

Hazard	Controls in place	Risk	On-going monitoring /actions	Status
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SEP 20 COVID 19 Risk Assessment

This Risk Assessment and Action Plan sets out the decisions taken and measures put in place to prepare for the full re-opening of Pittville School in September 2020 to ensure the school can operate in a safe way. Existing policies and guidance continue to apply alongside the actions within this document. Relevant government guidance as at the date of this document includes the main landing page with links to all relevant guidance to schools:

<https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19>

and;
Guidance for schools (Published 2 July 2020, last updated 18 December 2020)

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

Last updated 07 January 2021

During the period of national lockdown schools should allow only vulnerable children and the children of critical workers to attend. All other students should not attend and should learn remotely until February half term. Students that are self-isolating should not attend school. Clinically extremely vulnerable students are advised not to attend school.

The school is participating in the rapid asymptomatic testing programme and follows the guidance to schools:

<https://www.gov.uk/guidance/asymptomatic-testing-in-schools-and-colleges>

Last updated 07 January 2021

The school has a mass lateral flow testing risk assessment.

The public health advice in the above guidance advises on a PHE-endorsed ‘system of controls’, which build on the hierarchy of protective measures that have been in use throughout the coronavirus (COVID-19) outbreak. When implemented in line with the revised risk assessment below, these measures create an inherently safer environment for children and staff where the risk of transmission of infection is substantially reduced.

The guidance recognises there cannot be a ‘one-size-fits-all’ approach where the system of controls describes every scenario. The guidance anticipates that the Senior Leadership Team will be best placed to understand the needs of their schools and community, and will make informed judgments about how to balance delivering a broad and balanced curriculum, including full educational and care support for those students who have SEND, with the measures needed to manage risk.

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The school has worked closely with heads of department, staff, unions, parents and students to find the best approaches to implementing sensible and proportionate control measures to reduce risk to the lowest reasonably practicable level. Active arrangements are in place to continually monitor the controls to ensure they remain effective. The risk assessment is structured to consider the following key risks:

- Individuals vulnerable to serious infection coming into school
- Contact with someone suffering from Coronavirus
- Contact with Coronavirus when getting to and from school
- Spreading infection due to touch, sneezes and coughs
- Spreading infection through contact with Coronavirus on surfaces
- Spreading infection due to excessive contact and mixing between students and staff in lessons
- Spreading infection due to excessive contact and mixing between students and staff around and outside of the school
- Spreading infection due to the school environment
- Spreading infection due to excessive contact and mixing in meetings

Blue text is where the school must have controls in place at all times; black text is where the controls need to be balanced with the need to provide a full curriculum.

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System of controls

This is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the following sections.

Prevention

- 1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.
- 2) Where recommended, the use of face coverings in schools.
- 3) Clean hands thoroughly more often than usual.
- 4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- 5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
- 6) Minimise contact between individuals and maintain social distancing wherever possible.
- 7) Where necessary, wear appropriate personal protective equipment (PPE).
- 8) Always keeping occupied spaces well ventilated.

Numbers 1 to 5, and number 8, must be in place in all schools, all the time.

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Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances.
 Number 7 applies in specific circumstances.

Response to any infection

- 9) Engage with the NHS Test and Trace process.
- 10) Manage confirmed cases of coronavirus (COVID-19) amongst the school community.
- 11) Contain any outbreak by following local health protection team advice.

Numbers 9 to 11 must be followed in every case where they are relevant.

<p>Individuals vulnerable to serious infection coming into school (1)</p>	<p>INDIVIDUAL RISK ASSESSMENTS The school will continue to follow any shielding guidance in place to decide who should come into school. https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 Last updated 13 January 2021</p> <p>Staff have been assessed using the guidance above. This process has identified 1 member of staff in the clinically extremely vulnerable category. This member of staff is support staff and consequently has had low levels of contact with students.</p> <p>The timetable has been substantially reorganised to ensure any identified vulnerable teaching staff do not move round the school as much as other staff and in some individual cases do not have face-to-face contact with students.</p>	<p>Risk that staff have not shared all pertinent information and the risk assessment is scored too low.</p>	<p>SLT will continue to have an open-door policy. CLs and line managers will have regular “check-in” conversations with staff</p>	<p>Complete</p>
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	<p>11 members of staff have been identified as in the vulnerable category. To protect confidentially details of these risk assessments will not be published.</p> <p>Staff who are pregnant are in the clinically vulnerable category and are advised to follow the above advice and the school will follow the same principles in line with normal health and safety obligations.</p> <p>To protect confidentially details of these risk assessments will not be published</p>			
<p>Contact with someone suffering from coronavirus (1)</p>	<p>Everyone will be asked not to come into school if they need to self-isolate under current guidance. Regular reminders will be given about this to enforce message.</p> <p>Anyone self-isolating with symptoms will be encouraged to access testing and engage with the NHS Test and Trace process.</p> <p>If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be picked up.</p> <p>Detailed guidance in TCSAT Infected Person Guide</p>	<p>Risk that staff or students may come to school with symptoms despite guidance.</p>	<p>Covid room set up for isolating child / staff with symptoms Sufficient and suitable PPE in school Signage made for use during isolation Frequently remind parents and staff of guidance</p>	<p>Complete – continue to monitor changes to guidance and update parents with any new guidance.</p>
<p>Contact with coronavirus when getting</p>	<p>Everyone attending school site will be encouraged to walk or cycle into school, and asked to avoid taking public transport during peak times if possible. Clear guidance to parents required.</p>	<p>Residual risk is low, as the majority of students arrive by car, walk or cycle. Guidance provided to parents</p>	<p>SLT will monitor traffic and congestion</p>	<p>Complete</p>

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to and from school (1)	Anyone who needs to take public transport will be referred to government guidance.			
Contact with coronavirus when getting to and from school (1)	PARENT DROP OFF Parents/carers who need to drop off and pick up students will be told through messages and signage to remain in vehicles when dropping off or picking up students	Residual risk is low as most parents stay in their car anyway	SLT and teachers will be on duty will monitor car drop offs	Complete
Use of face coverings in school (2)	FACE MASKS Students and staff will wear face masks or non-disposable face coverings in school in the corridors and communal areas. Students will be expected to bring a plastic bag to keep these in during the school day when in the classroom or outside. Students will be made aware that they mustn't touch the front of the covering during use or removal.	The majority of students will wear masks. A small number of students are exempt as per the guidance. This assessment is made by the SENCO and a list of exempt students maintained.	Regular reminders of COVID "rules" will be given through tutor time and year group assemblies. Students have received guidance on the safe way to wear, remove, store and clean masks on 2 nd November. Masks are supplied to students who have forgotten one, or it has become soiled or unsafe.	Complete – continue to monitor for any changes in guidance and local COVID alert level.
Clean hands thoroughly more often than usual (3)	HANDWASH FACILITIES Everyone in school will: • Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using NHS guidelines, or use alcohol-based hand sanitiser to cover all parts of their hands	Residual risk that students don't wash or sanitise hands.	Teachers will supervise sanitising hands entering the classroom and lunchtime duty staff will monitor hand-washing before and after eating. Guidance for students, parents and staff will be provided with regular reminders	Complete

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	<ul style="list-style-type: none"> • Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing • Be encouraged not to touch their mouth, eyes and nose <p>Additional hand sanitising stations will be placed outside the canteen and food quad so students can wash before and after eating.</p> <p>Hand sanitiser will be provided at entrances and exits to the school and outside most class rooms. Where that is not possible hand sanitiser will be available in classrooms (Students will be encouraged to bring their own sanitiser or skin friendly cleaning wipes).</p> <p>Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they're not close to running out.</p>			
<p>Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it, approach (4)</p>	<p>HYGIENE (General)</p> <p>Everyone in school will be encouraged not to touch their mouth, eyes and nose.</p> <p>Everyone in school will be instructed to use a tissue or elbow to cough or sneeze, and use lidded bins for tissue waste (per classroom block)</p> <p>Students will be encouraged to learn and practise these habits in lessons and by posters put up across the school. Lidded bins will be provided in each classroom, emptied at the end of the day and disposed of following double bagging and storage guidance.</p>	<p>Residual risk that students don't wash or sanitise hands.</p>	<p>Teachers will supervise sanitising hands entering the classroom and lunchtime duty staff will monitor hand-washing before and after eating.</p> <p>Guidance for students, parents and staff will be provided with regular reminders</p> <p>Hygiene posters in all classrooms</p>	<p>Complete</p>

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Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it, approach (4)	<p>HYGIENE (SEND) Consider if there are any students at your school that won't be able to maintain good respiratory hygiene, such as students with complex needs who spit uncontrollably or use saliva as a sensory stimulant, and if there are different/additional measures you can put in place for these children and the staff who work with them.</p>	There are no students in the school that fall into this category		Complete
Spreading infection through contact with coronavirus on surfaces (5)	<p>ENHANCED CLEANING (MINIMUM TWICE A DAY) The current guidance requires the school to be cleaned twice a day (with one of those cleans at the end of the day) and to also clean between year groups. This has been achieved by:</p> <ul style="list-style-type: none"> - Additional cleaning staff and additional hours to ensure desks and chairs can be cleaned during split lunches. - The use of fogging machines to sanitise whole areas is available where there is IT and equipment that can't be easily cleaned. - the provision of disinfectant and disposable towels to allow students and teachers to their own desks should they choose to for their own reassurance <p>Our cleaning staff will regularly clean frequently touched surfaces using standard cleaning including:</p> <ul style="list-style-type: none"> • Banisters • Classroom desks and tables 	Residual risk that cleaners do not clean to required standard.	Teachers have access to email system to report any cleaning issues SLT and Site Team will monitor	Complete

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	<ul style="list-style-type: none"> • Bathroom facilities (including taps and flush buttons) • Door and window handles • Furniture • Light switches • Reception desks • Telephones • Fingerprint scanners <p>Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out</p>			
Spreading infection through contact with coronavirus on surfaces (5 & 7)	<p>IN-SCHOOL CLEANING – (Eating areas) Shared rooms, such as dining areas, will be cleaned between different groups using them. Year groups will be separated by utilising the canteen and food quad.</p> <p>The school will continue to operate a split lunch as per staff and parent powerpoint. A full risk assessment for the Kitchen and eating areas has been completed covering:</p> <ul style="list-style-type: none"> • Preparation of food • Serving food • Taking payment (tills) • See separate Catering Risk Assessment 	Kitchen staff have not read or do not follow new procedures Students go to the wrong facility to eat	Catering Manager will ensure new procedures are followed Teachers to ensure students are in the right zones	Complete
Spreading infection through contact with coronavirus	<p>IN SCHOOL CLEANING – (Specific areas) Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products. Risks assessments have been completed for each curriculum area across the school and specific cleaning</p>	Risk that departments with specialist resources (e.g. science, PE, drama, music, DT) don't follow procedures to clean equipment / rooms.	CLs will monitor and ensure procedures on the risk assessment for cleaning are followed.	Complete

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<p>on surfaces (5)</p>	<p>requirements for each curriculum area have been incorporated into the over-all plan. Additional staff have been employed and additional equipment including:</p> <ul style="list-style-type: none"> • Spray antivirus cleaning fluid • Alcohol wipes <p>Unnecessary sharing will be avoided, especially where it doesn't contribute to student education and development. Any resources shared between groups will be either:</p> <ul style="list-style-type: none"> • Cleaned frequently and meticulously between groups using them; or • Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups. 			
<p>Spreading infection through contact with coronavirus on surface (5)</p>	<p>IN SCHOOL CLEANING – (Deep Cleans) If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following decontamination guidance.</p>	<p>Residual risk that not all areas are deep cleaned – this is minimal if the detailed guidance in TCSAT Infected Person Guide is followed</p>	<p>Staff to be aware of and understand TCSAT Infected Person Guide is followed (INSET day)</p>	<p>Complete</p>
<p>Spreading infection through contact with coronavirus on surfaces (5)</p>	<p>SHARING RESOURCES Students and parents/carers will be asked to limit the amount of equipment they bring into school each day to essentials like bags, lunch boxes, hats, coats, books, stationery and mobile phones. Individual and very frequently used equipment, like pens and pencils, will not be shared.</p>	<p>Residual risk that guidance is not followed or there is a breakdown in the cleaning regime for departments</p>	<p>SLT and CLs will regularly monitor. Open door policy for reporting issues. Email system to report cleaning issues</p>	<p>Complete</p>

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	<p>All students will be told to bring a pencil case containing: pens, pencils, ruler, rubber, sharpener, glue stick, scissors, green pen, calculator, compass and protractor. This will be provided for PP students.</p> <p>TAs will have named pencil case for students unable to manage their own resources. These should be left overnight in the TA base.</p> <p>All departments will have year sets of textbooks (or are leaving them for 48 hours between year groups)</p> <p>Each Year group have separate equipment packs for each year in each classroom</p> <p>Remote controls/workstations (wipes available) in classrooms will be sanitised between staff changes.</p>			
<p>Spreading infection through contact with coronavirus on surfaces (5)</p>	<p>MARKING BOOKS</p> <p>Teachers will wash their hands and surfaces before and after handling students’ books.</p> <p>Books and other resources that students or staff take home will be either:</p> <ul style="list-style-type: none"> • Cleaned frequently and meticulously between groups using them; or • Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups 	<p>Residual risk that guidance is not followed.</p>	<p>Regular monitoring by SLT and CLs. Policy made clear to all staff (Sept 3 staff meeting)</p>	<p>Complete</p>
<p>Spreading infection through contact with coronavirus</p>	<p>CLEANING (SEND)</p> <p>Resources will be kept for individual students in individual trays and only handled by the TA or student.</p> <p>If Students use laptops– these will be wiped after use.</p> <p>Intervention areas will be wiped down at the end of each session.</p>	<p>Cleaning procedures are not followed by students or staff</p>	<p>To be monitored and managed by SENDCO</p>	<p>Complete</p>

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on surfaces (5)	Any shared resources (that can't be restricted to one user) will be rotated so it can be unused for 48 hours (72 hours for plastics) between use by different individuals.			
Spreading infection due to excessive contact and mixing between students and staff in lessons (6)	<p>MINIMISING CONTACT (Year Groups)</p> <p>Students in Year 7 and 8 will be kept to their class groups where possible.</p> <p>All other students will be kept to their year groups as far as possible</p> <p>Where possible, students will be seated side-by-side and facing forwards, and unnecessary furniture will be moved out of classrooms to allow for this.</p> <p>Where forward facing desks are not possible – the smallest classes possible have been timetabled to those rooms.</p>	Some classrooms are size restricted and do not allow for forward-facing desks. This increases the risk of contact and mixing, but only within the year group.	All staff aware and informed of the policy. No assemblies taking place.	Complete - Clear instructions for staff on INSET days. Reminders on daily SLT Briefings emailed to all staff.
Spreading infection due to excessive contact and mixing between students and staff in lessons (6)	<p>MINIMISING CONTACT (Staff and Teaching)</p> <p>Staff can work across different groups in order to deliver the school timetable, but they will keep their distance from students and other staff as much as they can (ideally 2 metres apart).</p> <p>Close face-to-face contact will be avoided, and time spent within 1 metre will be minimised.</p> <p>Guidance and posters to remind staff and students will be in each classroom.</p>	Residual risk that some teachers will “walk” the classroom or that students will forget to social distance.	All staff aware and informed of the policy	Complete - Clear instructions for staff on INSET days. Reminders on daily SLT Briefings emailed to all staff.

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Spreading infection due to excessive contact and mixing between students and staff in lessons (6)	<p>MINIMISING CONTACT (QUALITY ASSURANCE ACTIVITIES)</p> <p>Only one adult (apart from teacher and TA) may observe a lesson/undertake a student pursuit.</p> <p>Observer must remain at back of class unless moving around room-must adhere to the 15 minute rule and social distancing rules.</p> <p>Book scrutiny - Staff undertaking these will have to adhere to strict hand sanitising-books must not leave the school site.</p>	Some classrooms are size restricted. Too many adults in room so social distancing is compromised	Open door policy for teachers to raise concerns	Complete
Spreading infection due to excessive contact and mixing between students and staff in lessons (6)	<p>MINIMISING CONTACT (CLASSROOMS)</p> <p>Maximum number of students per room has been determined – classes have been re-timetabled if the room is too small</p> <p>Each class has adequate space for 2m teacher zone</p>	Some classrooms are size restricted and do not allow for forward-facing desks. This increases the risk of contact and mixing, but only within the year group.	Open door policy for teachers to raise concerns	Complete
Spreading infection due to excessive contact and mixing between students and	<p>MINIMISING CONTACT (GROUP WORK)</p> <p>Group work will not take place in the classroom unless there is an individual risk assessment in a particular room or individual subject e.g. PE and practical lessons in Science to control the risk</p>	Students not following instructions. Staff not aware of all procedures. Risk is minimised due to year group bubbles.	CL to monitor	Complete

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staff in lessons (6)				
Spreading infection due to excessive contact and mixing between students and staff in lessons (6)	<p>MINIMISING CONTACT (EXAMS) Exams will take place in a controlled environment where students are in year group bubbles and staff adhere to school controls and observe social distancing guidance as above.</p>	Students not following instructions. Staff not aware of all procedures. Risk is minimised due to year group bubbles.	SLT to monitor	Complete
Spreading infection due to excessive contact and mixing between students and staff in lessons (6)	<p>MINIMISING CONTACT (PE) For physical activity, contact sports will be avoided. Outdoor sports will be prioritised where possible, or large indoor spaces used where it is not. Distance between students will be maximised as much as possible. Additional measures include: - Students with PE will come to school in kit on and change only if necessary e.g. wet weather. In these instances changing will be organised to ensure social distancing - The girls will spread out over 4 changing rooms and the boys change in the gym? - 3 bucket system to clean equipment - PE Revised Curriculum Plan - Changing rooms will be deep cleaned</p>	Students not following instructions. Staff not aware of all procedures.	CL PE to monitor SLT to approve extra-curriculum activities restarting.	Complete

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Spreading infection due to excessive contact and mixing between students and staff in lessons (6)	<p>MINIMISING CONTACT (DRAMA)</p> <p>Students will use outside spaces for practical work when it is dry.</p> <p>Practical work will have reduced physical contact and will avoid the sharing of props. Where possible, students will be advised to stand side by side rather than opposite.</p> <p>Scripts to be laminated so can be wiped clean</p> <p>KS4 Drama to use split space so that social distancing can be used</p>	Residual risk will be low as students are working as part of a Year Group bubble. Sensible classroom changes have been made to allow for more space and ventilation. Some risk unavoidable as students are working in groups. Special consideration to be made when groupings are organised for vulnerable students	Frequent discussions and updates between CDr and RG to look at positives / challenges around the Risk Assessment. Support in place for new member of the curriculum area.	Complete
Spreading infection due to excessive contact and mixing between students and staff in lessons (6)	<p>MINIMISING CONTACT (MUSIC)</p> <p>Instrument use will be limited to keyboards only, which won't be shared and all other instruments will be stored. Keyboards will be cleaned by wipes for class changeovers;</p> <p>Singing or instrument playing won't take place in any larger groups such as choirs or assemblies.</p> <p>Other changes to Music curriculum / teaching plans are:</p> <ul style="list-style-type: none"> - Laminate frequently used resources and wipe between classes - Student folders used for collecting work (KS3) -Year 7 and 8 lessons in normal classrooms 	Keyboards are not wiped properly between class changeover	CL to monitor and ensure cleaning is supervised.	Complete
Spreading infection due to excessive contact and	<p>MINIMISING CONTACT (SCIENCE)</p> <ul style="list-style-type: none"> - Groups of textbooks for Year 9, 10 and 11 will be shared across labs to eliminate cross-bubble contact 	Some staff start using internal doors	CL to monitor	Complete

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mixing between students and staff in lessons (6)	<ul style="list-style-type: none"> - Practical equipment will be closely monitored and allowed to quarantine between cross-bubble use. - The prep room should not be used for congregations and those using the photocopier should not linger. - The prep room doors should always be open to improve ventilation. - Goggles will be cleaned using Milton solution between uses. Buckets in classrooms will ensure this becomes habitual. <p>Guidance issued to staff by SK about working in science labs-3 Sept 20</p>	<p>Books will need clear labelling to stop accidental cross-bubble use.</p> <p>Staff may return to pre-COVID patterns.</p> <p>Non science staff teaching in science labs</p>		
Spreading infection due to excessive contact and mixing between students and staff in lessons (6)	<p>MINIMISING CONTACT (ART)</p> <p>To limit the sharing of resources the Art department will:</p> <p>Teach 7 and 8 lessons in non specialist rooms</p> <ul style="list-style-type: none"> - Use collection boxes to quarantine work - Additional polyfolders for the storing or work by individuals - Ask parents to buy additional items for KS3 students to have for their own use - Purchase additional resources e.g. paints so there is a set per year group - Purchase additional drying racks so there is a set per year group - Ask students to photograph homework, where possible, and upload to SMHW <p>To support cleaning the Art departments will use</p> <ul style="list-style-type: none"> - Soak buckets to disinfect paint brushes / paint tubes between classes - Laminate essential handouts/use disposable paper 	<p>Students don't follow non sharing procedures</p> <p>Parents provide individual resources</p> <p>Laminate where needed.</p> <p>Paper within year bubbles is OK</p>	<p>Staff to monitor closely and reinforce regularly at start of each lesson</p> <p>Spare packs of pencils etc available for PP students</p> <p>KK to monitor</p>	Complete

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Spreading infection due to excessive contact and mixing (6)	<p>MINIMISING CONTACT (D&T – textiles)</p> <p>Additional resources will be bought to ensure there is sufficient kit per year group (e.g. scissors, cotton etc). Additional text books will be bought to allow for a class set per year group if needed.</p> <p>Year 7 and 8 SOW will be changed to accommodate elements of the curriculum that require closer oversight by the teacher (so that social distancing can be maintained) and can be taught in non-specialist rooms</p>	There is a risk that the quantity of specialist equipment makes it difficult to clean all items between year groups	CL to monitor and use DT Technician to ensure cleaning regime is maintained	Complete
Spreading infection due to excessive contact and mixing between students and staff in lessons (6)	<p>MINIMISING CONTACT (D&T – Cooking)</p> <p>Aprons will not be shared – students will need to bring their own.</p> <p>Students will clean up room as usual, but will follow with a disinfectant wipe down. This will include the wiping of oven/fridge handles etc.</p> <p>Additional text books will be bought to limit sharing of resources if needed.</p>	There is a risk that the quantity of specialist equipment makes it difficult to clean all items between year groups	CL to monitor and use DT Technician to ensure cleaning regime is maintained	Complete
Spreading infection due to excessive contact and mixing between students and	<p>MINIMISING CONTACT (RM)</p> <p>To limit the sharing of resources the RM department will:</p> <ul style="list-style-type: none"> • Teach 7 and 8 lessons in non-specialist rooms • Use collection boxes to quarantine work • Use additional polyfolders for the storing or work by individuals 	There is a risk that the quantity of specialist equipment makes it difficult to clean all items between year groups	CL to monitor and use DT Technician to ensure cleaning regime is maintained	Complete

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staff in lessons (6)	<ul style="list-style-type: none"> • Purchase necessary additional resources e.g. so there is a set per year group • Ask students to photograph homework, where possible, and upload to SMHW <p>To support cleaning the RM departments will use laminate essential handouts/use disposable paper</p>			
Spreading infection due to excessive contact and mixing between students and staff in lessons (6)	<p>MULTI USE ROOMS Other classes taught in classrooms. Staff will move to rooms and are not in specialist rooms. Staff will be instructed to:</p> <ul style="list-style-type: none"> • Clean workstation after use –wipe key board, desk, remote control. Wipes provided in rooms. • take to room own resources e.g. board pens • Operate a clean desk policy. <p>Trolleys have been purchased for staff to use.</p>	Staff don't follow hygiene guidelines	SLT to monitor	Reminders on daily SLT Briefings emailed to all staff.
Spreading infection due to excessive contact and mixing between students and staff in lessons (6)	<p>MINIMISING CONTACT (Temporary staff) Supply teachers, peripatetic teachers and other temporary staff will be told to minimise contact and maintain as much distance as possible from other staff. The number of temporary staff entering the school premises will be kept to a minimum. Most peripatetic music teachers will be conducting lessons remotely. Those that need to come in (drum and electric guitar teachers) can be accommodated in larger rooms with better ventilation and social distancing. Peripatetic teachers to provide their risk assessments to school.</p>	Peripatetic teachers don't follow the guidance	Separate individual RAs for peripatetic music teachers. SLT to monitor	Complete

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	Please see detailed plan for further information.			
Spreading infection due to excessive contact and mixing between students and staff in lessons (6)	MINIMISING CONTACT (Trainees & Volunteers) Trainees and volunteers can work across different groups in order to deliver the school timetable, but they will keep their distance from students and other staff as much as they can (ideally 2 metres apart). Close face-to-face contact will be avoided, and time spent within 1 metre will be minimised. Guidance and posters to remind adults and students will be in each classroom.	Trainee teachers and volunteers don't follow the guidance	All trainee teachers and volunteers aware and informed of the policy and that they must adhere to the system of controls in school.	Complete - Clear instructions for trainees and volunteers on INSET or induction days. Supervising staff and SLT to monitor.
Spreading infection due to excessive contact and mixing between students and staff in lessons (6 & 7)	MINIMISING CONTACT (SEND) Any students with complex needs or who need close contact care will have the same support as normal as distancing isn't possible here. Specialists, therapists, clinicians and other support staff for students with SEND should provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene. TAs will maintain social distance guidelines	TAs do not wear PPE	SENDCO to monitor and manage All TAs have been issued face visors and reminded about the social distancing guidance and timings.	
Spreading infection due to excessive contact and mixing between students and staff around	MINIMISING CONTACT (LIBRARY) The library will be used as a teaching space The library will be closed at break and lunch. The library will therefore function via an online ordering system-click and collect. Books will be delivered to tutor groups or collected. Books will be returned via their tutor groups and will be quarantined for 48 hours.	Residual risk is low because students will not be using the library and will not be mixing.	Librarian to monitor	Complete

Hazard	Controls in place	Risk	On-going monitoring /actions	Status
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and outside of the school (6)	Non-essential furniture will be removed. See more detailed plan.			
Spreading infection due to excessive contact and mixing between students and staff around and outside of the school (6)	MINIMISING CONTACT (OUTSIDE) Students will be kept in the same groups at all times each day, and be kept separate from other groups. Outdoor space will be used for exercise and breaks, and for education where possible. The plan for keeping year groups apart in both good and poor weather is on the Sept 2020 powerpoint. Please see that document for the details.	Residual risk that students will not follow new rules.	Plan produced and in place, posters around the school. Additional duty staff on rota and ensuring year group bubbles-paid where necessary.	Complete Reminders and any adjustments communicated on daily SLT Briefings emailed to all staff.
Spreading infection due to excessive contact and mixing between students and staff around and outside of the school (6)	MINIMISING CONTACT (MOVEMENT) Movement around the school site will be kept to a minimum. Students will be supervised at all times to ensure mixing between groups doesn't occur, and they will be reminded about the rules throughout the day. One-way system around whole school – arrows on all key routes to remind staff and students.	Staff and students ignore and take short cuts	Staff on doors supervising corridors during changeovers. SLT at strategic points across the school Face Masks will be worn by students, staff & visitors in school in the corridors and communal areas.	Complete
Spreading infection due to excessive contact and	MINIMISING CONTACT (ENTRY AND EXITS) Corridors will have one-way circulation. One-way system around whole school – arrows on all key routes to remind staff and students.	Staff and students ignore and take short cuts	Staff on doors supervising corridors during changeovers. SLT at strategic points across the school	Complete

Hazard	Controls in place	Risk	On-going monitoring /actions	Status
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mixing between students and staff around and outside of the school (6)			Face Masks will be worn by students, staff & visitors in school in the corridors and communal areas.	
Spreading infection due to excessive contact and mixing between students and staff around and outside of the school (6)	MINIMISING CONTACT (CLASS CHANGES) Student groups will have staggered break and lunch times, and a staggered finish to avoid too many students being in one place at the same time.	Residual risk that there are still “pinch points” even with staggering.	Staff to ensure quick exit following one-way system after all lessons. Staff in pinchpoints to liaise to ensure staggered release. Face Masks will be worn by students, staff & visitors in school in the corridors and communal areas.	Complete
Spreading infection due to excessive contact and mixing between students and staff around and outside of the school (6)	MINIMISING CONTACT (SHARED ROOMS) Not all IT rooms will be bookable until the risk of Covid reduces. All shared rooms will be cleaned between each use.	Residual risk that enhanced cleaning regime misses a room.	Supervision of cleaning within zones and email system for teachers to report cleaning issues.	Complete

Hazard	Controls in place	Risk	On-going monitoring /actions	Status
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Spreading infection due to excessive contact and mixing between students and staff around and outside of the school (6)	<p>MINIMISING CONTACT (TOILETS)</p> <p>Toilets use will be managed to avoid crowding. Teachers to endeavour to stagger use before the start of the school day and to use all staff toilets across the site. Single students can be released during lessons to use the toilet, reducing pressure at break times. Different toilets identified for use by Year 7 and 8. Years 9, 10 and 11 will use main toilets but during staggered breaks and lunches. Toilets to be regularly cleaned throughout the day.</p>	Residual risk that there are insufficient staff and student toilets so queues are inevitable.	SLT to monitor Face Masks will be worn by students, staff & visitors in school in the corridors and communal areas.	Complete
Spreading infection due to excessive contact and mixing between students and staff around and outside of the school (6)	<p>MINIMISING CONTACT (STAFF FACILITIES)</p> <p>Staff room will become a work area – minimum use with 2m plus spaced working areas</p> <ul style="list-style-type: none"> - Teachers to disinfect copiers etc after use in shared office space - Teacher bring own tea and coffee. <p>Offices will be single person use only where social distancing is not possible.</p>	Residual risk that staff will not disinfect before and after.	SLT & CLs to monitor and manage	Complete

Hazard	Controls in place	Risk	On-going monitoring /actions	Status
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Spreading infection due to excessive contact and mixing between students and staff around and outside of the school (6)	MINIMISING CONTACT (VISITORS) No visitors to site unless absolutely essential. Movement around school to be kept to an absolute minimum. Visitors to the site, such as contractors, will have guidance on physical distancing and hygiene explained to them on or before arrival. Visits will happen outside of school hours wherever possible. A record will be kept of all visitors for test and trace.	Residual risk that non-essential visitors are invited to school	Reception to record visitors and SLT to review list at weekly meetings. All visitors aware and informed of the policy and that they must adhere to the system of controls in school.	Complete SLT to monitor
Spreading infection due to excessive contact and mixing between students and staff around and outside of the school (6)	MINIMISING CONTACT (SCHOOL TRIPS) No school trips unless essential to the curriculum. Any trips will be by year group and subject to a separate risk assessment that considers the coronavirus measures in place at the destination. Risk assess any proposed trips	No residual risk at present as no trips are currently planned	Full risk assessment will be put in place for any trips that do run. No overnight or overseas trips as per DfE guidance.	Complete
Spreading infection due to excessive contact and mixing between students and	MINIMISING CONTACT (EXTRA-CURRICULAR) No clubs with the exception of PE running single year group sports clubs.	Minimal residual risk	SLT to monitor and determine what clubs can run and when	Complete

Hazard	Controls in place	Risk	On-going monitoring /actions	Status
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staff around and outside of the school (6)				
Spreading infection due to excessive contact and mixing between students and staff around and outside of the school (6)	<p>MINIMISING CONTACT (Room 48 Internal Exclusion Room)</p> <p>Entry accompanied by a member of staff Hand washing on entry Social distancing at all times. Set spaces for different year groups to maintain bubbles. Keep year groups 2m+ apart. Table sanitised after student leaves KS4 to leave through fire exit door at rear Students supervised at all times and when leaving. Ks3 and KS4 taken separately to lunch, and socially distancing. If using IT equip. this must be wiped down at the end of use Equipment to be placed in the quarantine box Seating plan maintained each day</p>	Residual risk that enhanced cleaning does not happen	SLT to monitor	
Spreading infection due to excessive contact and mixing between students and staff around	<p>MINIMISING CONTACT (COMMUNITY LETS)</p> <p>Only 1 booking per facility (Hall, tennis courts, drama block) per day to ensure cleaning can be conducted and toilets are not shared. No bookings before 6pm to ensure the school can be cleaned. 2 additional members of staff employed to clean before and after lettings</p>	Risk that hirers do not stay in designated zones.	Lettings and site staff to monitor and manage	Complete

Hazard	Controls in place	Risk	On-going monitoring /actions	Status
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and outside of the school (6)	Bookings will be cancelled if clubs do not follow School's covid rules			
Spreading infection due to the school environment (6)	SCHOOL SET UP (Emergency Procedures) Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with limited staff and changes to how the school space is being used. Different muster points for 7 & 8 and 9-11. Outlined in staff powerpoint. Fire drill each half term	All procedures stay the same	SLT To monitor	Complete
Spreading infection due to the school environment (8)	SCHOOL SET UP (VENTILATION) Areas in use will be well ventilated by opening windows or using ventilation units. Doors will be propped open, where fire safety and safeguarding wouldn't be compromised. Students can wear coats indoors if rooms are cold in order to ventilate. Changing rooms limited use due to poor ventilation.	Areas of school are poorly ventilated leading to risk of infection spreading.	Heating and coat policy to be reviewed	Ongoing
Spreading infection due to the school environment (8)	SCHOOL SET UP (LIFT) The use of the lift will be avoided unless essential. Hand sanitiser will be used before and after use of lift.	Residual risk that hand sanitiser is not used, however it is unlikely that lift is used more frequently than every 48 hours, so will naturally decontaminate.	SLT to monitor	Complete
Spreading infection due to excessive	SCHOOL SET UP (MEETINGS) Where possible, all meetings will be conducted by telephone or using video conferencing. This includes	Where this isn't possible, essential meetings will be conducted outside, or in a	CLs and SLT to monitor	Complete

Hazard	Controls in place	Risk	On-going monitoring /actions	Status
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contact and mixing in meetings (6)	meetings with staff, parents/carers, visitors and governors. All parents evenings will use the virtual system.	room large enough to allow for social distancing.		
School specific	<p>BEHAVIOUR</p> <p>The Behaviour policy has been reviewed and updated and produced in poster form.</p> <p>Senior staff cover: Students will be brought to room 48 and 49 by the SLT on-call. This room will be supervised by SLT at all times.</p> <p>The behaviour policy has been updated with an addendum in line with government guidelines. Posters covering school rules and expectations, have been developed, covering the main points for when students return and will be in all classrooms. The senior leadership team will continue to do their learning walks and support in room 48 and 49.</p>	Students don't follow the policy. Sanctions as per the behaviour policy will be applied	SLT to monitor and manage	Complete
Staff Wellbeing	<p>STAFF WELLBEING</p> <p>Normal wellbeing initiatives will continue with additional sessions tailored for those feeling vulnerable</p> <p>Inset days/staff meetings will run in smaller groups in large spaces to allow for 2m social distancing. Staff will be taken through all the planning, risk assessments and guidance to provide reassurance on full school opening</p> <p>Zoom / Teams meetings will be used to support staff in further sessions</p> <p>Open door policy to HR and CLs and SLT</p> <p>Access to external support.</p>	Very small risk that some staff don't express concerns	<p>INSET/staff meetings split to reduce sizes.</p> <p>SLT alert to and ready to support with any issues</p> <p>SLT open door policy</p> <p>Employee helpline</p> <p>Staff reassured by validated risk assessment</p>	Complete

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Hazard	Controls in place	Risk	On-going monitoring /actions	Status
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	On-going well-being initiatives to be planned around staff needs			
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