this be discussed with parents/carers first? (Yes)

- Will adequate arrangements be in place for cleaning of shared items, such as therapy or support aids, which cannot be left unused for 72 hours between use?
(Yes)

Wearing personal protective equipment (PPE) where appropriate

- Will appropriate PPE be provided for staff at significant risk, due to necessary close personal contact with pupils who can't control behaviour such as spitting, coughing or sneezing or whose behaviour or learning needs to be physically managed? (Yes)

- Will each staff member be risk assessed to ensure that the most appropriate mask or covering is sourced for their use? (eg hearing aid users cannot wear ties around the ears , BSL users or those who need children to see their mouth will need clear masks etc) (Yes)

- Will all staff being entitled to more frequent breaks in order to change the PPE/face coverings eg between sessions, after working with individual children and to hydrate properly (No – within teaching and support time)

Grouping children

- Has the school adopted appropriate ways of creating bubbles for the setting? (eg linked to corridor, series of rooms or other geographical arrangements, rather than by year group or just one class) (Yes)

- Are arrangements in place for pupils to safely access quiet spaces, sensory rooms during the school day? Will this be staffed, given the need to maintain bubbles? Will these areas be cleaned between users and by whom? (Yes – by the users and staff and those accessing the areas)

- Will staff such as subject specialists in special schools be given the option to work across bubbles or to live stream lessons from remote rooms? (Yes)

Measures within the classroom

- Given the number of students and staff in small classroom spaces in special schools, has a risk assessment been undertaken to judge safe numbers and the realistic possibility of any distancing? (Yes)

- Has the school identified quiet spaces for pupils with SEND who need them? (Yes, though this will change over time and needs)

- Has the school identified how staff will manage pupils who need support with personal care (eg going to the toilet) in a way that maintains their dignity?
(Yes)

- Has the school identified those who will support pupils with SEND in order to ensure those pupils who need them have regular consistent key workers? (Yes)

Dedicated school transport

Will arrangements be made for additional transport in order to permit fewer students per vehicle and shorter journey times? (No – dependent on the Transport contracts with parents)

- Will arrangements be made for drivers and escorts to wear face coverings? (Yes they are)

- What arrangements are in place for transport and escorts if children need to return home? (arrangements to do this)

The school workforce

- Will the school conduct individual risk assessments for support staff working 1:1 with SEND pupils? (Yes)

- Will support staff be offered additional PPE/masks/face covering/gloves following risk assessment of the children they are working closely with students who may be less able to socially distance, may spit etc? (Yes)

- Has risk assessment been undertaken regarding protocols around positive handling/ restraint of pupils?
(Yes)

Hospital education on hospital sites

Are plans in place to risk assess every such student ? (Yes)

- What protocols are in place to isolate students showing signs of Covid 19 in a hospital setting? How will staff be informed? How will staff be isolated? (FHAU is controlling measures around students' wellbeing and status of Covid-19)

- What procedures are in place for creating bubbles of any sort in a hospital school setting? (limited, though procedures in place for social distancing)

- Will staff be provided with PPE/Masks when working closely with students? (yes)

- What safety measures are in place for staff who will be working with potentially different children and young people every week? How can this be managed safely? (close work with the FHAU unit staff)