

SAINT CECILIA'S CHURCH OF ENGLAND – COVID RISK ASSESSEMENT – Opening for All Year Groups in September 2021 – v12 (21.07.2021)

CURRICULUM							
No.	Impact On P=Premises S= Student/Staff P=Parents G=Governors	Risk factor /Issue	Area (Whole school/dept./ team)	Action needed	Status of action R/A/G	Risk lead/owner	Cost/notes/comments
1	S	<ul style="list-style-type: none"> Availability of teachers to return to work to deliver in the curriculum -vulnerable teachers -vulnerable family members of teachers <p>-How do we cover?</p>	Whole school	<p>All teachers available unless instructed to isolate via track and trace.</p> <p>Staff will be guided to carefully consider foreign holidays to avoid the risk of quarantine at a time when they should be back at work.</p> <p>Fill cover supervisor vacancies. Consider cover in autumn term if covid cases remain high (the last few weeks of the summer term coming out of lockdown measures have resulted in a spike in cases and more cover).</p>	G	NAJ	<p>Foreign holidays pose a greater risk that staff will need to quarantine. If a risk is significant, it should be avoided.</p> <p>One cover supervisor vacancy (of two posts) for Sept 21. Advertise in autumn term and consider agency cover if necessary.</p> <p>Individual risk assessment are completed for staff who notify that they have personal concerns not covered in this risk assessment.</p> <p>Staff with shielding letters have now returned to work and have been double vaccinated.</p>
2	S	<ul style="list-style-type: none"> Availability of support staff to return to work to support 	Whole school	As shielding guidance changes, individual staff should notify the HR Officer	G	DC/NAJ DC	Foreign holidays pose a greater risk that staff will need to quarantine. If a

		<p>delivery of the curriculum and learning</p> <ul style="list-style-type: none"> -vulnerable support staff -vulnerable family members of teachers -how do we cover? 		<p>and their line manager and switch between home working and work in school.</p> <p>An individual risk assessment will be completed for any staff who feel they require additional measures above those already covered in this risk assessment. All staff should return to school as shielding ends.</p>			<p>risk is significant, it should be avoided.</p> <p>Individual risk assessment are completed for staff who notify that they have personal concerns not covered in this risk assessment.</p> <p>Staff with shielding letters have now returned to work and have been double vaccinated.</p>
3	S	<ul style="list-style-type: none"> • What curriculum will pupils follow in school during re-opening? 	Whole school	<p>Pupils will follow their normal timetable in their normal rooms. Covid bubbles have ended, but may be re-introduced if there is a significant spike in covid cases.</p>	G	PB/AG	<p>The contingency plan will provide for bubbles again if necessary. Bubbles operate so that the school zoned into bubbles so year groups are together for the day.</p> <p>KS3 are further grouped in class bubbles. GCSE + A' Level options make this impossible for yr 10 and above.</p> <p>Teachers move to the pupils and maintain 2m distancing in classes from the pupils.</p> <p>Staff must be very careful to maintain distancing. Cumulative time is taken for the whole day, not per contact, so 15 minutes in</p>

							multiple occasions in one day.
4	S	<ul style="list-style-type: none"> What curriculum will pupils follow at home should there be a full or partial closure? -how do we ensure parity with the in- school curriculum offer? -how does practice need to change? -how does delivery need to change? -must we use SMHW / Microsoft teams in a different way? 	Whole school	<p>Remote learning will continue for those that are not in school.</p> <p>New guidance to staff on how to conduct remote learning and the technologies to use, frequency etc.</p> <p>Ensure learning is not half speed, but enables all pupils to learn at correct rate.</p>	G	PB/AG/JR	<p>Pupils have several months experience of remote working. While this is far from ideal, the systems now work and will be re-activated if a full or partial closure is required at any time.</p> <p>Lessons to be slightly shorter to allow time to upload copies for those learning remotely.</p> <p>The systems were re-activated for lockdown 3 and are available at any time going forward.</p>
5	S	<ul style="list-style-type: none"> How will the timetable operate? 	Whole school	<p>The timetable and start times will return to normal from Sept 21.</p> <p>If required due to a significant outbreak, we will return to bubbles with classes taught with full class size, but within zones in the school. Each zone (year group) is also a bubble and pupils should not cross into other teaching zones.</p>	G	AH	<p>Pupil scan move freely around the school unless we experience a significant covid outbreak. In that case, we may move to bubbles, where pupils may move classes within the zone, but not to another teaching zone.</p> <p>Some shared areas will be unavoidable such as the playground and refectory. Access will be on a rota basis and one way systems will reduce cross over.</p> <p>Lessons slightly shorter to allow time for teachers to</p>

							move safely between zones.
6	S	<ul style="list-style-type: none"> What curriculum will EHCP pupils follow? -does it need to be more tailored? 	Whole school	<p>Bethany Centre will be open and pupils will also be within their normal classes.</p> <p>Pupils with concerns will complete an individual risk assessment with Cathy Bull (SENCo).</p>	G	JO	<p>Bethany Centre access is limited and monitored by staff.</p> <p>External agencies to work with children. Children can either be brought to the Bethany Centre or be supported in class.</p>
7	S	<ul style="list-style-type: none"> Do we have mentor groups? - How can they meet - How do we have worship? - Can it be collective? 	Whole school	<p>Mentor groups operate as normal and start finish times for the school day will return to 8.50am and 3.10pm.</p> <p>Early release for some pupils to stagger start and exit will be considered if required due to a significant spike in cases at the school. Starting 8.50am to 9.10am and finishing 2.50pm to 3.10pm.</p> <p>House and year group assemblies to return, unless a significant spike is experienced, when house assemblies would be paused (as they mix year groups).</p> <p>Year group assemblies have returned as they are within the same bubble. They will be held in the sports hall</p>	G	AL /Alex Shoderu	<p>Return to full mixing and the normal school day unless there is a significant spike In cases when the following would be activated:</p> <p>Mentor groups operate online during lockdown</p> <p>Different entrance and exit doors to be used by each bubble as much as possible using fire exits and main entrance.</p> <p>House leaders, year leaders and PSM's to support calm exit and entrance, if not teaching.</p> <p>Group meetings returning, although with caution as emerging covid strains are</p>

				where there is most space and good ventilation. School Chaplain to provide prayer guidance within mentor groups.			increasingly contagious and more easily passed from person to person.
8	S	<ul style="list-style-type: none"> Trade unions -Concerns over government plans and safety 	Whole school	<p>Hold meeting with union reps to disseminate plans and risk assessment</p> <p>First meeting on Weds 15th July via MS Teams. Regular meetings thereafter (latest Jan 11th 2021).</p> <p>Meeting 1.3.21 & 20.7.2021</p>	G	RJ	<p>Possible future meetings as guidance evolves and we adapt plans.</p> <p>Constructive dialogue with union reps should continue as plans are implemented. It is proposed these become termly and continue the dialogue about wider issues as covid dissipates.</p>
9	Staff / Pupils	<ul style="list-style-type: none"> What will happen with after school clubs? 	Whole School	Full range of clubs and activities to be offered from Sept 2021. The range will be reduced if a significant outbreak occurs.	G	JR	Club provision will vary with lockdown levels. Clubs can be re-introduced. We will do this cautiously and vary provision in line with guidance and any covid cases in the school.
10	Pupils	<ul style="list-style-type: none"> What will happen on results days? 	Whole School	Results days will be face to face in school with distancing measures.	G	SP	<p>One way systems and distancing measures in place.</p> <p>Multiple pick up points for envelopes to prevent crowding.</p> <p>Results days operated effectively with children coming into school</p>

							following distancing guidelines. Results days may be brought forward to early August. We will adapt to this nearer the time.
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LEARNING							
No.	Impact On P=Premises S= Student/Staff P=Parents G=Governors	Risk factor /Issue	Area (Whole school/dept./ team)	Action needed	Status of action R/A/G	Risk lead/owner	Cost/notes/comments
1	S	<ul style="list-style-type: none"> How can the library be used? -cleaning equipment -Cleaning books on return -Screen for librarian 	Whole school	<p>Library use to return to normal unless a significant outbreak is experienced when we will revert to:</p> <p>Set days for each year group to access the library.</p> <p>Library computers, chairs, desks wiped down at end of each day Book returns quarantined for 48-72 hours (as per guidance)</p> <p>Library remains open during lockdowns for key worker children to access.</p>	G	SDe	<p>Covid systems worked well in the 2020/21 academic year. 2021/22 will revert to normal unless there is a significant outbreak when:</p> <p>Cannot be open access during breaks to all year groups otherwise bubbles not maintained.</p> <p>Clear screen installed at reception desk to provide physical barrier. Screens will remain for the foreseeable future.</p>
2	S	<ul style="list-style-type: none"> Will pupils wear masks? 	Whole school	<p>No requirement for pupils to wear masks from Sept 2021. Staff may wear masks if they choose to.</p> <p>We will change use of masks to an appropriate level to match the number of covid cases in school or locally. As it stands (July 21) pupils are not required to wear masks but staff should in corridors</p>	G	JM	<p>Return to normal unless cases increase when:</p> <p>Systems designed so that 2m distancing can be maintained by staff. Pupils kept within bubbles and zones within school.</p> <p>Staff briefing has through weekly staff newsletter and a live MS Teams briefing. We will revert to</p>

				<p>and rooms with higher occupancy levels.</p> <p>Guidance change on 18.10.20: When the area risk level is High or Very High, masks must be worn in higher use areas such as corridors.</p> <p>Pupils and staff may wear masks and visors within lessons, as long as behaviour is appropriate and learning is not affected.</p> <p>Pupils no longer required to wear masks in lessons unless exempt or corridors, but can if they want to, as long as behaviour is appropriate and learning is not affected.</p> <p>Guidance to be shared with staff through recorded briefings and emailed.</p> <p>Also to parents by letter.</p> <p>New variants of covid seem to be more contagious so greater emphasis for all to wear masks and distance, when there is a significant level of covid within the local community.</p>			<p>briefing in the staff room in person from Sept 21 and use MS Teams when necessary dependent upon the level of covid cases.</p> <p>Masks should not be distracting or inappropriate. A plain surgical style mask will be provided for any pupil while they source a suitable mask to wear in school should they required one.</p> <p>Risk assessment available on the school website.</p>
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3	S	<ul style="list-style-type: none"> How many pupils can we manage on site? – adhering to guidance on social distancing 	Whole school	<p>Guidance for all pupils to return. Sit facing forward at desks (not facing each other)</p> <p>Screens where this cannot be achieved.</p> <p>Midday supervisor hours increased to 20 permanently to cover all four breaks (KS3 & KS4 early breaks and lunches). They will support with cleaning in between breaks.</p> <p>PE to return to normal from Sept 2021.</p> <p>All pupils return with a phased return. Sept 2021. All pupils offered 3 covid tests, but we cannot prevent pupils coming back to school who decline testing. Pupils self testing at home after test 2.</p> <p>Should staff and visitors wear face masks?</p>	G	ABa	<p>Screens installed in library, music, ICT and refectory service points.</p> <p>Midday Supervisor will work 09.50-13.50 from Sept 2021 to provide extra cleaning and support with pupil supervision.</p> <p>This reduces pressure on site, provides good facilities and fresh air.</p> <p>PE specific risk assessment detailing control measures.</p> <p>Mass testing successful in March 2021, with only one +ve result. Pupils to be tested twice in school on return to school in Sept 2021. Pupils will then test at home through Sept.</p>
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							It is recommended staff and visitors wear face masks in corridors and areas where social distancing is difficult. They are no longer required to wear masks in lessons. LA will reintroduce masks if new variants become apparent / surge testing in an area.
4		<ul style="list-style-type: none"> Shared resources within and outside of bubbles 	Whole school	<p>Revert to normal from Sept 21 unless there is an outbreak when:</p> <p>CTLs to look at what resources are required for each year group and stagger use of resources if possible to allow for 48/72 hour quarantine period.</p> <p>Staff to be given pack of markers and board rubbers to move with them to avoid cross contact.</p>		CTLs	<p>Revert to normal from Sept 21 unless there is an outbreak when:</p> <p>Cost of textbooks, copying and materials if required for different bubbles. Staff advised to copy worksheets / text books 2/3 weeks in advance. Office to support.</p> <p>Packs have been prepared for every teacher.</p> <p>Packs being refreshed for 8.3.21 return and after Easter break.</p>
5	S	<ul style="list-style-type: none"> How do pupils get to classrooms? Do pupils remain in the same classroom? 	Whole school	<p>Revert to normal from Sept 21 unless there is an outbreak when:</p>	G	AH	<p>Revert to normal from Sept 21 unless there is an outbreak when:</p>

		<ul style="list-style-type: none"> • Can we make use of other spaces? <ul style="list-style-type: none"> -chapel -sports hall -dance studio -drama studio -refectory 		<p>Guidance to pupils on how to travel to/from school.</p> <p>Pupils to have staggered start</p> <p>Toilet/hand wash before class.</p> <p>Pupils asked to bring hand sanitizer to reduce queues. 2m markers in all corridors (1m is half of this!!)</p> <p>Keep left system in main corridors.</p> <p>Children zoned and bubbles do not go into other zones (ie year 10 and year 9 do not mix. Year 9 mix in the year 9 bubble/zone, year 10 mix in theirs).</p> <p>Pupils to stay in same seats for all lessons (KS3)</p> <p>Windows/doors opened in morning to improve ventilation.</p> <p>Class teacher has 2m exclusion zone (pupil free) in each room. Teachers move between zones, pupils do not.</p> <p>Cleaning materials on hand to spot clean.</p> <p>Extra day cleaner on shift.</p> <p>Midday Supervisor hours increased to provide extra support.</p>			<p>We can provide masks for disadvantaged children if they need on public transport.</p> <p>Yrs 7, 8 & 12 at 8.50am Yrs 9, 10, 11 & 13 at 9.10</p> <p>Zones for pupils before school and separate entrances. Year 7 zone is indoors in the Refectory. Seating plan in place to reduce the chance of cross over in the year group.</p> <p>Cleaners focus on areas we use to clean intensely. Keyboards and touch point cleaned daily and before next use.</p> <p>Split breaks reduce overlap of year groups, as does zoning of playground and a rota in the refectory. Central staircases will also need to be two way, with pupils to keep left.</p> <p>Short toilet break allowed when 3 hour teaching blocks for those that must.</p>
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				<p>No first break for KS4 – work through to lunch at noon.</p> <p>Does each zone have a toilet?</p> <p>Removals from classes will be managed within the bubble where possible, as we do not want to mix pupils in PSM's. Toilet/hand wash before exit for those that need to. Sanitizer at all entrances to buildings and in each corridor. Sanitizer pumps in multi-year group rooms</p>			<p>Use of toilets during lessons to be minimal, but allowed at teacher discretion.</p> <p>Toilets allocated to pupils: GF Tech – Years 7 GF Science – Years 8 & 10 FF Science – Year 9 & 11 FF Music/ICT - 6th form</p> <p>Year 9/11 & 8/10 have separate break/lunch, so no shared use for during break. Clean between by contract cleaner.</p> <p>ABa added extra sanitizers</p>
6	S	<ul style="list-style-type: none"> Do we offer lunch and snacks to pupils and staff? How do we manage the refectory? Do pupils eat outdoors? 	Whole school	<p>Grab and go lunch service provided.</p> <p>Staggered break/lunch times are as follows, but may vary slightly as access will be managed to ensure the refectory is clear before the next bubble enters.</p> <p>Staggered breaks will continue as they reduce congestion and make the refectory easier to manage. It is calmer and safer for pupils with less pushing in.</p> <p><u>KS3 Break</u> 09.50 - 09.55 - Year 7</p>	G	<p>LT</p> <p>SP/DC</p>	<p>6th form area open, but need to reduce queues and numbers.</p> <p>Narrower range of food. No plated meals and cutlery to reduce contact points.</p> <p>Main meal is served from hot plates to clamshell as pre-packaged food reduced hold time and quality/temp of food.</p> <p>Return to main meal and grab and go separated as service time has been very fast.</p>

			<p>09.55 - 10.00 - Year 8 10.00 – 10.10 – Year 9 (rotates every week so: 7,8,9; then 8,9,7; then 9,7,8)</p> <p><u>KS4 Break</u> 10.50 - 11.00 - Year 10 11.00 - 10.00 - Year 11 (rotates every week so: 10,11 then 11,10)</p> <p><u>KS3 Lunch</u> 12.10 - 12.20 - Year 7 12.20 - 12.30 - Year 8 12.30 - 12.50 - Year 9 (rotates every week so: 7,8,9; then 8,9,7; then 9,7,8)</p> <p><u>KS4 Lunch</u> 13.10 - 13.25 - Year 10 13.25 - 13.50 - Year 11 (rotates every week so: 10,11 then 11,10)</p> <p>6th form separate in 6th form cafe</p> <p>One way system in refectory. In through corridor, out through fire doors onto grassed courtyard and around to back of the school-</p> <p>Allow pupils to eat outside and on grassed courtyard.</p>		<p>Breakfast service re- introduced from Sept 2021.</p> <p>Double doors have now been locked as this was creating cross over points between bubbles. Pupils walk around to rear of school and enter building through the allocated entrance for their bubble.</p> <p>Midday Supervisor hours increased to increase cleaning and supervision.</p> <p>Refectory remained open during lockdown 3. All staff bar minimum were furloughed.</p> <p>Full re-opening of food service from 8.3.21.</p>
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				Extend Midday Supervisor hours to provide extra supervision and cleaning			
7	S	<ul style="list-style-type: none"> How do we manage pupil social time? Do pupils have social time? <ul style="list-style-type: none"> -designated areas? -more rotated or staggered time? -do we restrict pupil activity? (e.g. no football/basketball) 	Whole school	<p>Advice to pupils and parents on journey to school.</p> <p>Normal staff supervision duties.</p> <p>Playgrounds zoned.</p>	G	LT	<p>Return to normal unless there is a significant outbreak when:</p> <p>Pupils enter at staggered times and have separate areas allocated in the morning. They are registered and sent straight to classes.</p> <p>Rota in place to separate senior staff to risk covid spreading between school staff and forcing too many to isolate.</p>
8	S	<ul style="list-style-type: none"> How do we manage the needs of EHCP / vulnerable pupils to support learning? <ul style="list-style-type: none"> -LSA support -intimate care? 	Whole school	<p>Regular contact with Bethany Centre staff.</p> <p>Individual risk assessment for vulnerable pupils.</p> <p>Face masks, gloves, aprons for medical room and any essential intimate care.</p> <p>Briefing required for anyone who may supervise intimate care.</p> <p>Extra chair added to each class in the teacher zone for LSA.</p>	G	RC RC ABa DC/ABa/SPa	<p>LSA's to continue as they have been working in class for last few months; limit time they are next to pupils; side contact and step in and out again; we can provide a pointer to point to words or places in books; teacher and the LSA to consider seating positions to make distancing easier.</p> <p>Intimate care discouraged unless essential.</p>

				EHCP pupils have option to attend in lockdown 3.			Important to emphasise the need to distance if possible as contact is cumulative through the day from 8.3.21.
9	S/P	What happens if pupils or staff become sick while at school (non covid)?	Whole school	Taken to medical room and phone call home for collection.	G	LT/SPa	Any sickness to be moved from school site asap. Home if minor, A&E in the unlikely event that it is serious.
10	S/P	What happens if pupils or staff become sick while at school (covid symptoms)?	Whole school	Individual is taken to reception meeting room and isolated. Individual to be sent home and asked to test asap. Close contacts will remain in school and will self test daily.	G	LT RJ	Ventilated room at entrance to school. PPE (masks, gloves, apron, face shield, resuscitation aid) only to be used to protect life. Distance and isolate unless risk to life.
11	S/P	What happens if staff or students become sick out of school?	Whole school	Pupils and staff to follow normal phone in procedure. Test to be booked asap if covid symptoms. Self isolate as per Government guidance. Track and trace procedures will be followed.	G	TK/SPa	Follow latest Government advice on response to suspected or confirmed covid case. DfE covid hotline is the first point of call and we then follow their instructions. Track and trace to be undertaken by the NHS from August 2021. Children who are close contacts may not need to isolate, but guidance at the time should be followed.

12	S/P	What happens if someone is contacted via the track and trace callers? Not showing symptoms, but may have had contact.	Whole school	Staff and pupils to follow track and trace guidance and self isolate as required. Phone into school asap to notify of absence and the reason.	G	TK/SPa	Notify school that contact has been made through track and trace system. Follow guidance applicable at the time. Remote teaching will be expected unless staff member is signed off as sick. National guidance will be followed.
13	S/P	How do we minimise risk of transfer in practical subjects? ADT, Science, PE, Music	Specialist Subjects	Revert to normal unless a significant outbreak occurs when: CTLs to plan activities that minimise contact points and that maintain social distancing or have procedures in place to ensure equipment is wiped down between lessons. Depts to follow appropriate subject guidance (eg CLEAPS)	G	CTLs	Revert to normal unless a significant outbreak occurs when: 2 week rotation for specialist rooms for years, 10, 11, 12/13 so they can have specialist teaching at least 2 weeks out of 6. Years 7, 8 & 9 stay in same zone.
14	Staff	How do we reduce risk of transfer when marking pupil work?	Teaching staff and pupils	Staff to follow hygiene guidance. Collect books and leave for 24 hours or longer before marking. Set work that can be completed electronically or use O365 tools such as MS Forms.	G	JO	Longer delay will reduce risk of transmission. Risk of transfer from a book is relatively low. Homework to be completed electronically or on worksheets and glued into exercise books so that pupils can keep books with them at all times.

							Use of MS Teams and OneNote now starting to mark more work digitally.
15	Staff / Pupils	How do we settle pupils at the start of each lesson when they are in the same room for every period?	Teaching Staff and pupils	<p>Revert to normal unless a significant outbreak occurs when:</p> <p>Routine to be agreed that must be followed by all teachers at the start of each lesson</p>	G	RJ	Revert to normal unless a significant outbreak occurs.
16	Staff /Pupils	What will we do in regards to school trips and visits?	Whole school	<p>Trips have started again, but are mostly local trips and outdoors. Further trips to be considered as guidance changes.</p> <p>No new foreign travel to be considered until FCO travel advice changes to lower risk.</p> <p>Trips already in calendar will be reviewed as the departure date gets closer.</p> <p>Local trips restarting for subjects that require field trips</p> <p>Activities week was very successful in the penultimate week of term (mid July 2021). Trips must follow covid guidance at the time.</p>			<p>Trips cancelled and insurance claims completed other than:</p> <p>6th form Ski (now Feb 22) Music Tour (now July 22) Op Wallacea (now July 22).</p> <p>Music, geography and art are indicated as subjects that may need curriculum based trips in 20/21. Trips to be considered as the nation opens up. Each to be considered on its own merits – risk will be avoided.</p> <p>Trips for 2022 to be promoted for music, skiing and Op Wallacea.</p>

PROFESSIONALISM							
No.	Impact On P=Premises S= Student/Staff P=Parents G=Governors	Risk factor /Issue	Area (Whole school/dept./ team)	Action needed	Status of action R/A/G	Risk lead/owner	Cost/notes/comments
1	P	<ul style="list-style-type: none"> How is the school cleaned? Has school been deep cleaned? Are areas sanitised? How regularly does this need to happen? 	Whole school	<p>Purgo Cleaning Services providing more staff during the day when required. Clean and disinfect classrooms before and after use.</p> <p>Middy Supervisor to support cleaning of contact points in toilets and corridors (taps, dryers, bannisters, doors)</p> <p>Dedicated covid test centre cleaner recruited. Test centre now closed as on site testing is finished. Open again for start of autumn term 2021.</p>	G	DC/AB ABa	<p>Daily cleans and more regular for contact points.</p> <p>PPE and training to be provided. Hours increased to 9.50-1.50.</p> <p>Covid test centre to operate 8am-3pm in sept 2021 for two weeks to test all pupils twice. Hours will vary depending on volume of tests. Pupils self test at home after second test.</p>
2	P	<ul style="list-style-type: none"> 1m+ social distancing – how can this be maintained in all areas? 	Whole school	<p>Revert to normal unless a significant outbreak occurs when:</p> <p>Floors to be taped to show 2m gap Desks moved apart as far as possible. 2m zone for teachers at front of each class.</p>	G	DC/AB	<p>Revert to normal unless a significant outbreak occurs when:</p> <p>2m strips in corridors One way system on stairs New keep left rule in main corridors Pupils must not enter teacher zone.</p>
3	P	<ul style="list-style-type: none"> Do we need screens? Where? Reception Refectory 	Whole school	Source screen for library, music rooms, ICT suites and refectory service points.	G	ABa ABa	Screen to remain in place at reception, library, ICT, music

							& refectory service points from start of autumn term.
4	P	<ul style="list-style-type: none"> What equipment needs cleaning? -Keyboards/desks/chairs in classrooms, offices and staffroom -photocopiers -music equipment -other specialist equipment in art/PE/science 	Whole school	<p>Keyboards cleaned daily and between sessions.</p> <p>Music department to provide alcohol wipes to pupils to wipe down equipment at start of lesson.</p>	G	DC/AB Technicians	Network Team have cleaning sprays and cloths and will complete after each session. Photocopiers have wipes located by them so that anyone can use before using the photocopiers.
5	P	<ul style="list-style-type: none"> Lift use Stair use 	Whole school	Essential lift use only	G	ABa	Only those that must use lift to have access. All others to take stairs.
6	P	<ul style="list-style-type: none"> Evaluation of Fire Assembly arrangements 	Whole school	Follow school procedure. Fire risk procedures will take precedence over covid19.	G	DC/AB	<p>Leave 2m gap between year group bubbles in playground. Outside in fresh air so reduced risk of transmission.</p> <p>Successful fire drill completed on 19.11.20 and a building successfully evacuated following actual alarm sounding on 21.11.20 (burnt food in 6th form centre). Successful drill in summer term. Drills will be completed each term.</p>
7	P	<ul style="list-style-type: none"> Management of contractors 	Whole school	Premises to manage contractors. Reduce contractors on site when school is open.	G	DC/AB	Premises Manager to manage contractors.

				School expansion work (10 new classrooms) starts 30.11.20 and will finish mid August 2021. The dining hall extension may be built in summer 2022. Contractors will operate in a segregated area at all times.			Contractors will be supervised or work out of hours if they need to access within the school (ie not their compound). Pupils to enter via both side gates from Sept 21. Both side gates will be locked from 4.30pm to ensure site security after school. From 4.30pm, pupils will leave via reception.
9	S	<ul style="list-style-type: none"> Staff and pupils entry and exit from school 	Whole school	<p>Revert to normal unless a significant outbreak occurs when:</p> <p>Staggered start and finish to the days as well as separate entrances for each bubble. hand wash on arrival. Distanced at all times. Expectations printed on pupil timetables. Reinforce daily. Pupils to lock bikes to railings and review bike and scooter storage if large numbers cycle. Cycle and scooter storage has been sufficient.</p>	G	JM	<p>Revert to normal unless a significant outbreak occurs when:</p> <p>Staggered start will be every day. Separate entrances to each bubble. SLT & PSM's to support entrance and exit. Mentors to walk children to exit to supervise. Mentor groups can start to leave from 2.55pm, year group assemblies will remain until 3.10pm.</p>
10	S	<ul style="list-style-type: none"> Management of pupils and staff around school 	Whole school	<p>Revert to normal unless a significant outbreak occurs when:</p> <p>Place sufficient signage and markings.</p>	G	ABa JM	<p>Revert to normal unless a significant outbreak occurs when:</p> <p>LT & staff supervision 2m markers on floor</p>

				Train staff and pupils Central stairs are up, external are down. One way system. Keep left in central corridors.			One way systems on stairs Keep left rule
11	S	<ul style="list-style-type: none"> • Use of toilets for staff and students – maintaining social distancing • Checks for soap/paper towels 	Whole school	Premises and cleaners to ensure supplies stocked. Install additional soap dispensers. Install hand sanitizers (high alcohol content).	G	ABa ABa ABa	Hand tissues to reduce time spent at driers. Allocate toilets so that they are shared between KS3/4 as we do not have enough for one set for each bubble. While KS3 are on break, KS4 will be in lessons, thus reducing cross over. Clean between by contract cleaner. Pupils encouraged to take responsibility for their own health and care. Pupils cannot gather in toilets.
12	S	<ul style="list-style-type: none"> • Shared offices e.g. departments, general office, SBM office, LT offices -social distancing? -rotate office use? -no sharing of equipment 	Whole school	Clear desk policy Regular hand washing Ordering of equipment if we are not sharing resources	G	DCo/RJ SPa	Cleaning of desks – clear desk policy
13	S	<ul style="list-style-type: none"> • Staffroom -social distancing -rotate use throughout the day -no sharing of crockery, etc. -deep clean -removal of surplus equipment 	Teaching and support staff	Staff room to return to normal from Sept 2021. Clear clutter to ensure surfaces can be easily cleaned. Clean fridges.	G	ABa ABa Complete	Staff room to return to normal from Sept 2021.
14	S	What support is there for staff with concerns or anxiety?	Teaching and support staff	Confidential support line for staff.	G	RJ	Monitor staff well being to provide appropriate support.

				Staff to be advised that they can speak to a trusted colleague (union rep, line manager, colleague)			New 24hr counselling service started for all staff www.educationsupport.org.uk
15	Parents Staff	How will we communicate the changes?	Whole School	Regular letters to parents and staff Staff briefing Update letters sent regularly.	G	RJ DC RJ	Detailed letters sent. Share risk assessment Regular update letters throughout.
16	Staff / pupils	How will we support staff and pupils to provide for their well being?	Whole School	Restorative curriculum being developed to help those catch up. Summer tuition for 2 weeks for most in need. Chapel designated as well being space. Well being time built into INSET days. CPD programme delayed two weeks to reduce demands on staff CTL meetings in calendar but not compulsory Summer camp being planned for new year 7 as per Government guidance. Covid catch up programmes to run Autumn 2021 and beyond.	G	RJ/AS	School Chaplain and AHT (Student Personal Development and Leadership) available to give guidance and support with well being New 24hr counselling service started for all staff www.educationsupport.org.uk CTL's to use at their discretion Summer camp for all the new year 7 for one week starting August 23 rd 2021.
17	Staff	Will we continue with normal quality management systems?	Whole School	Exams not held in 2020 or 2021. Some exams may happen in 2022 and staff			Exam period likely to be four weeks later than normal in 2021 for those that happen.

			<p>should prepare pupils for examination as normal.</p> <p>Appraisal based on 19/20 mid term review (prior to covid)</p> <p>Learning walks to continue but within depts.</p> <p>Lesson observations to continue, but reduced focus.</p> <p>Appraisal and observation for 2021/22 and beyond to follow national guidance, but aim to return to normal.</p>			<p>Live lessons in lockdown 3 should mean fewer children fall behind, however, it is difficult to manage learning remotely and most children will make faster progress in school.</p> <p>Observations reduced to 20-30 mins. Observers sit by door. No pupil book review.</p>
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PARTNERSHIPS							
No.	Impact On P=Premises S= Student/Staff P=Parents G=Governors	Risk factor /Issue	Area (Whole school/dept./ team)	Action needed	Status of action R/A/G	Risk lead/owner	Cost/notes/comments
1	S	<ul style="list-style-type: none"> Management of visitors to school -do we allow visitors to school? -do we restrict visitor access in school? 	Whole school	<p>Visitors accepted as normal, but by appointment where possible.</p> <p>Plastic screen to be installed on reception desk.</p>	G	<p>SPa</p> <p>ABa</p> <p>ABa</p>	<p>Booking via reception and school office.</p> <p>Screen in place and effective. Screens will remain. Zones marked. It is recommended visitors wear masks in corridors and areas where social distancing is difficult. LA will reintroduce masks if new variants become apparent / surge testing in an area.</p>
2	P	<ul style="list-style-type: none"> Can parents / carers visit school? 	Whole school	<p>Visitors preferred by appointment to reduce contact and chance of transmission.</p> <p>Parents evening via remote software will continue as this has proved popular with a high take up.</p> <p>In person sessions will be added to enable interaction with parents who want to attend school.</p>	G	Spa	Parents are welcome in school but should take suitable precautions and distancing measures.

3	P	<ul style="list-style-type: none"> How do we manage open events in the summer and autumn terms? 	Whole school	<p>Open events will be virtual in the autumn term 2020.</p> <p>Open events to return for autumn 2021, but will have measures in place to reduce contact time and groups mixing.</p>	G	RJ	Marketing Manager produced virtual open events.
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COVID19 TEST CENTRE – Autumn 2021							
No.	Impact On P=Premises S= Student/Staff P=Parents G=Governors	Risk factor /Issue	Area (Whole school/dept./ team)	Action needed	Status of action R/A/G	Risk lead/owner	Cost/notes/comments
1	All	Who is the test centre for?	Whole School	Testing for asymptomatic staff and pupils. Anyone with symptoms will be isolated and collected so that they can go home to prevent spread in the school.	G	DC	<p>The aim of the test centre is to reduce the number of asymptomatic close contacts of someone who test positive being away from school when they do not have covid.</p> <p>Test centre will operate for two weeks (two tests per child) at the start of the autumn term 2021. Pupils will self test at home after this date.</p> <p>We will retain some testing in school for those that cannot test at home. This will be done in the medical room.</p>
2	All	Ensuring the testing area is safe	Whole School	<p>Identify a suitable area and prepare.</p> <p>Room to be vented, in and out door, distancing, storage space, IT connections.</p>	G	DC / ABa	<p>Sports hall to be used for mass testing at the start of the autumn term 2021. Pupils phased in their return.</p>
3	All	Safety of testers and those being tested	Whole school	<p>Ensure correct PPE</p> <p>Gloves, masks, visor and apron for all testers.</p>	G	DC	<p>PPE to be supplied by Government with delivery of test kits.</p>

				<p>Gloves disposed of after each use and testing area cleaned before next test.</p> <p>Clinical waste bin for any positive test equipment (less than 2% of tests). Test equipment is secured inside surgical gloves before going into clinical waste bin.</p>			<p>All waste double bagged and securely stored for 72 hours before disposal.</p> <p>Clinical waste is isolated for 72 hours before being disposed of (as per guidance at Easter 2021).</p>
4	All	Ensuring the integrity of the test	Whole school	<p>Pupils to self administer unless they are not able to.</p> <p>Timing is critical. 30 minute count down timers provided</p>	G	DC	<p>The vast majority of those tested in the spring (circa 2500 tests) have been able to self administer with very few void test.</p> <p>Test can provide false results if it runs over 30 mins. This limits the number of tests that each test station can undertake.</p>
5.	All	When will the centre be open	Whole School	For two weeks at the start of the autumn term. 8.30am to 3pm.	G	DC	Open 8.30am to 3.00pm for mass testing at the start of the autumn term. Testing will also take place on Sat 4 th Sept to avoid pupils missing education.
6.	All	How will we mass test	Whole School	For their first test, pupils will be given time slots, attend for their test and go home. Their second test they will be taken from lessons to the sports hall, take their test and return to lessons.	G	DC	In Dec 2020 we had approx 70 close contacts out of school and July 2021 around 180, so just testing these people will take several hours each day. Gov guidance will need to be followed at the

				Testing will be in the sports hall for two weeks, with 10 testing stations and distanced chairs to enable orderly waiting.			<p>time, but close contacts may need to test at home each day before school.</p> <p>We will use volunteers and agency staff to manage the peak testing period.</p> <p>Testing will end on 10th Sept 2021 after pupils second test in school. Pupils then self test at home.</p>
7.	Pupils	How will we test on pupils return to school from summer break 2021	Whole school	As pupils return, they will be tested before returning to school.	Amber	DC	<p>We will test a year group the day before they return. Pupils will attend in 30 minute windows (batches of 20) to be tested and sent directly home. Those that test negative will start the next day. Any positive tests will be required to self isolate in line with guidance.</p> <p>We will test all pupils across two weeks to carry out the two tests required.</p>
8.	Pupils	Will we allow pupils to return if they refuse a test?	Whole School	We will follow Government guidance at the time, but it would seem unlikely that any pupil would not be allowed to return to school.	Amber	DC / RJ	<p>It is likely that 70% of pupils will consent to lateral flow tests, which will reduce risk of transmission in school as we will isolate</p>

							asymptomatic positive tests before they return.
9.	All	How do we secure area?	Whole School	The testing room (sports hall) has two doors and both are locked and then double locked with a padlock and chain at night.	G	DC / Aba	While it is unlikely that the sports hall will be accessed out of hours, the padlocks restrict assist in preventing this.
10.	Staff	How will we manage the well being of testing staff and volunteers?	Whole school	Training and support given throughout. A Whatsapp group established for testers to answer queries and support Business Manager available each day on site More volunteers have been recruited before pupils return fully so that workload is spread across a large pool of people to not overload the few.	G	DC / RJ	Using experienced testers from March for a short period of testing (two weeks) s issues should be unlikely.
11.	All	How we will ensure safeguarding within testing team?	Whole School	All testers (and certainly any volunteering on a regular weekly basis) will be asked to complete a DBS check. Those awaiting clearance, will wear a green lanyard (indicates they must be accompanied at all times) and be accompanied by a tester who is DBS cleared.	G	NAJ	DBS checks are being returned very quickly now. Supervision of non DBS testers for two week mass testing period at the start of the autumn term 2021.

In the event of an outbreak or the emergence of a variant of concern, local authorities, directors of public health, and health protection teams can recommend measures to reduce the risk of COVID-19 in individual schools, or a small cluster of schools. In most cases and outbreak would be several confirmed cases within 14 days, and a cluster would be 3 or 4 schools linked to the same outbreak.

Where there is a need to address more widespread issues across an area, ministers will take decisions on an area-by-area basis

Outbreak Management Plan – Autumn 2021						
No.	Impact On P=Premises S= Student/Staff P=Parents G=Governors	Measure /Issue	Area (Whole school/dept./ team)	Action needed	Lead/Owner	Decision maker
1.	All	Testing	Whole School	Reintroduction of asymptomatic testing in a way that does not negatively impact on the education provided for pupils and students. This might include increased home testing by staff, pupils and students and / or on site testing	DC	Director of Public Health / LA / Health Protection Teams
2.	All	Face coverings	Whole School	Temporary reinstatement of face coverings in communal areas (for pupils and students) and/or classrooms (for both pupils, students and staff) Reasonable exemptions would remain in place.	RJ	Director of Public Health
3.	All	Shielding	Whole School	In the event of a major outbreak or variant of concern that poses a risk to individuals on the shielded patients list.	RJ/NAJ	Government Ministers/ LA / Health Protection Teams
4.	S	Residential Educational visits	Whole School	Limit pending advice from the DfE. No new foreign travel to be considered until FCO travel advice changes to lower risk.		DfE FCO
5.	S/P	Open Days	Whole School	Limit pending advice from the DfE/ LA Switch to remote Open Events via Microsoft Teams, Online Prospectus and school website updates	JR	School
6.	P	Parental Attendance in school	Whole School	Limit pending advice from DfE Switch to remote meetings and live events for information updates. Other events like Annual reviews, reintegration meetings – switch to remote	LB	School

				Parents on site to wear face coverings and be able to social distance		
7.	S/P	Performances	Whole	Limit and/or adjust performances as recommended by the DfE. Limit / no attendance of parents. Switch to remote performances – recorded or live streamed.	RJ	School
8.	All	Attendance to school	Whole School	Limit attendance to school - only in extreme circumstances and as a last resort. High quality remote education should be provided for all pupils and students not attending. Priority should be given to vulnerable children and children of critical care workers to attend.	RJ JR JO	Director of Public Health / LA / Health Protection Teams