

School/ Setting	Wellington School	Date of Assessment	24 th July 2020
Assessment Completed By	Stuart Beeley, Headteacher		

Review

Ref	Control Measure	By whom	Date
57	LFD Testing in school	A Cawley	25/01/21
57	LFD Testing in school	A Cawley	27/01/21
26a 57	Face Coverings LFD Testing in school & self-testing at home	A Cawley	01/03/21
57	LFD Testing in school & self-testing at home LFD Home testing and confirmation PCR test	A Cawley	10/03/21
26b	New section - Safe use of face coverings	A Cawley	10/03/21
57	LFD positive result – arrange PCR test.	A Cawley	30/03/21
26a	Face Coverings review date change	A Cawley	08/04/21

Staying COVID Secure – Our Commitment

- ✓ We recognise the risk posed by Coronavirus (COVID-19) to our staff, pupils and their families. Control measures to minimise the risk of infection and the transmission of the virus are provided in this Risk Assessment.
- ✓ We will ensure, as far as is reasonably practicable, the Health, Safety and Wellbeing of our staff and pupils.
- ✓ We will share this Risk Assessment and its findings with employees and parents and consult on its contents.
- ✓ We will continue to comply with all relevant Health and Safety Legislation

Our Employees

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
01	All Clinically Extremely Vulnerable employees are required to self-isolate and must not attend school/ setting. Where possible they are required to work from home.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Shielding for this category was paused on 1st August. As School will apply the full measures in the guidance, the risks to all staff will be mitigated significantly, including those who are extremely clinically vulnerable and clinically vulnerable. We expect this will allow all staff to return to the workplace, although we advise those in the most at risk categories to take particular care as community transmission rates fall.</p> <p>The guidance published in relation to the workforce states that it recognises that working from home is not applicable to the majority of school staff. However, we will be flexible if the need arises and where possible those that are extremely clinically vulnerable/clinically vulnerable should be given roles where social distancing can be maintained.</p> <p>If people with significant risk factors are concerned, we will discuss their concerns and explain the measures the school is putting in place to reduce risks.</p> <p>https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p>
02	All employees who live with a person who is Clinically Extremely Vulnerable should work from home where	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	See above.

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	possible, if they do attend work then stringent social distancing measures must be adhered to.				People who live with those who are clinically extremely vulnerable or clinically vulnerable can now attend the workplace. Domestic situations of students / staff checked again in light of changes.
03	All <u>Clinically Vulnerable</u> employees are required to take extra care in observing social distancing and should work from home where possible. If unable to work from home, they will be offered the safest available on site role, ensuring that they adhere to stringent social distancing measures. (NB employees who live with a person who is Clinically Vulnerable can attend school/setting)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Staff who are Clinically Vulnerable will be expected to return to work. Staff who are pregnant As a general principle, pregnant women are in the 'clinically vulnerable' category and are advised to follow the relevant guidance. https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july#clinically-vulnerable-people
04	All employees, themselves or persons within their household, who have COVID-19 symptoms, should self-isolate and should not attend school/ setting until they can be tested. If test is negative they can return to work.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ensure that pupils, students, staff and other adults do not come into School if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 7 days, and ensure anyone developing those symptoms during the day is sent home (isolation rooms set up and first-aiders trained in use of PPE). These are essential actions to reduce the risk in settings and further drive down transmission of coronavirus (COVID-19). Staff should follow normal routines for notifying SFK of any absence. If anyone in the setting becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home. They must be advised to follow 'Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.
05	We regularly contact / keep in touch with colleagues who are self- isolating/ working from home and monitor / support both their Physical and Mental Health & Wellbeing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Regular communication from SBY throughout via email, phone calls and face-to-face contact in school. ECD has shared wellbeing advice and guidance and availability of counsellor / useful contact numbers. This will continue following a full return in September if the situation should arise.

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06	We provide suitable information and equipment to work at home safely and effectively including those staff who require additional aids and adaptations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Previously staff were not provided with school IT hardware but have been given network support to access remotely (secure network access via Citrix in accordance with DP Policy) and ongoing guidance around expected provision of learning and associated protocols. Some live on-line contact was introduced from beginning of June with guidance / protocols provided by CHT to both staff and parents / students. Should there be a further lockdown, teachers will be in a position to deliver a more extensive programme of live lessons in line with latest DfE guidance via use of Microsoft Teams. Furthermore, additional provision of appropriate hardware to both students and staff may be required.
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Our Pupils

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
07	All Clinically Extremely Vulnerable pupils are required to self-isolate and must not attend school/ setting.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	See CM07 N.B. Some students who are no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school in September
08	All pupils who live with a person who is Clinically Extremely Vulnerable should work from home if possible, if they do attend school/setting then stringent social distancing must be adhered to	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	These students are expected to attend School from September. See CM01
09	All Clinically Vulnerable pupils should follow medical advice for their individual circumstances. (NB if a child lives with a person who is Clinically Vulnerable they can attend their school/setting)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	As above.
10	All pupils, or persons within their household that have COVID 19 symptoms should not attend school/ setting until they can be tested. If test is negative they can return to their school/setting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See CM04
11	We provide on-line/distance learning for all pupils who are not in school/ setting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All students are expected to return to School in September but we, of course, have plans in place should a second closure be required or indeed a student is required to isolate. N.B. teachers will not deliver

					live lessons to any student self-isolating as they will have commitments to students in School.
12	All pupils in school/ setting are required to be in cohort of no more than; 1:13 EYFS, 1:15 Primary, led by one Teacher (or Teaching Assistant working under the direction of a teacher). Where this is not possible, adjustments will be made.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	This no longer applies with a full return expected in September but the School could quickly adjust to, for example, 50% capacity if necessary at any stage. As stated in the Procedures document issued in July to all parents and staff, there have been significant adaptations to the school day with students remaining in year group bubbles (designated areas of School for each cohort), double lessons and staggered break and lunch times to limit contact and risk of transmission.

Our School Site

Capacity & Access					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
13	Designated Entrance and Exit Points to the Building (for each cohort of pupils where possible).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Given the outdoor space available at Wellington School and other measures in place, we have not designated entrance points – all gates will be in use, each with hand sanitising facility (compulsory). There will be a one-way system in operation around the site when required and within buildings, which will followed in reverse on exit. Staff 'marshals' on duty at all times.
14	Increased number of Entrance and Exit Points to the Building (external class room doors should be used where possible).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	At the start of the day and at the end of break and lunch, students will be lined-up in the designated outdoor area. Due to good conduct of students and supervision of PMs /SLT, no longer need for students to be escorted into their respective classrooms. There will be minimum movement between classrooms, given the use of year group bubbles, but students will be supervised at all times. Teachers return to own teaching bases from 7/12/20. Pre-covid one-way system reintroduced.
15	Develop, share and display drop off/ collection protocols e.g. one way system and one parent/carer only to drop off/ collect child.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parents and students to be informed of earliest permitted arrival time. Students encouraged to walk or cycle to school. There will no longer be a drop-off zone in Vale car park due to capacity. Parents are asked to remain in their cars if dropping / collecting on Moss Lane or Wellington Rd and they must gather at the gates (this may apply particularly to the parents of new Year 7 students). Any student travelling to School on public transport must adhere to guidance (currently face-covering required).

					There will be a slight staggering of dismissal at the end of the school day and students will be expected to leave the school environs immediately and not congregate on their journey home.
16	Restrictions on access to school/setting by third parties (parents, members of the public, visitors etc).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Visitors by appointment only. Parents should not enter the site during the School day to drop anything off for students. Building works / maintenance programme adapted accordingly. Supply teachers, peripatetic teachers and/or temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff.</p> <p>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual.</p> <p>Contractors and ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival.</p>
17	Stagger drop off and collection times, lunch and break times for each cohort/group.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>See above. Copy of plan for adapted school day shared in July, which includes times of staggered break and lunch. Consideration of staggered finish times following announcement of second national lockdown N.B. please see section 26a for face coverings.</p>
Physical / Social Distancing in the Building					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
18	Class rooms organised maintaining space between seats/ desks where possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Given the requirement of a full return to school in September, there can be no social distancing in classrooms. However, all desks will be forward-facing. Perspex screens have been installed where a teacher may not be able to comfortably maintain a 2m distance from students at all times. Practical subjects (PE, Art, Drama, Music and DT) will incorporate additional measures to ensure minimisation of risk of transmission.</p>
19	Social distancing message is re-enforced to pupils at regular intervals.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Emphasised in all communication with parents and will be reiterated to students in tutor time. Staff presence on arrival/exit and on corridors during sessions. Posters to reinforce 1m+ message.
20	Outside space is used wherever possible for learning.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Outdoor PE lessons will take place according to appropriate risk-assessment. On request, given current weather, provision can be made for outdoor learning in certain other circumstances on corridors and outdoors..

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21	Reduced movement around school- ensure group/ cohort move around school together and limit contact with other groups/ cohorts within the school/ setting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Each year group in a 'bubble' and assigned to one area of School, ensuring minimum movement. In the case of Year 7 and 8, students will remain in their teaching group throughout the day. With effect from Monday 7th December, teachers return to own teaching rooms for lessons (N.B. outdoor zones on arrival and tutor time remains in year group bubbles). Guidance shared with staff, students and parents: face coverings; corridors well-ventilated; one-way system observed. Each year group will continue to have their own designated outdoor space at break and lunch time.
22	Communal spaces such as dining room or assembly hall to be used at reduced capacity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Reduced capacity in DH with all students facing same direction. Time allocated for (staggered) lunch should mitigate reduced capacity. Students bring packed lunch will be allowed to eat outside for this period. From 2/11, masks to be worn in queue for DH in addition to when stood up inside. There will be no assemblies during this phase of re-opening. Also from 2/11, 6th form common room closed at break and lunch and not accessible for free periods. Students may eat in classroom or leave site. Students may also return home when 'free' (provision made for those unable to do so. From 7/12/20, Y11 will have access to DH at break time.
23	Stagger the use and limit the occupancy of staff room and offices by employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staffroom to have reduced capacity with furniture removed accordingly. Given staggered break and lunch, there will be sufficient capacity. Capacity reduced further and regular staff reminders about distancing / mask wearing. Access to staff toilets will continue to be limited to 2 at a time.
24	Kitchen staff to maintain social distancing of 2 metres in the kitchen where possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Discussed with Catering Manager. Chartwells to provide their own guidelines / RA. N.B. screens erected at tills at Wellington's expense.
25	Use of Small Meeting Rooms and Confined Areas by more than one person prohibited.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Office capacity allows appropriate distancing.
26	Non-essential repair / contracted works in buildings to be carried outside school hours	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work schedule arranged accordingly. N.B. appointment of new Estates Manager pending.
26a	Face coverings to be worn by staff and students. We are taking this additional precautionary measure for a limited time during this period of high coronavirus (COVID-19) prevalence in the community. These measures will be in place until Easter. Following government guidance face coverings will be used in schools until 17 th May when it will be reviewed again.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. Face coverings do not need to be worn by pupils when outdoors on the premises. Face coverings should be worn in classrooms or during activities unless social distancing can be maintained. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons.

					<p>Transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn. <i>There is currently very limited evidence regarding the effectiveness or safety of transparent face coverings, but they may be effective in reducing the spread of coronavirus (COVID-19).</i> Or students may be asked to remove their face coverings for a short period during question-and-answer sessions during lessons as well as during science lessons where it may impact on the safety of our students participating in experiments, but this will be kept to a minimum.</p> <p>Those who rely on visual signals for communication, or communicate with or provide support to such individuals, are currently exempt from any requirement to wear face coverings in schools or in public places.</p> <p>Exemptions Some individuals are exempt from wearing face coverings. This applies to those who:</p> <ul style="list-style-type: none"> cannot put on, wear or remove a face covering because of a physical impairment or disability, illness or mental health difficulties speak to or provide help to someone who relies on lip reading, clear sound or facial expression to communicate.
26b	Safe use of face coverings	☒	<input type="checkbox"/>	<input type="checkbox"/>	<p>Safe wearing of face coverings requires the:</p> <ul style="list-style-type: none"> cleaning of hands before and after touching – including to remove or put them on. safe storage of them in individual, sealable plastic bags between use or if using disposable single use, they are disposed of in the bin. <p>Where a face covering becomes damp, it should not be worn, and the face covering should be replaced carefully. Staff and pupils may consider bringing a spare face covering to wear if their face covering becomes damp during the day.</p> <p>Pupils and staff should:</p> <ul style="list-style-type: none"> not touch the front of their face covering during use or when removing it dispose of temporary face coverings in a 'black bag' waste bin (not recycling bin) place reusable face coverings in a plastic bag they can take home with them

					<ul style="list-style-type: none"> wash their hands again before heading to their classroom
	<p>Additional information regarding safe use of space to detailed below.</p> <ul style="list-style-type: none"> All corridors and outdoor areas (queuing for entry) marked with 2m spacing (although we will be working on a 1m+ rule on corridors and outdoors). Floor markings removed from December 2020 as no longer serve a purpose. SLT on duty throughout lesson time. Staggered dismissal to maintain social distancing - One-way system across site N.B. decided against designated gate of entry due to geographical features of site and most notably congestion in narrow passageway on school boundary. Signage Behaviour policy amended according to aid enforcement (hopefully unnecessary) e.g. 3 Covid non-compliance - Inclusion 				

Infection Control, Cleaning and Hygiene Arrangements

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
27	Staff and/or pupils who are experiencing symptoms associated with COVID-19 are instructed not to attend the school/ setting and to refer to current advice and guidance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See CM04. Guidance shared and SBY reinforced in all communication. Staff/parents aware of TTI programme.
28	Staff who experience symptoms as above whilst at work should immediately go home and follow the guidance set out above.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	First-aiders available with PPE to assist. Isolation rooms in operation.
29	Pupils who experience COVID-19 symptoms should be collected from school/ setting as soon as possible. They should be kept 2m apart from all other pupils and staff whilst on site. If pupil needs direct personal care until they can return home, staff should wear the appropriate PPE.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Isolation areas (x3) set up (Medical room, pupil reception and in reception outside SBY's office) Signage. PPE and instructions of use (N.B. at least 2 first aiders on site at all times).
30	Provision of hand-washing / hand-hygiene facilities at entrances and throughout school/setting. (regularly monitored & maintained).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mandatory sanitising on entry (at gates) on departure (classroom) and toilets permanently supervised. PHE posters displayed. Sanitiser accessible to students and adults in each classroom. Students encouraged to also bring their own small bottle of sanitiser.
31	All staff and pupils are encouraged to regularly wash their hands with soap and water, especially upon arrival at	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not possible to wash with soap and water on arrival / between lessons due to numbers and toilet capacity, hence hand sanitiser. Soap and water when toilets used.

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	school/setting, prior to eating, following break/lunch time and any other time deemed necessary (after coughs/sneezes).				Sanitiser and tissues in each classroom (sneezing / coughing).
32	Different hand wash facilities should be available for each cohort/group within school/setting where possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sanitiser for each classroom. Toilets cleaned during sessions as well as between. Toilet allocation changed to fit with year group bubbles and assigned classrooms / areas of School.
33	Remove unnecessary items from class rooms and soft toys/ toys that are hard to clean.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Surplus desks, chairs and units removed wherever possible.
34	Sharing of pencils/ pens and other items of stationery is avoided where possible. (Pupils have their own stationery in their own pencil case).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused for a period of 48 hours (72 hours for plastics) between use by different bubbles

Ref	Control Measure	Yes	No	N/a	Actions Taken Details / Further Information
35	Equipment that may need to be shared (laminators, guillotines etc.) should be cleaned and sanitised before and after use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None in classroom setting. Equipment in resources and main office to be wiped down by user.
36	All staff and pupils are encouraged to cough / sneeze into tissues and dispose of these in appropriate waste disposal bins. (Catch it, Kill it, Bin it)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signage and teacher reminder/enforcement. Tissues and bins in each classroom. Hands to be sanitised after coughing / sneezing.
37	Additional lidded bins and increased emptying / replacement are provided / in-place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lidded bins in a number of classrooms but in others bin bags provided for this purpose and emptied / replaced at intervals throughout the day.
38	All working areas within the building should be well-ventilated (Windows and Doors open) where safe and appropriate to do so.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site staff to prop open all doors (check issue of Fire doors, which can be manned if kept closed), external corridor windows (Moss building), open ceiling lights in Vale building before school. Teacher to open all windows and ensure classroom doors remain open. Further guidance issued by DfE w.e. 23/10 and shared with staff (reiterated on 2/11) – rooms should remain ventilated at all times as

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					before but consideration given to 'working conditions' in colder months. Windows may be partially closed and external doors shut if necessary. All students encouraged to wear school jumper. Rooms must be fully ventilated at the end of a session and if possible midway through a 2-hr lesson.
39	<p>Increased frequency of cleaning of communal areas and locations / high contact points (using detergent and hot water followed by a chlorine based disinfectant solution) including:</p> <ul style="list-style-type: none"> • Toilets • Door Handles/ Access Buttons • Kitchen areas and associated equipment • Water dispensers/ coolers • Printers/ Photocopiers • White Boards • Play Equipment 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>J Rogerson and team have well-established routines following March-July partial opening. Anti-bacterial spray and wipes available in every classroom. Requirements vary depending on year group due to consistency of groupings. Staff called upon to assist with cleaning in certain circumstances:</p> <ul style="list-style-type: none"> • Year 7 and 8 – same teaching group for all subjects (except PE, Music, Drama, CS and DT) and students occupying same seat all day, so minimal cleaning required. Specialist subjects have their own cleaning arrangements. • Year 9 – some change of occupancy and cleaning to take place where this is the case • Year 10 and 11 – most changes due to options subjects and will be a focus for cleaning teams at break and lunch. • Year 12 and 13 – students will be asked to assist with cleaning their desk / chair under staff supervision at end of each session. <p>With return to teaching bases from 2/12/20, teachers to wipe down surfaces at 8.55 and then at end of period 2 and period 4 (the 3 change-over points).</p> <p>Cleaning checklist no longer displayed outside each classroom and completed by cleaning team due to time constraints. Toilets cleaned during as well as after each session. Water fountains out of use.</p>
40	If staff bring in their own food this should be food which does not require heating or additional preparation in kitchen / canteen/ staff room areas.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff instructed accordingly. See 23.
41	Use of kitchen areas to be limited to preparation of hot drinks, cleaning of cups / mugs etc. Employees to use own / designated cup or mug.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff kitchen may be used but with adherence to hygiene measures – one person at a time, area wiped down after each use, sanitiser available and no food to be reheated. Staff to be encouraged to eat in DH or collect meal and eat in staffroom.
42	Employees to store, where possible, coats, bags and non-work essential items in personal lockers. Where lockers are not provided, employees will not use shared coat racks / stands and will store coats on the back of their chairs and bags safely under their desks.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Advised to bring minimal belongings/equipment. Staff will no longer have sole access to their usual teaching space (at least for this initial 4 week period), so any items ought to be stored in staffroom or colleague's own vehicle.

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43	Staff and pupils are provided with instructions on how to achieve effective hand-washing; for example in the form of posters, written guidance and videos clips etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hand-Washing Guidance Hand-Washing Video Hand-Washing Poster
44	Office staff who receive deliveries, post etc. are encouraged to wash their hands more frequently and are provided with sanitiser.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Office Manager checklist. Plentiful supply of sanitiser and cleaning equipment and option to wear face covering if desired.
45	Increased frequency of toilet inspections and checks to ensure sufficient supplies of liquid soap and paper towels are maintained. Staff to report shortages to site staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Will be inspected throughout sessions and after, by J Rogerson, cleaners and SLT.
46	Suppliers and Contractors advised if attending premises of infection control arrangements, no-access areas and expectations around personal hygiene.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All contractors / visitors will be by prior arrangement and controls will be advised in advance of visit.
<p>Additional Infection Control, Cleaning and Hygiene Measures applied (Please detail below)</p> <ul style="list-style-type: none"> • Face coverings must be worn at all times on corridors and in spaces where distancing cannot be maintained. • SBY has met repeatedly with J Rogerson who has in turn briefed his team – procedures to be reviewed daily once re-open. • Similarly, daily SLT/ estates team review to identify any necessary amendments to procedures. • PPE offered to staff if they wish to wear during sessions (all cleaning staff to be issued with PPE). Visors provided for all staff. 					

Key Roles and Responsibilities

Ref	Control Measure	Yes	No	N/A	Actions Taken
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					Details / Further Information
47	Sufficient staffing / resources are in place to maintain the security of the building and its occupants.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Amended site staff rota due to absence of one colleague currently. GT and SBY to oversee until new Estates Manager appointed.
48	Sufficient staffing / resources are in place to maintain the cleanliness of the building and to carry out necessary inspections of consumables needed to maintain hygiene (including their replenishment).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	J Rogerson discussed with SBY. See 39. Staffing and procedures amended accordingly and in place.
49	Sufficient numbers of trained staff are in place to provide Emergency First Aid.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	School currently has 9 qualified first-aiders.
50	Sufficient numbers of staff are in place to enable safe evacuation of the building in the event of an emergency.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SLT, Pastoral Manager's and Site Staff. Fire procedures amended accordingly, in terms of where to line up (6 TH form change of location) and registers.
Statutory Premises Compliance and Maintenance					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
51	PPM (Planned Preventative Maintenance) work continues to be delivered for critical building systems (Life-Safety) including: <ul style="list-style-type: none"> • Fire Alarm and Detection • Powered Doors / Gates • Legionella and Water Testing • Electrical Safety • Gas Safety • PAT Testing • Asbestos Management 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See A Cawley documentation. All checks / works have continued throughout 'closure'.
52	Defect Reporting arrangements are in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Via Site Staff and cleaners to Estates Manager (GT in interim)
Additional Statutory Compliance and Maintenance issues.					

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Any Additional Information and Control Measures (Detail Below)					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
53	Monitoring of infection rates in locality in addition to regional and national picture.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contact with GMCA, LA and Trafford PH leads. Trafford rates currently remain relatively high and therefore risk of local lockdown to be considered. .
54	Hierarchy of controls reinforced with parents – including a full list of symptoms. This forms part of an extensive action plan shared with parents.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parents encouraged to have self/child tested if any symptom evident, notify school and keep child at home. 5 key control measures underpin / inform RA and other planning. RA, Procedures doc and email w.c. 24/08/20 all reinforce measures.
55	Random temperature checks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Digital thermometers– sample checks on arrival and used with any adult / child feeling unwell / displaying symptoms.
56	Monitor/patrol journey to/from school	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Where possible, SLT / PMs to check potential 'hot spots' (golf course, Pickering Lodge, Navigation)
57	LFD Testing in school	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Following the SOP from the 'Department of Health & Social Care' and the guidance from the DfE a rapid testing centre has been set up onsite. This is to allow for the initial testing of students twice with three days between each test on their return to school premises and for the weekly testing of all staff.

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					<ul style="list-style-type: none"> • All volunteers and staff will have completed the relevant online training provided by NHS Track and Trace before attending the testing centre. • Please see separate risk assessment for the Testing Facility. • Any return of positive result, the subject will be isolated onsite until they are picked up by a parent/guardian, or the member of staff will leave immediately and to arrange a full COVID PCR test. • Any student or member of staff who have been identified as having contact with a subject who has tested positive will commence with serial testing where they will be tested daily for 7 days and as long as the result is negative then they can remain on site. Following further guidance, serial testing has been halted. 20/01. • Clinical waste generated from the test centre will be disposed by PHS and segregated from all other waste until its pick up. • Weekly LFD testing of staff has been increased to twice a week following guidance issued on 22/01. • Update 1/3/21 staff who opt in will start to conduct twice weekly self-testing at home with kits being distributed from school. Please see separate risk assessment for self-testing. • Students will have a phased return to school as of 8th March participating in minimum of 2 LFD tests on site and as of the 15th March home testing kits will be distributed to those students who opt-in to conduct weekly self-testing at home. • When students and staff begin to test themselves from home, a positive LFD result <i>should</i> then be followed by a confirmatory PCR test. If the pupil or member of staff then tests negative on the PCR test, this will override the test they took at home, and they will be able to return to school. <p>10/03/21</p>
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Approved by (Head Teacher/ Chair of Governors)	S Beeley	Date of Approval	August 2020
Date Provided to Unions	Issued to staff Monday 24 th August 2020	Date of Review	Latest updates 27/01/21

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Date shared with Parents/Carers	Monday 24 th August 2020 (via website)	Date shared with LA	N/A