

COVID-19 Risk Assessment Action Plan Summary

This Covid-19 Risk Assessment and Action Plan Summary document summarises the measures put in place to prepare for the phased re-opening of the school and ensure the school continues to operate in a safe way. Note: Existing policies and guidance continue to apply alongside the actions within this document.



A pre-opening premises inspection has been carried out: premises and utilities have been health and safety checked and the building is compliant.



Information posters i.e. hand hygiene displayed at main entrance, places visible to those at the school gate, in the staffroom and in designated toilets.



Consideration given to the arrangements for any essential maintenance work or contractors on site: current works and services comply with Covid-19 guidelines.



Consideration given to the arrangements for any deliveries: deliveries not to be brought into school plaza unsupervised, orders for essential supplies only.



Buildings and Facilities, Fire Evacuation



Consideration given to premises lettings and approach in place: maintain no lettings for the remainder of the school year to support school community safety.



Entry and exit routes to the school are in place, any physical changes and signage required to allow social distancing are in place. Staggered times agreed, one-way system map and signage created.



Evacuation routes are confirmed, and signage accurately reflects these. Includes considerations for social distancing for larger numbers i.e. separate Primary / Secondary phase muster points. Exits used are spread out to allow for easy evacuation and social distancing. Arrangements in place to support individuals with reduced mobility if required.



Enhanced cleaning regime in place generally in line with [COVID-19: Cleaning in non-healthcare settings guidance](#): enhanced cleaning schedule implemented throughout the areas in use, ensuring that contact points, work surfaces, door handles, bannisters and taps etc. are all thoroughly cleaned and disinfected regularly.



Cleaner rota includes further toilet checks to ensure access to hand towels and hand wash throughout operational day. Enhanced cleaning regime in place for toilet facilities particularly door handles, locks and toilet flush.



Adequate cleaning supplies and facilities in each classroom. Lidded bins in situ all classrooms in use. Disposable tissues in each classroom in use to implement the 'catch it, bin it, kill it' approach. Students and staff directed to additional hand washing facilities.



Waste disposal process in place for potentially contaminated waste.



Cleaning and Waste Disposal



Revised work schedule for cleaning and Estates Team to concentrate on enhanced cleaning regimes in areas in use. Local service provider used where required.



Sufficient time made available for enhanced cleaning regime to take place. Revised working hours rota in place. Fogging machine available for sanitising rooms as needed.



PPE in place for Cleaners and MDSAs, revised written procedures distributed for general and deep cleans, additional stock of PPE available for non-cleaners who may need it due to ad-hoc issues. PPE requirements understood and appropriate supplies in place.



The number of staff and students that can use each room at any one time has been determined according to the physical capacity of the school.



Class groups determined on the basis of small, consistent groups of students, that can remain separate from other people and groups wherever possible.

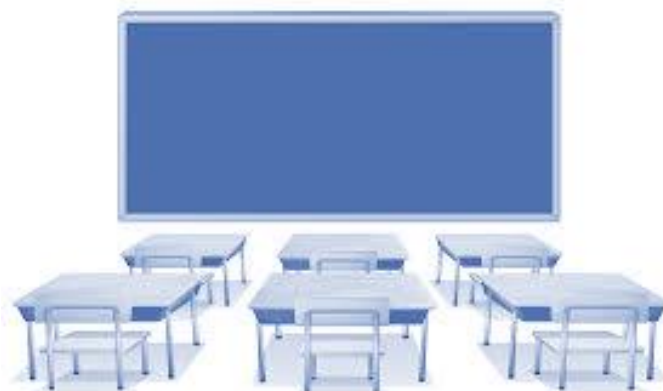


Classroom entry and exit routes have been determined and appropriate signage in place.

Single Flow only. Marked area around doorways in Primary and Secondary phases.



Information posters i.e. hand hygiene are displayed in every classroom.



Classrooms and Group Sizes



Classroom cleaning kits and PPE available in all classrooms.



In Secondary, students to bring own equipment. No sharing of equipment permitted.



Year 1 upwards: All seats facing front.

Year 7 upwards: 2-meter marker for teacher's desk.



In Primary, school to provide appropriate resources within all classrooms e.g. IT, age-specific resources and stationery. Stationery organised to allow for one set per student. Sharing of equipment or stationery to be prevented where possible. Shared materials and surfaces to be cleaned and disinfected more frequently. Limit plastic equipment and provide cleaning supplies to sanitise regularly. No stationery, books or IT equipment to be brought in from home.

Resources which are not easily washable or wipeable have been removed. Removed soft cushions / soft toys; all washed and stored away.



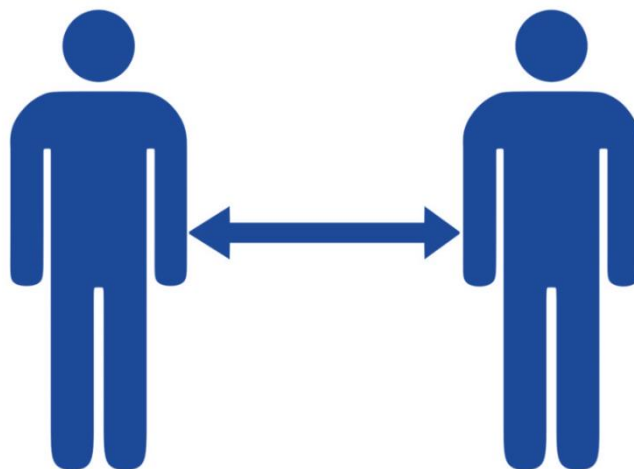
Floor markings in place for toilets and sinks. Staggered or limited amounts of moving around the school.



Approach to potential breaches of social distancing in place, including in the case of repeat, deliberate and knowing breaches. Risk assessments and individualised approach in place for students who might struggle to follow expectations, particularly close supervision. Hand washing supervised for younger students. Conversations with parents.



Assemblies to take place in individual classes with Class Teacher via MS Teams.



Social Distancing



Staggered break times and lunch times.

Break times:

- 10.20-10.40: Reception
- 10.30-10.45: Years 1, 2 and 3
- 10.15-10.30: Years 4, 5 and 6
- 11.20-11.55: Years 9-13
- 1.30-1.50: Reception
- 1.35-2.10: Years 7 and 8
- 1.40-1.50: Years 1, 2 and 3
- 2.10-2.20: Years 4, 5 and 6

Lunch times:

- 11.40-12.40: Reception
- 12.00-12.50: Years 1, 2 and 3
- 12.30-1.20: Years 4, 5 and 6
- 11.20-11.55: Years 7 and 8
- 1.35-2.10: Years 9-13



Covid-19 secure Dining Hall and food prep.



Arrangements in place for the use of the playground, including equipment. Outdoor equipment removed where possible to prevent multiple groups using it simultaneously. Students to clean hands after using outdoor areas or equipment i.e. football. In Primary, play equipment boxes allocated per 'Bubble'.



On arrival, and after hand-washing, students move straight to 'Home Room' and sit at named table and wait for rest of class to arrive / class to begin to avoid students entering school congregating and breaching social distancing.



Consideration given to measures to support social distancing during drop offs and pick ups.

Staggered drop off and pick up times to reduce the number of people on the school site at any one time and avoid crowding at school entrances and exits, so that everyone can keep to a safe distance.



Staggered school drop off times. Drop off at school gates, met by a member of staff. Limit to only having one parent on site dropping off their child.

- 8.25: Years 7-13
- 8.30: Years 1-6
- 8.50: Reception

The school driveway will be closed to parents of Secondary and Sixth Form students in the morning. A member of the Estates Department will allow access to disabled drivers and taxis from 8.10-8.25am. The school driveway will open for school drop off for Primary students from 8.30-8.45am either by car or on foot.

Parents must not pass through the school gates unless dropping off a Reception student at 8.50am.



Wherever possible, parents to walk or cycle with their child to / from school. Students to avoid public transport as much as possible.



One-way system in place and parents to use 2 metre floor markings on pathway to keep a safe distance from other parents.



Staggered school pick up times.

- 2.50: Reception
- 3.00: Years 1, 12 and 13
- 3.05: Year 2
- 3.10: Years 3 and 5
- 3.15: Years 4 and 6
- 3.20: Years 8 and 10
- 3.30: Years 7, 9 and 11

Reception parents may collect their child from their child's class. Parents of students in Years 1-4 will be invited onto the plaza by a member of the Primary team. Unless picking up a sibling, parents will be asked to leave the plaza as soon as they have collected their child. Students in Year 5 and Year 6 will be walked down to the bottom of the school drive for parents to collect them.

Students in Secondary and Sixth Form are expected to make their own way down the school drive at the end of the school day.



Drop Off and Pick Up



Parents and all visitors must make an appointment with the relevant member of staff before entering the school premises. There is no availability for ad hoc meetings.



Remote learning to continue to support students working from home.



Approach to support students' wellbeing, mental health and resilience, including bereavement support is in place.



Whole school approach to adapting curriculum including:

- wellbeing curriculum;
- recognising 'non-curriculum' learning that has been done;
- capturing student achievements/ outcomes.



The curriculum is to be designed to prioritise students social and emotional needs before reviewing academic progress.



The school's annual calendar of events has been reviewed and decisions made on cancelling or going ahead with events in the immediate term, including school trips.

All trips postponed until further notice. Refunds available for cancelled trips.



Full school uniform is expected to be worn at all times. On the days when students have practical PE / Sport lessons they should arrive to school in their school PE kit. Students will not be required to change into school uniform after their PE / Sport lesson.

Curriculum, Learning Environment and School Events



Consideration has been given to those activities that are more difficult / not possible to be undertaken with social distancing in place, for example, PE, practical Science lessons, Design Technology, Food Technology.

Activities are risk assessed and will not run unless the risks can be mitigated.



Communal water fountains not in use. All students to bring a named water bottle to school each day.



Isolation room for any individual displaying symptoms.

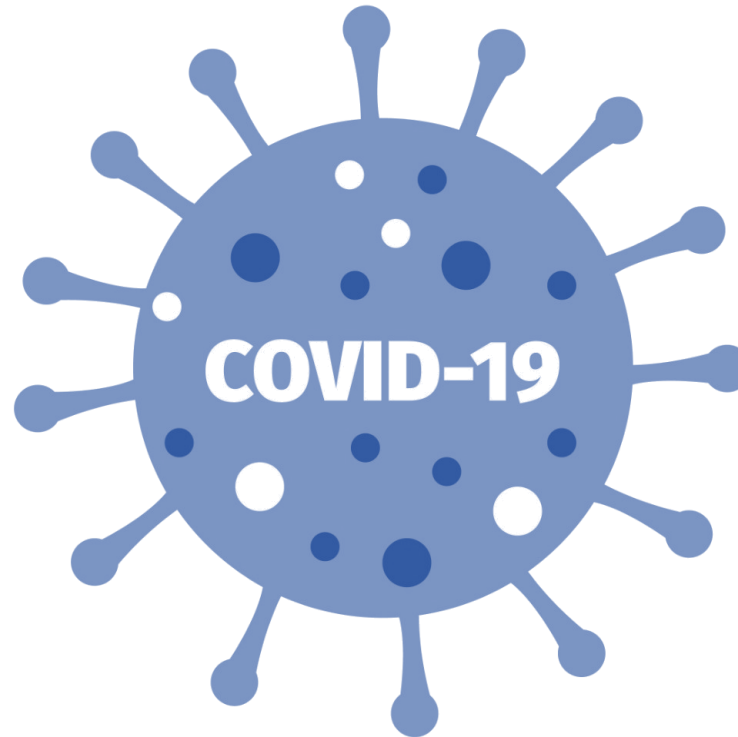


If a student exhibits any Covid-19 symptoms, their parent(s) will be telephoned and asked to collect their child.

The parent(s) will be instructed that the child must undertake a COVID-19 test.

The child can only return to school if the Covid-19 test produces a negative result.

Siblings will also need to be sent home.



Arrangements in place for informing parent community of a confirmed case of Covid-19 in the school community.



Arrangements in place for contacting Public Health England for up-to-date advice and guidance following a confirmed case of Covid-19 in the school community.

Response to Suspected / Confirmed Case of Covid-19 in School



Cleaning procedure in place for areas used by individuals displaying symptoms. Disabled toilet, if used by the individual, will have appropriate signage in place to ensure it is closed until thoroughly cleaned.

The school will follow track and trace protocols.