

## **Coronavirus (COVID-19): Health and safety risk assessment checklist**

This is a live and active document which will continue to be shared with all staff and reviewed on a regular basis to ensure it meets the changing environment to control the spread of the virus.

The checklist outlines the system of controls identified by the government to be put in place to reduce the risk of transmission of the virus and inherently make the school a safe environment.

Where other separate health and safety procedures and written documents have already been produced (e.g. specific risk assessments currently in place and school policies), these can simply be referenced and updated in the checklist.

### **System of Controls**

The controls have been grouped into what measures all schools must put in place following the government guidance, with an additional group for other health and safety considerations. All are subject to change as guidance is updated.

## PREVENTION

\*1) Minimise contact with individuals who are unwell by ensuring that those who have COVID-19 symptoms, or who have someone in their household who does, do not attend school

\*2) Clean hands thoroughly more often than usual

\*3) Ensure good respiratory hygiene

\*4) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach

\*\*5) Minimise contact between individuals and maintain social distancing wherever possible

6) Where necessary, wear appropriate personal protective equipment (PPE)

**\*1-4 must always be in place at all the times**

**\*\*5 must be properly considered and schools should put in place measures that suit their particular circumstances**

**\*\*\*6 - applies in specific circumstances**

## RESPONSE TO ANY INFECTION

7) Engage with the NHS Test and Trace process

8) Manage confirmed cases of Coronavirus (COVID-19) amongst the school community

9) Contain any outbreak by following local health protection team advice

**7,8,9 must be followed in every case where they are relevant**

## OTHER CONSIDERATIONS

10) School Workforce

11) Building Management

12) Communication, training, monitoring and reviewing plans

13) Curriculum Specific

## Risk Rating:

This is a live and active document which will continue to be shared with all staff and reviewed on a regular basis to ensure it meets the changing environment to control the spread of the virus. Levels of risk will be amended accordingly.

<b>RAG Rating</b>	<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>
<b>Definition</b>	Not in place at all.	In place but not embedded; not everyone aware of it; evidence of effectiveness not known	Robustly in place; clear evidence of impact

## PREVENTION

### 1) Minimise contact with individuals who are unwell

Risk controls to be put in place	How will this be achieved:	Considering your controls record risk level	Assigned to:	Date completed:
		HIGH		
		MEDIUM		
		LOW		
1.1) Staff, children and parents/ carers to be informed about the following:-	IAG has been provided for pupils, staff and parents in advance of return to school. This advice is regularly revised subject to reference to latest Government guidance. For latest Government guidance please <i>click <a href="#">here</a></i> .	MEDIUM	SLT/RR	Ongoing

<p><b>1.2)</b> Coronavirus (COVID-19) symptoms and what to look for e.g. high temperature, new persistent cough or has a loss of, or change in, their normal sense of taste or smell.</p>	<p>Staff have been advised via e-mail sent 19/05/2020 of revised symptoms and directed to draw upon NHS guidance with regard to the appropriate actions to take should they or any member of their household experience such symptoms. (<a href="https://www.nhs.uk/conditions/Coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-Coronavirus-symptoms/">https://www.nhs.uk/conditions/Coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-Coronavirus-symptoms/</a>)</p>	<p><b>LOW</b></p>	<p>AL</p>	<p>19/05/2020</p>
<p><b>1.3)</b> Testing eligibility and how to access tests.</p>	<p>School website provides information for parents through links to relevant government guidance and as such is subject to regular updates as the guidance changes</p>	<p><b>LOW</b></p>	<p>SLT/RR</p>	<p>Ongoing</p>
<p><b>1.4)</b> Face masks/coverings are not recommended in schools.</p>	<p>Testing for staff displaying symptoms has been available via HR and is now readily available as required. Experience indicates that test results are available within 24 to 48 hours of test having taken place. Details on how to apply for a test can be found using the following link: <a href="https://www.nhs.uk/conditions/Coronavirus-covid-19/testing-for-Coronavirus/ask-for-a-test-to-check-if-you-have-Coronavirus/">https://www.nhs.uk/conditions/Coronavirus-covid-19/testing-for-Coronavirus/ask-for-a-test-to-check-if-you-have-Coronavirus/</a></p> <p>Government guidance as at 26/08/2020 states:</p> <p>‘while the government is not recommending face coverings are necessary, schools will have the discretion to require face coverings in communal areas if they believe that is right in their particular circumstances.</p> <p>In addition, and consistent with WHO’s new advice, the government will advise additional measures are taken in areas where the transmission of the virus is high. In these areas, defined as areas of national government intervention as <a href="#">listed on gov.uk</a>, the government’s guidance will state face coverings should be worn by adults and pupils in secondary schools when moving around the school, such as in corridors and communal areas where social distancing is difficult to maintain. It will not be necessary to wear face coverings in the classroom, where protective measures already mean the risks are lower, and where they can inhibit learning.’</p>	<p><b>MEDIUM</b></p>		

<p><b>1.5)</b> If child(s) are sent home due to Coronavirus (COVID-19) symptoms they are advised to self-isolate for 7 days. People in the same</p>	<p>Pupils are at their most vulnerable when moving between lessons or going to the washroom. Therefore, in light of this new government guidance the school will recommend that pupils should wear face coverings when not in lessons.</p> <p>In addition face coverings will be mandatory for all pupils travelling to school by bus.</p> <p>We will undertake to provide appropriate guidance to pupils and parents on the use of face coverings.</p> <p>We currently have 200 face coverings for use by staff as required and 150 face visors. We have sufficient stock of disposable gloves and aprons for all staff as required. These items of PPE are 'accredited and 'in-date' as per SMBC recommendations. We have a full set of approved PPE including disposable face visors for use by those members of staff (e.g. First Aiders) who may have to breach 2 metre social distancing.</p> <p>Pupils sent home due to Coronavirus symptoms are advised to self-isolate with their household for <b>10</b> days. People in the same household are to self-isolate for 14 days. This information together with links to relevant guidance is available on the school website</p> <p><u><a href="#">Covid19 guidance for households with possible Coronavirus (COVID-19) infection.</a></u></p> <p>For further guidance on what to do should a person develop symptoms of Coronavirus please see:</p> <p><u><a href="https://www.gov.uk/Coronavirus/education-and-childcare">https://www.gov.uk/Coronavirus/education-and-childcare.</a></u></p> <p>Government guidance states: 'If a member of staff has helped someone who was taken unwell with Coronavirus (COVID-19) symptoms, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is</p>	<p><b>MEDIUM</b></p>		
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<p>household are to self-isolate for 14 days.</p> <p><b>1.6)</b> If a child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.</p> <p><b>1.7)</b> If a child, young person or staff member tests positive, Public Health England will advise further on what action to take.</p>	<p>unwell. Cleaning the area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.’</p> <p>Where Staff at Heart of England have declared that they have been in contact with a person displaying symptoms we have asked them to self-isolate and obtain a Covid-19 test. If the test is returned negative then they can return to work.</p> <p>By restricting movement, social interaction and creating Year Group bubbles the task of identifying people who may have come into contact with a person testing positive for Covid-19 is made possible. In the event that a pupil or staff member tests positive Public Health England will be contacted immediately and the school will comply with any necessary and advised course of action.</p> <p><i>Send information to parents &amp; staff about <a href="#">NHS test and trace: how it works</a>.</i></p> <ul style="list-style-type: none"> <li><i>E.g. newsletter, texts, social media, school website, staff briefing.</i></li> </ul>	<p><b>MEDIUM</b></p> <p><b>MEDIUM</b></p>		
<p><b>1.8)</b> Children, young people, parents, carers, visitors, suppliers to be informed not to enter the school if displaying any symptoms of Coronavirus (COVID-19).</p>	<p>All non-essential visitors have been suspended. From September, only essential visitors will be permitted and these are by prior appointment only.</p> <p>Parents have been advised not to send pupils to school if they are at all unwell. Parents/carers, pupils and contractors advised not to enter school if displaying any symptoms of Covid-19. New signs to be displayed prior to opening in September</p> <ul style="list-style-type: none"> <li><i>Emails, signage, newsletters and website bulletin</i></li> </ul>	<p><b>MEDIUM</b></p>		
<p><b>1.9)</b> A process to send staff, children and others home if they develop Coronavirus (COVID-19) symptoms</p>	<p>Staff, pupils and other persons displaying symptoms will be asked to self-isolate and obtain a Covid-19 test. School to be made aware of test results immediately they are known. Staff member to confirm with H&amp;S Officer all ‘contacts’ as described in government guidance. If the test is returned</p>	<p><b>MEDIUM</b></p>		

including what action they need to take.	negative then they can return to work. If the test is returned positive, Public Health England will be contacted immediately and the school will comply with any necessary and advised course of action. Please see section <b>1.1)</b> above.			
<b>1.10)</b> Provide a room or space where social distance can be maintained for children experiencing Coronavirus (COVID-19) symptoms where they can wait until being collected. Ventilate the room where possible by opening a window. If possible provide a separate bathroom and ensure it is cleaned and disinfected after use.	<p>The Small Conference room to be used in the event a pupil experiences Coronavirus symptoms and disabled toilet for washroom facilities.</p> <p>Cleaner or other trained staff to clean areas after use following the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>. This guidance has been shared with Site Managers and wider cleaning team.</p> <p>PPE to be used by staff if a 2 metre distance cannot be maintained. Suitable and approved PPE has been made available.</p>	<b>LOW</b>		

## 2) Cleaning hands more often than usual

Risk controls to be put in place	How will this be achieved:	Considering your controls record risk level	Assigned to:	Date completed:
		HIGH		
		MEDIUM		
		LOW		
<b>2.1)</b> Ensure the following have been communicated to children, staff, visitors etc.:	Information advice and guidance about hand washing is already on display in washrooms, social spaces and corridors. Additional signage has been displayed and appropriate IAG showing on video screens. Teacher notices will repeat key messages on arrival and parental guidance will be provided	<b>LOW</b>		

<p>- The importance of good hand hygiene.</p> <p><b>2.2)</b> Hands are cleaned on arrival at the setting, before and after eating, after using toilet blocks and after sneezing or coughing.</p>	<p>prior to pupil return. Phased return will allow additional coaching of pupils in relation to good habits including hand hygiene. Routines established for Key Worker children previously on site include hand washing on arrival, at break and lunchtime and at the end of the school day to be reinforced as more pupils return.</p> <p>Consideration to be given to further promotion of hand hygiene repetition during teaching time, daily staff briefing, reminders to staff and use resources such as <a href="https://www.e-bug.eu/">https://www.e-bug.eu/</a> to teach effective hand hygiene</p> <p>Additional external handwashing stations have been fitted during the summer recess outside Hampton Block and Leveson Block.</p> <p>In addition, 12 classrooms (8 science labs, 2 Art rooms, 2 Food Technology rooms) which are also Form Rooms are fitted with sinks. Pupils will be able to make use of these facilities to reduce pressure on external sinks and existing school toilet facilities.</p> <p>Hand sanitisers to be available in all classrooms and in supervised spaces such as Reception. <b>Note: all sanitiser to be dispensed under adult supervision.</b> (Additional supplies of soap and sanitiser have been purchased)</p>	<p><b>LOW</b></p>		
<p><b>2.3)</b> Children clean their hands regularly, including when they arrive at school, return from breaks, change rooms and before and after eating.</p>	<p>See <b>2.2)</b> above. Staff to be issued with hand sanitiser on Training Day along with guidance on use. Hand washing or hand sanitiser ‘stations’ are available throughout the school and are in a suitable locations e.g. frequently touched surfaces such as keyboards, computers, printers and reprographics equipment.</p> <p>Staff supervision will prevent ingestion of hand sanitiser which can lead to the risk of alcohol poisoning so care is taken when sanitiser is deployed or in use.</p>	<p><b>LOW</b></p>		

<p><b>2.4)</b> Ensure sufficient procurement of soap, hand sanitising gel, moisturising supplies are in place.</p>	<p>Sufficient procurement of soap and hand sanitising gel has taken place. Further orders will now be necessary following extensive use and items are on order. Site Manager will continue to complete regular stocktake of supplies.</p>	<p><b>LOW</b></p>		
<p><b>2.5)</b> Make sure help is available to children and young people who have trouble cleaning their hands independently.</p>	<p>The needs of pupils with complex needs and their ability to effect adequate hand hygiene is addressed as part of the risk assessment process by SEND and Pastoral staff. See section <b>5.1</b>).</p>	<p><b>LOW</b></p>		
<p><b>2.6)</b> Promote to staff and parents the importance of washing clothes following a day in an educational or childcare setting.</p>	<p>The school will promote to staff, parents and pupils the importance of washing clothes following time spent in an educational setting, making use of all relevant communication channels e.g. newsletter, texts, social media, school website, staff briefing. Government guidance states:  'Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.'</p>	<p><b>LOW</b></p>		

### 3) Ensure good respiratory hygiene

Risk controls to be put in place	How will this be achieved:	Considering your controls record risk level	Assigned to:	Date completed:
		HIGH		
		MEDIUM		
		LOW		

<p><b>3.1)</b> Ensure the following have been communicated to pupils, staff and visitors:</p> <ul style="list-style-type: none"> <li>- Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it and kill it').</li> <li>- Promote and encourage not to touch mouth, eyes and nose.</li> </ul>	<p>All usual communication channels will be employed to ensure the sharing of key messages such as using a tissue or elbow to cough or sneeze and using bins for tissue waste: parentmail, texts, social media, school website, staff briefings, newsletters etc.</p> <p>Catch it, bin it, kill it' posters have been deployed for some time and are on display throughout the school with more being prepared</p> <p>Tissues for reception, classrooms, offices and the staffroom etc. have been purchased although we might wish to encourage pupils and staff to bring their own for personal use.</p>	<p><b>LOW</b></p>		
<p><b>3.2)</b> Put in place a procedure for bins for tissues so they are emptied throughout the day.</p>	<p>Cleaners empty bins on a daily basis and information has been provided on how to do this safely – this includes the use of bin liners which are tied when bins are emptied.</p>	<p><b>LOW</b></p>		
<p><b>3.3)</b> Where possible rooms to be kept well ventilated using natural ventilation (opening windows) or ventilation units.</p>	<p>Staff to be briefed on opening windows as required and to close them at the end of the day.</p> <p>Where safe to do so Site Manager will open windows in the morning.</p> <p>Use of air conditioning units and fans currently suspended. Any reinstatement will require that staff follow HSE advice on <a href="#">the use of Air-Con and ventilation</a></p>	<p><b>MEDIUM</b></p>		
<p><b>3.4)</b> Identify doors which can be propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.</p>	<p>H&amp;S Officer and Site Manager to identify doors which can be propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation. The propping open of these doors to form part of daily school opening routine.</p> <p>Note: Fire doors can be propped open providing a member of staff is present and providing the door is closed when the member of staff leaves.</p>	<p><b>MEDIUM</b></p>		

#### 4) Enhanced cleaning, including frequently touched surfaces often using standard product

Risk controls to be put in place	How will this be achieved:	Considering your controls record risk level	Assigned to:	Date completed:
		HIGH		
		MEDIUM		
		LOW		
<p><b>4.1)</b> Surfaces that children and young people are touching, such as books, desks, chairs, doors, sinks, toilets, light switches and bannisters are cleaned more regularly.</p>	<p>Cleaning timetable has been put in place and will be subject to regular review</p> <p>Non-essential sharing of equipment is not permitted. Where sharing of equipment is deemed essential e.g. where specialist equipment is in use as in PE then a cleaning routine should be established (See section <b>13.3</b>)</p> <p>Cleaning equipment for use by staff has been purchased and will be issued to curriculum leaders as required</p> <p>The use of the school library is suspended, PC's are already subject to daily cleaning regime, sanitiser to be placed next to common touch points used by staff such as printers and photocopiers but such equipment to be removed from classroom use</p> <p>Reminder to staff to keep cleaning products <b>and sanitiser</b> out of reach of children</p> <p><i>Relevant staff have been made aware of <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>.</i></p>	MEDIUM		

	<p><i>Guidance for cleaning in education and child care settings:</i></p>  <p>FINAL Cleaning in schools v1 june 20.p</p> <p>H&amp;S Officer to ensure revised cleaning activities risk assessment is completed by cleaning contractors.</p> <p>Staff to be given information and instruction where their participation in cleaning of specialist items has been agreed e.g. Science, PE etc.</p> <p>Cleaning materials to be made available to staff including anti-bacterial spray and disposable cloths</p> <p>Site team have removed and placed in storage some items of non-essential furnishings. Further review of the amount of soft furnishings that are hard to clean, e.g. those with intricate parts to be completed. Soft furnishings not removed should be steam cleaned regularly</p>			
<p><b>4.2)</b> Sufficient procurement of cleaning supplies and COSHH risk assessments have been completed for any new products.</p>	<p>H&amp;S Officer to liaise with Site Manager in order to ensure that a further stock take is completed of cleaning supplies including the frequency of when they need to be replenished.</p> <p>Site Manager to confirm material safety data sheets in place for all products and COSHH risk assessment completed for products classed as hazardous.</p>	<p><b>MEDIUM</b></p>		
<p><b>4.3)</b> Children not to use outdoor play equipment unless appropriately cleaned between groups of children and young people.</p>	<p>We do not have outdoor play equipment. Where outdoor benches and items such as the blue seating area exist these are no longer available for whole school use. Where such equipment is used by a dedicated bubble a cleaning regime is in place.</p>	<p><b>LOW</b></p>		

## 5) Minimise contact between individuals and maintain social distancing wherever possible

Risk controls to be put in place	How will this be achieved:	Considering your controls record risk level	Assigned to:	Date completed:
		HIGH		
		MEDIUM		
		LOW		
<b>5.1)</b> Create groups ('bubbles')	Dedicated Year group bubbles have been created for Years 7 to 11. Years 12 and 13 will be regarded as a single bubble. Vertical tutor groups have been collapsed and replaced by Year based tutor groups consistent with their teaching groups PATF CSBE.	LOW		
<b>5.2)</b> Separate Groups (bubbles) and maintain social distance between individuals.	<p>Each Year group has been assigned a dedicated indoor and outdoor social space. Routines governing the movement around school and the timing of breaks helps to maintain the integrity of these bubbles and allows for separation of groups at social time.</p> <p>A full curriculum will be taught with measures in place to keep bubbles apart during lessons, on bus lines and at social time. Clear guidance will be issued to pupils during movement time between lessons to limit inter group contact. This includes the prohibiting of social gatherings outside of the bubble. There will be no stopping when moving between lessons, entry to all classrooms on arrival to prevent gathering in corridors and rules such as keep left, single file face forward etc. will be observed with strong staff and Leadership Team presence to ensure rule observance</p> <p>Behaviour policy has been updated and is subject to further review.</p>	MEDIUM		

	<p>One-way systems will be in place as required.</p> <p>Staff meetings and training sessions to be virtual where possible to reduce the possibility for mass staff isolation</p>			
<b>5.3)</b> Try and keep distance in the classrooms	<p>All teachers to maintain 2 metre social distance, signage and markers on floors will be extended throughout the school to help.</p> <p>Desks and furniture to be rearranged by Site Team to maximise space with desks in rows facing forward where possible. Pupils to face front</p> <p>Teachers to be given information and training on avoiding close face to face contact with children and others in order to maintain social distance. Staff to be issued with Face Visor.</p> <p>Information communicated to Sixth Form students to encourage maintenance of social distance and school's no contact rule to be applied to all pupils, staff and visitors.</p> <p>Staff to retain consistency in relation to seating plans to ensure as far as practicable that pupils sit in the same place in any given classroom.</p>	<b>MEDIUM</b>		
<b>5.4)</b> Maximise space around the school by removing any unnecessary items.	<p>Site Team to remove all non-essential furnishings and to identify suitable storage arrangements for these items.</p> <p>Information to be sent to parents to ensure pupils only bring into school essential items e.g. coats, lunch boxes, school bags etc...</p>	<b>MEDIUM</b>		
<b>5.5)</b> Ensure measures in place to avoid large gatherings	<p>Virtual assemblies have and will continue to take place particularly for whole school communications. Year Group assemblies can take place as the integrity of the Year Group Bubble would not be compromised.</p> <p>Breaks have been staggered to avoid contact between bubbles and each Bubble has a dedicated and separate indoor and outdoor social space.</p>	<b>MEDIUM</b>		

	<p>During break time non-contact rule applies within bubbles.</p> <p>Students will be able to purchase food from the catering service. Each year group Bubble will have a dedicated and separate servery. Payment will be via ID card as biometric systems have been disabled to remove the need for a common touch point. Food offer will be of a grab and go nature and parents and pupils will be advised of the offering prior to term starting. No sharing of food continues to be a requirement for pupils and staff.</p> <p>Bus lines to be held in year group bubbles and will make use of dedicated space on yard. Similarly, evacuation procedures are revised to register pupils in year groups under revised muster points that make use of additional large spaces.</p>			
<p><b>5.6)</b> Consider how children and young people arrive at school e.g. school crossing patrols, and reduce any unnecessary travel.</p>	<p>H&amp;S Officer to further review travel plan documentation/procedures and to prepare advice for parents and pupils. This advice to include pick up and drop off guidance encouraging parents to park at a safe distance from the school, whilst encouraging pupils to observe social distancing and Year Group bubbles when walking to and from school. Social gatherings will not be permitted outside school</p> <p>Current government guidance discourages pupils from using public transport Pupils living within 2 miles of the school should be encouraged to walk or cycle and support from the local authority is to be sought in identifying 'safe routes'. The government has communicated to schools through Baroness De Norbiton their intention to seek locally led solutions to transport problems.</p> <p>In consultation with SMBC Transport Officers the following considerations are planned:</p> <ol style="list-style-type: none"> <li>1. Year group boarding with dedicated seating where possible:</li> <li>2. Providing hand sanitiser for pupils to use as they get on and off the vehicle</li> <li>3. Mandatory use of a face coverings</li> </ol>	<p><b>MEDIUM</b></p>		

	<p>It seems likely that social distancing will not be possible on busy transport services.</p> <p>Systems in school could enable pupils to board whilst observing the integrity of the year group bubble however, government guidance recognises that it may not be possible to observe bubbles on school transport.</p>			
<p><b>5.7)</b> Ensure framework in place for supporting transport to and from schools from the autumn term.</p>	<p>Work needs to be completed on a strategic level to address the emerging transport challenges. This work will address:</p> <p>Coronavirus (COVID-19): safer travel guidance for passengers  <a href="https://www.gov.uk/guidance/coronavirus-(COVID-19)-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus (COVID-19)-covid-19-safer-travel-guidance-for-passengers</a>.</p> <p>Travels plans for dedicated school transport, including statutory provision. Information sent to parents on updated measures.</p> <p>Initiatives to encourage parents, staff and pupils to walk or cycle to school.</p> <p>The loss of registered services following the collapse of Travel DeCoursey has led to the decision to replace these open door services with safer Covid-compliant closed door services. School to explore how the resulting increase in costs can be mitigated for parents</p>	MEDIUM		
<p><b>5.8)</b> Communicate to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely).</p>	<p>School will communicate to parents and pupils our expectations with regard to arrival and departure from school see section 5.6)</p> <p>Where possible the school will ask that only one parent/carer collects children from site to reduce large gatherings.</p> <p>Entrance gates will be supervised to promote social distancing and prevent social gathering</p>	MEDIUM		
<p><b>5.9)</b> Reduce the use of shared resources between pupils and staff.</p>	<p>Pupils will be encouraged to provide their own equipment.</p>	MEDIUM		

	<p>Books, games and other classroom based resources can be shared within the same group (bubble); these items to be cleaned regularly.</p> <p>Resources shared between groups (bubbles) cleaned frequently. Rotation of items allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between uses by different groups (bubbles). Same principles to apply for shared resources taken home by a pupil.</p>			
<p><b>5.10) Review procedures for pupils in state of crisis.</b></p>	<p>Vulnerable children of all age groups with education health and care (EHC) plans have been reviewed, a dynamic risk assessment has been completed and where appropriate pupils have been invited to attend school. A database of the contacts made and actions taken is maintained and updated.</p> <p>Pupils classed as extremely clinically vulnerable continue to shield. This information is recorded in the judgements made following review and dynamic risk assessment.</p> <p>A weekly return is completed which updates the local authority on status of vulnerable children.</p> <p>Pastoral managers are in daily/weekly contact with our most vulnerable.</p> <p>Vulnerable/EHCP Children Status Reports have been completed and these are shared with the Local Authority.</p> <p>Staff classed as extremely clinically vulnerable continue to shield. JHW is closely monitoring the current staffing situation and is fully conversant with staffing levels and the latest government guidance.</p> <p>The school will follow government and local authority guidelines with regard to control measures to mitigate risk. The School cannot remove all risk. We will share with parents the control measures we are taking prior to their child's return but the decision to return must be made by the parent based on their own individual circumstances)</p>	<p><b>MEDIUM</b></p>		

5.11) Ensure specific plans are in place for SEND pupils	Teachers and special educational needs coordinators have regular meetings to review pupils on education health and care (EHC) plans. See also section 5.10 above.	MEDIUM		
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## 6) Where necessary, wear appropriate personal protective equipment (PPE) & Face Coverings

Risk controls to be put in place	How will this be achieved:	Considering your controls record risk level	Assigned to:	Date completed:
		HIGH		
		MEDIUM		
		LOW		
<p><b>6.2)</b> Adequate Personal Protective Equipment (PPE) is in place for the care of children where their care already involves the use of PPE due to intimate care needs. Also, if a child, young person or other learner becomes unwell with symptoms of Coronavirus (COVID-19) while in school and needs direct personal care (2 metres distance cannot be maintained) until they can return home. Also consider eye protection if risk of splashing to the eyes, for</p>	<p>An appropriate PPE stock is available as per DFE implementing protective measures in education and childcare settings e.g. fluid-resistant surgical face mask, if a distance of 2 metres cannot be maintained.</p> <p>For information and guidance refer to guidance of what PPE is required for intimate care:  <a href="https://www.solgrid.org.uk/education/education-improvement/health-and-wellbeing/medicines/intimate-care/">https://www.solgrid.org.uk/education/education-improvement/health-and-wellbeing/medicines/intimate-care/</a></p> <p>Disposable gloves, disposable aprons, eye protection and face visors are all now in stock at school and available for use. All items are up to date and</p>	LOW		

<p>example from coughing, spitting, or vomiting.</p>	<p>compliant. For information refer to SMBC PPE guidance on school extranet page and <a href="#">PPE Advice</a></p>			
<p><b>6.2)</b> Review first aid needs assessment and update to ensure sufficient equipment and PPE supplies are available for first aiders and staff caring for a child with symptoms of Coronavirus (COVID-19).</p>	<p>First Aid protocols and protocols surrounding those pupils requiring medical support have been revised. Information surrounding changes to protocols to be shared with relevant staff</p> <p>A grab bag with all necessary PPE has been compiled for use by designated First Aiders</p>	<p><b>LOW</b></p>		
<p><b>6.3)</b> Process in place for removing face covering once children arrive at school</p>	<p>Staff and Pupils to be given information on the use of face coverings and what to do when they remove face covering at school.</p> <p>Pending any change to the guidance on the use of face coverings in an educational setting current advice is as follows:</p> <p>Any homemade non-disposable face coverings that staff or children, young people or other learners are wearing when they arrive at their setting must be removed by the wearer and placed into a plastic bag that the wearer has brought with them in order to take it home. The wearer must then clean their hands.</p> <p>The plastic bag should be sealed and schools/settings may wish to have a supply of sealable plastic food bags to hand if children/young people need them for any non-disposable face coverings.</p> <p>Instructions will be given in lessons on how to put on and off a face covering.</p>	<p><b>MEDIUM</b></p>		

## Response to any infection

### 7) Engage with the NHS Test and Trace process

Risk controls to be put in place	How will this be achieved:	Considering your controls record risk level	Assigned to:	Date completed:
		HIGH		
		MEDIUM		
		LOW		
<b>7.1)</b> Ensure all staff, parents/carers understand the NHS Test and Trace system	<p>Emails sent to staff and letters sent to parents/carers on the test and trace process, staff immediately contacting the school when test results are known.</p> <p>Principal and SLT are aware of the <a href="#">testing to support educational setting</a> flowchart.</p>	MEDIUM		
<b>7.2)</b> <i>Understand how to contact the local Public Health England health protection team</i>	The Principal and SLT are aware of contact details for Public Health department at Solihull Council.	LOW		

## 8) Manage confirmed cases of Coronavirus (COVID-19) amongst the school community

Risk controls to be put in place	How will this be achieved:	Considering your controls record risk level	Assigned to:	Date completed:
		HIGH		
		MEDIUM		
		LOW		
<p><b>8.1)</b> Ensure immediate action is taken when aware that someone who has attended the school has tested positive for Coronavirus (COVID-19).</p>	<p>See Section 1.7) . In the event that a pupil or staff member tests positive Public Health England will be contacted immediately and the school will comply with any necessary and advised course of action.</p> <p>The Principal and SLT are aware of the reporting procedures for confirmed Covid-19 cases using the online reporting system below:</p> <p><a href="https://surveys.phe.org.uk/TakeSurvey.aspx?SurveyID=n4KL97m2I">https://surveys.phe.org.uk/TakeSurvey.aspx?SurveyID=n4KL97m2I</a></p> <p>Or by telephone.</p> <p>Inform the school improvement team.</p> <p>For advice and support contact the Public Health department at SMBCI.</p> <p>Information emailed to office staff and SLT of the local health protection team contact details.</p> <p>School office staff to be given a process to follow if contacted by the NHS Test and Trace team.</p> <p>The school will implement actions as instructed by the local health protection team following their investigation.</p>	LOW		

## 9) Contain any outbreak by following local health protection team advice

Risk controls to be put in place	How will this be achieved:	Considering your controls record risk level	Assigned to:	Date completed:
		HIGH		
		MEDIUM		
		LOW		
<b>9.1)</b> Ensure process in place to work with the local health protection team to contain any outbreak	<p>Principal and other SLT are aware that two or more confirmed cases within 14 days, or an overall rise in sickness absence where Coronavirus (COVID-19) is suspected, maybe classed as having an outbreak.</p> <p>Principal and other SLT to work with the local health protection team on measures required to contain any outbreak.</p>	LOW		
<b>9.2)</b> Ensure contingency plans have been updated for update	<p><i>Contingency Plans to be updated using the DFE guidance on local area outbreaks.</i></p> <p><i>Clear identification of roles and responsibilities.</i></p> <p><i>Remote education plans to be put in place in case of a local outbreak and the school has to close.</i></p>	MEDIUM		

## Other Considerations

### 10) School Workforce

Risk controls to be put in place	How will this be achieved:	Considering your controls record risk level	Assigned to:	Date completed:
		HIGH		
		MEDIUM		
		LOW		
<b>10.1)</b> Government advice to be followed for staff identified as vulnerable or living with someone who is vulnerable	<ul style="list-style-type: none"> <li>- Complete return to work checklist for all staff returning to work.</li> <li>- Staff who are classed as <i>clinically vulnerable or extremely clinically vulnerable</i> to complete the individual employee risk assessment before returning to school which is available on the <i>School's Extranet</i>.</li> <li>- Principal and H&amp;S Officer to have 1:1's with vulnerable staff to discuss arrangements for reopening the school to all children from September.</li> <li>- Assess whether any roles can still be completed from working at home.</li> </ul>	MEDIUM		

## 11) Building management

Risk controls to be put in place	How will this be achieved	Considering your controls record risk level	Assigned to:	Date completed:
		HIGH		
		MEDIUM		
		LOW		
<p><b>11.1)</b> All building maintenance and Health and Safety compliance checks e.g. hot and cold water systems, gas safety, fire safety, kitchen equipment, security (including access control and intruder alarm systems) and ventilation completed as part of building inspection routine.</p>	<p>A workplace inspection has been carried out by Site Manager and Health &amp; Safety Officer using the suggested SMBC workplace inspection template. Similar inspections will be carried out upon return in September.</p> <p>As the school site has not been closed prior to the summer recess, routine maintenance, site inspection, observance of safety tests and servicing of equipment has been ongoing. In addition the Site Manager has completed a site inspection using the suggested SMBC monthly site checklist. Normal procedures will also be followed during the summer months prior to opening in September including inspection and flushing of water systems</p>	LOW		
<p><b>11.2)</b> Confirm procedures are in place to ensure a competent person is always available to complete building and compliance tests (e.g. fire alarm testing, emergency lightly weekly flushing) if normal site staff develop symptoms and/or have to self-isolate.</p>	<p>Should our Senior Site Manager be unavailable due to developing Coronavirus symptoms and/or having to self-isolate then other members of the Site Team are able to ensure that we continue to complete our building and compliance test. Should all site team need to self-isolate we would need to access support from other members of staff and if necessary the Local authority. It is worth noting that Site team would be contactable by phone and that many aspects of compliance are delivered via external agencies which could continue.</p> <p>In the unlikely event that this contingency is insufficient school should contact SMBC Property Services and or seek support from other schools.</p>	LOW		

<p><b>11.3)</b> Review emergency evacuation plans and Personal Emergency Evacuation Plan (PEEP).</p>	<p>Emergency Evacuation Plans and PEEPs to be amended in light of the creation of Year group bubbles. Evacuation adjusted such that pupils will line up in Year based Tutor Groups and registers taken accordingly.</p>	<p><b>MEDIUM</b></p>		
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## 12) Communication of plans, training, monitoring and reviewing plans

<p><b>Risk controls to be put in place</b></p>	<p><b>How will this be achieved:</b></p>	<p><b>Considering your controls record risk level</b></p>	<p><b>Assigned to:</b></p>	<p><b>Date completed:</b></p>
		<p><b>HIGH</b></p>		
		<p><b>MEDIUM</b></p>		
		<p><b>LOW</b></p>		
<p><b>12.1)</b> Consider any additional support or training needs for staff and children including re-induction to the childcare setting.</p>	<p>Survey to be carried out to identify pupils and staff that may need extra support to facilitate their reintroduction to school, including support for younger children who may be anxious about coming back (See section <b>5.10</b>) and support for staff returning to work.</p> <p>Complete return to work checklist for all staff returning to work see section <b>10.1)</b></p>	<p><b>MEDIUM</b></p>		
<p><b>12.2)</b> Ensure any updates to procedures have been communicated early with contractors and suppliers Examples include cleaning, catering, food supplies and hygiene suppliers.</p>	<p>Establish and share new visitor protocol through emails and briefings.</p> <p>Contractors and visitors where appropriate only allowed on site after school hours or by prior appointment with SLT approval.</p> <p>Contractors to provide their own COVID-19 secure risk assessment and methods of work to be approved by the Principal/SLT.</p>	<p><b>MEDIUM</b></p>		

Risk controls to be put in place	How will this be achieved:	Considering your controls record risk level	Assigned to:	Date completed:
		HIGH		
		MEDIUM		
		LOW		
<b>12.3)</b> Communicate to parents/carers the measures in place to reduce the risk of transmission of the virus	IAG provided via regular Newsletter, school website, emails, letters sent to parents, virtual assemblies etc. Principal/SLT to speak to any parents/carer who have concerns and if it cannot be resolved follow the complaints procedure.	MEDIUM		
<b>12.4)</b> Share arrangements with staff, governors and trade unions bodies	Staff and key stakeholders are regularly briefed. Frequent SLT discussion Meetings. Staff Association Meeting 13/07/2020. Governors Meeting 14/07/2020. Whole staff Meeting 15/07/2020 via Microsoft Teams.  Full staff training programme scheduled for Tuesday 1 <sup>st</sup> September. Any actions from the training will be captured and actioned accordingly	LOW		
<b>12.5)</b> Ensure arrangements are regularly monitored and reviewed	The school operates an open and supportive culture. Employees are able to raise concerns with Key staff including Principal/SLT and Professional Association representatives, through meetings emails and incident reporting procedures. The school has its own internal on line reporting system for any H&S issues. Regular walkthroughs are completed by H&S Officer and Senior Site Manager. Site Inspections are also completed by Principal and SLT members. Planned actions are reviewed in SLT meetings and where appropriate shared with governors	LOW		

### 13) Curriculum Specific

Risk controls to be put in place	How will this be achieved:	Considering your controls record risk level	Assigned to:	Date completed:
		HIGH /		
		MEDIUM		
		LOW		
<p><b>13.1)</b> Science departments - chemical store, radioactive sources, and equipment e.g. fume cupboards etc. to be checked prior to opening in September.</p> <p><b>13.2)</b> DT departments – LEV, fixed machines, cookers, fridges and freezers to be checked prior to opening in September</p>	<p><i>Science and Technology Departments to follow: <a href="#">‘CLEAPSS guidance for science departments (GL345) &amp; DT (GL347) returning to school after an extended period of closure’</a> (latest version). This information has been shared with Curriculum Lead for Science and the wider team. They are prepared for any reopening and are also familiar with CLEAPSS guidance GL343 which relates to carrying out practical work</i></p> <p><i>GL347 to be shared with DT Departments</i></p>	<p>LOW</p> <p>MEDIUM</p>		
<p><b>13.3)</b> Systems of controls in place for physical education, sport and physical activity.</p>	<p>Where possible outside sport will take place and large indoor spaces will be utilised when this is not possible and when not in use for mock examinations.</p> <p>PE Department will follow AfPE guidance for <a href="#">physical activity in schools</a> as well as government guidance on the <a href="#">phased return of sport and recreation</a>. This information has been shared with department.</p>	<p>MEDIUM</p>		

Risk controls to be put in place	How will this be achieved:	Considering your controls record risk level	Assigned to:	Date completed:
		HIGH /		
		MEDIUM		
		LOW		
	<p>Preliminary discussions indicate curriculum plans based on broad principles as follows:</p> <ol style="list-style-type: none"> <li>1. Outdoor PE only</li> <li>2. No contact sports</li> <li>3. Summer Sports and fitness activities only</li> <li>4. Staff supervision of changing rooms</li> <li>5. Regular cleaning of equipment used</li> </ol>			
<b>13.4) Education visits</b>	<p>Educational Visits are currently suspended and will remain so in September. Resumption of educational visits will be subject to SLT approval at a later date. In the event that EV's resume, for SLT approved educational visits the School EVC (Georgina Bridges) to ensure government guidance is followed: <a href="#">Travel guidance for educational settings</a></p> <ul style="list-style-type: none"> <li>• No domestic (UK) overnight and overseas educational visits until permitted to do so.</li> <li>• Trip risk assessment completed to include COVID-19 secure measures in place at the destination</li> <li>• Educational Visit Coordinator (EVC) has researched and aware of what Covid-19 protective measure are required for trips: <a href="#">health and safety guidance on educational visits</a></li> </ul> <p>Continue to follow schools educational visits procedure.</p>	LOW		