

RISK ASSESSMENT FORM B (To be used in conjunction with risk assessment Form C)						
Service/Person: Denise Webster		Assessment Team Members: Governing Board			Assessment Review Dates	
Area Assessed: The Norwood School		Name: Richard Curran Crawley Sign:			Date of 1 st Review: 28/3/2020	
Date of Assessment: 11 th June 2020		Name: Richard Curran Crawley Sign:			Date of 2 nd Review: 16/6/2020	
Manager: Denise Webster		Name: Sign:			Date of 3 rd Review: 26/8/2020	
(A) TASK (FROM FORM A)	(B) LIST PERSONS /GROUP AND NUMBERS WHO ARE AT RISK	Risks could include accidental injury, ill health or damage				(G) RISK RATING (WHERE RISKS ARE NOT AT A TOLERABLE LEVEL ENTER ACTION TO BE TAKEN AND TIMESCALES TO COMPLETE THEM ALONG WITH A REVISED RISK RATING)
		(C) HAZARDS	(D) LIST EXISTING PRECAUTIONS AND STATUTORY CONTROLS, E.G. CODES OF PRACTICE ETC. OR REFER TO WHERE INFORMATION CAN BE FOUND	(E) EXISTING LEVEL OF HARM	(F) EXISTING LEVEL OF OCCURRENCE	
Preparing Buildings and Facilities	Pupils Staff Visitors Parents	Risk of contracting Covid 19	Premises and utilities have been health and safety checked and building is compliant. All service checks completed during July/August 2020 in preparation for wider opening. <ul style="list-style-type: none"> • Water treatments • Fire alarm testing • Repairs • Grass cutting 	2 Harmful	1 Highly unlikely	2 Tolerable

			<ul style="list-style-type: none"> • PAT testing • Fridges and freezers • Boiler/ heating servicing • Internet services • Any other statutory inspections • Insurance covers reopening arrangements • Enhanced ventilation <ul style="list-style-type: none"> • Office spaces re-designed to allow office-based staff to work safely. • Designated additional office spaces for 'front office staff' to work in isolation and socially distance, if required. • Restricted access to office for members of staff. Signage identifies maximum numbers. Office Manager to ensure compliance. • Rota in place for office staff to facilitate social distancing • Office spaces cleared of unnecessary resources/items to enable effective cleaning of all surfaces. Faculty offices reorganised to ensure social distancing. Marking/preparation zones for staff made available throughout the school. • Use of staff room minimised • All staff reminded to keep personal items secure and to not leave valuable items of school property eg laptops etc unsupervised • Shared IT equipment, photocopiers, phones, work spaces to be cleaned with anti-bacterial wipes before and after use. Hand sanitisers available • Staff encouraged to use own personal lap top rather than shared items where possible. • Guidance given to staff on use of staff rooms, staff toilets, staff offices including maximum number at any one time (Staff briefings (1) July 2020 and Sept 2020. (2) Orientation Days for students – Friday 4th September. <ul style="list-style-type: none"> • 6 year group bubbles with 5 separate entrance and exit routes. 			
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			<ul style="list-style-type: none"> • Entry and exit routes to the school are identified, 2 metre markings are present on floors. Barriers purchased and signage in place to allow social distancing. All entry points to school utilized. Handwashing on entry and exit. Mobile sanitisers available. External sinks attached to existing water supplies. • Timings of school day for key stages phased to enable maintenance of social distancing and safer travel. • On arrival staff to wash hands/sanitize and swipe in and out on exit outside facilities manager's office. • All lettings suspended since March 20th and for remainder of calendar year. • Agreed arrival/departure time with contractors to ensure no contact with staff or students • All contractors/visitors to wash hands on entry • All areas in which contractors may work cleaned in line with government guidance • Staff who receive deliveries wash hands in line with government guidance • Staff to identify safe/designated place for delivery without need for contact • If driver has to enter site, ensure compliance with social distancing and use of hand sanitisers. • Premises and cleaning staff levels enhanced • Parents not permitted to enter site. • 2 metre barriers and screens are erected in reception and school office areas • All visitors/contractors names and contact details to be recorded for Track and Trace purposes. Refusal to provide – entry denied. • Without appointment visitors asked to wait outside. Communication via intercom • Meetings with parents/visitors by telephone or video conference • All visitors to wear disposable mask provided by school and follow strict hand washing guidance. 			
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			<ul style="list-style-type: none"> Students'/visitor masks to be removed on entry and placed in plastic bag. Disposable masks made available. 			
Emergency Evacuations	Pupils Staff Visitors	Risk of contracting Covid 19	<p>Evacuation procedures have been reviewed and signage reflects this. <i>NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.</i></p> <ul style="list-style-type: none"> Safe assembly follows social distancing requirements. Designated areas reflecting 'bubbles' identified in lower playground Emergency procedures communicated to staff and students in staff reopening briefing and on Orientation Day. Students receive emergency procedure reminders at the start of week 1. i.e. housekeeping reminders Fire evacuation signage display around school in designated zones and classrooms Fire drill scheduled Week beginning 7th September Registers made available via Inventory Use of school has been minimised to 6 zones in main building to maintain social distancing requirements. Staff responsible for groups will act as sweepers and supervise orderly evacuation. Fire system routinely tested and maintained. Annual service completed July 2020 <p>Arrangements in place to support individuals with reduced mobility by ensuring easy access to designated assembly point.</p>	2 Harmful	1 Highly unlikely	2 Tolerable
Cleaning and waste disposal	Pupils Staff Visitors Cleaning and premises team	Risk of contracting Covid 19	<ul style="list-style-type: none"> Enhanced cleaning regime is in place in line with COVID19: (Cleaning in non healthcare settings guidance outside the home). updated 15/7/20. This includes: frequent cleaning of classrooms, frequently touched surfaces, toilets, communal areas and dining areas. Review of cleaning 'sets' and rotas completed. Capacity of cleaning staff is increased to enable enhanced cleaning regime. 2 team rotas 7-11am, 11-3pm. Standard of cleaning routinely monitored by premises team to identify compliance and identify any additional cleaning measures. Covid 19 cleaning checklists produced. 	2 Harmful	1 Highly unlikely	2 Tolerable

			<ul style="list-style-type: none"> • Cleaners wear appropriate PPE if desired – masks and disposable gloves and aprons. • All zones have designated cleaner(s) • Adequate cleaning supplies and facilities around the school are in place. • Increased number of hand sanitiser wall dispensers purchased and strategically placed throughout school both in and outside. Hand sanitiser contract extended. • Disposable gloves/wipes/sprays/tissues in all classrooms and next to photocopier/printers, lidded bins and tissues in zones. • Regular cleaning of contact points, water, surfaces, door handles, taps, light switches, remote controls and electrical devices, throughout cleaning rota, particularly after entry, break, lunch and exit. • Hand towels and hand wash checked and replenished as needed by premises/cleaning staff on duty. Cleaning checklists to be completed regularly. Checklist displayed outside cloakroom areas. • Arrangements for longer-term continual supplies are in place. Routine stock checks and ordering schedule reviewed. Increased supplies purchased for remainder of year. • Enhanced cleaning regime for toilet facilities particularly door handles, locks, toilet flush, hand driers – in morning, after breaks and at end of day. Each zone has own designated toilets, staff reminded of increased hygiene procedures – 20 second hand washing. Liquid soap, paper towels and hand driers routinely replenished. • Staff instructed to keep office surfaces clear to enable increased cleaning and ‘hot desking’. • Catch it, bin it, kill it message in place. Tissues, anti-bacterial wipes and lidded bins available in all classrooms and all students and adults advised to cover mouth and nose with disposable tissue when they cough or sneeze and put those in bin to ensure good respiratory hygiene 			
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			<ul style="list-style-type: none"> • Handwashing video https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands on 'loop' and shown to students during orientation day/tutor time. • Waste disposal process in place for potentially contaminated waste (including cloths and tissues), Plastic rubbish bags tied, placed in second bin bag and tied. Disposal of routine waste as normal. • Public areas where symptomatic person passed through with no contact and not visibly contaminated, cleaned as normal. • Surfaces which symptomatic person came into contact with cleaned and disinfected using disposable equipment. Disposal of equipment placed in waste bags, double bagged and stored separately for 72 hours. <p>https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak</p> <ul style="list-style-type: none"> • Waste bags and containers kept closed and stored separately from communal waste for 72 hours if contain potentially contaminated material • Waste collections made when minimum number of persons on site. i.e. (after normal opening hours) • PPE is available for cleaning including suitable PPE for cleaning of potential Coronavirus contaminated waste or equipment. 			
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Teaching in Classrooms	Students Staff	Risk of contracting Covid 19	<ul style="list-style-type: none"> • New 2 week timetable introduced – KS4/5 2 triple lessons per day, lunch but no break; KS3 3 double sessions per day with break and lunch. • Faculties where possible, divide into staffing subgroups dedicated to teaching particular lower school year groups to minimise crossover and impact of possible confirmed Covid-19 cases. • Students organised into year group mega bubbles. Bubbles stay in allocated zones to minimise transitions and travel around the site to limit interactions and maintain social distancing. • Mega bubbles organised into 6 zones with separate designated entrance/exit washing/toilet facilities, classrooms and outdoor space. Maximum of 30 students – with 1 teacher per class. Students remain in same classroom. LSAs to be allocated to year groups/bubbles where possible. • Classrooms have been re/arranged to allow as much space between individuals as practical, whilst maintaining 1m social distancing rule between pupils. Classrooms reorganised into rows facing forwards and pupils seated side by side. • Teacher’s area at front of classroom with 2m distance where possible • Teachers and LSAs advised to keep distance from pupils and avoid face to face contact and minimise time spent within 1m of anyone • Separate classroom entry and exit routes have been determined and appropriate signage in place in 6 zoned areas. • All teaching spaces to have seating plan. Class to enter and exit room in agreed order – those seated at back of classroom enter first; those at front exit first. • Ensure good ventilation – open doors and windows wherever possible. • Resources which are not easily washable or wipeable have been removed. Unnecessary furniture removed or reduced. All classrooms have own cleaning material – disinfectant wipes, spray, tissues, sanitisers. Students encouraged to routinely clean own area and keyboards before and after use. 	2 Harmful	1 Highly unlikely	2 Tolerable
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			<ul style="list-style-type: none"> • Designated cleaner per zone to clean rooms at break, at lunchtime during face to face sessions, including computer equipment, desk, chairs. • Teachers to clean shared teaching resources before and after use eg desks, computer as additional check and for personal safety • Phased and extended lunch hours allow cleaning between each year group use and handwashing. • Students expected to bring own equipment to school and not share. Books left 48 hours before marking. • Frequently used equipment like pens and pencils not to be shared. Pupils must provide own equipment. More frequent uniform and equipment checks introduced during tutor time. • Shared resources between groups such as PE, Art and Science equipment cleaned frequently, meticulously and always between groups. • Resources like books rotated and not used for 48 hours – 72 if plastic – if not cleaned between use. • Covid 19 information posters are displayed in teaching zones, at the main entrance, at the school gate, in the staffroom, offices, corridors, atrium, reception and in all toilets reminding staff, students and visitors of expected hygiene practices in school. • Short hygiene video produced for students on return to school. To be shared on communal screens in school, at start of lessons and throughout the school day. • School and year assemblies to be virtual for Autumn Term or until return to normal pre-Covid school closure. • Breakfast and after school clubs, productions and performances, face to face parents’ evening and open days temporarily suspended to maintain social distancing and reinforce new expectations. Reviewed October 2020. Parents’ evening to be virtual and scheduled as per normal. • Music lessons to avoid singing, wind and brass playing, choirs and ensembles in large groups 			
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			<ul style="list-style-type: none">• PE lessons wherever possible to be taught in outside areas or in large sports hall. Ensure maximum space between pupils, enforce that hygiene protocol to sports equipment be thoroughly cleaned between usage by different groups. Contact sports to be suspended until further government guidance.• All curriculum areas to review curriculum and adapt for recovery programme and to meet requirements of school risk assessment.			
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Staffing	Staff	Risk of contracting Covid 19	<ul style="list-style-type: none"> • All staff expected to return to school from September including those identified as clinically or extremely vulnerable – schools not considered high risk environments if controls followed.. Staffing always includes at least one of the following: • First aider • Designated Safeguarding Lead (DSL) or deputies on duty • SENCO/SEND team • Facilities Manager • Cleaning staff • Premises Team • Office staff member • Staff audit, welfare checks and risk assessments completed to in preparation for September wider opening. Adaptations made where possible for individual staff if required and agreed. • Some flexibility with partial home working for more vulnerable individuals if needed. • Leaders have complete list of shielded, shielding and clinically vulnerable adults and BAME staff. • Routine welfare checks undertaken by senior line managers, line managers (HOF/HOY) and where appropriate duties and expectations renegotiated to ensure individuals can continue to support the working of the school and remain in school • Individual risk assessments reviewed and updated. In discussion with line managers (See suggested precautions for additional BAME staff) https://www.bameednetwork.com/wp-content/uploads/2020/05/BAMEed-Network-Schools-and-Covid-19-guidance-for-BAME-staff-and-their-employers-2.pdf • Risk assessments carried out for pregnant staff. Royal College of Obstetrics: https://www.rcog.org.uk/en/guidelines-research-services/coronavirus-covid-19-pregnancy-and-womens-health/ • All staff aware of staff absence reporting and recording system. (see Prevention/Administration of First Aid) 	2 Harmful	1 Highly unlikely	2 Tolerable
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			<ul style="list-style-type: none"> • Protocols in place to inform leaders if suspected/confirmed Covid 19. (see Prevention /Administration of First Aid) • Risk assessment to be reviewed upon receipt of further advice from LA Re guidance for BAME. https://www.bameednetwork.com/wp-content/uploads/2020/05/BAMEed-Network-Schools-and-Covid-19-guidance-for-BAME-staff-and-their-employers-2.pdf • Where appropriate individual adjustments and additional precautions include: adaptation of timetable to reduce contact with number of different mega bubbles, remote working where timetable allows, adjustments to arrival and departure times; Use of PPE, remote meetings, reduced contacts with staff: priority access to office area for safe working, no duties, virtual assemblies. • Staff clothing expectations and information shared with staff to ensure clothes worn are easily washable and smart. Staff normal formal uniform policy upheld. • Meetings, where possible are virtual and follow e-safety regulations as communicated via emails, leadership meetings, policies and regular reminders. Where meetings held in school, distancing arrangements adhered to. Meetings held in designated larger rooms with ventilation. • Policies and procedures eg Safeguarding, Behaviour, Teaching and Learning, adapted due to Coronavirus controls. Staff participated in training to raise awareness (w/b 8/6/20) in advance of wider reopening; Sept 2nd and 3rd in advance of full reopening. • Staff must sign a declaration to confirm have read documentation and understand school's infection control procedures • Consideration given to staffing roles and responsibilities with regards to the continued remote provision alongside in-school provision. Blended learning and workload expectations made 			
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			<p>clear regarding which subjects, why, where and how delivery will be undertaken.</p> <ul style="list-style-type: none"> • LSA/HLTA mentors allocated to year bubbles where possible. If staff shortages LSA/HLTAS may cover students in class or by remote learning. Some flexibility of roles will be required. • All staff completed up to date safeguarding inset and remote/virtual learning CPD during school closure period. Further safeguarding inset Sept 2020. • Expectation for remote learning responsibilities made explicit and shared with staff for self-isolating pupils, local lockdown. Contingency plan to be produced by end of Sept in light of further government guidance and review of school lock down procedures. • Policy for remote learning produced and CPD for staff delivered (MC, JCO, IOC, JOS) end of September 2020. Meetings with RM IT providers scheduled to support remote learning needs and requirements to ensure appropriate platforms are fully functioning and accessible. Investigate need for student training during tutor time/IT curriculum and remote parental support • Controls and checks of student participation reviewed. Gaps addressed through recovery curriculum planning. • Orientation Days held for all students September 4th 2020. • Students are suitably supervised outside of lessons to ensure school distancing compliance eg entry/exits, break, lunch, toilet, transition. Protocols explicit. Supervision by senior and experienced staff. Lunchtime supervision arrangements adapted to address requirements of split lunchtimes. • Students and parents sign revised whole/school contract to confirm understanding of new expectations. • Students failing to comply with restrictions re social distancing and enhanced personal hygiene to be sent home. • Approaches to support wellbeing, mental health and resilience in place, including bereavement support discussed with staff. 			
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			<ul style="list-style-type: none"> • Current advice for schools and pupils available from Lambeth and other organisations, including confidential helpline and networks shared. DFE providing additional well-being support – extra mental health support for pupils and teachers • Education Support Partnership is free helpline for staff and targeted support for mental health and well-being. • Staff training recognising signs of trauma/abuse/bereavement and safeguarding students undertaken. Key staff undertaken bereavement/grief counselling inset. • All staff completed on –line trauma training (Informed Schools UK) part 1 by September reopening as advised by Lambeth LA. 4 modules to be completed by end of September 2020. • Staff up to date on related guidance re stress and well-being - https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak • Reporting lines clear in line with safeguarding guidance. <u>Lambeth Policy for Transition</u> back to school during Covid 19 guidance June 2020 reviewed September 2020. • Procedure for induction of new staff reviewed and updated in line with Covid 19 situation. Induction Day held for all staff in July 2020. Personal welfare checks/communication in place. All HR checks and processes continue as normal. All staff induction September 2020 • Staff contracts issued, extended or amended appropriately. • Employment of externally employed adults such as music tutors, mentors, sports coaches, tutors under review with particular reference to safeguarding/access/equity and accountability issues. Protocols and expectations under discussion with Greenhouse Basketball Academy. Lambeth 			
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			<p>professional/mentors and coaches to be re-employed from September 2020.</p> <ul style="list-style-type: none">• Amended procedures and assessments of H&S controls required by external organisations/visitors' addresses – see Preparing Building.			
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Social Distancing		Risk of contracting Covid 19	Arrangements for social distancing in place: <ul style="list-style-type: none"> • Phased school entry/exit times and locations • Anyone with a high temperature will be asked to leave the school premises for health and safety precautions. (see Prevention/First Aid) • Shortened school day, limited movement and transition around the school/ corridors : 6 separate zones • Classroom organisation (see Teaching in classrooms) • Staggered break and lunch times with supervised social distancing. (see Catering) • Enhanced hygiene routines and toilet arrangements • Advice given to parents regarding pupils travel to school, encouraging walking, cycling and avoiding public transport as much as possible and at peak times – end of year podcast, letters and orientation. • If using public transport face masks must be worn • Increased staff supervision at bus stops/queues, Crown Point: lunch, break times, before and after school Included in duty rota. • Behaviour Policy adapted - Covid 19 Addendum - to respond to potential/deliberate breaches of social distancing in place. • Supervising staff provided with whistles. • Social distancing plans communicated with parents, including approaches to breaches. • Employees required to conform with social distancing requirements and hygiene protocols at all times. • Masks and gloves available for staff, • PPE to be worn by cleaning and first aiders when required in line with government recommendations and guidelines 	2 Harmful	1 Highly unlikely	2 Tolerable
Administering First Aid		Risk of contracting Covid 19	<ul style="list-style-type: none"> • Temporary/pop up medical room in Green Room • Qualified first aider(s) identified. Training, updates scheduled • Fitness suite becomes designated isolation room • Ensure windows open • Supervising staff to wear PPE and maintain 2m distance 	2 Harmful	1 Highly unlikely	2 Tolerable

			<ul style="list-style-type: none"> • Suspected cases of Covid 19 isolated to fitness suite to await collection and additional medical advice. • Contact LCRC and PHE for advice. LCRC – 0300 303 0450 or lcrc@phe.gov.uk • First aiders who assist will wear PPE, including aprons, gloves, mask or visor. • The isolation room will be cleaned before and after use, when first aid provided. – https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings-outside-the-home • Senior Leaders on duty to be made aware and parent/family member contacted if suspected Covid 19. • Staff and students made aware of sickness reporting procedure if unwell whilst in school. (see Prevention/Infection below) • LCRC to provide appropriate letters and guidance for parents re Covid • PHE to contact school if confirmed case identified. • Social Bubbles not isolated/excluded unless advised by <u>PHE Covid 19 implementation of protective measures in education and childcare setting</u>. 			
Prevention & Response	Pupils Staff	Risk of Contracting Covid 19	<p>Prevention</p> <ul style="list-style-type: none"> • Ensure staff, parents and students know they do not ‘come into school if they have coronavirus or symptoms - https://www.rcpch.ac.uk/sites/default/files/2020-04/covid19_advice_for_parents_when_child_unwell_or_injured_poster.pdf. Or have tested positive in the last 7 days. • Anyone displaying symptoms during the school day sent home and advised to follow ‘stay at home : guidance for households with possible Covid 19 infection. Individuals must self isolate and arrange a test for Covid 19. Other household members eg siblings should self isolate for 14 days. https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection . 	2 Harmful	1 Highly unlikely	2 Tolerable

			<p>https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/.</p> <ul style="list-style-type: none"> • Students awaiting collection, if unwell in school, isolated in fitness suite with door closed and windows open. Ensure use separate toilet opposite fitness suite. Toilet to be cleaned and disinfected immediately and out of use for others. Student to be supervised by first aider maintaining 2m distance and wearing PPE. <p>https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe.</p> <ul style="list-style-type: none"> • Members of staff helping student with symptoms, or in close contact only go home or self isolate if develop symptoms. (arrange test, the symptomatic student/person tests positive or requested to do so by NHS Test and Track) • See sections on Cleaning ‘enhanced hand washing, respiratory hygiene, cleaning regimes, social distancing, classroom, teaching, preparing buildings and furniture. <p>Response</p> <ul style="list-style-type: none"> • All staff, parents/carers understand NHS Test and Trace procedures and how to contact PHE Health Protection Team: All must be willing to: <ul style="list-style-type: none"> • book a test if displaying symptoms • Stay at home and self isolate if developed in school or in close contact with someone who tests positive or in household develops symptoms • Provide details of anyone in close contact with who tests positive or asked by NHS Test and Trace • Essential workers have priority access to testing: Tests booked on line through NHS testing and tracing for Covid 19 website, or phone NHS 119 • Schools to have small number of home testing kits • Parents and staff to inform school immediately of test result. • If test is negative, feel well and no symptoms can stop self-isolating 			
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			<ul style="list-style-type: none"> • If positive follow stay at home guidance: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection. must self isolate for 10 days if any symptoms of cough or loss of smell or taste • If Covid 19 test positive, local health protection team contacted. PHE London Coronavirus response call (LCRC) 0300 305 0405. LHPT will contact school if aware of positive test for Covid 19 by individual from school – identified through Test and Trace. • Health Protection Team carries out rapid risk assessment to confirm a close contact and request self-isolation. HPT provides guidance and advises Norwood of actions needed. • Norwood acting on advice from HPT, individuals sent home who in close contact with individual who tested positive, to self isolate for 14 days. Close contact means: direct face to face contact for any length of time, within 1 metre, including being confined in an unprotected physical skin to skin contact. • Proximity contact – extended close contact (within 1 to 2 metres for more than 15 minutes) • Travelling in a small car • HPT to advise on who must be sent home • If 2 or more confirmed cases within 14 days or an overall risk in sickness observe where Covid 19 suspected – must notify HPT. 			
Catering	Pupils Staff	Risk of Contracting Covid 19	<ul style="list-style-type: none"> • Deep clean of canteen in line with preparation of buildings and facilities. https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses • Catering staff meetings held to update staff on social distancing/health & safety requirements and new arrangements for wider opening September 2020. Rosters reinforce good hygiene practices and new routines. • Good hygiene practice for all catering staff reinforced with enhanced hand washing. • PPE available, screens in place. Visors purchased • Phased lunchtimes for all mega bubbles allow cleaning between each year group useage. 12.30 – 1.20 (KS3); 11.15-12.00(KS4). Extended lunch hours. 	2 Harmful	1 Highly unlikely	2 Tolerable

			<ul style="list-style-type: none"> • No breakfast club or after-school catering – Esther’s place closed. • Dining areas reorganised to ensure social distancing, forward facing in rows and students sitting side by side in bubbles. • Supervised break and lunch handwash: on entry, pre break, pre lunch, post break • No tuck provided at breaktimes. Staff and students to bring own refreshments for break but have limited choice for lunch • Drinking fountains out of use for drinking. Bottles can be refilled. • Provision of FSM for all eligible students reverts to normal arrangements Sept 2020. • Lunch menu restricted to 3 choices hot and cold, chosen in advance. Grab and go/plated choices. • Provision of breakfast boxes for 70 families distributed by staff volunteers discontinued Sept 2020 			
Safeguarding		Risk of Contracting Covid 19	<ul style="list-style-type: none"> • Risk assessments in place and routinely reviewed for vulnerable groups and individuals • Key support staff responsible for regular welfare and learning checks and support for identified students ongoing • Data base established for recording of checks and protocol developed to ensure all students are contacted and home visits made where concerns. Information recorded and analysed to inform individual support and guidance and use of Government Catch Up fund. • All staff undertaken on-line safeguarding refresher training. 2 SLT members undertaken Designated Safeguarding Lead training (RC/IOC) • Staff training 8/6/20 raises awareness of practices and procedures for supporting well-being of pupils • Safeguarding training and update September 3rd and 4th for all staff. Keeping Children Safe update. (KCSIE 20) • Child Protection/Safeguarding policy adapted with Covid 19 Addendum. Shared with governors 28/5/20 • Work with other support agencies such as Social Workers, parent-support workers undertaken and coordinated by Edith Imafidon in 	2 Harmful	1 Highly unlikely	2 Tolerable

			<p>response to needs and safeguarding alerts. Vulnerable families and students identified in advance and contacted throughout school closure. Findings shown to inform support, guidance and learning Catch Up. Regular communication maintained.</p> <ul style="list-style-type: none"> • All staff SEN inset 3rd/4th September. All annual reviews completed • SEN support staff allocated to bubbles and individual children • All EHCP students have had identified LSA and risk assessment/learning plan during Covid 19 school closure, EHCP takes account of learning missed through school closure. • Temporary SEN adjustments disbanded. Statutory requirements reintroduced. All annual reviews for 2019-20 completed. Induction of new SEN pupils with EHCP completed. • Use of CPOMs system introduced to enter and analyse safeguarding issues and data on most vulnerable students. Data recorded during lockdown to be summarised and transferred to CPOMs. Staff training scheduled September 2020 • Additional LSAs appointed to address increase in number of students with EHCP plans. <p>Annual reviews continue virtually through school closure https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak</p>			
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