



Midsomer Norton
Schools Partnership



St Dunstan's School
GLASTONBURY

RISK ASSESSMENT FOR SCHOOL OPERATION FROM SEPTEMBER 2020

This risk assessment is based on Guidance for Full Opening: Schools

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

Date of Risk Assessment: 4th January 2021

Signed (Headteacher): Keith Howard

Signed (Chair of governors): Katy Quinn

HAZARD: Spread of Covid-19 Coronavirus Covid-19 is an illness that can affect your lungs and airways. Symptoms can be mild, moderate, severe or fatal. This risk assessment is for pupils, teaching and support staff and should be adapted by each of MNSP schools. 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 and from pupils as much as possible. 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 equipment and practical lessons.**

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>	Review (4/1/21)
<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.</p> <p>Fire escape procedures have been updated throughout the school to show</p>	<p>KH</p> <p>KH</p> <p>KH</p> <p>KH</p>	<p>1/6/20</p> <p>1/6/20</p> <p>Reviewed 13/6</p> <p>1/9/20</p>	<p>HT inspected H&S records and all compliance checks have been carried out. KH 1/6</p> <p>Grounds team to mark out field for fire drills over summer break.</p> <p>Every room in the school to have new fire assembly point posters</p>	<p>H&S Audit in progress</p> <p>Fire drill completed in term 1</p> <p>All rooms have fire assembly points displayed</p>

	<p>how students should line up in the event of a fire. (In class groups). The field will be labelled to ensure social distancing between groups of students by class with enough space for staff to safely monitor groups and take registers. (4 metres)</p> <p>Office will update fire box with new contacts and student lists in new classes</p> <p>Office team key holders to ensure side gate next to Lucas block is unlocked since staff teaching in Lucas block may not have a key for the gate.</p>	MS	1/9/20	MS to ensure fire box is ready for new term	Fire Box lists up to date for new classes
		KH	14/7	KH has briefed key office staff and site team to ensure this gate is unlocked in the event of a fire. 14/7 KH	KH reminded staff on 2/11
<u>First Aid</u>		KH	1/9/20	First Aid list updated with MC details for September	First Aider contact details in office and staff room
The Headteacher or senior leader will issue a First Aider list and ensure that all staff are aware of the nominated person each day	<p>First aider list will be prominently displayed in the staff room and on the office door. Phone numbers are in the office. Additional first aider to be added for September.</p> <p>First aiders have been briefed on handling suspected Covid19 illness that occurs in school.</p>	KH	1/7/20	<p>First raiders trained on 12/5, MC briefed and trained for first aid during covid-19 1/7. KH 1/7</p> <p>PPE issued and demonstrated to first aiders</p>	First aid Training up to date, first raiders

	<p>PPE will be available for first aiders including face masks and gloves . Stocks of PPE available in the main office and cleaning cupboard. Specific training on wearing masks given to all staff in September. All staff have their own visor - replacement front screens are available in the office.</p> <p>The cleaning team will be briefed on cleaning arrangements following first Aid and suspected Covid 19 illness</p>	KH	13/7/20	<p>13/5 KH Additional training on use of masks sent to all staff 12/7/20 KH 13/7</p> <p>Cleaning team have all viewed the cleaning training video. 6/6 KH</p>	<p>briefed on what to do for suspected covid cases</p> <p>All cleaning team have received training</p> <p>Additional cleaning of outside benches between bubbles added to cleaning during the day</p>
<p><u>Staff working</u></p> <p>All staff are expected to be able to work in school from September. Those in vulnerable or extremely vulnerable groups, including BAME, should discuss any changes to working practices to mitigate risk. Schools will follow the government guidelines.</p>	<p>Headteacher/appropriate leader will be aware of members of staff in these vulnerable groups and will ensure safe working practices are implemented and additional measures are considered if these are needed.</p>	KH	13/7		

<p>Advice for those who are clinically-vulnerable, including pregnant women, is available.</p> <p>Individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work from 1 August as long as they maintain social distancing.</p> <p>Advice for those who are extremely clinically vulnerable can be found in the guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19.</p> <p>Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report.</p>	<p>All staff with underlying medical conditions and those in high risk groups (BAME, pregnant, elderly and extremely clinically vulnerable) have been contacted and where appropriate a risk assessment has been carried out.</p>			<p>Staff have been seen, measures and risk assessments done 13/7 KH</p>	<p>Risk Assessment s completed</p>
<p><u>Hand Washing</u></p> <ul style="list-style-type: none"> • Hand washing facilities with soap and water will be in place. • Regular hand washing will be taking place. • See hand washing guidance. • https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ 	<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 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>	<p>KH</p>	<p>23/3/20</p>	<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</p>	<p>Posters and hand sanitizer stations in place.</p> <p>Catch it, bin it, kill it signs up</p>

<ul style="list-style-type: none"> • Drying of hands will be with disposable paper towels rather than dryers • https://www.nursingtimes.net/news/research-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 	<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>KH</p> <p>Posters produced for all hand washing areas. 23/3 KH</p> <p>Additional hand sanitiser points to be set up as increased numbers of students are on site.</p>	<p>around the school</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>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</p>	<p>Headteacher/senior leader to check that cleaners are aware of guidance and have an appropriate regime</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</p>	<p>KH</p> <p>KH</p>	<p>23/3/20</p> <p>Reviewed 1/12/20</p>	<p>All rooms deep cleaned daily. All rooms are regularly wiped down on all contact surfaces and deep cleaned every night. Doors left open where possible. 23/3 KH</p> <p>Cleaning team have adjusted shift times and additional hours to clean during the</p>	<p>Additional cleaning in place, minimal movement of students in place.</p>

<p>frequent use of handles provided these are not fire doors.</p>	<p>wiped down regularly and bins emptied more frequently.</p> <p>From September cleaners will clean all areas during and after break and lunch, and between each sitting. Teaching spaces will be cleaned during lunch time if KS4 option classes require a movement of classes within a bubble. All 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. RB to create a full cleaning checklist for each day.</p>	<p>KH</p> <p>KH</p>	<p>1/9/20</p> <p>1/9/20</p>	<p>day. Full cleaning schedule to be reviewed when timetable is published.</p> <p>All staff to be issued with cleaning equipment and PPE to use during each day. 1/9/20</p> <p>Full cleaning checklist in place from September</p> <p>SLT will check that all cleaning has been completed each night.</p> <p>All staff to notify the cleaning team if they use an untimetabled room to ensure it is cleaned that day. 23/5/20 KH</p>	<p>Staff have access to cleaning materials and PPE</p> <p>Card system in place</p>
<p><u>Social Distancing for staff</u></p> <p>Social Distancing: We will follow the relevant guidance on social distancing.</p> <p>Ideally, adults should maintain 2 metre distance from each other, and from children. This will not always be possible, particularly when working with younger</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>1/9/20</p>	<p>Social distancing adhered to by all staff and posters reminding staff and students in place 1/9 KH</p>	<p>Staff reminded to social distance at all times 2/11</p>

<p>children, but we will encourage adults to do this when circumstances allow. In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone.</p> <p>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 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>Posters, leaflets and other materials will be displayed prominently - New posters created https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</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> <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> <p>Management checks will take place to ensure this is adhered to, through the cleaning audit.</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 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</p>	KH	1/9/20	<p>Social distancing in place during breaks and lunch time for staff and bubbles monitored by staff to ensure bubbles do not come into contact with other bubbles. 1/7 KH</p> <p>Daily audit response and reminders about social distancing from SLT</p> <p>KH to receive a cleaning audit daily. 13/6</p> <p>All staff use provided wipes to clean workspaces, computers, equipment and phones - posters in place to remind staff. 23/3 KH</p> <p>No pupils move seats during the day – they have a personal work station.</p> <p>All classrooms are deep cleaned at the end of each day. 23/3 KH</p>	<p>Posters in place</p> <p>Wipes are used between staff usage</p> <p>All classrooms have seating plans</p> <p>All classrooms deep</p>
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<p>Social distancing also to be adhered to in the 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 all visitors to the school. Pens for signing in will not be shared.</p>	<p>wipes to clean phone, mouse and keyboard.</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><i>Staff room will only be used as an office space and for making refreshments whilst in Tier 4 or lock down.</i></p> <p>Lunch and break times will be staggered. An additional canteen space has been created in the gymnasium. Both canteen spaces has enough seating for all students in that year group. Dependent on the weather students will be encouraged to use outdoor spaces when dry. Timings between sessions allow for cleaning of each area between bubbles. All food will be ‘gab and go’ to ensure students are quickly through the canteen and in their designated space.</p> <p>Year group bubbles staggered to ensure those going to the canteen do not need to pass through another year groups bubble to get there.</p>	<p>KH</p> <p>KH</p>	<p>4/1/21</p> <p>1/10</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. Specific instruction on how to keep 2m+ given on 5/1/21 KH</p> <p>All staff made aware that staffroom only for office use and making refreshments 5/1 KH</p> <p>No meetings arranged for staff, all communication by email or using google meet. 23/3 KH</p> <p>SLT meet once a week in a large room to keep 2 metres apart 1/9 KH</p> <p>Staggered breaks and lunches shared with staff and parents.</p>	<p>cleaned each day</p> <p>All staff only using staff room for office use or making beverages</p> <p>Staff meetings and briefings are online</p> <p>SLT using large room with good ventilation</p> <p>New lunch arrangements</p>
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	<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. Cover teachers and other agencies essential to supporting pupils will be welcomed to site but expected to comply with rules in place.</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>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>1/9/20</p> <p>Revised staggered break and lunch rota in place with indoor seating for poor weather and 2 canteen spaces 1/10/20</p> <p>All staff regularly reminded that parents and visitors should not be invited in to school. If absolutely necessary parents must be reminded of social distancing rules and booked in with reception. 18/5 KH</p> <p>Reception screen installed to provide a physical barrier between visitors and staff 2/6 KH</p> <p>KH spoken to only member of staff at risk LMB has carried out risk assessment KH 2/6</p>	<p>ts ensure all bubbles are separate and large indoor spaces are well ventilated</p> <p>Few visitors coming in, visitors will wear masks</p> <p>Screen in place</p> <p>Member of staff has had risk assessment</p>
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	<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 provide</p> <p>The school has erected a Perspex barrier at the reception area. This keeps the reception staff safely away from visitors to the school.</p> <p>Staff who are at greater risk from covid-19 who are BME members of the community will be contacted by KH to discuss any additional support or changes to working practice</p>			<p>Staff reminded of need to steriles photocopiers 5/1/21 KH</p> <p>Site team to ensure wipes are next to all copiers and office have access to fresh gloves</p> <p>Office staff reminded to top up paper in printers using gloves each day 7/1/21 KH</p>	<p>Staff reminded 5/1</p> <p>Site team aware and reminded 6/1</p> <p>Office staff reminded 7/1</p>
<p><u>Social Distancing and reduction of mixing – pupils</u></p> <p>Consistent groups reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group.</p>	<p>Each year group will be kept in separate bubbles. Each class within the bubble is taught in their designated room for the majority of lessons. Where students use a specialist room, this is timetabled for each</p>	<p>KH</p>	<p>14/7/20</p>	<p>Plans for each bubble, their start time and entrance to the school, their lesson times, and routines are shared with parents</p>	<p>Start of the day more difficult, but all students are</p>

<p>Whatever the size of the “bubble”, they should be kept apart from other groups where possible and older children should be encouraged to keep their distance within groups. Where possible, we will limit interaction, sharing of rooms and social spaces between groups.</p> <p>(Younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group).</p> <p>We will make adaptations to the classroom to support distancing where possible. This will include seating pupils side by side and facing forwards, rather than face to face or side on.</p> <p>We will remove unnecessary furniture out of classrooms to make more space.</p> <p>The timetable will be adjusted to keep groups apart and movement around the school to a minimum.</p> <p>Schools should also consider staggered break times and lunch times (and time for cleaning surfaces in the dining hall between groups).</p>	<p>year group bubble in a day so deep cleaning can take place between year groups. Each bubble has a designated break and lunch space and a designated set of toilets to use. Each bubble will have a different entrance and exit point for school, this will be staggered to avoid year groups coming in to contact as much as possible on entry to the school. As students arriving on school transport will arrive at the same time, they will be asked to sit in year group bubbles on this transport. Break and lunch times are staggered to avoid contact between bubbles and allow for cleaning between bubbles.</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. Posters and regular reminders from all staff will remind students to keep 2 metres from any member of staff and to avoid face to face contact with each other unless over 1 metre apart - preferably 2 metres. Staff and signs will remind students about hand washing on the way into and out of spaces.</p>	<p>KH</p>	<p>1/9/20</p>	<p>14/7/20</p> <p>Posters in each classroom explain each year groups break times, break spaces, expectations and timetables 1/9/20 LP/KH</p> <p>Signs communicating expectations and rules in place in all areas of the school.</p> <p>Timetable for Ks4 to be designed so cleaning can take place if classes are mixing.</p> <p>Expectations of carrying your own equipment and use of resources communicated to staff, parents and students 14/7/20</p> <p>All classrooms set out with students sat side by side facing the front, unnecessary furniture removed 1/9/20</p>	<p>regularly reminded to stay at least 2 metres from students in other bubbles.</p> <p>Done</p> <p>Done</p> <p>All students bringing in their own equipment</p> <p>done</p>
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<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>Soft toys and items that are difficult to clean will be removed from classrooms.</p> <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>Resources that are shared between classes or bubbles, such as sports, art and science equipment will be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. Practical lessons where these take place will need to have their own risk assessments reviewed.</p> <p>Groups should be kept apart, so there will be no large gatherings including assemblies with more than one group.</p> <p>For individual and very frequently used equipment, such as pencils and pens, staff</p>	<p>At KS4, option subjects are taught in double lessons and after a break, or first lesson in the day to allow for cleaning of classrooms between different mixes of students</p> <p>Equipment, toys and surfaces should be cleaned and disinfected more frequently. All equipment for all lessons that are shared will be cleaned prior to use and again afterwards. Staff and students will be required to carry their own stationary with them. All students will be provided with a diary, white board pen and rubber in September so all students have their own portable whiteboard.</p> <p>All classrooms will be set out with desks facing the front where possible. Teachers will teach in a marked out area to maintain their distance from students where possible. Teaching assistants will have their own space for each year group to</p>			<p>Online assembly rota in place and timetabled</p> <p>Staff training on sharing of resources and teaching techniques to remove need for movement by staff or pupils to be delivered in September 2/9/20</p> <p>Staff duty rota ensures all staff get a lunch break and all areas are fully supervised 1/9/20</p> <p>All practical lessons to be risk assessed and signed off by HT. 1/9/20</p> <p>Instructions for what to bring to school and when to wear PE kit is included in letter home and September video 1/9/20</p>	<p>Done</p> <p>Done</p> <p>All students bring own equipment daily. PE equipment sanitised before each use per person.</p> <p>Revised duty rota to ensure staff get a break each day</p> <p>All risk assessments received before any practical work takes place</p>
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<p>and pupils will have their own items and these will not be shared.</p> <p>Classroom based resources, such as books and games, will be shared within the bubble but will be regularly cleaned along with all frequently touched surfaces.</p>	<p>take students to work with them. Planning for use of this space will be done jointly between the teacher and the TA.</p> <p>All unnecessary furniture will be removed from classrooms</p> <p>There will be no assemblies with more than one year group and where possible assemblies will be delivered online to each class group.</p> <p>Text books and resources can be shared if necessary across bubbles, but ideally will not be shared wider than a class group. If resources are used, they must be cleaned thoroughly prior to their next use and left for 48 hours</p> <p>Lunch times and break times will be closely supervised by a minimum of two staff to ensure that bubbles do not mix and swift travel through the canteen to ensure the canteen has time to clean between sittings. Where staff have full teaching days they will be released from their duty during lunch time and covered. Additional duties before school, break time and lunchtime will be needed to ensure supervision of students.</p>			<p>All staff given basic training in how clean work space and boards on first day of term. 1/9/20 LMB</p>	<p>Done</p> <p>Assemblies online</p> <p>Resources not shared across bubbles</p> <p>Lunchtime and break time supervision</p>
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	<p>All staff and students have been shown specific routes to their break area and the dining room. Staff are aware of possible contact points and supervise this carefully.</p> <p>Practical lessons will only take place once a separate risk assessment has been completed and agreed by the Headteacher. The suitability will depend on whether the practical activity can be supervised safely whilst the teacher maintains a safe distance from students.</p> <p>Students will not share equipment and will not be loaned equipment. Parents and students informed of this in July and reminded in September.</p> <p>Children will be instructed about what items to bring to school (these should be kept to essentials only). Students must bring their own equipment and reading book. If students have PE, they will wear PE kit all day to eliminate the need for changing rooms.</p> <p>All staff will be given training on how to clean their work space and teaching space when taking over from another member of staff.</p>				<p>increased to ensure Covid safety</p> <p>Specific routes in place for each year group</p> <p>Risk Assessments done for all practical work</p> <p>Students have own equipment</p> <p>Students who have PE wear PE kit all day</p> <p>Done</p>
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<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>Classwork that students produce should be self marked. Staff will only mark assessments and weekly homework pieces.</p> <p>When marking homework and assessments it should be collected in a tray and then left for 2 days prior to marking, or gloves should be used. 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.</p> <p>When returning work a pair of gloves should be worn to give to each student, whilst keeping 2 metres away.</p> <p>If using textbooks is necessary, consider photocopies of relevant pages that students can keep. If absolutely necessary, text books must only be used with one bubble.</p>	LMB	1.9.20	LMB to explain marking procedures during INSET session. 1/9/20	<p>Done</p> <p>Done</p>
<p><u>Arrival at school</u> To support social distancing and to avoid gatherings we will stagger the arrival of pupils at school (if possible).</p> <p>We will review entrances and exits to identify where a class has its own discrete</p>	<p>All year groups will enter the school site via a different entrance and at staggered times. Students on busses will be encouraged to sit in year group bubbles. Staff will be on duty to ensure students go straight to their classrooms in the</p>	KH	14/7/20	Parents and students sent a letter to inform them of all arrival and finish arrangements.	<p>Start of day does not work as planned - all students reminded</p>

<p>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>Following further guidance from the government on 26th August students may wear masks in school if they want to, unless the school or area is subject to further measures due to a local outbreak. In this case PHE may require the wearing of masks in all public areas.</p>	<p>morning. Students who catch buses at the end of the day will either go straight through reception and on to their waiting bus, or will be asked to wait in the porch area or in inclement weather the dining hall, keeping at least 2 metres from students in other year groups.</p> <p>Any contractors on site must phone ahead and will be met by the caretaker on duty. They must adhere to 2 metre social distancing whilst on school site and where possible avoid contact with other staff and students. If the site team need to break social distancing they should wear PPE as provided.</p> <p><i>Students should wear face coverings unless they are exempt as we are currently in tier 2.</i></p> <p>If the school is in tier 1 then students and staff may wear face coverings if they want, although they are not compulsory unless the area is subject to Covid-19 measures that require them to do so. In the event of PHE giving the school guidance, face masks may be compulsory.</p>	<p>KH/PN/Site Team</p> <p>KH</p>	<p>1/6/20</p> <p>1/12/20</p>	<p>Site team to ensure all contractors phone before entry to the school to arrange chaperone. 21/5 KH Students, parents and staff informed of process for removing face coverings.</p> <p>Parents informed of all details in July. Reminder letter and clarification of any changes</p>	<p>to stay at least 2m from others in different year groups</p> <p>All contractors phone prior to arrival</p> <p>Face coverings needed as tier 2</p>
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	<p>Students will be shown how to wear and remove facemasks if they wish to wear them.</p> <p>All parents and pupils will be informed by letter if guidance changes.</p>			<p>over the summer to be sent home in last week of August.</p> <p>Update from 2nd December is school is in Tier 2.</p>	
<p><u>Movement around the school</u></p> <p>Lessons will be planned to reduce the movement around the school and avoid groups (bubbles) mixing.</p>	<p>Where possible students will remain in their teaching room for the majority of their lessons. When it is necessary for students to move they will be taken, keeping at least 1 metre apart to the alternative classroom by their teacher. This route must avoid contact with students in other bubbles. The timetable has been specifically designed to ensure movement is reduced and year groups accessing specialist rooms do so on the same day so that deep cleaning can take place.</p>	<p>LP</p> <p>LMB</p>	<p>17/9/20</p> <p>1/9/20</p>	<p>Timetable designed to reduce movement around the school and use of rooms by different bubbles 17/9/20</p> <p>All staff given guidance on how to teach without the need for student movement and without teachers circulating around the room. 1/9/20</p>	<p>Done</p> <p>Done</p>
<p><u>Use of toilets</u></p> <p>Different groups do not need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet</p>	<p>Where possible each year group has their own set of toilets. A toilet pass system will be in place for each room ensuring only 1 student is in the toilet at a time.</p>	<p>KH</p>	<p>14/7</p>	<p>Each year group will use the toilets in their zone and toilet passes will be used to avoid more than 1 person in the toilet at the same time.</p>	<p>All students only using toilet one at a time and only in their area</p>
<p><u>Use of outdoor space</u></p>	<p>Each classroom space has its own designated outdoor space for break times.</p>	<p>KH</p>	<p>14/7</p>	<p>Each group has its own outdoor space</p>	<p>Year 7&11 share the</p>

<p>When possible, we will use outdoor space as this can limit transmission and allow distance between children</p>	<p>Staff will use this space for teaching if relevant and weather permitting.</p>			<p>Benches and bins moved to provide some seating in each space.</p> <p>Wet weather plans in place</p> <p>All staff are aware of rules around outdoor equipment. PE avoid using year group break spaces for lessons.</p>	<p>bottom courts - all benches and gates cleaned between bubbles.</p>
<p>Outdoor equipment will be regularly cleaned and not used by multiple groups at the same time.</p>	<p>Any outdoor equipment that is used must be regularly cleaned and not be used by more than one bubble in a day.</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>	KH	1/9/20	<p>Break spaces will be communicated to staff, pupils and parents. Additional duties in place to supervise students in their spaces.</p>	<p>Year 8 & 9 share the top courts, all benches and gates cleaned between bubbles</p>
<p>Play time will take place in discrete groups. Where necessary the playground will be marked out into designated areas</p>	<p>Each group in school will have a staggered break time with cleaning in place for all touch areas between breaks. Each group has their own specific area of the school at break.</p>	KH	1/9/20		<p>Dining room and Gym used as 2 separate spaces for dining. Enough room in each for all students to be inside in tables of no more than 4 during poor weather.</p>

<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 should remember that current guidance emphasises good distancing and handwashing behaviours above all else.</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><i>UPDATE: Face Masks should be worn by all students, staff and visitors whilst in Tier 2 or above.</i></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>1/12/20</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>23/3 KH</p> <p>Face masks and visors available for all staff but optional</p> <p>13/5 KH</p> <p>Posters to remind staff to wash hands, use hand sanitiser and keep safe distance in place</p> <p>23/3 KH</p>	<p>Done</p> <p>Done</p> <p>Done</p>
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<p>for several weeks once the infection has gone. The 10-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.</p>	<p>Schools should contact the local health protection team to assess what actions need to be taken. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious.</p> <p>The school will keep a record of pupils and staff associated with each group (bubble) to assist the trace process.</p> <p>All staff have been briefed on what to do - how to get a test, how to report the result and how to engage with track and trace service. Regular reminders of what to do have been sent out with briefing sheets.</p>				<p>Plan in place for this eventuality</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.</p> <p>13/5 KH</p>	<p>Done</p> <p>Done</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 10 days and should be tested. The school will ensure that relevant guidance is followed before the pupil returns to school.</p> <p>Where Covid-19 is confirmed, the school will contact the local health protection team for guidance. Those who have been in close contact will be required to self-isolate for 14 days.</p>	KH	1/9/20	KH and SLT are aware of when to contact the LHP team 13/7/20 KH	
<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 or Somerset County Council</p>	KH	23/3	<p>Should a case be confirmed, Headteacher, Leadership Team, CEO and Service Director to be informed 23/3 KH</p>	Plan in place
<p><u>Transport arrangements</u></p>					All students travelling

<p>We will encourage parents and children to talk 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>The MAT senior leadership will engage with transport providers in relation to the appropriate steps they will take to mitigate risk-</p>	<p>This will be done in communications from Trust CEO to parents.</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 confirmed that they will try to keep students in year group bubbles on school transport. Current guidance from somerset transport is that face coverings are advised, not compulsory. Face coverings are compulsory on public transport.</p> <p>Staggered starts are by 5 minutes to allow for students on buses to wait no longer than 5 minutes to enter school. Staff will be on duty to keep students in their different bubbles.</p>				<p>on school transport wear masks. Where possible students sit in bubbles and no students from other schools</p> <p>All staff in classrooms from 8.30am to ensure students can go straight to their classroom</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>Trust CEO communicates regularly with parents and staff</p>				<p>Regular communication with parents regarding changes or</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>Arrangements for school closure, provision for vulnerable and keyworker students and lateral flow testing communicated with parents, governors, staff, county council and trust.</p> <p>(See separate Risk Assessment for Lateral Flow Testing)</p> <p>Specific guidance for parents on dropping students off and picking them up include bus gates on the turning circle to avoid students coming in to contact with different bubbles.</p> <p>Parents are asked not to accompany their child in to school, they have been asked to remain in their cars when dropping students off and picking them up. If a visit is arranged they will be asked to only accompany with one parent</p> <p>Contractors will be asked to plan their arrival to avoid start and finish times and working in areas where students are.</p>				<p>updates from school and trust.</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>Air conditioning systems only used in room 2, but will be turned off as much as possible, with windows opened each morning to allow fresh air through the building.</p> <p>(See advice below)</p>	<p>PN/KH</p>	<p>21/5</p>	<p>PN confirmed HSE advice is the air conditioning can be used in room 2 as it is externally vented.</p>	<p>All staff reminded to keep doors and windows open at all</p>

<p>Where lights need to be turned on, these should be left on (frequent touching of switches to be avoided)</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><i>Extract from HSE bulletin 1st June</i></p> <p>The risk of air conditioning spreading coronavirus is extremely low.</p> <p><i>If you use a centralised ventilation system that removes and circulates air to different rooms, it is recommended that you turn off recirculation and use a fresh air supply.</i></p> <p><i>You do not need to adjust other types of air conditioning systems.</i></p> <p><i>If you're unsure, speak to your heating ventilation and air conditioning (HVAC) engineers or advisers.</i></p> <p><i>Good ventilation is encouraged to help reduce the risk of spreading coronavirus</i></p>			<p>KH asked all staff to open windows in rooms to be used to increase fresh air.</p> <p>2/6 KH</p>	<p>times to provide the best ventilation 2/11</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) 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>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 them with all guidance.</p>	<p>Done</p> <p>Done</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>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>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>Pastoral team designing specific lessons on Mental Health, resilience and dealing with change for September</p> <p>Student mental health concerns passed on to pastoral team 23/3 KH</p>	<p>Done</p> <p>Done</p> <p>Done</p> <p>Mental Health resources shared with all staff and students</p>
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