



Midsomer Norton
Schools Partnership



RISK ASSESSMENT FOR TEACHING AND SUPPORT STAFF

Date of Risk Assessment: 15/5/20

Signed: Keith Howard

Covid-19 is an illness that can affect your lungs and airways. Symptoms can be mild, moderate, severe or fatal. Staff who are unable to work at home or who are supervising pupils can continue in their work place provided it is safe to do so and this means taking precautions against the transmission of Covid-19 and following the Government's "Social Distancing" guidelines and *Coronavirus (COVID-19): Implementing protective measures in education and childcare settings*. This risk assessment is for teaching and support staff and should be adapted by each of MNSP schools. Specialist staff, eg site and cleaning staff, will have a separate risk assessment. The document must be adapted to reflect the unique circumstances in your school. You need to add any additional controls and indicate who is responsible, by when and indicate when in place (ie you must complete the last 3 columns) There is an expectation that staff will work at a distance from each other. If staff are working totally alone in the school, please ensure that a lone-working assessment has been undertaken and safeguards put in place for that person. You will need to **review other risk assessments you have in place, for example use of outdoor play equipment and practical lessons.**

HAZARD: Spread of Covid-19 Coronavirus

Who Might be harmed:

- Staff
- Pupils
- Visitors to your premises
- Contractors
- Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions

- Anyone else who physically comes in contact with another person

Risk topics	Additional Controls <i>[School please add anything unique to you and provide some detail of what it means for your school. Due to your unique circumstances there may be additional controls you need to consider]</i>	Action by whom? <i>[name]</i>	Action by when? <i>[insert date]</i>	Done <i>[initial and date]</i>
<u>Building safety</u> <ul style="list-style-type: none"> • The site team (or mobile team) will continue with all compliance checks (fire safety etc). • Competent Contractors will continue to carry out specialist testing • Site team (or mobile team) will carry out and record flushing for water outlets not having normal use. • Where practicable, competent contractor inspections and any associated remedial works will continue to maintain the school. 	<p>Headteachers or delegated senior leader will inspect health and safety records to confirm that compliance checks have been carried out.</p> <p>Where the school has not been able to organise external competent contractor inspections, the Trust's Estates Manager will be notified and a further risk assessment will be put in place if required.</p> <p>We will review our arrangements for fire evacuation to determine if any changes are required regarding exits, assembly points, methods of assembly and so on. If required we will undertake a drill of new arrangements as soon as possible. <i>St Dunstan's School fire assembly point will be on the field in groups, socially distanced.</i></p>	<p>KH</p> <p>KH</p> <p>KH</p> <p>KH</p> <p>KH</p>	<p>1/6/20</p> <p>1/6/20</p> <p>13/5/20</p> <p>1/6/20</p> <p>1/6/20</p>	<p>All planned and taking place</p> <p>Completed each week</p> <p>Checked</p> <p>Ongoing</p> <p>When students arrive in larger numbers fire drills will take place on first day. Group 1 - 9.05 Group 2 - 9.15</p>
<u>First Aid</u> The Headteacher or senior leader will issue a revised First Aider list and ensure that all staff are aware of the nominated person each day	First aider list will be prominently displayed <i>in staff room and on office door. Phone numbers are in the office.</i>	KH	23/3/20	<p>List in staff room and on office door 23/3 KH</p>

	<p>First aiders will be briefed on handling suspected Covid19 illness that occurs in school. Trust training to be provided?</p> <p>PPE will be available for first aiders including face masks and gloves, and visors. These are stored in the main office and issued by MS.</p> <p>The cleaning team will be briefed on cleaning arrangements following first Aid and suspected Covid 19 illness. Trust guide to be shared with cleaners</p>	<p>KH</p> <p>KH</p> <p>KH</p>	<p>12/5</p> <p>12/5</p> <p>18/5</p>	<p>First aiders briefed on handling suspected Covid19 illness 12/5 KH</p> <p>PPE issued and demonstrated to first aiders 13/5 KH</p> <p>Cleaning team to be briefed on cleaning arrangements</p>
<p><u>Staff working</u></p> <p>Staff who are in vulnerable groups (extremely clinically vulnerable) will not be expected to work in school during the current period. Staff who are clinically vulnerable will only work if sufficient safeguards are in place. Schools will follow the government guidelines.</p>	<p>Headteacher/appropriate leader will be aware of members of staff in these vulnerable groups and will keep in touch regarding appropriate work at home or in school where safeguards are in place.</p>	<p>KH</p>	<p>23/3/20</p>	<p>All staff who have underlying medical conditions not on the staffing rota. 23/3 KH</p>
<p><u>Hand Washing</u></p>		<p>KH</p>	<p>23/3/20</p>	

<ul style="list-style-type: none"> • Hand washing facilities with soap and water will be in place. • Stringent hand washing will be taking place. • See hand washing guidance. • https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ • Drying of hands will be with disposable paper towels rather than dryers • https://www.nursingtimes.net/news/research/h-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/ • Gel (alcohol-based) sanitisers will be available in any area where washing facilities are not readily available including in classrooms, reception, staff rooms 	<p>Staff and pupils will be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. They will also be reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands.</p> <ul style="list-style-type: none"> • Posters (appropriate to setting) are displayed throughout the school reminding pupils to wash their hands for 20 seconds • Pupils must wash their hands on arrival, before and after break and having lunch, after sneezing/using tissue. • There will be support for pupils who have trouble washing their hands independently • We will encourage children to use ‘Happy Birthday’ to wash hands for 20 seconds. Regular reminders and posters will constantly remind students about hand washing. 			<p>Hand sanitiser with signs and stations set up on entry to school, dining room and canteen. There is also hand sanitizer in every room and keyboard wipes for all computers in use. Posters displayed in all areas. 23/3 KH</p> <p>Posters to be produced for all hand washing areas.</p> <p>Additional hand sanitiser points to be set up when increased numbers of students are on site.</p>
<p><u>Cleaning</u></p> <p>We will follow the COVID-19: cleaning of non-healthcare settings guidance COVID-19: cleaning of non-healthcare settings guidance</p>	<p>Headteacher/senior leader to check that cleaners are aware of guidance and have an appropriate regime</p>	<p>KH</p>	<p>23/3/20</p>	<p>Rooms deep cleaned. All rooms in use are</p>

<p>There will be frequent cleaning and disinfecting of objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods. Also requiring more regular cleaning will be toys, books, desks, sinks, toilets and handrails. Doors can be left open to prevent the more frequent use of handles provided these are not fire doors.</p>	<p>Cleaner training to be delivered by trust.</p> <p>Cleaner shifts to be changed/extended to have cleaners in school during the school day.</p> <p>Where possible, Headteachers will organise cleaning through the school day so that regularly touched surfaces can be wiped down regularly and bins emptied more frequently.</p> <p>From June cleaners will clean all areas during and after break and lunch. Large teaching spaces will be cleaned after lunch and classrooms used for intervention (5 students + teacher max). All used classrooms to be cleaned each night along with all accessed public areas.</p> <p>Each school will prepare a checklist which can be ticked and monitored by the senior leader responsible. Cleaning audit undertaken by SLT daily</p>	<p>KH</p> <p>KH</p> <p>KH</p>	<p>1/6/20</p> <p>1/6/20</p> <p>21/5/20</p>	<p>regularly wiped down on all contact surfaces and deep cleaned every night. Doors left open where possible. 23/3 KH</p> <p>RB speaking to cleaning team to adjust shifts</p> <p>Cleaning teams to be given priority list of rooms each day by caretaker. SLT to check this.</p> <p>KH to use trust checklist and adapt for St Dunstan's</p>
<p><u>Social Distancing for staff</u></p> <p>Social Distancing: We will reduce the number of persons in any area to comply with the 2-metre (6.5 foot) gap recommended by Public Health England the Public Health Agency https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</p>	<p>To help reduce the spread of coronavirus (COVID-19) we will be reminding everyone of the public health advice - https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance</p>	<p>KH</p>	<p>23/3/20</p>	<p>Social distancing enforced by all staff and posters reminding staff and students in place 23/3 KH</p>

<p>We will ensure that the same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days.</p>	<p>Posters, leaflets and other materials will be displayed prominently</p>			<p>Staffing reduced to minimum required 1/4 KH</p> <p>Social distancing in place during breaks and lunch time for staff and pupils. 23/3 KH</p>
	<p>Checks need to be carried out by site managers, Business Managers or other senior leader Posters checked daily as part of cleaning audit</p>	KH	1/6/20	<p>Cleaning audit to be adapted from trust master.</p>
<p>We will take steps to review work schedules including start and finish times where this is possible for teaching staff.</p>	<p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Daily reminders will sent out by SLT about need for social distancing</p>	KH	1/6/20	<p>Daily audit response and reminders about social distancing from SLT</p>
<p>Staff who are able to fulfil their duties from home will be encouraged to do so.</p>	<p>Management checks will take place to ensure this is adhered to, through the cleaning audit.</p>	KH	1/6/20	<p>KH to receive cleaning audit daily.</p>
<p>We will take steps to review work schedules including start & finish times where this is possible for support staff. As far as possible, desks, telephones and computers will not be shared. Where offices are shared and the necessary distances are not possible then we will provide separation of these areas, with physical</p>	<p>All staff told to not share computers except in designated teaching rooms. Where there is use of another computer clear signs are in place to use provided wipes to clean phone, mouse and keyboard.</p>	KH	23/3/20	<p>All staff use own computers only except in library and room 2 where wipes are provided to clean</p>

<p>barriers or find alternatives space to relocate the work</p> <p>Support staff may be asked to undertake tasks which may be different from normal day to day routine but which are commensurate with their job role or processes may need to change to incorporate social distancing.</p> <p>Social distancing also to be adhered to in canteen area and staff room and during any rest breaks.</p> <p>Staff are often required to meet parents and representatives from other organisations as part of day to day essential work. Staff must continue to follow social distancing during meetings, using larger airy spaces when possible. Non-essential meetings will not take place or may be held over the telephone or using Google Meet. If documents need to change hands during any essential meeting, care should be taken to wash hands afterwards.</p> <p>Face-to-face meetings, if they must happen, should only include “absolutely essential” participants, who should remain two metres apart.</p> <p>Staff at reception areas should be able to rearrange their work space to enable them to maintain a distance from visitors. Hand gel will be available on reception and should be used by</p>	<p>If desks and computers must be shared due to reception rota, for example, these should be wiped between users with alcohol based wipe or other appropriate cleaner.</p> <p>All parent meetings and meetings with staff should be on line or by phone where possible. If meetings take place face to face, social distancing must be adhered to and hand sanitiser should be used before and after. Avoiding document handling where possible, if not wash hands immediately afterwards</p> <p>All visitors will be given a sticker to complete and wear whilst on site. They should dispose of these at the end of their visit.</p> <p>If any lost property is found, this will be bagged and if the owner is known, it will be returned to them when they are next in school. If the owner is not known the item will be kept until it is claimed. All handling of lost property or confiscated items is to be done with gloves and items individually bagged.</p>	<p>KH</p> <p>KH</p>	<p>23/3</p> <p>15/5</p>	<p>along with instructions to do so</p> <p>23/3 KH</p> <p>No pupils to move seats during the day – they have a personal work station. These are deep cleaned at the end of each day.</p> <p>23/3 KH</p> <p>All staff made aware that they must keep 2 metres apart and avoid any face to face contact unless essential. Reminders sent to staff regularly.</p> <p>15/5 KH</p> <p>No meetings arranged for staff, all communication by email or using google meet.</p> <p>23/3</p>
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<p>all visitors to the school. Pens for signing in will not be shared.</p>	<p>Parents and visitors should be discouraged from dropping off items for children, however if this is urgent they must report to reception where any item will be bagged and passed on to the child (whilst maintaining social distancing).</p> <p>Students must bring their own water bottle, disposable cups will not be available from the office unless it is a first aid situation.</p> <p>All paper for printers will be loaded by a single member of staff, using gloves to avoid contact with the paper.</p> <p>All photocopier touch screens should be wiped before and after use with wipes provided.</p>	LMB	18/5	<p>KH</p> <p>SLT meet once a fortnight in a large room to keep 2 metres apart using google meet for member of SLT who is shielding.</p> <p>13/5</p> <p>KH</p> <p>Staggered breaks and lunches shared with staff and parents.</p>
		KH	18/5	<p>All staff regularly reminded that parents and visitors should not be invited in to school. If absolutely necessary parents must be reminded of</p>

	<p>Lunch and break times will be staggered. Each year 10 class will have break in a separate area of the school, and at separate times, the EHCP/Vulnerable provision will have their break after year 10.</p> <p>Lunchtime will have significantly reduced numbers with a maximum of 15 year 10's staying over lunch time, their lunch time will be before the EHCP/Vulnerable provision.</p> <p>Staff will not invite parents or other agencies to site unless it is absolutely essential and business cannot be satisfactorily conducted by telephone/on-line. All necessary visitors should be expected and reminded ahead of their visit that social distancing arrangements will be in place.</p>	KH	23/3	<p>social distancing rules and booked in with reception. 18/5 KH</p> <p>Reception to use 'window' to office to maintain social distance and screen themselves off when reception opens again. 13/5 KH</p>
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	Where possible (and appropriate), the school will have erected a Perspex barrier at the reception area. Reception to use the window as a barrier to talk to parents/visitors until Perspex screen is installed			
<p><u>Social Distancing and reduction of mixing – pupils</u></p> <p>We will follow the guidance set out in <i>Coronavirus (Covid-19): implementing protective measures in education and childcare settings</i>.</p> <p>Social distancing of 2 metres will be encouraged and expected. Where it is not possible, mitigating steps will be taken.</p> <p>There will be no more than 15 pupils per small group and one teacher (and/or teaching assistant). If the room size dictates, we will reduce the size of the class further. Desks will be placed as far apart as possible.</p>	<p>Social distancing for settings with very young children will be harder to maintain. Staff should implement the recommended measures as far as they are able, whilst ensuring children are kept safe and well cared for.</p> <p>Students will only be allowed to go to the toilet in each area one at a time, corridors are being avoided where possible. Where students are using the corridors, they must keep 2 metres apart, and against the wall width wise to maximise the distance between students and staff. Markings will be put on the floor in the main corridors, and on the entrance to the school.</p> <p>Teachers and other staff will use age appropriate ways to encourage children to follow social distancing, hand-washing and other guidance. They should encourage parents/carers to reinforce these messages at home, by asking them to remind their children. Students will be reminded constantly at the beginning and end of each session about social</p>	<p>KH</p> <p>KH</p> <p>KH</p>	<p>23/3/20</p> <p>Revised 1/6/20</p> <p>23/3/20</p>	<p>All students in school to use the library and room 2 to keep social distancing rules. Students to leave 2 PC's between them at least when in IT rooms. When in dining room or queues students to remain 2 metres apart from staff and other students. 23/3/20 KH</p> <p>When exercising or in play grounds staff to monitor students to</p>

<p>We will ensure that pupils only mix in a small, consistent group and that small groups will stay away from other people and groups. As far as possible the group will remain in the same area and avoid using areas already used by other groups.</p> <p>The Headteacher/senior leader will plan how each class will be used and create a seating/layout plan. If possible children will use the same desks each day.</p> <p>As much as possible we will prevent the sharing of food, drink, utensils, equipment and toys.</p>	<p>distancing and hand washing. All staff and students will use hand sanitiser on entry to the building, dining room and teaching spaces. Additional signs in toilets remind students how to wash hands effectively and additional posters around the school remind students to socially distance and wash hands.</p> <p>If using classrooms class sizes will be kept to a minimum (maximum of 15), when using the large Halls each student will be at least 2 metres from each other, so numbers are; Sports Hall -78, Gymnasium – 46, Dining Hall – 23. Dance Studio - 17 and Drama Studio 17. All desks in all teaching spaces will be at least 2 metres apart. Students will fill up from the furthest point from the door to avoid walking past each other. Teacher space will allow for access to the door and a teaching zone will be cordoned off. If needed IT rooms (including music and the Library have been set out with clear 2 merte spaces around each workstation. Numbers for these rooms are: Room 2 - 11, Room 3 - 9, Room 9 -10, Room S1 - 9, Library - 7 and Music -8</p>	<p>KH</p> <p>KH</p>	<p>Revised 1/6/20</p> <p>13/5/20</p>	<p>ensure social distancing. 23/3 KH</p> <p>Lines to be added to floor and on entry to school before larger groups of students start back to school. 13/5 KH</p> <p>KH to inspect all room layouts prior to use to ensure social distancing, teacher access to the door, and teaching space is cordoned off. This includes all classrooms used for intervention. 22/5/20 KH</p> <p>Posters in place in the staffroom 13/5/20 KH</p>
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<p>Soft toys and items that are difficult to clean will be removed from classrooms.</p>		KH	21/5/20	Equipment to be removed prior to using classrooms by all staff 21/5/20 KH
<p>We will consider the best place and timings for lunch. If it is not possible to provide sufficient distance and in order to prevent mixing of groups, lunch may be brought into the classroom.</p>	<p>Staffroom signs remind all staff to not touch any food preparation equipment until they have washed their hands first.</p>	KH	23/3/20	All staff reminded regularly to clean all equipment used 23/3 KH
<p>Practical lessons will have the risk assessment reviewed to identify if necessary cleaning of equipment can be managed.</p>	<p>All equipment that is difficult to clean and is not needed will be removed from classrooms</p>	KH	22/5/20	KH to ensure cleaners use cleaning checklist provided in training 22/5/20
<p>We will not hold assemblies.</p>	<p>All equipment or utensils that is used, loaned or has been in contact with staff or students will be cleaned prior to next use.</p>	KH	Revised 1/6/20	Cleaning of all used rooms each day will be checked by SLT 1/6/20 KH
	<p>All Equipment, toys and surfaces should be cleaned and disinfected more frequently. This is</p>	KH	18/5/20	

	<p>included in the room cleaning checklist for cleaners</p> <p>All classrooms have been deep cleaned and labelled. If staff intend to use a classroom then social distancing must be adhered to and they MUST inform the caretaker so that the classroom is deep cleaned again</p> <p>All practical activities must be risk assessed to ensure safe practice can be maintained whilst maintaining social distancing. Risk assessments must be shared and agreed with Headteacher prior to the activity taking place.</p> <p>An appendix to the behaviour policy has been sent to all staff detailing sanctions and processes for students who fail to adhere to social distancing.</p>	LMB	19/5	<p>KH to send out risk assessment grids for staff to complete and have checked by KH before the activity takes place. 18/5/20 KH</p> <p>Shared with staff on 19/5 LMB</p>
<p><u>Student Work, Marking and Textbooks</u> To avoid shared contact teachers will avoid contact with students work, or will plan how to handle work so that no transmission over surfaces can take place.</p>	<p>All worksheets, paper and resources MUST be put on student desks before their arrival to avoid staff walking within 2 metres of students</p> <p>Where possible students should self-mark work in classes and take it home with them. If work is to be collected and marked. It should be collected from student desks once they have left using gloves and put in a suitable box. Gloves should be disposed of and a fresh pair of gloves used when marking work. The pen should be cleaned afterwards and gloves disposed of. When returning work a new pair of</p>	KH	21/5	<p>KH to share guidance on marking, student work and use of text books. 21/5 KH</p>

	<p>gloves to give to each student as they arrive, whilst keeping 2 metres away.</p> <p>If using textbooks is necessary, consider photocopies of relevant pages that students can keep. If absolutely necessary, each child will need to be given a text book and write their name on a label in pencil. These can be collected in (wearing gloves) and students will need to collect them on the way in. (Lay out on a desk is best)</p>			
<p><u>Arrival at school</u> To support social distancing and to avoid gatherings we will stagger the arrival of pupils (and staff) at school).</p> <p>We will review entrances and exits to identify where a class has its own discrete entrance/exit that avoids contact with other groups.</p> <p>We will review entrances and exits and nominate who should use each one in order to restrict the numbers at any one time.</p> <p>Consideration will be given as to whether any different arrangements are necessary for the arrival of contractors to site.</p>	<p>Students in year 10 will arrive at a different time to those in the EHCP/Vulnerable provision. Each group will arrive through a different entrance in to their teaching space. Students will follow 2 metre rule down the drive way in to each of the entrances. They will use hand sanitiser and then sit down where asked – filling up from the furthest point from the door.</p> <p>Each teaching space will be spaced out with desks 2 metres apart, a teaching space cordoned off, allowing the teacher to access the door without breaking social distancing.</p> <p>Each teaching space will have access to a different set of toilets. Students will only be allowed to go one at a time.</p> <p>Any contractors will enter the site through the main entrance and be escorted by site team (maintaining social distancing) to where they need to access. If the site team need to break</p>	<p>KH</p> <p>Site Team</p>	<p>19/5</p> <p>21/5</p>	<p>KH has written to parents and staff detailing measures for arrival at school 19/5 KH</p> <p>Site team to ensure all contractors phone before entry to the school to arrange chaperone. 21/5 KH</p>

	social distancing they should wear PPE as provided.			
<p><u>Movement around the school</u></p> <p>Lessons will be planned to reduce the movement around the school.</p> <p>If possible we will design a one-way system around the school.</p> <p>We will avoid queues (eg outside of classrooms)</p>	<p>The EHCP/Vulnerable provision is based in the library and rooms 2 and 3. Each of the year 10 classes are based in the Hall, Gym, Dining room or Drama studio. This allows for no contact between groups, with no need for movement around the school. Year 10 provision is one subject a day, to ensure students only need to be in one space for the duration of their stay.</p> <p>A small group of year 10 students will stay for lunch, this will be taken outside or in the lunch room as the dining hall is being used for lessons. Students will not return to those teaching spaces after lunch but go directly to the teachers classroom and then home after that.</p> <p>There will be a maximum of 15 students having their lunch break at the same time.</p> <p>Break and lunch times will be supervised by staff to ensure social distancing is adhered to. SLT will monitor this and support staff.</p> <p>Additional signage will be displayed in all areas reminding students of social distancing and handwashing procedures.</p>	KH	19/5	<p>KH has communicated with all staff and year 10 parents arrangements to reduce movement around school</p> <p>19/5</p> <p>KH</p>

	Where we cannot eliminate the need to queue we will put up signage or mark the floor to delineate distance to be maintained.			
<p><u>Use of toilets</u></p> <p>Toilet use will be staggered and restricted to one group/one set of toilets at a time. Toilet use will be monitored to ensure social distancing insofar as it is possible. All children will be required to wash hands for 20 seconds after using the toilet.</p>	<p>Staff should pay particular attention to handwashing before and after supporting children who need help with toileting (or eating), as well as avoiding touching their own face whilst at work.</p> <p>Each teaching space will have access to a different set of toilets. Students will only be allowed to go one at a time.</p> <p>Any student requiring assistance will be helped by staff wearing full PPE.</p> <p>Signage and reminders on handwashing, social distancing and using hand sanitiser will be displayed in all rooms.</p>	KH	19/5	<p>KH has written to all staff and year 10 parents detailing use of toilets to ensure social distancing.</p> <p>19/5 KH</p>
<p><u>Use of outdoor space</u></p> <p>When possible, we will use outdoor space as this can limit transmission and allow distance between children</p> <p>Outdoor equipment should not be used unless the school can clean appropriately between groups of children and multiple groups do not use it simultaneously.</p> <p>Play time will take place in discrete groups. Where necessary the playground will be marked out into designated areas</p>	<p>Each classroom space has its own designated outdoor space for break times. Staff will use this space for teaching if relevant and weather permitting.</p> <p>Any outdoor equipment not being used, will be removed so that students cannot access it. Any equipment that is used, must be cleaned between uses.</p> <p>Each of the areas that students can use will be clearly defined using barriers.</p>	KH	19/5	<p>KH has written to all staff and year 10 parents about measures to keep students in identified open areas.</p> <p>19/5 KH</p> <p>KH to remind staff that they can use the outdoor space for teaching</p>

				as long as social distancing is observed and it is relevant to the teaching. 21/5 KH
<p><u>PPE: gloves</u></p> <p>When possible, spillages etc. should be cleared by the cleaning staff. If these staff are not available, then disposable gloves must be worn. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p> <p>Gloves will be worn for the administration of all First Aid and for support children with toileting, nappy changing etc</p> <p><u>PPE: Face masks</u></p> <p>In non-health care settings there is currently no requirement or guidance for face masks. However, the schools will have disposable masks available for use should the guidance change and for situations where an urgent requirement to break the social distancing guidelines is required (in early years or primary setting or during first aid need for example). Those staff who wish to wear a face mask may request one.</p>	<p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing and that gloves can also spread the virus.</p> <p>All staff and cleaners to wear gloves and carefully dispose of these if cleaning or dealing with waste of any sort.</p> <p>Face masks and visors available for all staff but optional whilst social distancing in place.</p> <p>Any member of staff who needs to break social distancing will need to be wearing PPE, including masks, visor and gloves. In the case of first aid full PPE must be worn at all times.</p> <p>Posters to remind staff and students to wash hands, use hand sanitiser and keep safe distance in place</p>	<p>KH/PN</p> <p>KH/PN</p>	<p>23/3</p> <p>13/5</p>	<p>All staff and cleaners to wear gloves and carefully dispose of these if cleaning or dealing with waste of any sort. 23/3 KH</p> <p>Face masks and visors available for all staff but optional 13/5 KH</p> <p>Posters to remind staff to wash hands, use hand sanitiser and keep safe distance in place</p>

<p>Staff should remember that current guidance emphasises good distancing and handwashing behaviours above all else.</p>				<p>23/3 KH</p>
<p><u>Symptoms of Covid-19 – staff</u></p> <p>If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance. Staff who work in our schools are eligible for testing and this should take place when appropriate. Here is the guidance to access testing https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</p> <p>Line managers will maintain regular contact with staff members during this time. Government guidelines will be followed in relation to return to work.</p>	<p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected. Line managers will be the single contact point and will keep in regular contact to offer support.</p> <p>The person who has shown symptoms will need to self-isolate for 7 days. All staff have been asked to get a test straight away and self isolate until the result of the test is confirmed</p> <p>Where Covid-19 is confirmed, the rest of the class or group will be sent home and advised to self-isolate for 14 days</p>	<p>KH</p>	<p>21/5</p>	<p>KH to remind line managers that they will be single point of contact should a member of staff, or their family become unwell and suspect COVID-19. 21/5 KH</p>
<p><u>Symptoms of Covid-19 – pupils</u></p> <ul style="list-style-type: none"> • The school will designate (if possible) a specific identified room (or area) to isolate someone who shows symptoms of Covid-19 • Any pupil who displays signs of being unwell will be moved to the isolation room whilst awaiting collection (whilst still ensuring pupil is safe). • Areas used by unwell pupils who need to go home will be thoroughly cleaned once vacated. 	<p>Any pupil who feels unwell is moved to medical room (with passive supervision) to be sent home.</p> <p>Staff to wear PPE for all first aid</p> <p>Cleaning of all areas visited by this student cleaned as soon as possible, medical room disinfected.</p>	<p>KH</p>	<p>Updated 13/5</p>	<p>KH advised all first aiders on procedures for dealing with poorly children and cleaning needed afterwards. PPE is provided for this. 13/5 KH</p>

<ul style="list-style-type: none"> Unwell pupils waiting to go home, should use different toilets (if possible) to the rest of the school to minimise the spread of infection. These facilities should then be cleaned prior to use by others 	<p>These students can use the foyer toilet if they need to – then it will be cleaned before the next use.</p> <p>The child who has shown symptoms will need to self-isolate for 7 days.</p> <p>Where Covid-19 is confirmed, the rest of the class or group will be sent home and advised to self-isolate for 14 days.</p>			
<p><u>Confirmed Covid-19 and Riddor reporting</u></p> <p>There may be a requirement for RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) if:</p> <ul style="list-style-type: none"> An incident at work as led to possible or actual exposure to Covid-19 A member of staff has Covid-19 caused by exposure at work 	<p>Headteachers or senior leaders will seek advice prior to making Riddor reports. This will be through Services Director. If reports are needed these will be made on our behalf through B&NES</p>	KH	23/3	<p>Should a case be confirmed, Headteacher, Leadership Team, CEO and Service Director to be informed</p> <p>23/3 KH</p>
<p><u>Transport arrangements</u></p> <p>We will encourage parents and children to walk or cycle where possible and will signpost to government guidance.</p> <p>We will make any necessary arrangements and communications in relation to start and finish times</p>	<p>This will be done in communications from Trust CEO to parents.</p>	KH	20/5	<p>KH has confirmed with transport that all pupils will maintain social distancing on buses given the number of students on the</p>

<p>The MAT senior leadership will engage with transport providers in relation to the appropriate steps they will take to mitigate risk. <i>(We await the issuing of Government guidance on this topic).</i></p>	<p>Trust CEO and senior leaders will liaise with local authority regarding transport arrangements.</p> <p>KH has liaised with school transport who have assured the school that social distancing will be maintained for all students on school transport. This is currently very low numbers and therefore possible for bus companies to achieve this.</p>			<p>bus. Drivers will have a Perspex screen. 20/5 KH</p>
<p><u>Communications</u></p> <p>The Trust will communicate with staff and parents to make it clear that those who have coronavirus symptoms or who have someone in their household who does, do not attend school.</p> <p>The school will effectively communicate local arrangements for school regarding arrival/departure times and arrangements for transport.</p> <p>The school will communicate with parents regarding the arrangements for drop off and collection in order to avoid gatherings outside of school.</p> <p>We will tell parents that only one parent should attend if their child needs to be accompanied.</p> <p>We will communicate with contractors coming to site so they are aware of appropriate arrival times, entrances/exits to use and procedures that are in place.</p>	<p>Trust CEO communicates regularly with parents and staff</p> <p>Arrangements for increasing provision sent to all parents of year 10 students and all staff detailing planned arrangements for the return of year 10 students when the government commits to this (expected to be 1st June)</p> <p>Parents have been asked to remain in their cars when dropping students off and picking them up.</p> <p>Contractors have all been told to report to reception after they have phoned the caretaker from their car to reduce the need for waiting in the reception area.</p>	<p>AW</p> <p>KH</p>	<p>20/3 onwards</p> <p>Updated 19/5</p>	<p>Regular letters to staff and parents to keep them up to date with the current situation 23/3 KH</p> <p>KH has regularly updated staff and governors on all aspects of current provision. On 19/5 KH wrote to all parents of year 10, 11 and 6 detailing plans and wrote to staff and governors with plans for year 10, 11 and 6. 19/5</p>

<p><u>Environmental issues</u></p> <p>Schools with air conditioning will keep this turned off as much as possible to avoid the recirculation of air. Natural ventilation is encouraged and windows should be opened where it is safe and appropriate.</p> <p>Where lights need to be turned on, these should be left on (frequent touching of switches to be avoided)</p>	<p>Air conditioning systems are due to be serviced, but will be turned off as much as possible, with windows opened each morning to allow fresh air through the building.</p> <p>Classroom lights should be left on once switched on. The cleaners will turn these off once the classroom has been cleaned.</p>	<p>PN/KH</p>	<p>21/5</p>	<p>KH</p> <p>PN arranging for air conditioning to be serviced KH asked all staff to open windows in rooms to be used to increase fresh air. Air Conditioning to be switched off where possible. 21/5 KH</p>
<p><u>Mental Health</u></p> <p>Management will promote mental health and wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help. Staff can call the Employee Assistance Helpline at any time (0800 030 5182)</p> <p>Other guidance: https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</p>	<p>Leaders, as relevant to your school setting will be required to oversee this. All line managers will pass on any concerns raised and SLT will contact members of staff to address any concerns if possible and refer staff to the Employee Assistance Helpline.</p> <p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation.</p>	<p>KH</p>	<p>23/3</p>	<p>All line managers to pass on any mental health concerns to SLT 23/3 KH</p> <p>KH and SLT keep staff up to date with changes and guidance that affect them, without overwhelming</p>

	<p>Regular communication of mental health information and open door policy for those who need additional support. Also senior leader will refer to MAT Central HR team when in doubt.</p> <p>Student mental health issues will be passed by tutors to the pastoral team. They will provide support and where necessary signpost additional support through external services.</p>			<p>them with all guidance. 21/5 KH</p> <p>SLT to refer staff to the Employee Assist Programme as part of any support. 21/5 KH</p> <p>ST regularly communicates details of open door policy and assistance available. 23/3</p> <p>Student mental health concerns passed on to pastoral team 23/3 KH</p>
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