

Queen Elizabeth's Grammar School Ashbourne Risk Assessment: Coronavirus [COVID-19]						
Part One: Administrative details				Reviews		
Date of Assessment	17 <sup>th</sup> May 2021	Date of Issue	18 <sup>th</sup> May 2021	Review Date [by]	Reviewed by	Changes [Y/N]
				19 <sup>th</sup> May 2021	LT Team	
Assessment carried out by	M Bawden	Signature		26 <sup>th</sup> May 2021	LT team	

What are the areas of concern?	Generic Control Measures	Y/N/NA	Person to Implement	Additional Control Measures needed to reduce risk to acceptable level	Person to Implement	Date to be Actioned
<b>Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school</b>	<b>Students, staff, and other adults are not to enter school grounds if they have coronavirus [COVID-19] symptoms, or have tested positive in at least the last 10 days.</b>	Y	SGA	Room used for secluding a student with symptoms of coronavirus [COVID-19] is: Science Office opposite Medical Room. If room is needed staff who usually use these rooms will be forewarned where possible. After use room will be disinfected before normal use resumes.	SBE/LGO	05/10/20
	Anyone developing symptoms during the school day must be sent home. These symptoms include: <ul style="list-style-type: none"> <li>a new and persistent cough or high temperature</li> <li>a loss or change in normal sense of taste or smell [anosmia].</li> </ul> When they are sent home they must be advised to follow <a href="#">guidance for households with possible or confirmed coronavirus (COVID-19) infection</a> this sets out that they must: <ul style="list-style-type: none"> <li>Self-isolate for at least 10 days</li> </ul>	Y	SGA			

	<ul style="list-style-type: none"> <li>• Should arrange a test to see if they have coronavirus [COVID-19]</li> <li>• Restart their isolation period if they develop symptoms [having previously been asymptomatic] and have previously tested positive.</li> <li>• Other members of the household [including any siblings] should isolate for 10 days from when the symptomatic person first had symptoms. After 10 days if the person has not developed symptoms they are unlikely to be infectious.</li> </ul> <p>If a student is awaiting collection they will be moved, where possible, to a seclusion room. The room must have a closed door and an open window. If it is not possible to seclude them they must be kept socially distanced until collection. Depending on the student's needs they may be supervised by an adult. If the student requires the bathroom then the bathroom must be cleaned and disinfected using standard cleaning products before use by others.</p> <p>While caring for a symptomatic student staff must wear PPE if they are unable to maintain a distance of 2 metres.</p> <p>If the person [student or adult] is seriously ill, injured, or it appears their life is at risk the Student Welfare Officer will contact the required services.</p> <p>The person [student or adult] should be advised not to visit the GP, pharmacy, urgent care centre or hospital.</p> <p>Any close contact member of staff or close contact student does not need to be sent home unless they develop symptoms themselves. If they develop</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>SBE/LGO</p> <p>SBE/LGO</p> <p>SBE/LGO</p> <p>SBE/LGO</p> <p>SGA</p>	<p>PCR tests can be provided by the in-school testing centre if necessary.</p>	<p>MBA</p>	<p>01/02/21</p>
--	--	--	--	--	------------	-----------------

	<p>symptoms, they must arrange a test. If the symptomatic person later receives a positive test close contacts must be sent home. Close contacts of symptomatic students or adults may be sent home following advice from DCC Test and Trace.</p> <p>Anyone in contact with someone who is unwell must wash their hands for 20 seconds with soap and water or use hand sanitiser.</p> <p>The area around where the symptomatic person has been must be cleaned with normal household bleach once they have left to reduce the risk of transmission.</p> <p>Routinely taking temperatures is not recommended by EMPHT. However, if a student or adult appears symptomatic school will take their temperature.</p> <p>If someone tests negative they are still advised to remain at home if they are displaying flu-like symptoms [see section on engaging with test and trace below].</p>	Y	Staff			
		Y	MBA/LGO			
		Y	PHS/HBE			
		Y	MBA/LGO			
		Y	ADMIN			
<b>Use of face-coverings</b>	<p>The Government recommends universal use, and requirement, of face-coverings in schools when in communal areas. Therefore face-coverings are strongly encouraged in communal areas and corridors and in classes, when social distancing of 2 metres is not possible.</p> <p>In addition, staff who will be working within social distancing parameters of 2 metres are able to request and wear face-coverings or face-shields.</p> <p>Face coverings required at all times on public transport (for children, over the age of 11). Students</p>	Y	LT/PLS	Methods for safely removing or donning a face-covering are explained termly to students and adults. This includes storage and the instruction not to wear a face-covering if it becomes damp [instead wear a new one].	PLs	03/10/20
		Y	DME/SBE/KBO			

	<p>are checked for face-coverings before boarding buses at the end of the school day.</p> <p>Those exempted are those who:</p> <ul style="list-style-type: none"> <li>• Cannot put on, wear or remove a face-covering because of a physical or mental illness or disability</li> <li>• Speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate.</li> </ul> <p>Face-coverings and shields available on request.</p> <p>If a member of staff or a student is unable to wear a face-covering they will wear a sunflower lanyard. This will help identify them to others and prevent any discomfort from being asked why they are not wearing them.</p>	Y	KHO/CBR			
		Y	Duty staff PLs			
		Y	MBA/LGO			
<b>Clean hands thoroughly more often than usual</b>	<p>Soap and running water can be accessed in toilet blocks dedicated to separate Years. These are checked regularly during the school day.</p> <p>Hand sanitiser is available in all rooms except laboratories. It is also available in each corridor and at each entry point into the buildings. These stocks are checked regularly during the day [in room supplies by teaching staff who send emails to caretakers if more required – in corridors by caretakers].</p> <p>Students and adults are reminded to regularly clean their hands. This includes on arrival in school, when returning from breaks, when they change rooms, and when they eat. Signage in place.</p>	Y	PHS/HBE			
		Y	PHS/Staff			
		Y	MBA/LDA			
<b>Ensure good respiratory hygiene by promoting the</b>	<p>Tissues and a bin are available in each classroom. Students with complex needs are assisted to get this right. All students know this is a routine part of</p>	Y	LGO/PHS			
		Y	PLs/LRE/ MBA			

<b>'catch it, bin it, kill it' approach</b>	school life. Bins are emptied regularly, and at least once per day.					
<b>Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach</b>	<p>An enhanced cleaning programme is in place.</p> <p>Where possible we allocate toilets to Year Groups. However, there will be occasions when students from outside a bubble may use the same toilet. Toilets are cleaned more frequently as a result.</p> <p>Rooms used by more than one Year Group will be cleaned more frequently.</p> <p><i>Our current practice meets and exceeds guidance in May 2021.</i></p>	<p>Y</p> <p>Y</p> <p>Y</p>	<p>PHS/HBE</p> <p>PHS/HBE</p> <p>PHS/HBE</p>	<p>Toilets:</p> <p>Y7 L1 and L2 toilets</p> <p>Y8 L3 toilets</p> <p>Y9 Sports Hall toilets</p> <p>Y10 &amp;11 L4 toilets and toilets near Canteen</p> <p>During lessons Y7-11 are able to visit toilets and their absence from lessons is recorded by the class teacher, whilst arrival at toilets is monitored for Y8-11 by a member of staff. This aids track and trace.</p> <p>Y12 Old Tech toilets</p> <p>Y13 New Tech toilet</p> <p>These are guidelines only</p> <p>PPE is available in classrooms, whilst a more extensive stock is held by photocopiers across school. Water stations available for refilling bottles beside each set of toilets.</p>	<p>MBA/LDA</p> <p>PHS</p>	<p>03/10/20</p>
<b>Minimise contact between individuals and maintain social distancing wherever possible</b>	<p>We realise the importance of minimising contacts and mixing between people as this reduces transmission of coronavirus (COVID-19). Therefore, we are reducing the number of contacts between children and staff, achieved via bubbles [consistent groupings] of students, and individual staff keeping their social distance. These bubbles are large enough to maintain the breadth of the curriculum, and are broadly based on Year Groups in order to facilitate specialist teaching. This also helps limit unwarranted</p>	<p>Y</p>	<p>LT</p>	<p>Lockdown [Run, Hide, Tell] and fire drills occurred in first two weeks of full school term. Positions for fire drills reviewed.</p> <p>Students are reminded about the importance of social distancing, sensible movement and avoiding touching each other as per current guidance. Students will</p>	<p>MBA/LDA</p> <p>LT</p>	<p>03/10/20</p>

	<p>interactions. Teachers and other staff are able to operate across classes and 'bubbles', ideally keeping a distance of 2 metres from other adults.</p>			<p>also be reminded about safe arrival and departure from school</p>		
	<p>Teaching staff need to stay 2 metres from each other, and from children, whilst teaching from the front of the class. They should avoid close face-to-face contact where possible, though may need to be closer when working with those with complex needs or in need of close contact care. These student's care should be provided as normal.</p>	Y	LBT	<p>Staff are reminded about the importance of taking breaks, and appropriate social distancing, as per current guidance.</p>	ERO	
	<p>Students are reminded about social distancing and avoiding touching others. To support this classrooms are set up to seat students side-by-side, facing forwards, and unnecessary furniture is removed. Yellow tape demarcates where the front row of student tables must be to enable adequate social distancing. Class teachers must ensure student tables remain behind this line.</p>	N	PHS/MBA/Staff	<p>SEND will prepare students under their care, for the new normal.</p> <p>There will be communications to external agencies around the continuation of their practice 'as normal'.</p>	SBE	
	<p>Groups, or 'bubbles' will be kept apart. Therefore, there will be no large gatherings, or gatherings of more than one 'bubble'. Groups are timetabled apart, consideration has been given to avoiding busy corridors, entrances and exits. Social times are staggered, as is lunch, to enable the maintenance of good hygiene and social distancing.</p>	Y	LBT			
	<p>Staff are also reminded of the need for good social distancing and hygiene around their own workspaces. The use of staff rooms is to be minimised, and non-essential use is discouraged. Staff breaks [each day] are encouraged].</p>	Y	ERO/MBA			
	<p>Consideration has been given to start and finish times, and timing of breaks, to ensure a lack of congestion</p>	Y	LBT			

	Care taken to communicate concerns around 'movement' to parents and carers [for example via video presentation] to help them guide our student behaviours.	Y	LT			
	Guidance issued around student arrival and departure from site to ensure less congestion.	Y	LT			
	On arrival [and arrival to a classroom] students and staff remove face coverings. If single-use they are placed in a covered bin by either entrance under staff supervision. If reusable they are placed in a plastic bag provided from home. Students and staff are instructed not to touch the front of the face covering during removal and to wash their hands or use hand sanitiser at the earliest opportunity, and before heading to a classroom. Guidance on <a href="#">safe working in education, childcare and children's social care</a> provides more advice.	Y	LBT/LWR /MBA			
	SEND prepare students for the changes to 'movement' before, during and at the end of the school day.	Y				
	Staff who move between schools [i.e. supply, peripatetic and temporary staff] must maintain social distance [2 metres], and minimise contact with, other QEGS staff.	Y	SBE/MPE			
	Therapists, specialists and clinicians [plus external support for SEN students] should provide interventions as usual.	Y	CPE/KWH/ NJO			
	Other visitors to site should telephone or pre-book their visit, ensuring physical distancing and hygiene practice is as described in this risk assessment.	Y	LBT/BDR/SBE			
	Where visits can occur outside hours when students	Y				

	<p>are on site this should be arranged. All visitors must report to Student Services on either Main site or Boothby Meadows campus. A record must be kept of all visitors.</p> <p>In the event of a student attending more than one setting care must be taken to observe both setting's risk assessments. Each student must then be assessed for additional risk and MBA informed.</p> <p>Equipment and resources such as pens and pencils ought to be brought with them by each member of staff and student. Other resources can be shared within the bubble, such as textbooks.</p> <p>Resources that are shared between bubbles need to be cleaned frequently and meticulously, such as sports, art and science equipment. Alternatively, they can be left out of use for 48 hours [72 hours for plastics] if to be used between different bubbles.</p> <p>Outdoor equipment needs more frequent cleaning.</p> <p>Students and staff should limit the amount of equipment brought into school. This should be limited to the essentials. Bags are allowed.</p> <p>Books and other shared resources may leave the site. However, it should be considered whether this is necessary – and avoided if it does not contribute to student education and development. Cleaning and hygiene regulations apply to all items that leave the site.</p>	<p>Y</p> <p>Y</p> <p>N</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>NJO/SS</p> <p>SBE/MBA</p> <p>LBT</p> <p>LBT</p> <p>PHS/HBE</p> <p>PLs/LWR</p> <p>LBT</p>			
--	--	---	---	--	--	--



<p><b>Where necessary, wear appropriate personal protective equipment (PPE)</b></p>	<p>Additional PPE is only needed in a very small number of cases, including:</p> <ul style="list-style-type: none"> <li>• where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at school, and only then if a distance of 2 metres cannot be maintained</li> <li>• where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used</li> </ul> <p>Read the guidance on <a href="#">safe working in education, childcare and children’s social care</a> for more information about preventing and controlling infection, including when, how PPE should be used, what type of PPE to use, and how to source it.</p> <p>See section above on face-coverings for additional information</p>	<p>Y</p>	<p>LGO/MBA</p>	<p>PPE Stations placed in each bubble zone by photocopiers</p> <p>Hand sanitiser, tissues, disinfectant and bins in each room</p>	<p>MBA/HBE /PHS</p> <p>MBA/HBE /PHS</p>	<p>04/08/20</p>
<p><b>Engage with the NHS Test and Trace process</b></p>	<p>Staff are aware, and understand, the NHS Test and Trace process and how to contact the local <a href="#">Public Health England health protection team via 119</a>.</p> <p>Our staff and parents/carers understand they will need to be ready and willing to:</p> <ul style="list-style-type: none"> <li>• <a href="#">book a test</a> if they are displaying symptoms. Staff and students must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit</li> <li>• provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test &amp; Trace</li> </ul>	<p>Y</p> <p>Y</p>	<p>MBA/HBE</p> <p>MBA/PLS</p>	<p>All stakeholders reminded of how and why to engage with NHS test and Trace every half-term, and more frequently as required.</p> <p>Staff tests may be organised via QEGSMAT. These are location tests rather than postal.</p> <p>A small number of home-test kits are available for use in emergency situations, or when there is doubt a test will be arranged otherwise. These are to be given directly to parents/carers collecting a child who has developed symptoms at</p>	<p>MBA</p>	

	<ul style="list-style-type: none"> <li>• <a href="#">self-isolate</a> if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)</li> </ul> <p>Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS <a href="#">testing and tracing for coronavirus website</a>, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.</p> <p>Parents and staff must inform school immediately of the results of a test:</p> <ul style="list-style-type: none"> <li>• if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.</li> <li>• if someone tests positive, they should follow the '<a href="#">stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>' and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they</li> </ul>	Y	MBA/LWR	<p>school, or staff who have developed symptoms at school. These will be allocated where we believe providing one will significantly increase the likelihood of them getting tested. MBA looks after these kits.</p> <p>Current guidance on the downloading and use of the Test and Trace NHS app followed</p>		
		Y	MBALBT			

	should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 10 days.					
<b>Manage confirmed cases of coronavirus (COVID-19) amongst the school community</b>	School will take swift action once aware someone who has attended has tested positive for coronavirus (COVID-19).	Y	SGA			
	School will contact the local health protection team [EMHPT], and submit a cumulative risk assessment within 24 hours. East Midlands Healthcare Protection Team review the risk assessment and contact DCC Test and Trace as required. They may also contact school to review any action points.	Y	MBA			
	School will contact DCC Test and Trace via email with a summary of the new case. School will use this method of communication for advice on any ongoing concerns.	Y	MBA			
	EMPHT and DCC Test and Trace will contact school when they become aware of any positive cases in the school community.	Y	MBA			
	School will contact QEGSMAT via email with a summary of the case.	Y	MBA			
	EMPHT and DCC Test and Trace carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.	Y	MBA			
The health protection team work with school to guide us through the actions we need to take. Based on the advice from the EMPHT, school must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last	Y	MBA				

	<p>in close contact with that person when they were infectious. Close contact means:</p> <ul style="list-style-type: none"> <li>• direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</li> <li>• proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</li> <li>• travelling in a small vehicle, like a car, with an infected person</li> </ul> <p>The health protection team will provide definitive advice on who must be sent home. To support them in doing so school keeps a record of pupils and staff in each group [including seating plans], and any close contact that takes places between children and staff in different groups. This must be proportionate to the situation and not become over-burdensome.</p> <p>The names and details of anyone with coronavirus [COVID-19] must not be shared unless essential to protect others.</p> <p>Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 10-day isolation period they should follow <a href="#">‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’</a>. They should get a test, and:</p> <ul style="list-style-type: none"> <li>• if the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period. This is</li> </ul>	<p>Y</p> <p>Y</p> <p>Y</p>	<p>MBA</p> <p>MBA/MWA</p> <p>LBT/LWR</p>			
--	---	----------------------------	--	--	--	--

	<p>because they could still develop the coronavirus (COVID-19) within the remaining days.</p> <ul style="list-style-type: none"> <li>if the test result is positive, they should inform their setting immediately [for example school], and must isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 10-day isolation period). Their household should self-isolate for at least 10 days from when the symptomatic person first had symptoms, following <a href="#">‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’</a></li> </ul> <p>Further guidance is available on <a href="#">testing and tracing for coronavirus (COVID-19)</a>.</p>					
<b>Contain any outbreak by following local health protection team advice</b>	<p>If school has two or more confirmed cases within 10 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected EMPHT and DCC test and Trace will advise if additional action is required. This may include a large number of students self-isolating as a precautionary measure. If this risk assessment is followed correctly it is unlikely there will be a need for a whole school closure based on cases within the school. A mobile testing unit may be dispatched in consultation with EMPHT to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person’s class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.</p>	Y	SGA/HBE /MBA			
<b>Transport</b>	<p><b>Dedicated school transport, including statutory provision</b> Consideration is given to:</p>	Y	KHO/CBR	The use of school transport is reviewed termly.	KHO/CBR	

	<ul style="list-style-type: none"> <li>• how students are grouped on transport, based on their bubbles.</li> <li>• The use of hand sanitiser upon boarding or disembarking.</li> <li>• Evidence vehicles are cleaned more frequently than before.</li> <li>• Organised queueing and boarding</li> <li>• Vehicle distancing.</li> <li>• The use of face coverings where students are likely to come into very close contact with people outside their bubble.</li> </ul> <p><b>Wider public transport</b> The use of public transport by students should continue to be kept to a minimum. Parents, staff and students are encouraged to walk or cycle to school where possible.</p> <p>The considerations for dedicated school transport also apply here. With particular emphasis on the use of face coverings</p> <p>Families using public transport should refer to the <a href="#">safer travel guidance for passengers</a>.</p>	Y	KHO/CBR			
<p><b>Students who are shielding or self-isolating</b></p>	<p>A small number of students will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19)</p> <p><b>The shielding advice for all adults and children paused on 1<sup>st</sup> August 2020 but is currently active during Lockdown. This means that even the small number of students who will remain on the shielded patient list must remain at home, Read the <a href="#">current advice on shielding</a></b></p>	Y	KBR/LWR/SBE			

	<p>If rates of the disease rise locally, children (or family members) or family members will be advised to shield during the period where rates remain high and therefore, they may be temporarily absent.</p> <p>A few students under the long-term care of a specialist health professional may need to discuss their care before returning to school when not in a period of Lockdown. Advice available from the Royal College of Paediatrics and Child Health.</p> <p>Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, school provides immediate access to remote education, and monitors engagement.</p> <p>Where children are unable to attend school as parents are following clinical and/or public health advice, absence will not be penalised.</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>LBT/LWR</p> <p>LBT/LWR/SBE</p> <p>SBE/BDR</p> <p>LBT</p>			
<p><b>Staff who are clinically vulnerable or extremely clinically vulnerable</b></p>	<p>Staff in the most at risk categories should continue to take extra care and be observant of local community transmission rates.</p> <p>Advice for those who are <a href="#">clinically-vulnerable, including pregnant women</a>, is available. Individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work from 1 August as long as they maintain social distancing. Advice for those who are extremely clinically vulnerable can be found in the <a href="#">guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</a>.</p>	<p>Y</p> <p>Y</p>	<p>LBT/ERO</p> <p>LBT/ERO</p>			

	<p>School leaders should be flexible in how those members of staff are deployed to enable them to work remotely where possible or in roles in school where it is possible to maintain social distancing.</p> <p>People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.</p>	Y	LBT/ERO			
		Y	LBT/ERO			
<b>Staff who are pregnant</b>	As a general principle, pregnant women are in the 'clinically vulnerable' category and are advised to follow the relevant guidance available for <a href="#">clinically-vulnerable people</a> .	Y	LBT/ERO			
<b>Staff who may otherwise be at increased risk from coronavirus (COVID-19)</b>	<p>Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the <a href="#">COVID-19: review of disparities in risks and outcomes report</a>. The reasons are complex and there is ongoing research to understand and translate these findings for individuals in the future.</p> <p>If staff or students are concerned, they must be offered a meeting with a member of the Leadership Team to discuss any additional measures deemed appropriate to the individual setting.</p> <p>People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace.</p>	Y	LBT/ERO	Meetings for discussions to be offered when asked for by staff	LBT/ERO	As needed
		Y	LT/ERO			
		Y	LBT			
<b>Employer health and safety and equalities duties</b>	School has a legal obligation to protect their employees, and others, from harm and will continue to assess health and safety risks and consider how to meet equalities duties in the usual way.	Y	MBA/HBE			



<p><b>Supporting staff</b></p>	<p>Governing boards and school leaders should have regard to staff (including the headteacher) work-life balance and wellbeing.</p> <p>School has involved all staff in the process of putting this risk assessment in place, and all associated adjustments.</p> <p>Staff and student mental wellbeing is a feature of the school's duty of care to our employees. The <a href="#">Education Support Partnership</a> provides a free helpline for school staff and targeted support for mental health and wellbeing.</p>	<p>Y</p> <p>N</p> <p>Y</p>	<p>SGA</p> <p>LT/MBA</p> <p>MBA/KBO</p>			
<p><b>Staff deployment</b></p>	<p>Review of workload has taken place to reduce unnecessary and unmanageable burdens. This includes a review of curriculum delivery to ensure staffing capacity is appropriate.</p>	<p>N</p>	<p>LBT/KBO</p>			
<p><b>Deploying support staff and accommodating visiting specialists</b></p>	<p>SEND support analysed to ensure appropriate provision within the health and safety framework shown in this risk assessment.</p>	<p>N</p>	<p>DME/MPE</p>			
<p><b>Recruitment</b></p>	<p>Recruitment will continue as usual. Consideration should be given to remote recruitment where appropriate. Pre-appointment checks must continue as usual.</p>	<p>Y</p>	<p>SGA/HR</p>			
<p><b>Supply teachers and other temporary or peripatetic teachers</b></p>	<p>The engagement of supply teachers and other supply staff will continue as normal during this period. Longer assignments, where possible, are advisable to cut down on number of visitors on site.</p>	<p>Y</p>	<p>KWH/NJO /DRO</p>	<p>Overview produced for Supply staff from September onwards, including new guidance for peripatetic teachers.</p>	<p>MBA</p>	<p>03/10/20</p>
<p><b>Expectation and deployment of ITT trainees</b></p>	<p>School will continue to follow guidance and legislation around the deployment and expectations regarding ITT trainees.</p>	<p>Y</p>	<p>KBO</p>			

<b>Staff taking leave</b>	Staff are expected to be familiar with the latest guidance on quarantine, which can be accessed at <a href="#">coronavirus (COVID-19): how to self-isolate when you travel to the UK</a> . In addition, staff are to follow internal guidance as published by QEGSMAT. Staff are expected to be available from the start of the autumn term. Where there is no choice other than for a member of staff to quarantine arrangements will be made for them to work from home.	Y	SGA/LBT			
<b>Other support</b>	Volunteers may be used to support the work of the school, as would usually be the case. Under no circumstances should a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity. Mixing of volunteers across groups should be kept to a minimum, and they should remain 2 metres from students and staff where possible.	Y	LT/MBA			
<b>Safeguarding</b>	The school's child protection policy is regularly reviewed to reflect the return of more students. This is in addition to other reviews routinely carried out. The DSL and deputies must be given time to support staff and students, especially in the first few weeks of term.	Y	BDR			
<b>Catering</b>	The school kitchens will continue to operate, but must comply with the <a href="#">guidance for food businesses on coronavirus (COVID-19)</a> .	Y	SBE			
<b>Estates</b>	The usual pre-term building checks take place before the first day of term. This is particularly important in areas not used during recent delivery.	N	PHS/MBA	Extra opening checks completed in September 2020.	PHS	04/08/20
	Ventilation will be improved by opening windows.	Y	LT/MBA			

<p><b>Educational visits</b></p>	<p>Educational visits will only resume in consultation with the Educational Visits Co-ordinators MBA and SGA.</p> <p>Trips associated with the preparation of SEND students for adult life, of a non-overnight nature might go ahead providing relevant protective measures are adhered to, the students stay within their bubble, and secure measures are in place at the destination.</p> <p>The use of outdoor spaces is encouraged in support of delivering the curriculum. As above, an appropriate risk assessment should be conducted and permission</p> <p>School will consult the <a href="#">health and safety guidance on educational visits</a> when considering visits.</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>MBA</p> <p>MBA/DME /MPE</p> <p>LBT/MBA</p> <p>MBA/SGA</p>			
<p><b>School uniform</b></p>	<p>Uniform plays an important role in contributing to the ethos of the school. It does not need to be cleaned any more than usual.</p>	<p>Y</p>	<p>KBO</p>	<p>Students who do not have the correct uniform will be noted by tutors. Tutors will email Student Services. ECO or Escort will then address this during Period 1.</p>	<p>KBO</p>	<p>03/10/20</p>
<p><b>Co-curricular provision</b></p>	<p>Where appropriate provision before and after school will continue.</p> <p>Where possible bubbles will be maintained in pre/post school provision, but where not possible the students will be kept in small consistent groups to enable NHS test and trace.</p> <p>Other co-curricular provision may occur virtually via the remote learning platforms. Further guidance available from MBA.</p>	<p>N</p> <p>N</p> <p>N</p>	<p>MBA/SBE</p> <p>MBA/SBE</p> <p>MBA</p>			
<p><b>Physical activity in schools</b></p>	<p>Students will be kept in their consistent groupings from within their bubble.</p>	<p>Y</p>	<p>KBO/BHA</p>			

	<p>Sports equipment will be thoroughly cleaned between each use by individual groups.</p> <p>Contact sports will not take place.</p> <p>Outdoor sports are prioritised, where possible. Large indoor spaces are used when this is not possible.</p> <p>Distancing between students is to be maximised.</p> <p>Attention must be paid to scrupulous cleaning and hygiene. This is particularly important in a sport setting due to the way in which people breathe during exercise.</p> <p>If external facilities are to be considered the following advice is key, and permission must be sought and gained from the leadership line-manager:</p> <ul style="list-style-type: none"> <li>• <a href="#">guidance on the phased return of sport and recreation</a> and guidance from <a href="#">Sport England</a> for grassroot sport</li> <li>• advice from organisations such as the <a href="#">Association for Physical Education</a> and the <a href="#">Youth Sport Trust</a></li> </ul> <p>School may work with an external coach, club or organisation where the leadership line-manager is assured it is safe to do so, and protective measures have been considered within the wider protective measures.</p>	<p>N</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>N</p> <p>Y</p> <p>Y</p>	<p>KBO/BHA /PHS</p> <p>KBO/BHA</p> <p>KBO/BHA</p> <p>KBO/BHA</p> <p>KBO/BHA /PHS</p> <p>KBO/BHA /MBA</p> <p>KBO/BHA /MBA</p>			
<b>Student wellbeing and support</b>	<p>School has regard for the wellbeing of our students. Students may be experiencing a variety of emotions in response to the coronavirus (COVID-19) outbreak, such as anxiety, stress or low mood. This may particularly be the case for vulnerable children, including those with a social worker and young</p>	<p>N</p>	<p>KBO/MBA/PLs</p>	<p>Reviewed and renewed focus on this area as a part of a school-wide recovery curriculum from September.</p>	<p>KBO/MBA/PLs</p> <p>KBO/MBA/PLs</p>	<p>03/10/20</p> <p>03/10/20</p>

	<p>carers. It is important to contextualise these feelings as normal responses to an abnormal situation. Some may need support to re-adjust to school; others may have enjoyed being at home and be reluctant to return; a few may be showing signs of more severe anxiety or depression. Others will not be experiencing any challenges and will be keen and ready to return to school. The return to school allows social interaction with peers, carers and teachers, which benefits wellbeing.</p> <p>School will provision for the support of rebuilding friendships and social engagement, address issues linked to coronavirus [COVID-19] and otherwise support students with improving their physical and mental wellbeing.</p> <p>More focused pastoral support, where issues are identified that individual pupils may need help with, drawing on external support where necessary and possible, will be provided.</p>	Y	KBO/MBA /KBR/PLs	<p>Water: Students are encouraged to bring their own water with them to school. Where this is not possible water can be provided.</p> <p>Face-coverings: Students are encouraged to wear face-coverings in corridors and communal spaces</p>	KBO/MBA/PLs	03/10/20
<b>Behaviour expectations</b>	<p>The school behaviour policy has been reviewed to take into account any new rules. This is clearly and consistently communicated to staff, students and parents. This is particularly important when considering restrictions around movement and new hygiene rules.</p> <p>Additional support is in place for those students who may have suffered adversely during the last few months away from school.</p>	Y	LBT			
<b>Near Miss Reporting</b>	<p>In order for this risk assessment to be responsive the near miss reporting system must be dynamic and flexible. Staff must use the reporting tool on the Intranet.</p>	Y	MBA	<p>Regular reminders via mail and staff/student briefings occur at least termly</p>	MBA	03/10/20

<b>Onsite Testing</b>	Asymptomatic Mass Testing taking place 5 <sup>th</sup> March – 26 <sup>th</sup> March on the school site. Students sign in to the testing programme. Having taken 3 tests on the school site students will then be provided with home test kits. Each student test occurs within a three week period, meaning tests are no more than 5 school days apart.	Y	MBA/NVE/LDA			
	All those working in the centre have been trained, and have worked with the former KW&V student testing provision.	Y	MBA/KBO			
	Site is at the front of school to aid ingress/egress [Main Hall], and processes have been Quality Assured by a medical professional.	Y	MBA			
	Records are kept of those who have accepted testing and home kits provided.	Y	MBA/LDA			