



**Context of school return in September, based on Government guidance. To be read in conjunction with the Covid-19 Risk Assessment for September 2020:**

**School attendance will be mandatory from the Autumn term** and the usual rules on attendance will apply. On 1<sup>st</sup> August, the Government will pause its advice for vulnerable people to shield if there is a continued decline in coronavirus transmission rates. This means that students affected by those rules should be able to return to school. However, some students may still be unable to attend because they're complying with clinical and/or public health advice given to them (e.g. if they're self-isolating and waiting for a test result). In this case, we will not in any way penalise absence and will offer them access to remote education.

**School Opening and getting to school Y9-13**

Tuesday September 1 School will be open to Year 9 and Year 12 for induction. Normal school arrival timings. We will stagger the times that students leave site:

**Year 9** 3.05 pm  
**Sixth Form** 3.10 pm

Each year group will be told which door they must use to leave their zone and get to their designated exit gate. This will also give year 9 time to walk around the site from the front gate if they need to catch a bus at the back of school.

Wednesday September 2 school will be open for all students Years 9-13. Normal school arrival timings. We will stagger the times that students leave site,

- **Year 9** 3.05 pm
- **Sixth Form** 3.10 pm

Each year group will be told which door they must use to leave their zone and get to their designated exit gate. This will also give year 9 time to walk around the site from the front gate if they need to catch a bus at the back of school.

If students can, they should walk or cycle to school. If they catch public buses they must wear a face mask/covering. If they catch a school bus they should try to sit with students from the same year group and sanitise hands on entry to the bus (bus drivers will organise seating).

School start and finish time will remain the same: 8.45 start and 3.10 finish.

Each year group will enter by a different gate to reduce contact and congestion. Year 9 will enter by the front gate, Year 10 by the gate on the "Cage" (I prefer to call it the old tennis court area!) Year 11 by the back gate and sixth form via the gate on the staff car park. Sixth form to park on the sports hall carpark please.

There must be no waiting for friends or congregating around the school entrances. The aim is to cut down contact and keep year groups mixing to an absolute minimum.

Students should go immediately to the room for their first lesson.

The government have made it clear that attendance is compulsory from September and the normal rules for attendance will be back in force.

If anyone in your family exhibits signs of Covid 19 (new continuous cough, high temperature, change in taste and smell) you must not send your child to school instead seek tests for the whole family; self-isolation is then vital whilst awaiting results and then follow Government guidance.

If students are self-isolating we will send work home for them in the same way as we are doing now.

Should we experience a Covid-19 outbreak in school, we have clear guidance on what we should do. If we have to close the school or close to a certain year group we will ensure that those students not in school will receive remote learning and teaching.

Year 12 and Year 13 will, if possible, be allowed to study from home during some of their independent study periods as long as they maintain full attendance at lessons. Mr Haydon will provide more information on this at the start of term. If students use the school bus system they will be able to complete their independent study in school.

### **What will happen once the students are in school?**

Students must bring with them their own equipment i.e. pens, pencils, ruler, calculator, compass and other mathematical equipment, coloured pens, etc; these cannot be shared amongst students.

Students must not share anything with friends in school; this includes drinks, food and equipment.

Students must wear face coverings when entering and exiting the school, when moving between rooms and along corridors, in toilets and in the dining room when queuing for meals. They do not need to be worn when outside during lunch and break and can be removed when students are seated in

the dining room and/or eating their break snack or lunch provided that social distancing is maintained. Students may choose to wear face coverings in classrooms, lessons and study areas but this is not compulsory.

The aim is that year groups mix as little as possible (although some low risk mixing like walking to school, going to the sports centre, will be unavoidable). Students from different year groups passing on corridors will be unavoidable in a secondary school but is considered low risk. This is an aspect we are trying to minimise.

There will be more double lessons timetabled in order to minimise group movement.

We will endeavour to keep students from different year groups using the same toilet blocks at the same time to a minimum (Government guidance is that there is no need to allocate specific toilet blocks to year groups) by having separate breaks and lunches. We also reiterate that other for medical reasons students do not ask to use toilets in lesson time; this will help us to minimise mixing.

Exercise books can be taken home, handouts can be used and books can be shared in lessons but we will limit this and use common sense about hygiene and sanitisation.

There will be practical lessons in science, design and technology, art, catering, textiles, but they will be limited and less than normal as all equipment has to be sanitised after use or not used for 72 hours.

PE lessons will be different as there can be no contact sport so students need to keep an open mind about new activities as we can see the real importance of physical activity. Now may be the time to see if you like to keep fit in different ways!

Hand washing, sanitisation of hands and work areas, respiratory hygiene and maintaining distance if possible will be frequently reinforced in school. Please also reinforce the importance of this at home, including as students are travelling to and from school.

Students must maintain a minimum of a 1m distance from any member of staff at all times. Staff also have to social distance from each other.

Students will mainly work in year group zones. The students will work out of these areas in a limited amount if situations for instance for some practical subjects where rooms will be cleaned after each groups' use, including equipment.

Staff and students will be involved in maintaining good hygiene including sanitising work areas; this is for the good of everybody so please cooperate when you are asked to clean a table. We will all be doing these tasks in school.

Each year group will have a separate break and lunch time. The only areas that Y9-Y11 students will be able to use are the dining room and the field whilst it is not wet and the "cage" if field is out of use.

Students will not be allowed to touch each other or play sport or games I am afraid at lunch or break. This social time will be closely supervised. Students must not touch members of staff. Any students who is unable to maintain these rules will have to remain under close supervision inside school.

Catering will be on site only and students will be able to purchase lunch but you may prefer to bring a packed lunch and water.

Catered lunches and packed lunches will all be eaten in year groups in the same designated areas.

Sixth form will not use the main dining room and will purchase food, if required, from the catering facility in the sixth form area. We are expanding the social/work area for sixth form students so it will include the whole of the sixth form block, back staff room, S1 and the attic room. We will assess the use of space in September.

We have a designated first aid area for any student or member of staff who exhibits Covid 19 symptoms. Parents will be called (of students not staff!) in order for their child to be collected immediately and appropriate guidance followed.

The use of space, split breaks/lunches and zoning is a real challenge for us and we do not have a perfect solution because we basically do not have enough appropriate space or facilities but we think our plan provides the best solution possible given these limitations.

### **Uniform and equipment Y9-13**

All students Y9-11 will wear school uniform apart from on days when they have practical PE lessons. Sixth Form must follow the required dress code.

PE – when students have timetabled practical PE lessons they will be allowed to come in their school PE kit - this is to avoid the use of changing rooms. Plaintrack suit bottoms or leggings should be worn during the remainder of the day for non PE lessons unless shorts are at least knee length. Students may also wear a dark plain sweat shirt or hoodie, black, navy or grey if it is cold over their PE shirt. Any students that comes to school in non-school uniform will have parents contacted and sent home to change.

Students will be outside as much as possible. Please have an appropriate light weight waterproof coat in your bags.

Students must bring with them their own equipment i.e. pens, pencils, ruler, calculator, compass and other mathematical equipment, coloured pens, etc; these cannot be shared amongst students.

Students in Y9-10 must bring in a reading book for DEAR (Drop Everything and Read) on a Wednesday, Thursday and Friday. It is going to be difficult to loan books. If any student does not have a book to bring in and read speak to your tutor and we will give you one from our book store to keep in your bag and use.

Our existing mobile phone policy will be in action, i.e. phones in bags, switched off, not to be used in school.

### **GCSEs, A Levels and Vocational Exams**

Ofqual have told us that they have a clear intention these will take place next summer. This is still under consultation.

## **If there's a confirmed case of coronavirus**

If we become aware that someone has tested positive, we will contact our local health protection team:

***PHE West Midlands North Health Protection Team,  
Stonefield House, St Georges Hospital Corporation Street,  
Stafford,  
ST16 3SR  
Phone: [0344 225 3560 option 2](tel:03442253560)***

This team will also contact us if they become aware that someone at our school has tested positive. The team will carry out a rapid risk assessment to confirm who's been in close contact with the person when they were infectious, and make sure they are asked to self-isolate.

Close contact means:

- Direct close contact - face-to-face contact with an infected person for any length of time, within 1 metre, including:
  - Being coughed on
  - A face-to-face conversation, or
  - Unprotected physical contact (skin-to-skin)
- Proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person
- Travelling in a small car with an infected person

To help the local health protection team, we need to keep a record of students and staff in each group, and any close contact that takes place between children and staff (though this should be a proportionate recording process - we don't need to ask students to note down everyone they've spent time with each day, or ask staff to keep definitive records which are overly burdensome).

We must not share the names or details of people with coronavirus unless it's essential for protecting others.

## **If there's a possible outbreak**

If there are 2 or more cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, we will work with our local health protection team to decide if additional action is needed. In some cases, the team may recommend that a larger number of other students self-isolate as a precautionary measure, which in our case is likely to mean the whole year group.

Whole-school closure will not generally be necessary, and we shouldn't consider this except if the local health protection team advises it. If an outbreak is confirmed, a mobile testing unit may be dispatched to the school.

### Relevant documents referred to as of 15.07.20

#### Guidance for full opening of schools

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools?fbclid=IwAR2R4Ea7x7TlSjXqEJ6CZXKiUh2DhjBneX8jwlg2AcJcfuln3Czi-1XTekA>

#### Safe Working in educational settings

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care>

#### Please note:

Unless specified below in the 'Who will be responsible' column, the following is common for all hazards:

- **Headteacher** responsible for informing all stakeholders, securing compliance, contacting PHE.
- **Headteacher** responsible for timely reminders to all stakeholder to maintain focus on control measures.
- **Business Manager** responsible for provision of necessary equipment, liaison with Facilities Management Team, and compliance with cleaning requirements and other Health and Safety measures.
- **Stakeholders** responsible for abiding by the controls in place for their protection. **'Stakeholders' includes all staff, students, governors, trustees visitors to the school including parents/carers and contractors.**

| HAZARD  | WHO MIGHT BE HARMED   | CONTROLS TO BE PUT IN PLACE  | WHO WILL BE RESPONSIBLE  | WHEN THE CONTROLS NEED TO BE IN PLACE BY         | ADDITIONAL NOTES   |
|---|---|--|--|--|--|
| Contact with someone suffering from coronavirus | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Students</li> <li>• Parents</li> <li>• Supply staff</li> <li>• Contractors</li> <li>• Visitors</li> </ul> | <p>Students will be taught in year group bubbles. Each year group will be given a year group zone for the majority of lessons. Practical lessons will be taught out of zone and practical subject cleaning procedures will be followed.</p> <p>Year groups will remain in bubbles for break and lunch.</p> <p>Year groups will arrive into school by separate gates.</p> <p>Year groups will have separate arrival waiting areas in the morning.</p> <p>Detentions to be conducted in year groups in appropriate year group zone.</p> <p>Extra-curricular activities to run in year groups.</p> <p>Procedures are in place to sanitise any work area that is timetabled to be used by a different year group bubble.</p> <p>All equipment made of hard material, i.e. plastic, which is shared by students to be sanitised after use. This excludes paper products.</p> <p>Students to be seated facing forwards and unnecessary furniture to be moved from classrooms.</p> <p>Teachers will stipulate as much distance between students as practicably possible.</p> <p>Y9-Y11 students will not be allowed off site at lunchtime unless they have a medical appointment, school has been notified and student is collected by a parent/carer.</p> <p>Visitors to the school site to be kept to an absolute minimum and to be sanctioned by SLT.</p> <p>Meetings, briefings and assemblies to be conducted via TEAMS, where possible.</p> | Deputy Headteacher will keep details of timetable and groupings. | All from September 2020 unless otherwise stated. | Social distancing will be virtually impossible in any secondary school setting. With regard to lesson times and ensuring the delivery of a broad and balanced curriculum, we will follow Government advice with regard to year group 'bubbles' in confined geographical areas in the school. |

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|--------|---------------------|--|-------------------------|--|------------------|
|        |                     | <p>Social distancing to be maintained between all adults and between adults and students.</p> <p>One-way circulation routes in buildings and communicated appropriately to staff and student. Floor signage to be used. Timetable and use of classrooms reviewed to reduce movement around the building.</p> <p>Face coverings to be worn by students in all communal areas.</p> <p>Organising classrooms and other rooms used for learning in year groups.</p> <p>Signage is displayed reminding all stakeholders of the importance of hand and respiratory hygiene. This message to be regularly reinforced by staff.</p> <p>Hand sanitisers to be provided at the entrance to the school. Everyone in school to wash their hands thoroughly and frequently using the provided alcohol-based hand sanitiser. Hand sanitiser to be in all classrooms.</p> <p>Thorough cleaning of rooms at the end of the day. Ventilation in the building maximised by opening windows and doors where possible.</p> <p>Air conditioning units in classrooms / offices out of use. Individual risk assessments carried out for staff and students at higher risk.</p> <p>Visitors on site limited and access to building controlled by reception and gates secured shut.</p> |                         |  |                  |



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| Transmission from an infected student/staff member |                     | <p>One way system in place to the staff toilet area and 6<sup>th</sup> form area.</p> <p>Toilet blocks allocated and restricted to minimise contact between year groups.</p> <p>Break / Lunch time to be staggered and arranged by year group. Social distancing to be maintained.</p> <p>Social distancing to be maintained by all staff.</p> <p>All dining room areas to be sanitised between year groups and between break and lunchtime.</p> <p>Members of SLT on duty throughout the day.</p> <p>Large communal staff room areas out of use.</p> <p>Supply teachers, peripatetic teachers and other temporary staff will be told to minimise contact and maintain as much distance as possible from other staff. The number of temporary staff entering the school premises will be kept to a minimum.</p> <p>Everyone will be asked not to come into school if they need to self-isolate under <a href="#">current guidance</a>. Regular reminders will be given about this.</p> <p>Anyone self-isolating with symptoms will be encouraged to access <a href="#">testing</a> and engage with the NHS Test and Trace process.</p> |                         |  |                  |

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|        |                     | <p>If a symptomatic person comes into school, they will be sent home immediately or isolated in the Medical Room until they can be picked up. 999 will be called if they are seriously ill or injured or their life is at risk. <a href="#">guidance</a></p> <p>In the case of a symptomatic student who needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> <li>• If a distance of 2m can't be maintained, supervising staff will wear a fluid-resistant surgical mask</li> <li>• If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron</li> <li>• If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection</li> </ul> <p>Supervising staff will wash their hands thoroughly for 20 seconds after the student has been picked up.</p> <p>A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following <a href="#">decontamination guidance</a>.</p> <p>If the school becomes aware that a student or a staff member has tested positive for coronavirus, the Headteacher will contact the <a href="#">local health protection team</a>. The team will carry out a rapid risk assessment to confirm who's been in close contact with the person, and these people will be asked to self-isolate.</p> <p>To help with this, records will be kept of:</p> <ul style="list-style-type: none"> <li>• The students and staff in each group</li> <li>• Any close contact that takes place between children and staff in different groups</li> </ul> |                         |  |                  |

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|--|---------------------|--|-------------------------|--|------------------|
| Transmission may occur during learning activities and behaviour management |                     | <p>Close contact means:</p> <ul style="list-style-type: none"> <li>• Direct close contact – face-to-face contact with an infected person for any length of time, within 1 metre, including: <ul style="list-style-type: none"> <li>○ Being coughed on,</li> <li>○ A face-to-face conversation, or</li> <li>○ Unprotected physical contact (skin-to-skin)</li> </ul> </li> <li>• Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person</li> <li>• Travelling in a small car with an infected person</li> </ul> <p>If there are 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the Headteacher will work with the local health protection team to decide if additional action is needed. Any advice given by the team will be followed.</p> <p>Signage reinforcing the 2m social distancing rule. Classes split into groups appropriate to the size of the room, with one teacher and teaching assistant where necessary. Year groups use the same zone throughout the day where possible.</p> <p>Reduced practical lessons.</p> <p>Avoid any group activity which requires close physical contact between students.</p> <p>Where possible actions taken for behaviour management will not involve touching a student.</p> |                         |  |                  |

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| Transmission may occur through sharing spaces and equipment |                     | <p>Behaviour Policy updated to respond to Covid control and prevention measures. Any reckless conduct or deliberate coughing/spitting threats to be immediately referred to SLT and the Behaviour Policy to be invoked.</p> <p>Students accessing remote learning in school and using ICT maintain social distancing, students use the designated computer for the school day and sanitised at the end of the school day</p> <p>Outside space used for education where possible. Sharing of stationery and other equipment from peers prevented.</p> <p>Preventing toilets from becoming crowded by managing numbers accessing them at any one time through staggered lunch and breaks. This includes both staff and those used by students.</p> <p>Students will, on occasion, pass other year groups on corridors and in toilets. This is minimised by zoning of year groups and staggered lunch and break times. Passing on corridors is designated low risk.</p> <p>Toilets to have disposable paper hand towels to replace use of hand driers.</p> <p>Staggered use of offices to reduce contact with staff.</p> <p>Storerooms and cupboards accessed by one person at a time.</p> |                         |  |                  |

| HAZARD                                | WHO MIGHT BE HARMED | CONTROLS TO BE PUT IN PLACE   | WHO WILL BE RESPONSIBLE | WHEN THE CONTROLS NEED TO BE IN PLACE BY | ADDITIONAL NOTES |
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| Contact with coronavirus when getting |                     | <p>Tasks organised so that the shared use and passing of work equipment is limited.</p> <p>Main staffroom closed.</p> <p>Photocopiers / printers to be sanitised before and after use.</p> <p>For PE, contact sports will be avoided. Outdoor sports will be prioritised where possible. Distance between students will be maximised as much as possible. Equipment will be sanitised after use.</p> <p>Sports hall changing rooms will not be used and students will come to school dressed in PE kit.</p> <p>Students with complex needs will have the same support as usual as distancing will not be possible. Staff to be rigorous about hand washing and sanitisation. PPE will be worn by staff.</p> <p>Practical subject rooms – Music, Science, Catering, Textiles, Art, PE, D&amp;T, Graphics – will be cleaned in between different year bubble use during the day.</p> <p>All rooms will be thoroughly cleaned daily.</p> <p>Current guidance will be used regarding self-isolation and prevention of Covid-19 transmission.</p> <p>Everyone will be encouraged to walk or cycle into school, and asked to avoid taking public transport during peak times if possible.</p> |                         |  |                  |

| HAZARD             | WHO MIGHT BE HARMED | CONTROLS TO BE PUT IN PLACE   | WHO WILL BE RESPONSIBLE | WHEN THE CONTROLS NEED TO BE IN PLACE BY | ADDITIONAL NOTES |
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| to and from school |                     | <p>Everyone will be encouraged to walk or cycle into school and asked to avoid taking public transport during peak times if possible.</p> <p>If walking to school students and their parents will be advised of the importance of maintaining social distance from other students.</p> <p>Anyone who needs to take public transport will be referred to <a href="#">government guidance</a>.</p> <p>For dedicated school transport (i.e. buses), discussions have been held between the providers and Staffordshire County Council to ensure that hygiene rules are followed and passengers try to keep their distance from each other where possible.</p> <p>Parents/carers who need to drop off and pick up students should do so via Oulton Road or Airdale Road. They should only come on to the school site if the child is incapable of walking from the nearby roads. If parents must come on to school site to drop off a child in a wheelchair, or who has other specific ambulatory needs, then they should liaise with the SENCo on suitable arrangements.</p> <p>Anyone wearing non-disposable face coverings when arriving to school will be expected to bring a plastic bag to keep these in during the school day. If they're using disposable face coverings, these will be put in a covered bin.</p> <p>Students wearing any sort of face covering when arriving to school will wash their hands on arrival (as all students will), dispose of/store the covering, and wash their hands again before going to their classroom.</p> | SENCo                   |  |                  |

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| <p>Transmission from staff or student with Covid-19 (providing first aid/care)</p> |                     | <p>Students will be made aware that they mustn't touch the front of the covering during use or removal.</p> <p>When arriving at school students should remain in their year group and not mix with students from other year groups.</p> <p>Staff will be on duty inside and outside the building, reminding students of their responsibility for maintaining social distancing. NB: there will be significant onus placed on students to maintain social distancing.</p> <p>Students will enter and exit school by separate gates. There will be a staggered ending to the school day.</p> <p>Hand washing before and after providing care.</p> <p>Where students present symptoms of Covid-19, they should be moved to Covid first aid room in Dove until parents or carers come to collect them, the adjacent disabled toilet to be reserved for use by students with symptoms of Covid-19.</p> <p>Current guidance will be communicated to parent/carer re testing and isolation.</p> <p>Staff supervising the students to the Covid first aid room and in the covid first aid room should wash their hands thoroughly for 20 seconds with soap and water.</p> <p>If there are home testing kits available in school these will be given to the parent/carer collecting the symptomatic child if</p> | <p>SENCo</p>            |  |                  |

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|        |                     | <p>providing one will increase the likelihood of them getting the child tested.</p> <p>Staff dealing with personal or intimate care to wear appropriate PPE where social distancing cannot be maintained, i.e. disposable gloves, apron, masks and visor.</p> <p>Staff instructed on the safe “donning and doffing” of PPE.</p> <p>Only in exceptional circumstances will staff take symptomatic children home themselves. This will be using the school mini bus, driver and passenger maintaining at least 2 m distance, driver wearing PPE and the passenger will wear a face mask.</p> <p>A deep clean will take place in the area that the symptomatic child has been in and all PPE disposed of correctly.</p> <p>Area where the symptomatic child has been picked up from will be cleaned and all individuals in the room within close contact will wash hands with soap and water for 20 seconds.</p> <p>Records will be kept of all staff and pupils in close contact with symptomatic individual.</p> <p>Review personal care plans to assess PPE requirements based on individual circumstances.</p> <p>Wash/sanitise hands before and after treating a casualty.</p> <p>When performing CPR phone an ambulance and use compression only CPR until the ambulance arrives.</p> |                         |  |                  |



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|        |                     | <p>If a decision is made to perform mouth-to-mouth ventilation, use a resuscitation face shield where available.</p> <p>First aiders instructed on the safe “donning and doffing” of PPE.</p> <p>Wear disposable gloves, disposable apron, fluid resistant surgical mask and eye protection where there is a risk of respiratory droplets splashing into the eyes due to repeated coughing or vomit.</p> <p>Adequate stocks of PPE to be maintained.</p> <p>When a student or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days. Other household members should self-isolate for 14 days. All are advised to undergo testing.</p> <p>Where the student, or staff member tests positive, the rest of their class or group should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.</p> <p>Where contact with the student is needed: Fluid resistant surgical mask, disposable gloves, eye protection and disposable apron to be used.</p> <p>If there are 2 or more confirmed cases of Covid within 14 days or an overall rise in sickness absence where coronavirus is suspected, the Headteacher will work with the local health</p> |                         |  |                  |

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| <p>Transmission when staff administer medicines to students or supervise students who self-administer</p> <p>Transmission to/from contractors working in school</p> |                     | <p>protection team to decide if additional action is needed. Any advice given by the team will be followed.</p> <p>Supervising staff to maintain social distance.</p> <p>Appropriate PPE to be worn.</p> <p>Students to self-administer medicines where possible.</p><br><p>Where contractors are coming into school they must have up-to-date risk assessments and method statements and complete the hazard exchange form.</p> <p>Control measures regarding the Coronavirus must be included within their RAMs.</p> <p>School to ensure no students or staff are in the area where contractors are working.</p> <p>Contractors will be designated a toilet they can use whilst on site (outside).</p> <p>Contractors will be responsible for removing all rubbish they have created and to clean their area of work prior to leaving.</p> <p>Contractors must ensure no workers are displaying any signs or symptoms of Coronavirus prior to entering the school site.</p> |                         |  | <p>Review medication plans to assess PPE requirements (if any) for staff administering medication.</p> |

| HAZARD   | WHO MIGHT BE HARMED | CONTROLS TO BE PUT IN PLACE   | WHO WILL BE RESPONSIBLE | WHEN THE CONTROLS NEED TO BE IN PLACE BY | ADDITIONAL NOTES |
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| Transmission of infection due to touch, sneezes and coughs |                     | <p>If they become aware of a contractor coming down with symptoms within 14 days of being at the school they must inform the school immediately.</p> <p>Statutory inspections to continue but with social distancing in place at all times.</p> <p>In-house inspections should continue to ensure the school remains as safe as possible.</p> <p>Signage is displayed prominently around school, in classrooms, corridors, toilets, dining room, etc., reminding all stakeholders about the importance of hand and respiratory hygiene.</p> <p>Hand sanitising facilities will be provided at the entrance to the school building and must be used every time someone enters or leaves the building.</p> <p>Every teacher/TA is provided with their own supply of hand sanitizer which will be used whenever a child re-enters the classroom.</p> <p>Everyone in school will:</p> <ul style="list-style-type: none"> <li>• Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using <a href="#">NHS guidelines</a>, or use alcohol-based hand sanitiser to cover all parts of their hands</li> <li>• Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing</li> <li>• Be encouraged not to touch their mouth, eyes and nose</li> </ul> |                         |  |                  |

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| Transmission of infection via surfaces |                     | <ul style="list-style-type: none"> <li>• Use a tissue or elbow to cough or sneeze, and use bins for tissue waste.</li> </ul> <p>Students will be encouraged to learn and practise these habits in lessons and by posters put up across the school.</p> <p>Help will be available for any students who have trouble cleaning their hands independently.</p> <p>There are one or two students with complex personal needs who sometimes need support to manage those needs. The school will work closely with the students, parents and staff to put in place measures to keep everyone safe.</p> <p>Supplies for soap, hand sanitiser and tissues will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Bins will be emptied throughout the day.</p> <p>Cleaning staff (and other staff, where appropriate) will regularly clean frequently touched surfaces using standard cleaning products including:</p> <ul style="list-style-type: none"> <li>• Banisters</li> <li>• Classroom desks and tables</li> <li>• Bathroom facilities (including taps and flush buttons)</li> <li>• Door and window handles</li> <li>• Furniture</li> <li>• Light switches</li> <li>• Reception desks</li> <li>• Teaching and learning aids</li> <li>• Books and games and other classroom-based resources</li> </ul> |                         |  | Sanitising wipes and alcohol-based hand gel are readily available to all staff |

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|        |                     | <ul style="list-style-type: none"> <li>• Computer equipment (including keyboards and mouse)</li> <li>• Sports equipment</li> <li>• Telephones</li> <li>• Fingerprint scanners (including photocopiers)</li> </ul> <p>Students and parents/carers will be asked to limit the amount of equipment they bring into school each day to essentials like bags, lunch boxes, hats, coats, books, stationery and mobile phones.</p> <p>Areas of the school that are used by staff and students will be cleaned thoroughly at the end of each day.</p> <p>Any resources shared between groups, such as sports, art and science equipment, will be either:</p> <ul style="list-style-type: none"> <li>• Cleaned frequently and meticulously, and always between groups using them; or</li> <li>• Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups</li> </ul> <p>The same rules will be followed for books and other shared resources that students or staff take home. However, unnecessary sharing will be avoided, especially where it doesn't contribute to student education and development.</p> <p>Individual and very frequently used equipment, like pens and pencils, will not be shared.</p> <p>Shared rooms, such as halls and dining areas, will be cleaned between different groups using them.</p> <p>If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following <a href="#">decontamination guidance</a>.</p> |                         |  |                  |

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| Transmission of infection due to the |                     | <p>Our Facilities Management team will make sure that cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Teachers will wash their hands and surfaces before and after handling students' books.</p> <p>Lessons that must involve singing, chanting, shouting or playing instruments (particularly wind or brass instruments) will be limited to no more than 15 students, and will preferably take place outside when the weather permits. If indoors, students will be positioned either back-to-back or side-to-side at an appropriate distance. Instruments won't be shared. Singing or instrument playing won't take place in any larger groups such as choirs or assemblies.</p> <p>For PE, contact sports will be avoided. Outdoor sports will be prioritised where possible, or the Sports Hall will be used where it is not. Distance between students will be maximised as much as possible.</p> <p>Staff can work across different groups in order to deliver the school timetable, but they will keep their distance from students and other staff as much as they can (ideally 2 metres apart). This won't always be possible, particularly when working with younger children, but close face-to-face contact will be avoided, and time spent within 1 metre will be minimised.</p> <p>Checks to the premises will be done to make sure the school is up to health and safety standards before opening in September.</p> |                         |  |                  |

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| <p>school environment</p> <p>Transmission due to excessive contact and meetings</p> |                     | <p>Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed, and changes made to how the school space is being used.</p> <p>Areas in use will be well ventilated by opening windows or using ventilation units. Doors will be propped open, where fire safety and safeguarding wouldn't be compromised. In colder weather, this may mean that students and staff have to wear coats to keep warm.</p> <p>The use of lifts will be avoided unless essential.</p> <p>Bins will be provided in classrooms and other key locations to dispose of tissues and any other waste.</p> <p>Outdoor space will be used for exercise and breaks, and for education where possible.</p> <p>Movement of students at lunch and break times will be limited to dining room and field (cage when wet) and dining room and ground floor toilets, other than students working with staff in year zones.</p> <p>Where possible, all meetings will be conducted by telephone or using TEAMS. This includes meetings with staff, parents/carers, visitors and governors.</p> <p>Where this isn't possible, essential meetings will be conducted outside, or in a room large enough to allow for social distancing.</p> |                         |  |                  |

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