

Review and tailor the contents of this generic risk assessment to meet your school's individual circumstances, actions determined as required but not yet in place should be moved from the 'What are you already doing?' column to the 'What further action is necessary?' column. Record any other **significant** findings and actions required to reduce risk further where existing controls are insufficient, assigning these actions to an appropriate manager or member of staff.

<b>RISK ASSESSMENT FOR:</b> <b>School activities during COVID 19 outbreak.</b> <b>During this evolving situation please monitor and follow government guidance given in the web links provided</b>			
<b>Establishment:</b> Barnwell School	<b>Assessment by:</b> SLT Operations	<b>Date:</b> July 2020	
<b>Risk assessment number/ref:</b> Covid19.3	<b>Manager Approval:</b>	<b>Date:</b>	

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
<b>General Actions</b>		This risk assessment follows the most recent guidance from the DfE regarding schools opening in September 2020, and has been produced by the SLT Operation team, with input from trade unions.  This risk assessment is concentrating on the prevention factors to minimise the spread of infection and the response taken by the school should any infection occur or be suspected. This document should also be read in conjunction with Barnwell Schools reopening plans.  <u>Actions concerned with the prevention of Covid19</u> <ol style="list-style-type: none"> <li>1. Minimise contact with individuals who are unwell by ensuring that those who have CV19 symptoms, or has someone in their household with symptoms does not attend school.</li> <li>2. Clean hands thoroughly and more often</li> <li>3. Ensure good respiratory hygiene by promoting 'catch it, bin it, kill it'</li> <li>4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using products such as detergents and bleach</li> <li>5. Minimise contact between individuals and maintain social distancing where possible</li> </ol>				

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		<p>6. Wear appropriate PPE, where necessary</p> <p>Numbers 1-4 must be in place at all times            Number 5 must be properly considered and measures should suit the schools particular circumstances            Number 6 applies to specific circumstances</p> <p><u>Response to infections</u></p> <p>7. Engage with the NHS Test and Trace process            8. Manage confirmed cases on CV19 amongst the school community            9. Contain any outbreak by following local health protection team advice</p> <p>Number 7-9 must be followed in every case where relevant.</p> <p>*The above is taken from the DFE return to school guidance  <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></p>				
<b>Individual risk factors</b>	<p>Staff,            Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p><u>Staff</u></p> <p>Following the reduction of the prevalence of CV19 and the relaxation of shielding measures from 1<sup>st</sup> August, there is an expectation that staff will return to school in September. However, all staff and students who have underlying health conditions to be discussed with the Head teacher prior to them entering the school, and individual risk assessments undertaken as required.</p> <p>Staff questionnaire at start of the outbreak to establish any with underlying health conditions, and staff are required to inform school if conditions change.</p> <p>Staff absence will be reported to the Schools HR Manager, whether CV19 symptoms, or otherwise. If the absence is CV19 related, the school will follow guidance in relation to next steps.</p> <p>Ensure the deployment of extremely vulnerable persons is considered to enable them to work remotely wherever possible or deploy to roles in school where it is possible to maintain social distancing. Measures will be discussed with individuals through their individual risk assessment.</p>				

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		<p>Advice for those who are <a href="#">clinically-vulnerable, including pregnant women</a>, is available.</p> <p>Individuals who were considered to be clinically extremely vulnerable and received a letter to that effect advising them to shield are now able to return to work from 1<sup>st</sup> August, as long as they can maintain social distancing. Advice for those staff who live with those who are clinically extremely vulnerable can attend the workplace. <a href="#">guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</a>.</p> <p>Members of staff with significant risk factors are concerned with returning to school should discuss their concerns with the Headteacher, and an individual risk assessment will be completed. This may include BAME staff.</p> <p><u>Students</u></p> <p>School attendance will be mandatory again from September 2020, and the usual school arrangements for reporting student absence will return.</p> <ul style="list-style-type: none"> <li>• It is the parent's duty to ensure their child attends regularly at school.</li> <li>• It is the school's responsibility to record attendance and follow up absence</li> <li>• The school will have the availability to issue sanctions, including fixed penalty notices in line with the local authorities codes of conduct.</li> </ul> <p>If the absence is CV19 related, the school will follow guidance in relation to next steps.</p> <p>It is expected that the vast majority of students will return to school. There may however be instances where students are required to shield or self-isolate</p> <ul style="list-style-type: none"> <li>• A small number of students may be unable to attend school because they are self-isolating and have had symptoms or a positive test result for CV19, or because they have been in close contact with someone who has CV19</li> <li>• Shielding advice will pause on 1<sup>st</sup> August, subject to the continued decline in the rates of infection, meaning that students previously on the shielding list or have family members who are shielding, can return in September. Consideration given here to the <a href="#">current advice on shielding</a></li> </ul>				

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		<ul style="list-style-type: none"> <li>Students who are under the care of a specialist health professional may need to discuss their return with their consultant.</li> </ul> <p>Where students are unable to attend school, we will provide access to remote education</p> <p>Where students are unable to attend school because parents are following clinical or public health advice, absence will not be penalised.</p> <p>Existing individual Health care plans in place for pupils/students to be reviewed.</p> <p>Clear message sent to parents that students should not be sent into school if unwell for both Covid-19 and any other illnesses/symptoms.</p> <p><u>Symptoms:</u>  High temperature  New and persistent cough  Loss or change in sense of taste or smell</p>				
<b>Contact with someone suffering with Coronavirus</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	All staff, students, visitors will be directed not to come into school if they, or someone they live with, is experiencing CV19 symptoms, and instead follow official <a href="#">self-isolation guidance</a> .  Staff should ensure the School is notified immediately by contacting the staff absence line.  If a student, or and member of their household displays symptoms of CV19, parents must contact the school immediately.  <b>Staff Suspected case whilst working on site</b> Staff showing Coronavirus symptoms must immediately inform the Lead member of SLT on site and return home, and self-isolated for the directed period.				

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		<p>Staff who have a symptomatic household member must stay at home and self-isolate for 14 days. The 14-day period starts from the day when the first person in the house became ill. If the staff member develops symptoms during this period, they can return to work 7 days after their symptoms started. See <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a></p> <p>Areas occupied and equipment used by the affected person are to be thoroughly cleaned and disinfected. (see PHE cleaning advice <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a>)</p> <p><b>Student Suspected case whilst attending site</b> Where possible, student must be sent home immediately (if deemed old and sensible enough), ensuring the parent has been contacted. If the student requires collection by their parent/carer they must isolate in an enclosed area, at least 2m away from others, open a window for ventilation) and self-isolate.</p> <p>Student must self-isolate for at least 7 days and should arrange to have a test to establish if they have CV19. Other members of their household should self-isolate for 14 days from when the symptomatic person first displayed symptoms.</p> <p>See <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#additional-questions">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#additional-questions</a></p> <p>School staff supervising the child while they await collection should wear PPE (a fluid resistant surgical mask) if a distance of 2m cannot be maintained. If direct care (such as for a very young child or a child with complex needs) is required then staff giving care to wear a fluid resistant surgical mask, disposable apron and gloves. A deep clean will take place in the areas the symptomatic person has been in, and PPE will be disposed of properly following guidance.</p> <p>Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to self-isolate, unless they develop symptoms themselves. If they do develop symptoms, they should arrange for a CV19 test.</p>				

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		<p>Everyone must wash their hands thoroughly for at least 20 seconds with soap and running water, or use hand sanitiser, after coming into contact with someone who is unwell. Areas occupied and equipment used by the affected person are to be thoroughly cleaned and disinfected. (see PHE cleaning advice <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a>)</p> <p>Barnwell School will not be introducing temperature checks at this time, as PHE is clear that testing students is not a reliable method for identifying CV19.</p> <p>If a student or a member of staff working with students tests positive for CV19 the school will contact PHE and act as directed. Anyone self-isolating with symptoms must access <a href="#">testing</a>, and the school will help them do this where appropriate.</p>				
<b>Contact with someone suffering with Coronavirus</b>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p><b>Use of Personal Protective Equipment PPE</b></p> <p>The majority of staff in school will not require PPE beyond what they would normally need for their work.</p> <p>PPE may only be needed in a small number of cases:</p> <ul style="list-style-type: none"> <li>• Where a student becomes ill with CV19 symptoms while at school, and a 2m distance cannot be maintained</li> <li>• Where a student already has routine intimate care needs that involves the use of PPE.</li> </ul> <p>Where staff are conscious that they may be in close contact with a student, PPE should be worn</p> <p>Staff who are manging corridor use, dining hall duties, etc will have access to PPE.</p>				
<b>Contact with someone suffering with Coronavirus</b>	<p>Staff, Students / pupils / wider contacts</p>	<p><b>Engaging with the NHS Test and Trace process</b></p> <p>Ensure that staff and parents are aware of the NHS Test and Traces process and how to contact their local <a href="#">Public Health England health protection team</a>, and encourage them to book a test if they are displaying symptoms. Anyone who displays symptoms for CV19 should get a test. Tests can be booked online through the NHS <a href="#">book a test</a> , or ordered by telephone via NHS 119</p>				

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	Spread of COVID 19	<p>Staff and students instructed that they must not come into school if they are displaying symptoms of CV19 and will be sent home to <a href="#">self-isolate</a> if they develop them in school.</p> <p>As part of national programme for essential workers school staff with symptoms should book a test confirming the results to the school.</p> <p>Staff and parents will be instructed to notify the School of the results of the test immediately they arrive.</p>				
<b>Contact with someone suffering with Coronavirus</b>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p><b>Managing a confirmed case of CV19 in the school community</b></p> <p>The School will take swift action if we become aware that someone who as attended the school, be it staff member, student or visitor, has tested positive for CV19.</p> <p>In the first instance we will contact the local health protection team <a href="#">Public Health England health protection team</a></p> <p>The health protection team will also contact schools directly if they are aware that someone who has attended the school has tested positive, identified by the NHS Test and Trace process.</p> <p>The health protection team will carry out a risk assessment to confirm who has been in close contact with the person during the period they were infectious, and follow up to ensure that they are asked to self-isolate.</p> <p>If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where CV19 is suspected, it may be considered an outbreak. If this situation occurs then the School will continue to work with the local health protection team who will advise if additional action is required.</p>				
<b>Contact with Coronavirus when getting to and from school; Maintenance of social distancing</b>	<p>Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Students will be encouraged to walk or cycle to school or be driven in by the parents. Parents of students being driven to school should be requested to remain in their cars, unless agreed in advance, ie parental meeting, or in an emergency situation. NB parental meeting should be held outside of the school day whenever possible.</p>				

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		<p>Staff will be encouraged to drive. Students and staff will be asked not to use public transport where possible. Those using public transport must wear a face mask at all times. Refer to the <a href="#">safer travel guidance for passengers</a></p> <p>Students will be reminded to respect social distancing expectations on arrival at school.</p> <p>There will be staggered start and end times for each year group, to avoid the potential of mixing with other year groups. Start times are below:</p> <p>Middle Campus  Year 7 – 08.35 to 14.40  Year 8 – 08.45 to 14.50  Year 9 – 08.55 to 15.00</p> <p>Upper Campus  Year 10 – 08.55 to 14.40  Year 11 – 08.35 to 14.50  Post 16 – 08.40 to 14.50</p> <p>Students will arrive on Middle Campus using the student access route or the A602 gate. Students will arrive on the Upper Campus using the C/D link door (Year 10); the B/D link door (Year 11); and the Leisure Centre gates (Post 16). The A 602 gate will also be open.</p> <p>Staff will supervise each entrance point to ensure social distancing is observed and that students are sanitising their hands.</p> <p>Students will go straight to their classroom for lesson one. If students arrive early, they will be asked to wait in their year group zones outside (we need to agree zones)</p> <p>Parents coming to school to pick up students are not permitted in the school and instructed to wait in cars.</p> <p>Students will be provided with guidance on the removing of face coverings when they arrive at school. Disposable face coverings will be place in a disposable bag, tied and place in the bins provided. Students will be asked to bring a bag to store reusable face coverings, which they should keep on them at all times. Any student or staff member wearing a face covering must wash their hands before and after removal. Guidance on <a href="#">safe working in education, childcare and children’s social care</a> provides more advice.</p>				

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		<p>Only essential visitors will be allowed on to the school site. This includes parents.</p> <p>Where possible visitors will receive instructions prior to their arrival on the schools expectations for safe travel, social distancing and hand sanitising. All visitors will be advised that if they are displaying symptoms of CV19 they must not travel to school.</p> <p>If a visitor requires close contact with a student, PPE should be worn.</p> <p>Students should be instructed not to gather at the school gates either before or after school.</p>				
<p><b>General Transmission of COVID-19</b></p> <p><b>Maintenance of social distancing; Effective hygiene protocols</b></p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Where possible all students to maintain 2 metre social distancing in line with PHE guidance. Signage and markings in are place in key areas Phased return from September 3<sup>rd</sup>.</p> <p>Pupils will be returning in their year group bubbles. There will be staggered start/end times, as well as staggered break and lunch times.</p> <p>Classrooms have been set up in accordance with DfE guidelines to ensure all tables are facing the front of the room. Social distancing in the classroom has been deemed as not practical for students, and therefore desks will still be arranged as 2 per desk. 2m markings and signage in place to encourage students to maintain a social distance of 2m from teaching staff in the classroom.</p> <p>The school sites will have designated one-way systems wherever possible.</p> <p>Reduction in contact situations. No assemblies, events / school fairs, school trips etc.</p> <p>Extra-curricular clubs determine if these are essential and ensure delivery in line with social distancing requirements.</p> <p>Breakfast and afterschool clubs – risk assessments on delivery required from providers, suspend if controls are not as robust as the school's / social distancing cannot be maintained.</p> <p>Breaks to be staggered</p>				

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		<p>Welfare facilities are provided which contain suitable levels of soap and paper towels – provisions checked regularly by the site team</p> <p>Alcohol hand sanitiser provided at reception/entrance/exit and should be used by all persons when entering/leaving the school/block. Sanitisers also be installed at block entrances and at key points around the sites.</p> <p>All persons to wash hands with soap regularly and thoroughly, for at least 20 seconds. Signage in place in WC's reception areas</p> <p>Use alcohol hand sanitiser, if soap and water is not available, hand washing technique to be adopted as directed by NHS guidance.</p> <p>Site staff to regularly clean the hand washing facilities and check soap and sanitiser levels - provisions checked regularly by the site team</p> <p>The 'catch it, bin it, kill it' approach will be emphasised to students. Staff / students to use tissues when coughing or sneezing and then place the used tissue in a separate waste bag, which will be sealed and placed in the bin before washing hands.</p> <p>Tissues will be provided for each classroom. Staff to replenish as needed. Tissues will be placed on the sanitation stations located in each classroom. Each classroom will also be issued with gloves, disinfectant spray and cloths in case a student coughs or sneezes on a piece of equipment, and to clean between classes.</p> <p>Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</p> <p>Ensure adequate supplies of soap, hand sanitiser and paper towels and these should be securely stored- provisions checked regularly by the site team</p> <p>Staff should report and deficiencies to the site team asap in order to be rectified.</p> <p>All persons are reminded to not touch their eyes, nose or mouth if their hands are not clean.</p>				

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		<p>All staff, students and parents briefed on expectations and need to self-isolate in event of symptoms / household member self-isolating etc. as per Government guidance.</p> <p>Encourage thorough cleaning of hands more often than usual by installing posters around the school sites. Hand sanitising will also be reminded in class settings to encourage a culture in school. NHS hand washing techniques to be demonstrated.</p> <p>As a minimum students should wash their hands on arrival at school, on returning from breaks, prior to lunch and when moving between classrooms. Students should also be encouraged to clean or sanitise their hands as they leave the school</p> <p>Hand sanitising dispensers are located around the school, and these are checked regularly by the site team. Welfare facilities are also checked regularly.</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 or use an alcohol-based hand sanitiser <a href="#">NHS guidelines</a>,</li> <li>• Wash their hands on arrival, before and after eating, and after coughing/sneezing</li> <li>• Be encouraged not to touch their mouth, eyes or nose</li> <li>• Use a tissue or elbow to cough or sneeze into, and dispose of tissues in waste bags before placing in bins</li> </ul> <p>The above good practice will be encouraged in lessons and through posters around the school.</p>				
<p><b>Contact points</b>  <b>Equipment use</b>  <b>printers,</b>  <b>workstations,</b>  <b>apparatus,</b>  <b>machinery etc.</b></p>	<p>Staff,  Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Parents to ensure students have their own filled water bottles in school. Water fountains have been disabled. Water to be made available at break and lunchtimes. Staff are also recommended to bring in their own water bottles.</p> <p>Regularly clean and disinfect common contact surfaces in reception, office, access control etc. (screens, telephone handsets, desks). Cleaning resources will be available in all ICT suites. Printer/copiers will have cleaning spray in each location, and staff are asked to wipe down after each use.</p> <p><b>Activities and resources</b></p>				

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		<p>Re-plan lessons / activities to avoid shared resources.  Limit practical work in DT, science.  Equipment to be properly cleaned after use.</p> <p><b>For <a href="#">science</a> and <a href="#">DT</a> also consider CLEAPPS advice (GL343 &amp; GL 344) for suggested considerations in undertaking practical work in school</b></p> <p>All shared resources to be cleaned after use (including computers, PE equipment etc). Build into end of lesson activity routines. Limited PE activities in place to ensure limits on use of shared equipment. Cleaning materials provided to PE to ensure cleaned after each session. Contact sports and use of certain equipment such as trampolines may not be permitted. PE risk assessment in place.</p> <p>Schools to ensure appropriate cleaning materials are available in all IT rooms and teacher to ensure wiped down after use. Cleaners/site will also clean down rooms between lessons as required.</p> <p>Where possible staff will avoid working with paper/other materials that are shared in a way that may aid transmission, i.e. consideration to be given to marking work (done electronically), photocopying, etc.  Materials will not be shared. Students provide own pencil case.</p> <p>Students will also be allocated desks in each of their classrooms, which they will keep for all lessons in that room. A lesson seating plan to be developed.  This is yet to be finalised  Year 7 – alphabetically  Year 8 – tbc  Year 9-13 class teachers to set seating plans</p> <p>All furniture and equipment will be thoroughly cleaned at the end of each day, and during the day when possible.</p>				

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		<p>Sanitiser, tissues and waste bags will be located in each classroom to enable students to sanitise when moving rooms.</p> <p>Cleaning rotas will be revised to work with the school timetable to ensure that enhanced more frequent cleaning is possible in room shared by bubbles during the day. In particular specialist classrooms. This will be undertaken by teaching staff between lessons, and by site/cleaning staff when able to access rooms.</p> <p>Specialist rooms, where there is use of equipment will be cleaned between being used by different year groups.</p> <p>There will be enhanced cleaning of dining areas between split lunch sessions. Dining furniture will be removed and students will eat standing or sitting on the floor. Students will have designated areas to eat to support the cleaning schedule.</p> <p>Year 7 – Hall and large court  Year 8 – conservatory and small court  Year 9 – hall and large court  Year 10 – Hall and quad area  Year 11 – Gym and back of A block</p> <p>There will be enhanced cleaning of regularly touched surfaces, such as door handles, banisters, light switches, etc. This will be undertaken jointly by cleaning staff and site staff.</p> <p>Cleaning staff will be available throughout the day to support the enhanced cleaning regime, and to manage ad hoc cleaning.</p> <p>This will ensure rooms are cleaned as often as possible, while acknowledging that cleaning staff will not be able to clean between every period of use.</p> <p>Other control measures to support cleaning:</p> <ul style="list-style-type: none"> <li>• Leave windows open to prevent frequent touching, and also improve ventilation</li> </ul>				

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		<ul style="list-style-type: none"> <li>• Encourage staff to contact site@ e-mail to request cleaning</li> <li>• Move as much excess furniture and equipment as possible</li> <li>• Manage use of biometric scanners</li> <li>• Avoid use of InVentry signing in system</li> </ul> <p>The site manager and cleaning supervisor will regularly monitor stocks of cleaning equipment and materials to ensure the school has plentiful supply at all times.</p> <p>Students to bring in their own equipment, and equipment should be limited - Year equipment boxes to be provided.</p> <p>Marking books- tbc</p> <p>Cleaning requirements will be subject to regular liaison between site and cleaning contractor to ensure all areas are covered, and changes to requirements addressed.</p> <p>Cleaning contractor / site / school staff to adhere to following cleaning protocol: Hard surfaces to be cleaned using anti-viral cleaning products and disposable paper towels</p>				
<b>Proximity of students/ staff</b>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>The School will minimise contact between individuals and maintain social distancing where possible.</p> <p>Year groups will be separated into bubbles. There will be staggered start, break, lunch and end times, and separation will otherwise be in place wherever possible, recognising that in order to fulfil the timetable, the lesson change over times cannot be staggered, and therefore there are possibilities of student bubbles coming into contact with one another.</p> <p>Students will move between lessons, meaning that largely teachers will teach in the same classroom wherever possible. Teachers required to clean classroom desks/chairs between lessons.</p>				

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		<p>Classrooms will be set up forward facing, and to hold max of 32 students. Maximum distance will be maintained between teacher and students wherever possible to meet the 2m social distancing guidance. For situations where this may not be possible, such as working one to one with students from SEN, guidance will be made available</p> <p>Unnecessary furniture should be removed from classrooms to enable better spacing, and to limit available surfaces.</p> <p>Where teachers alternate between classrooms, there will be cleaning resources available to wipe down PC, remotes, etc</p> <p>Rota to be developed regarding supervision of breaks/lunch/ start and end of day, etc</p> <p>Wherever possible year groups will be limited to particular areas, however it is recognised that this will not always be possible. The school will introduce a number of one way systems in order to support social distancing. This will be supported with signage.</p> <p>Support will be in place to supervise the movement of students between lessons.</p> <p>Shared areas such as sports halls and dining halls will be cleaned between year group usage.</p> <p>Use of WC's – TBC At break and lunch we'll need a process of quickly cleaning the toilets between year groups</p> <p>Consider opportunities for outdoor learning to assist in social distancing.</p> <p>Staff to follow social distancing guidance in offices/staff rooms/close working in rooms etc and should not use offices / rooms where 2m distancing cannot be maintained.</p>				

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		<p><b>Meetings / 1-2-1's / training</b>  Limit face to face meetings to those which are essential. Ensure these are conducted in large enough areas to maintain 2m distancing; or via telephone or electronic means (Microsoft Teams etc.). Where this is not possible meetings will be conducted outdoors or in a room large enough to allow for social distancing.</p> <p>Parent evenings and other large gathering will also be conducted through Teams where possible.</p> <p><b>Offices / IT suites etc</b>  Workstations acceptable distance apart (2m) / alternate workstations occupied.  Chairs removed and PCs marked as not in use in staff work areas to ensure 2m separation: 3 workstations available in Upper workroom, and 4 in Middle workroom.</p> <p>Staff rooms will be available for making tea and coffee only, including use of microwaves. Staff rooms are not available for general gatherings, and seating arranged to limit numbers</p> <p><b>Stairs / corridors</b>  Minimise transitions as far as possible to ensure brief contact.  Implement one-way system (where possible e.g. multiple routes / stairs)  Stagger use and numbers using circulation spaces at the same time.  Avoiding multiple groups queuing in same shared areas/ narrow corridors etc.</p> <p><b>Changing rooms</b>  Use of changing rooms will be an issue unless we allow students to wear PE kits.  Introduce enhanced cleaning of all facilities throughout the day and at the end of each day – enhanced cleaning in place</p>				

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		<p>Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.</p> <p><b>Toilets</b> Use of toilets to be confirmed</p> <p><b>Break / Playgrounds</b> Avoid any group activities that require pupils to be in close physical contact with each other. There will be staggered breaks. Possibility of introducing zones to be confirmed Increased supervision to aid enforcement of social distancing as far as is reasonable. Reduce use of outdoor equipment, ensure it is cleaned between groups of children people using it, and that multiple groups do not use it simultaneously. PE provided with cleaning resources to clean down equipment.</p>				
<b>School Environment</b>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Regular checks will be undertaken on the school premises to ensure the school is meeting required health and safety standards before reopening. DfE document, checks on the premises will be followed. <a href="#">Checks to the premises</a></p> <p>Staff to maintain social distancing in line with PHE guidance as far as reasonable.</p> <p>Revised one-way routes will be implemented to prevent face to face contact in corridors. Signage and posters will be put up to support this. Support will be needed from all staff to reinforce this. Barriers, tape can be used to support this.</p> <p>Students will be expected to attend school in their school uniform and not in their PE kits. Students will use the changing rooms, and sufficient time will be available for cleaning between bubbles. On Upper year 10 will use the Changing rooms in B block and Year 11 will use the Leisure Centre changing rooms? TBC On middle there is only one set of changing rooms, which will be used by all year groups. Sufficient time to be allocated for cleaning. We will be removing changing benches to increase space and reduce contact points.</p>				

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		<p>Specific Controls around faculties- These are currently under review, for example;</p> <ul style="list-style-type: none"> <li>• Music – No mouth instruments. Any instruments to form part of enhanced cleaning rota. Singing practice – students to face the front only, ensure spacing and group sizes.</li> <li>• Science – Limit use of equipment where possible. All equipment to form part of an enhanced cleaning rota. No use of Bunsen burners due to alcohol sanitiser</li> <li>• Creative Learning – limit practical work in DT. Assess risk based on the activity. Enhanced cleaning rota in place, including equipment.</li> <li>• PE – Equipment limited, and subject to cleaning. Outdoor activities wherever possible. Programme of summer activities to avoid contact sports wherever possible</li> <li>• Drama and Dance - tbc</li> </ul> <p>For science and DT consider CLEAPPS advice (GL343 and GL344) for suggested considerations in undertaking practical work.</p> <p>All classrooms arranged so that desks face the front. Surplus furniture removed to facilitate space and reduce contact points.</p> <p>Fire, first aid and emergency procedures to be reviewed in respect of full school return. Arrangements to be included in staff and student induction, including walk-through drills for all year groups. Consideration is being given to the location of muster points, and plans to be amended to year group lines in classes or college year group lines</p> <p>All areas will be well ventilated by opening windows. Advice is that air conditioning can be used and hand dryers are also now deemed safe to use.</p> <p>Water fountains have been taken out of action, and site are considering options around the re-filling of bottles</p> <p>Reception areas screened on both sites. Students should not be allowed past the inner door. The installation of perspex screens in reception areas is being be looked into.</p> <p>Consideration will also be given to the arrangements in the reception areas to ensure that social distancing can be maintained.</p>				

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
		All shared equipment, such as reception to be subject to enhanced cleaning between shifts				
<b>Supporting wellbeing, mental health and resilience, including bereavement support</b>	Staff, Students	<p><u>Staff</u> Barnwell School recognises it has both a duty of care and a legal responsibility to protect the wellbeing and mental health of staff. Staff will be supported in line with usual practice and will have access to the schools employee assistance programme, which offers support, counselling and financial advice to staff. Staff may also wish to access the free MindEd learning platform <a href="#">coronavirus (COVID-19) staff resilience hub</a> which includes a CV19 staff resilience hub with materials on peer support, stress, fear and trauma and bereavement. Regular communications will continue to be sent to all staff, and support is available from line managers and SLT. We have considered work life balance as part of our planning for September return, and line manager and Faculty Heads will manage the workload of their teams.</p> <p><u>Students</u> Students will be supported through our pastoral resource and practice. Safeguarding, SEND and SLT will be available for all year groups at all times. Where appropriate and in line with social distancing, 1:1 and small group meetings will be used to support students. The school will continue to access external support services to support young people and families. Student induction sessions will address students health and wellbeing, and staff will be given further guidance on how to support students who have concerns. Part of first day plans and initial PRIDE lessons. Year group college assemblies to be planned. Enhanced pastoral support especially on middle</p> <p>We will consider the provision of pastoral activities to support students in rebuilding friendships, support social engagements, equip students with the ability to respond to issues linked with CV19, and support students with approaches to improving their physical and mental wellbeing. Part of first day plans and initial PRIDE lessons. Year group college assemblies to be planned. Enhanced pastoral support especially on middle</p>				

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
Canteen use / lunchtimes	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>We will be running staggered breaks and lunches for each year group. Each bubble will have their own dedicated catering time allocated so that students in each year group can be kept separate.</p> <p>Break will be between 09.45 and 10.50 and lunch between 11.40 and 13.00, depending on the year group.</p> <p>The menu will be restricted during this period. Food will be grab and go and all food will be in paper bags or disposable containers for collection by students.</p> <p>Staff will continue to support the orderly control on break and lunch queues. Each year group will vacate the dining area prior to the next year group bubble arriving. Dining furniture will be removed to support the transition between year groups. Food will be served as grab and go. Additional bins will be made available to support litter collection by site</p> <p>When the weather is poor, students will move to designated classrooms to continue their lunch/break. Hall and conservatory to be used for indoor space on middle. Hall and gym to be used as indoor space on upper</p> <p>Parents will be encouraged to pay on-line for catering rather than students bringing cash into school. The cash loader will be available for a limited time on each campus to allow for catering top up. The cash till on Upper will be decommissioned. All biometric readers will be cleaned between use. HCL staff will clean the till readers. Site/cleaners will clean the cash loaders between usage.</p> <p>Handwashing will be reinforced prior to eating food, especially where the cash loader has been used.</p> <p>Hand sanitiser available in any room where people eat and should be used by all persons when entering and leaving the area.</p> <p><b>Canteen use</b> Food operators continue to follow Food Standard Agency's (FSA) <a href="#">guidance on good hygiene practices</a> in food preparation and their Hazard Analysis and Critical Control Point (HACCP) processes.</p> <p>Pupils to enter canteens in their allocated groups. There is controlled queuing to aid social distancing (2m markers on the ground along with Social Distancing signage)</p>				

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
		<p>Meals to be eaten standing up of sitting on the floor. All tables removed.</p> <p>We have discussed provision and delivery with Catering provider. There will be a restricted meal provision, including pre-prepared grab and go and wrapped food to reduce use of crockery, utensils etc.</p> <p>Payments will be taken by contactless methods wherever possible. Consider risks from fingerprint contact payment. HCL staff will wipe down biometric readers at tills</p> <p>Screens to be fitted to till stations to separate students and catering staff. Catering staff will wipe down biometric readers between use, and a thorough clean of till stations between year group bubbles.</p> <p>Water fountains are disabled, so students requested to bring a full drinking bottle in each day, intended to last the day. Potential for HCL to provide water at break and lunch to top up water bottles</p> <p>All rubbish and waste should be put straight in the bins by the user and not left for someone else to clear up. – to avoid students returning to hatches, all food waste to be binned.</p> <p>All areas used for eating must be thoroughly cleaned at the end of each break and lunch. Removal of dining furniture will facilitate this.</p>				
<b>Travel off site</b>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>There is continued guidance against domestic overnight and overseas travel for educational visits at the current time, <a href="#">coronavirus: travel guidance for educational settings</a>.</p> <p>There will be no overnight trips or visits for the first half of the autumn term, and we will review in the autumn term to see if we are able to start planning for non-overnight domestic educational visits. Government guidance will continue to be reviewed to consider when any other trips may be able to take place.</p> <p>If trips are able to take place, they will have a clear educational benefit and be part of the school curriculum. If trips do take place they will be managed to ensure protective measures are in place, such as confined to individual bubbles, meeting social distancing requirements are adhered to and appropriate provision of hand sanitising and cleaning arranged for.</p>				

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
		<p>We will make use of outdoor facilities on or around the school site wherever possible.</p> <p>As usual a thorough risk assessment will be carried out for all educational visits. Staff will consult the latest guidance contained in the <a href="#">health and safety guidance on educational visits</a> when considering visits.</p> <p>Staff travelling off site will implement social distancing where possible (2m clearance from persons and not to travel in groups of more than 2 unless it is immediate family).</p> <p>All persons to limit their use of public transport. Use of face masks is a requirement if using public transport.</p> <p>Where travel is essential, use private single occupancy vehicles where possible.</p> <p>Consideration to be given to situations such as minibus usage for students accessing curriculum across multiple sites to ensure social distancing.</p>				
<b>Cleaning</b>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Throughout the summer, a cleaning schedule has been implemented on both sites for all areas in use, ensuring that frequent contact points, e.g. door handles, taps, flush handles, toilet door handles, bannisters, telephones, keyboards etc. are all thoroughly cleaned and disinfected regularly. This cleaning regime to continue from September, undertaken by cleaning and site staff.</p> <p>Thorough cleaning of rooms that have been in use is carried out at the end of the day/period of use. However it is recognised that resources to clean every area between use is limited, ie classrooms, so it is proposed that teaching staff will spray and wipe down tables and chairs between lessons, particularly when room is to be used by a different year group.</p> <p>Where there is a period of time between lessons when a classroom is not being used, the cleaning contractor will clean the room</p> <p>Cleaning equipment – spray and paper towels will be provided in each classroom.</p> <p>Cleaning protocol is as follows:</p>				

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
		<p>Hard surfaces to be cleaned using standard cleaning products and disposable cloths / paper towels throughout day.</p> <p>For a deep clean / disinfection (e.g. following a suspected case) use a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) <b>or</b> a neutral purpose detergent followed by disinfection (1000 ppm av.cl.).</p> <p>See PHE advice the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></p> <p>Manufacturer's instructions for dilution, application, PPE and contact times for all detergents and disinfectants to be followed.</p> <p><b>When cleaning a contaminated area</b> Cleaning staff to:</p> <ul style="list-style-type: none"> <li>• Wear disposable gloves and apron</li> <li>• Wash their hands with soap and water once they remove their gloves and apron</li> <li>• Fluid resistant surgical mask if splashing likely</li> <li>• Hands should be washed with soap and water for 20 seconds after all PPE has been removed.</li> </ul> <p>PPE to be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.</p> <p>Any cloths and mop heads used must be disposed of as single use items.</p> <p>Hand towels and hand wash are to be checked and replaced as needed by site / cleaning staff.</p> <p>Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc.</p> <p>Only cleaning products supplied by the school / contract cleaners are to be used.</p> <p>Ridge Crest has provided risk assessments and method statements to provide assurance on social distancing and confirm their methods for cleaning the school site each day in particular to the cleaning required for door handles and taps etc.</p>				

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
<b>Contractors</b>	Contractors, Staff, Students / pupils / wider contacts,  Spread of COVID 19	<p>Only contractors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site and will read and comply with signs in reception regarding good hygiene.</p> <p>Wherever possible contractor visits to be booked outside of school hours, and agreed in advance by the SBM/SM.</p> <p>Staff and contractors are to maintain a safe distance between themselves and others (2 metres).</p> <p>All contractors are to wash their hands or use alcohol-based hand sanitiser upon entering the site.</p> <p>Agree approach to scheduled / ongoing building works. Site inductions are to be carried out following social distancing principles (2m separation). School's to seek confirmation of the contractors method statement / risk assessment.</p>				
<b>Lack of awareness of PHE / school controls</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	<p>Prior to reopening in September staff and parents will be made aware of new systems, risk assessments and protocols. Measures will also be communicated to staff on the training day and to students on their return. Staff will be available to support students to ensure they understand and comply with our expectations.</p> <p>Posters will be displayed around sites to strengthen awareness.</p> <p>Clear briefing for all personnel on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance.</p>				
<b>Provision of First Aid and Personal Care</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	<p>The school has a dedicated first aid team spread across both campuses, including pastoral, reception, site and PE staff. There will be at least one trained 3-day first aider on each campus.</p> <p>It is accepted that 2m social distancing cannot always be maintained during the delivery of first aid, but physical contact should be kept to a minimum e.g. pupils apply cold pack, wipe, plaster where able to do so.</p> <p>Those administering first aid should wear PPE appropriate to the circumstances. Face masks, gloves and disposable aprons are available in</p>				

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
		<p>both first aid rooms. Staff will wash hands before and after administering first aid, and affected areas will be cleaned upon completion.</p> <p><b>See also 'provision of personal care' and 'Suspected case whilst working on site'.</b></p> <p>First aid rooms can be very busy and are often small rooms. Only one person will be treated in the first aid rooms at a time. A second room has been allocated as a waiting/collection area. Tbc</p> <p>If daily medication is administered from 1<sup>st</sup> aid rooms then consider if this needs relocating to reduce demand on space. Medication held on site has been reviewed to check if it is in date, adequately secured and available to be administered.</p> <p>Medical rooms will be cleaned on a daily basis at a minimum, and on all occasions following use for 1<sup>st</sup> aid treatment.</p> <p>Additional PPE in place if required e.g. for intimate care, to be risk assessed and to be based on nature of task and level of contact (e.g. disposable apron, gloves, fluid resistant surgical mask and if there is a risk of splashing to the eyes, coughing, spitting, vomiting then eye protection should be worn.)</p> <p>Where a child falls ill with Coronavirus symptoms whilst on site (new continuous cough or high temperature) then school staff supervising the child while they await collection should wear PPE (a fluid resistant surgical mask) if a distance of 2m cannot be maintained.</p>				
<b>Emergency procedures (Fire alarm activations etc)</b>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Fire and emergency procedures have been reviewed. Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable. (This will be impacted during evacuation but will be for short period).</p> <p>Staff to maintain 2m separation at assembly areas (where space permits). Increased supervision and reiteration of messages to occupants</p> <p>Fire doors to remain closed</p>				
<b>Deliveries &amp; Waste collection.</b>	Staff,	Staff advised not to approach delivery staff, allow packages to be left in a safe place in the outer reception on each campus.				

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
	Students / pupils / wider contacts  Spread of COVID 19	Hands are to be thoroughly washed after handling all deliveries or waste materials.				
<b>Staffing levels</b>	Staff, Students / pupils  Spread of COVID 19  Wider safeguarding / safety risks	Local decisions on partial closure / closure to be made in event of insufficient classrooms or space or if there are insufficient available teachers or staff to supervise the groups.  Options such as supply staff, splitting classes, SLT cover, partial closure may be required in event of staff shortages.  Process of notifying partial or full closure to parents - letter to be prepared, MR to draft				
<b>Premises safety</b>	Staff, Students / pupils  Wider safeguarding / safety risks	All key services have remained operational throughout the period since lockdown while the school has remained operational, and the school can assure staff, parents and students of the safety of water systems, gas safety, kitchen equipment, electrical equipment, site security and ventilation.  All premises safety and maintenance tasks / compliance checks are being carried out as planned such as fire alarm testing, legionella controls, water outlet flushing*, servicing of equipment, PAT testing etc. All the usual pre-term checks will be undertaken before September.  *Site staff will flush all water outlets thorough in areas of the school which have been closed for period of time.  Additional advice on safely reoccupying buildings can be found in the Chartered Institute of Building Services Engineers' guidance on <a href="#">emerging from lockdown</a> .  Key fire doors remain closed at all times and are not being compromised / wedged open.  Once the school is in operation, it is important to ensure good ventilation. Advice on this can be found in Health and Safety Executive guidance on <a href="#">air conditioning and ventilation during the coronavirus outbreak</a> . In classrooms, it				

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		<p>will be important that schools improve ventilation (for example, by opening windows)</p> <p>The whole school has undergone a through clean of all areas over the summer term and will receive a further full clean prior to return in September.</p> <p>Security of site remains a priority with gate control and door access systems fully operational. Access to sites will be controlled for students on return, and will be monitored by staff at the start and end of each day.</p> <p>Solveway has returned to the Upper campus. Security measures have been discussed and their risk assessment agreed regarding access to the school and movement around the school.</p> <p>We will need to review access to wc's for Solveway on return in Sept</p>				

**Relevant links**

Overarching guidance for educational settings

<https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings#overarching-guidance-for-educational-settings>

Guidance for educational settings

<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19> (applicable to May 31st)

Actions to prepare for wider opening from June 1st

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

Implementing protective measures in education

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/opening-schools-for-more-children-and-young-people-initial-planning-framework-for-schools-in-england>

Cleaning of non-healthcare settings <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

COVID-19 poster [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/876220/COVID19\\_Guidance\\_Education.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/876220/COVID19_Guidance_Education.pdf)

Barnwell School COVID Risk assessment

Managing premises <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak#other-points-to-consider> (applicable to May 31st)

Guidance on infection prevention and control for COVID-19 <https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>

First aid guidance <https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov>