

## RISK ASSESSMENT

<b>Department:</b> Education		<b>Location:</b> Culcheth High School		<b>Date of Assessment :</b> 13 <sup>th</sup> May 2020		<b>Review Date:</b> Weekly
<b>Name of Assessor:</b> Katie Petre-Hoyle and John Morris			<b>Position of Assessor:</b> Health and Safety Manager and Facilities Manager		<b>Signature:</b>	
<b>Title and Ref. Number of Tasks:</b> No. 1632 COVID School Reopening Procedures						
Hazard	Persons at Risk	Potential Harm	Existing Control Measures	Risk Rating (H/M/L)	Further Action Required	Residual Risk (H/M/L)
<p><b><u>Building and Systems not maintained prior to opening</u></b></p> <p><b><u>Key person(s) responsible</u></b> <b>JMR</b></p>	<p>Staff, Students, Contractors, Visitors</p>	<ul style="list-style-type: none"> <li>Lack of statutory inspection, testing, servicing could lead to poorly maintained equipment, injury from faulty equipment or the risk of developing legionella through the lack of water hygiene management.</li> </ul>	<ul style="list-style-type: none"> <li>All statutory tests and checks have been undertaken including fire extinguishers and legionella as examples.</li> </ul>	L	<ul style="list-style-type: none"> <li>All inspections, maintenance and servicing are up to date. All future check are scheduled to take place.</li> <li>Air handling system uses fresh air only within the building ventilation systems.</li> <li>AC units have been turned off.</li> <li>Visual inspections will be carried out prior to opening building to identify any hazards that could pose a risk to users of the building.</li> <li>Lift inspection schedule has been followed with the last inspection in February 2021.</li> </ul>	L

<p><b><u>Lack of communication with parents/carers and staff members</u></b></p> <p><b><u>Key person(s) responsible: SLT</u></b></p>	<p>Staff, Students</p>	<ul style="list-style-type: none"> <li>Parents/carers may feel anxious about their child returning back to school or may not want child back to school due to lack of information on the controls in place to manage the risk of Covid-19.</li> <li>Staff may feel anxious about returning to school due to lack of information provided or the expectation placed on staff on returning back into the workplace.</li> </ul>	<ul style="list-style-type: none"> <li>Parents receive a twice weekly update from the Headteacher.</li> <li>Students receive daily updates vis Google Classroom.</li> <li>Form Tutors ring home regularly to speak to parent and child.</li> <li>Staff receive a daily update from the Headteacher.</li> <li>Staff have a weekly video update from the Headteacher where questions can be asked.</li> <li>Staff have access to Google Classroom to communicate with each other.</li> </ul>	<p>L</p>	<ul style="list-style-type: none"> <li>Ensure parents/Carers are kept up to date with the measures the schools are taking to protect pupils against the risk of COVID-19 in school. Regular updates should also be provided following any changes made to the schools procedures for managing the risks from COVID-19 in school.</li> <li>All staff (including catering and mid-day assistants) have been provided with the school's Risk Assessment and Reopening procedure document which cover the measures the school are taking to ensure their health and safety once school opens.</li> <li>Discuss any concerns with staff prior to opening and provide feedback on the controls in place. This should include any safety reps in school. Risk Assessment updated with any changes which come from this feedback.</li> <li>Inductions have been carried out with staff returning in September and March which demonstrated the control processes to be followed to reduce the risk of covid-19. This includes the risks that may have been identified for teaching/supervising individual pupil, ensure full staff awareness before school opens.</li> <li>Students will be briefed each morning on the procedures to follow in the school that day.</li> <li>The school's behaviour policy has been reviewed and expectations have been shared with staff and students in preparation for March.</li> <li>Off site visits have been suspended.</li> <li>Ensure arrangement for SEND students are discussed with Parents/Carers and individual assessment undertaken to identify provision required for child before extended opening of school begins.</li> <li>Staff are aware they can speak to Manager, SLT or ACR re any concerns and there is an open door policy for those who need additional support. Regular information on mental health will be shared.</li> </ul> <p>See GOV.UK Guidance for the public on the mental health and wellbeing aspects of coronavirus</p>	<p>L</p>
<p><b><u>Staffing levels</u></b></p> <p><b><u>Key person(s) responsible: SLT</u></b></p>	<p>Students, Staff</p>	<ul style="list-style-type: none"> <li>Lack of staff available to teach or carry out required tasks in school</li> </ul>	<ul style="list-style-type: none"> <li>Staff Rota managed by two members of SLT – shared with staff regularly to ensure any absences are planned for.</li> <li>Staff are aware to only attend site if they are well and not displaying any symptoms of COVID</li> </ul>	<p>L</p>	<ul style="list-style-type: none"> <li>We will continue to ensure adequate number of staff identified to carry out day to day duties including: leadership, safeguarding, SENCO, first aiders / fire wardens, caretaking and cleaning staff.</li> <li>Contingency plans are in place if staff levels go below the required amount.</li> </ul>	<p>L</p>

<p><b><u>Lack of Fire Wardens &amp; First Aid Provision</u></b></p> <p><b><u>Key person(s) responsible:</u></b> <b><u>JMR/KPH</u></b></p>	<p>Students, Staff</p>	<ul style="list-style-type: none"> <li>• Unable to provide adequate first aid or able to supervise fire evacuation procedure.</li> </ul>	<ul style="list-style-type: none"> <li>• Current staff rote ensures there is always a first aider and fire warden on site whenever the school is open.</li> </ul>	<p>L</p> <ul style="list-style-type: none"> <li>• Ensure First Aid and Fire Wardens numbers assessed to ensure appropriate cover in place for the needs within school. We will have 2 first aiders in per day if possible.</li> <li>• Posters in every office, meeting room and workroom show first aid and fire evacuation information.</li> <li>• PPE has been identified (in line with HSE recommendations) and acquired for use by first aiders.</li> <li>• First aiders have been briefed with the new arrangements and visual guides will be available to ensure PPE is used correctly.</li> <li>• First aiders have been advised not to provide mouth to mouth and to immediately call an ambulance.</li> <li>• Any close contact ie defib made by first aiders with an ill person will be with full PPE.</li> <li>• In the event of a fire or an emergency, the emergency evacuation procedure is to be followed (this takes precedence over the covid-10 procedures). Once at assembly points social distancing must be complied with.</li> <li>• Evacuation assembly points have been placed at an appropriate distance from each other.</li> <li>• See GN 25 – First Aid via MSS</li> <li>• See Guidance on Covid-19 in relation to carrying out CPR and resuscitation</li> </ul>	<p>L</p>
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<p><b><u>Unable to maintain social distancing measures and mixing of pupils on home to school transport / public transport</u></b></p> <p><b><u>Key person(s) responsible: SLT, KPH</u></b></p>	<p>Students</p>	<ul style="list-style-type: none"> <li>• Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</li> <li>• Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</li> </ul>	<ul style="list-style-type: none"> <li>• Ask parents and students to avoid public transport if possible and drive, walk or cycle to their school / setting</li> </ul>	<p>L</p> <ul style="list-style-type: none"> <li>• Advise students to remain 1m+ apart and wear a face mask on public transport</li> <li>• If public transport has been used to get to school, students will be instructed to wash their hands, remove their face mask without touching the front and wash their hands again before continuing to their classroom.</li> <li>• Parents signposted to governmental guidance on public transport use</li> <li>• Advise students to wash their hands for 20 seconds prior to getting on the bus and after getting off – students will hand sanitise upon leaving the school building prior to boarding the bus. Signs will advise the correct method for effectively washing hands ie 20 second rule and the use of hand sanitiser.</li> </ul> <p>When dedicated bus services begin in September:</p> <ul style="list-style-type: none"> <li>• Ensure that school transport arrangements cater for any changes to start and finish times</li> <li>• Make sure transport providers do not work if they or a member of their household are displaying any symptoms of and follow hygiene rules and try to keep distance from their passengers. Screens installed between driver and passenger.</li> <li>• Substitute smaller vehicles with larger ones, or running 2 vehicles rather than one, where possible, to reduce the number of passengers per vehicle and increase the amount of space between passengers</li> <li>• Increased bus capacity on busier routes</li> <li>• Cordon off seats and eliminating face-to-face seating, where vehicle capacity allows, to help passengers spread out</li> <li>• Buses will be cleaned after use by students</li> <li>• Students will be instructed to wear face masks</li> <li>• No food or drink to be consumed on the bus</li> <li>• Students will be kept in bubbles where possible</li> <li>• General public will be unable to use the service</li> <li>• Travel survey has been shared with parents to ascertain what transport will be used in September. School is encouraging all to walk and cycle where possible. This information will be shared with the local authority.</li> </ul>	<p>L</p>
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<p><b><u>Mixing of staff and non-adherence to social distancing measures during the arrival to and departure from school</u></b></p> <p><b><u>Key person(s) responsible: SLT</u></b></p>	<p>Staff, Students and Parents</p>	<ul style="list-style-type: none"> <li>• Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</li> <li>• Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</li> </ul>	<ul style="list-style-type: none"> <li>• Ask staff to wash their hands on arrival and prior to leaving the school</li> <li>• Advise staff to adhere to the social distancing measures and remain 1m+ apart at all times including when entering and exiting the building</li> <li>• Adhere to all areas of the school's reopening plan and protocols.</li> </ul>	<p>L</p>		
<p><b><u>Mixing of parents and carers / students and non-adherence of social distancing measures during the drop off and collection times</u></b></p> <p><b><u>Key person(s) responsible: SLT</u></b></p>	<p>Students, Staff and Parents</p>	<ul style="list-style-type: none"> <li>• Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</li> <li>• Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</li> </ul>	<ul style="list-style-type: none"> <li>• Students instructed to wait and walk 1m+ apart from their fellow students</li> <li>• Adhere to all areas of the school's reopening plan and protocols.</li> </ul>	<p>L</p>	<ul style="list-style-type: none"> <li>• Tell parents that if their child needs to be accompanied to the school only one parent should attend and with prior arrangement from SLT.</li> <li>• Social distance signs will be placed at key points along the route.</li> <li>• Use different entrance /exit points for students: <ul style="list-style-type: none"> <li>- Year 7 - South Shakespeare Fire Exit</li> <li>- Year 8 - King Quad Student Services Door</li> <li>- Year 9 - Brunel Fire Exit (front of school)</li> <li>- Year 10 - Ground floor street door (ILC)</li> <li>- Year 11 - King North fire exit (POD Quad)</li> </ul> </li> <li>• Instruct students to use hand sanitiser on arrival and prior to leaving the school</li> <li>• Students will be lining up and entering the building at considerable distance from each other which negates the need to stagger start and finish times.</li> <li>• Thermometers available should we need to check temperatures.</li> <li>• Students will exit the building at the following times: <ul style="list-style-type: none"> <li>- Year 7 – 2.50pm</li> <li>- Year 8 – 2.55pm</li> <li>- Year 9 – 2.57pm</li> <li>- Year 10 – 3.00pm</li> <li>- Year 11 – 3.00pm</li> </ul> </li> </ul>	<p>L</p>

<p><b><u>Unable to maintain social distancing measures in the classroom</u></b></p> <p><b><u>Key person(s) responsible: SLT, JMR</u></b></p>	<p>Staff and Students</p>	<ul style="list-style-type: none"> <li>• Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</li> <li>• Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</li> </ul>	<ul style="list-style-type: none"> <li>• Chairs are 1m+ apart</li> <li>• Outdoor activities are used wherever possible</li> <li>• All windows and doors kept open for natural ventilation</li> <li>• Adhere to all areas of the school's reopening plan and protocols.</li> </ul>	<p>L</p>	<ul style="list-style-type: none"> <li>• Rearrange classrooms to ensure that social distancing measures can be maintained</li> <li>• Reposition seating arrangement 1m+ apart.</li> <li>• Students will be allocated a desk within their learning zone. Teachers will move between classrooms.</li> <li>• Remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere</li> <li>• Remove soft furnishings that are hard to clean (such as those with intricate parts)</li> <li>• Where a sink is not nearby, provide hand sanitiser and tissues in classrooms and other learning environments. 'Catch it, kill it, bin it' posters displayed in all learning areas <a href="https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2017/09/catch-bin-kill.pdf">https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2017/09/catch-bin-kill.pdf</a></li> </ul>	<p>L</p>
<p><b><u>Unable to maintain social distancing measures and mixing of students and staff whilst moving around the building</u></b></p> <p><b><u>Key person(s) responsible: SLT, JMR</u></b></p>	<p>Staff and Students</p>	<ul style="list-style-type: none"> <li>• Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</li> <li>• Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</li> </ul>	<ul style="list-style-type: none"> <li>• Make sure that students use the same classroom or area throughout the day, and ask teachers to move to them</li> <li>• Student movement is limited and should be directed by the duty member of staff.</li> <li>• Staff asked to base themselves in their allocated zones and limit movements to essential only.</li> <li>• Adhere to all areas of the school's reopening plan and protocols.</li> </ul>	<p>M</p>	<ul style="list-style-type: none"> <li>• Students will be allocated teaching zones - there should be no student movement between these zones except for break and lunch arrangements.</li> <li>• Staff are required to wear a face mask (where social distancing cannot be maintained) when moving anywhere within the school.</li> <li>• Staff movement between zones should be limited and for teaching or emergency purposes only.</li> <li>• Year groups have been assigned zones within the school in which to take their break and lunch. No movement between these zones</li> <li>• Ensure that students and staff remain 1m+ apart wherever possible whilst moving around the building</li> <li>• Accessing rooms directly from outside where possible and each cohort will use the following route: <ul style="list-style-type: none"> <li>- Year 7 - South Shakespeare Fire Exit. Main or Rear School Gate and proceed straight to rear of school line up area in a socially distanced manner</li> <li>- Year 8 - King Quad Student Services Door. Main or Rear School Gate and proceed straight King Quad in a socially distanced manner</li> <li>- Year 9 - Brunel Fire Exit (front of school). Main or Rear School Gate and proceed straight to Astro Turf line up area in a socially distanced manner</li> <li>- Year 10 - Ground floor street door (ILC). Main or Rear School Gate and proceed straight to Shakespeare Quad line up area in a socially distanced manner</li> <li>- Year 11 - King North fire exit (POD Quad). Use the School Delivery Access road and proceed straight to PoD Quad line up area in a socially distanced manner</li> </ul> </li> <li>• Students should walk on the left hand side at all times and in single file when moving around the building.</li> <li>• Lifts are available to those who require the use in exceptional circumstance. Preferably only 1 person at a time. Should a second person be in the lift they should face away from each other.</li> </ul>	<p>L</p>

					<ul style="list-style-type: none"> <li>Any member of staff or student who requires lift use because of an individual RA will be instructed how to use one safely.</li> </ul>	
<p><b><u>Higher risk of contamination if pupils and staff use shared equipment and resources</u></b></p> <p><b><u>Key person(s) responsible: SLT</u></b></p>	Staff and Students	<ul style="list-style-type: none"> <li>Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</li> <li>Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</li> </ul>	<ul style="list-style-type: none"> <li>Computer is cleaned after use each day</li> <li>Adhere to all areas of the school's reopening plan and protocols.</li> </ul>	M	<ul style="list-style-type: none"> <li>Limit the amount of shared resources in use - each learning zone is allocated its own set of chrome books.</li> <li>Any equipment which has to be shared will be cleaned after each use. Cleaning materials will be available to all staff.</li> <li>Clean shared materials and surfaces more frequently - cleaners attend site each afternoon to complete a thorough clean of all rooms and equipment used.</li> <li>Chrome books are cleaned after use each day</li> <li>Ensure that practical lessons can only go ahead if equipment and classroom can be cleaned thoroughly between cohorts using it.</li> </ul>	L
<p><b><u>Higher risk of contamination if pupils and staff use shared spaces</u></b></p> <p><b><u>Key person(s) responsible: SLT, JMR</u></b></p>	Staff and Students	<ul style="list-style-type: none"> <li>Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</li> <li>Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</li> </ul>	<ul style="list-style-type: none"> <li>Adhere to all areas of the school's reopening plan and protocols.</li> </ul>	M	<ul style="list-style-type: none"> <li>Students will have the same break time</li> <li>Staff are required to wear a face mask (where social distancing cannot be maintained) in any shared communal areas.</li> <li>Students will be asked to wash hands or hand sanitise before and after break</li> <li>Daytime cleaners will be wiping down all surfaces such as handles, rails and touch plates as they do the toilet cleaning rounds.</li> <li>Year groups will have their own allocated zones. Students should stick to their zone and only use their allocated toilets</li> <li>Students will go outside for breaks and maintain social distancing and be fully supervised by teaching staff</li> <li>Students are only permitted to come inside if they are purchasing food from their allocated servery and queue in accordance with social distancing guidance</li> <li>Year 7 - New catering pod, rear of school</li> <li>Year 8 - Left serving point main restaurant</li> <li>Year 9 - Right serving point, main restaurant</li> <li>Year 10 – Outside the ILC</li> <li>Year 11 - Old catering pod</li> <li>If the weather is poor, students will use allocated form rooms</li> <li>All tables will be wiped down with disinfectant regularly</li> <li>Staff to stay in allocated room. Entry into workrooms or other classrooms by permission of SLT or JMR.</li> <li>Assemblies will be virtual</li> </ul>	L

<p><b><u>Higher risk of contamination if pupils and staff use shared outdoor spaces and equipment</u></b></p> <p><b><u>Key person(s) responsible: SLT, JMR</u></b></p>	<p>Staff and students</p>	<ul style="list-style-type: none"> <li>• Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</li> <li>• Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</li> </ul>		<p>L</p>	<ul style="list-style-type: none"> <li>• Students will stay within their allocated outdoor zone and only use their allocated toilets</li> <li>• All outdoor activity will be supervised to ensure that social distancing measures are maintained</li> <li>• Any outdoor equipment ie table tennis tables will be out of use.</li> </ul>	<p>L</p>
<p><b><u>Mixing of pupils during break and lunch times and maintenance of social distancing measures</u></b></p> <p><b><u>Key person(s) responsible: SLT</u></b></p>	<p>Staff and students</p>	<ul style="list-style-type: none"> <li>• Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</li> <li>• Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</li> </ul>	<ul style="list-style-type: none"> <li>• Students eat their lunch in their allocated break/lunch area ensuring 1m+ apart between them at all times.</li> <li>• Duty staff supervision at all times.</li> <li>• Students wash their hands at the beginning and end of break and lunch.</li> </ul>	<p>L</p>	<ul style="list-style-type: none"> <li>• Students will be kept within their allocated zones during break and lunch.</li> <li>• Staff will be required to wear a face mask ((where social distancing cannot be maintained) in any communal areas.</li> <li>• Entry to the building is only allowed for purchasing food from an allocated servery with queuing in accordance with the social distancing guidelines.</li> <li>• Other than the allocated servery, students are not permitted to be in the building during break time.</li> <li>• If the weather is poor then form rooms will be used and students must adhere to social distancing measures</li> </ul>	<p>L</p>
<p><b><u>Mixing of staff and pupils whilst providing school meals</u></b></p> <p><b><u>Key person(s) responsible: SLT, KPH</u></b></p>	<p>Staff and students</p>	<ul style="list-style-type: none"> <li>• Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</li> <li>• Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</li> </ul>	<ul style="list-style-type: none"> <li>• Limited catering staff on site</li> <li>• Students provide their own packed lunch which is eaten 1m+ away from other student.</li> </ul>	<p>M</p>	<ul style="list-style-type: none"> <li>• The menu for each day will be reduced to offer quick grab items and limit options.</li> <li>• Staff will be required to wear a face mask (where social distancing cannot be maintained) when queueing for food.</li> <li>• All food items should be served on disposable plates. Disposable cutlery should also be used.</li> <li>• Catering staff are able to keep 1+ metres apart in the kitchen</li> <li>• Cleaning products and hand sanitiser are available for use by the catering team - situated within the kitchen and by each serving hatch.</li> <li>• Catering staff will wash their hands regularly</li> <li>• Catering staff will disinfect and clean the kitchen equipment regularly throughout the day.</li> <li>• All tables will be wiped down with disinfectant regularly</li> <li>• Biometrics system cleaned every ten minutes</li> <li>• Students asked to use hand sanitiser before approaching their allocated server. Once the sanitiser is dry they will be handed their food.</li> <li>• Any students with allergies to the hand sanitiser will have access to alternative hyperallergenic options. Student will make themselves known to the nearest duty staff who will assist.</li> </ul>	<p>L</p>



<p><b><u>Mixing of pupils/staff during visits to toilets and hand washing facilities</u></b></p> <p><b><u>Key person(s) responsible: SLT, JMR</u></b></p>	<p>Staff and students</p>	<ul style="list-style-type: none"> <li>• Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</li> <li>• Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</li> </ul>	<ul style="list-style-type: none"> <li>• Advise students and staff to keep 1m+ apart</li> <li>• Advise students and staff to wash their hands for 20 seconds using warm water and soap.</li> <li>• All soap dispensers in school dispense anti-bacterial hand wash</li> <li>• Staff using separate designated disabled toilets</li> </ul>	<p>M</p>	<ul style="list-style-type: none"> <li>• During registration time and lessons, students must use their designated toilets in their zone: <ul style="list-style-type: none"> <li>- Year 7 - Shakespeare Second Floor Girls. Shakespeare First Floor Boys</li> <li>- Year 8 - Shakespeare Second Floor Girls. Shakespeare First Floor Boys</li> <li>- Year 9 - Brunel/Curie 1<sup>st</sup> &amp; 2<sup>nd</sup> Floor</li> <li>- Year 10 - Ground Floor street</li> <li>- Year 11 - King first and second floor</li> </ul> </li> <li>• During break and lunchtimes, students must use their designated toilets which is detailed in the school plan</li> <li>• When giving permission during lesson time, teachers should indicate which toilet should be used.</li> <li>• Only one student per cubicle should enter the toilets. During break and lunchtimes, toilets will be supervised by a member of staff</li> <li>• Toilets will be cleaned thoroughly throughout the day by cleaning staff. Cleanign staff will alert the Site team if there are any toilets running low on soap or toilet roll.</li> </ul>	<p>L</p>
<p><b><u>Unable to maintain social distancing measures during high risk subject lessons</u></b></p> <p><b><u>Key person(s) responsible: SLT</u></b></p>	<p>Staff and students</p>	<ul style="list-style-type: none"> <li>• Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</li> <li>• Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</li> </ul>		<p>M</p>	<ul style="list-style-type: none"> <li>• We will follow specific guidance for PE lessons including regular cleaning of equipment and changing rooms, with a focus on outdoor activities</li> <li>• Changing rooms will be used within bubbles.</li> <li>• Science/DT/Food Tech lessons will start with theoretical lessons but we will consider how we can introduce practical lessons for all moving forward</li> <li>• Music – the music rooms are exempt from a learning bubbles to support the Year 10 &amp; Year 11 practical elements. We may look to include all music lessons in these rooms but strict line up arrangements will be needed</li> <li>• Peripatetic Music lessons will not run in the first half-term. This will be under continual review</li> </ul>	<p>L</p>

<p><b><u>Pupils and staff are at higher risk of severe illness if they do not maintain social distancing / follow medical advice</u></b></p> <p><b><u>Key person(s) responsible: SLT, KPH</u></b></p>	<p>Staff and students</p>	<ul style="list-style-type: none"> <li>• Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</li> <li>• Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</li> </ul>	<ul style="list-style-type: none"> <li>• Students who have been classed as clinically extremely vulnerable due to pre-existing medical conditions have been advised to shield until the beginning of August and not attend school.</li> <li>• Staff considered to be clinically extremely vulnerable individuals have been advised not to work outside the home until the beginning of AUGust</li> <li>• Clinically vulnerable students and staff who are at higher risk of severe illness (for example, people with some pre-existing conditions as set out in the Staying at home and away from others (social distancing) guidance) have been advised to take extra care in observing social distancing and should stay / work from home where possible.</li> <li>• If a student or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, have been advised that they can attend their education or childcare setting.</li> <li>• If a student or staff member lives in a household with someone who is extremely clinically vulnerable, as set out in the guidance, it is advised they only attend school if stringent social distancing can be adhered to and, in the case of children, they are able to understand and follow those instructions.</li> </ul>	<p>L</p>	<ul style="list-style-type: none"> <li>• If rates of the disease rise in the local area, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent (see below).</li> <li>• Those students who are no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school (usually at their next planned clinical appointment). You can find more advice from the Royal College of Paediatrics and Child Health at COVID-19 - 'shielding' guidance for children and young people.</li> <li>• Where a student is unable to attend school because they are complying with clinical and/or public health advice, the school will continue to offer them remote learning.</li> </ul>	
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<p><b><u>Risk of infecting pupils and staff if symptomatic pupils and staff are not managed in line with the guidance</u></b></p> <p><b><u>Key person(s) responsible: SLT, KPH</u></b></p>	<p>Staff and students</p>	<ul style="list-style-type: none"> <li>• Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</li> <li>• Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</li> </ul>	<ul style="list-style-type: none"> <li>• Staff are aware of the process for sending home students if they become unwell with a new, continuous cough, a high temperature or loss of taste/smell and advise them to follow the school protocol:</li> <li>• Student is awaiting collection: <ul style="list-style-type: none"> <li>• - Move them to the medical room where they can be isolated behind a closed door <ul style="list-style-type: none"> <li>- Depending on the age of the student provide appropriate adult supervision if required</li> <li>- Open a window for ventilation</li> <li>- If they need to go to the bathroom while waiting to be collected, they should use a separate disabled toilet in reception if possible. The toilet should be cleaned and disinfected by site or cleaning staff before anyone else can use it.</li> </ul> </li> <li>• - PPE should be worn by staff caring for the student while they await collection if a distance of 2 metres cannot be maintained (such as for a student with complex needs). <ul style="list-style-type: none"> <li>- Call 999 if they are seriously ill or injured or their life is at risk.</li> </ul> </li> </ul> </li> <li>• If a member of staff has helped someone who was unwell with a new, continuous cough, a high temperature or a loss of taste and smell, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the student subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with</li> </ul>	<p>L</p>	<ul style="list-style-type: none"> <li>• School will fully engage with NHS Track and Trace</li> <li>• If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 7 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.</li> <li>• If a student becomes unwell in school move then if possible to a room where they can isolate behind a closed door or to an area at least 2 metres away from others.</li> <li>• PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). PPE provided is in line with HSE guidelines.</li> <li>• Any members of staff who have helped someone with symptoms and any students who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace.</li> <li>• The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.</li> <li>• Room used to house the suspected case will be locked and marked as closed until a thorough clean has taken place.</li> <li>• The school will ask parents and staff to inform them immediately of the results of a test: <ul style="list-style-type: none"> <li>-if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.</li> <li>-if someone tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.</li> </ul> </li> <li>• The school will immediately make contact with the local health protection teaming send home any one who has been in close contact with the person testing positive.</li> <li>• Should home testing kits be made available to the school, one of these will be sent home with the student or staff member suspected of having COVID.</li> </ul>	
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			<p>someone who is unwell.</p> <ul style="list-style-type: none"><li>• Site or cleaning staff will clean the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.</li><li>• Seek advice from the Public Health Team on any further action to take. <a href="mailto:Publichealth@warrington.gov.uk">Publichealth@warrington.gov.uk</a></li></ul>			
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<p><b><u>Visitors do not adhere to social distancing measures put in place</u></b></p> <p><b><u>Key person(s) responsible: SLT, KPH</u></b></p>	<p>Staff, students and visitors</p>	<ul style="list-style-type: none"> <li>• Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</li> <li>• Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</li> </ul>	<ul style="list-style-type: none"> <li>• No visitors without prior agreement from SLT and JMR.</li> </ul>	<p>M</p>	<ul style="list-style-type: none"> <li>• Encourage potential visitors to contact the schools remotely rather than visiting the school</li> <li>• Limit the number of visitors at any one time</li> <li>• Provide a specific time window for essential visits to school</li> <li>• Maintain a record of all visitors, including contact details to allow for track and trace.</li> <li>• Visitor lanyards will be used to allow for safeguarding. Lanyards will be quarantined for 48 hours and then cleaned before reuse.</li> <li>• Install electronic visitor book will be cleaned regularly. Those signing in will use hand sanitizer before.</li> </ul>	<p>L</p>
<p><b><u>Delivery of inbound good - ineffective infection control and increased risk of infection</u></b></p> <p><b><u>Key person(s) responsible: SLT, JMR</u></b></p>	<p>Staff, students and Delivery staff</p>	<ul style="list-style-type: none"> <li>• Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</li> <li>• Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</li> </ul>	<ul style="list-style-type: none"> <li>• Deliveries are between the hours of 8.00am and 3.30pm to ensure site staff supervision.</li> <li>• Deliveries made to two allocated areas only - Ground Brunel stairwell and the school kitchen.</li> <li>• Ensure that incoming goods are cleaned if appropriate</li> <li>• Introduce greater hand-washing and hand-washing facilities for site staff and catering staff handling goods and merchandise and providing hand sanitiser where this is not practical.</li> </ul>	<p>L</p>	<ul style="list-style-type: none"> <li>• Restrict non-business deliveries, for example, personal deliveries to staff will not be allowed.</li> <li>• Delivery hours to be extended between 7.30am and 4.00pm</li> </ul>	<p>L</p>

<p><b><u>Cleaning - ineffective infection control and increased risk of infection</u></b></p> <p><b><u>Key person(s) responsible: SLT, JMR</u></b></p>	<p>Staff and students</p>	<ul style="list-style-type: none"> <li>• Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</li> <li>• Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</li> </ul>	<ul style="list-style-type: none"> <li>• Cleaners attend site each afternoon after students and staff vacate the site. Any rooms which were used are thoroughly cleaned.</li> <li>• Rooms which have received a thorough clean are locked and labelled as such. Entry into these rooms and areas must be with the permission of JMR.</li> <li>• Spaces are well ventilated using natural ventilation (opening windows and doors) or ventilation units</li> <li>• Doors are propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation</li> </ul>	<p>L</p>	<ul style="list-style-type: none"> <li>• Additional cleaning requirements and hours agreed with Warrington.</li> <li>• There will be 2 cleaners in school during the day from 8am and all other cleaners will arrive at 3pm.</li> <li>• Site Team responsibilities - clean the water fountains at regular intervals throughout the day, ensure hand sanitisers are kept topped up, clean all hand rails and surfaces in the used areas after break and lunch each day.</li> <li>• Cleaners will disinfect and wipe down all surfaces: <ul style="list-style-type: none"> <li>- The 2 cleaners who are on site from 8am will clean the designated toilets for students and staff on rotation throughout the day.</li> <li>-replace with stair railings to be cleaned by site team after break and lunch and the cleaning team in the evenings.</li> <li>- Entrance to classrooms (both door handles, etc.) at break, lunchtime and at the end of the day.</li> <li>- Classroom desks to be cleaned at the end of each day by the cleaners</li> </ul> </li> <li>• Every afternoon there will be a thorough clean of all regularly used spaces and surfaces in school.</li> <li>• Staff and students should alert the site team to any soap dispenser, hand towel dispenser, hand dryer or loss of toilet roll – soap and hand towel dispensers are non-refill.</li> <li>• Deep cleans of the building are put into place where there is a confirmed case of COVID-19. The measures will range from additional cleaning and isolation of a room by the site / cleaning team through to the whole school being ‘fogged’. Further advise from the HSE would be sought as needed</li> </ul>	<p>L</p>
<p><b><u>Risk of future local lockdown impacting the school's ability to physically open</u></b></p> <p><b><u>Key person's responsible: SLT</u></b></p>	<p>Staff and students</p>	<ul style="list-style-type: none"> <li>• Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</li> <li>• Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</li> </ul>	<ul style="list-style-type: none"> <li>• Google Classroom fully operational for all year groups.</li> <li>• School Remote Operating Plan in place including the allowance for key worker/vulnerable students on site.</li> </ul>	<p>M</p>	<ul style="list-style-type: none"> <li>• Google classroom fully utilised and operational. New year 7 intake have been using since May 2020 so are familiar with it for September onwards.</li> <li>• School remote operating plan in place which can be rolled out for smaller and larger groups of students and staff.</li> <li>• Clear communication channels with parents/carers to keep them fully informed of any changes to provision.</li> <li>• School Leadership team are keeping themselves fully informed with national and local updates and will work closely with PHE if required.</li> </ul>	<p>L</p>