

<p>Awaiting Approval 10/09/20 JDU</p>	<p>Buckingham School Reopening of School During a Coronavirus Epidemic Risk Assessment Updated September 2020</p>	
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This risk assessment reflects government advice, which can be found at the following website:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

The risk assessment will be periodically reviewed to ensure that we adhere to any updated advice and guidance

Progression of restrictions / Staged Response

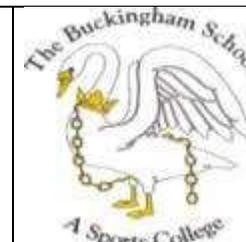
Response Stage	Trigger	Key Actions	Who involved	Person Responsible	Impact
<p>STAGE 1 – General (everyday hygiene and procedures)</p>	<p>None</p>	<ul style="list-style-type: none"> - General reminders for hygiene - Effective handwashing facilities and soap available - Follow usual absence periods for sickness 	<p>All staff</p>	<p>HT</p>	<p>Good general hygiene</p>
<p>STAGE 2 – Prevention</p>	<p><u>Where an increased risk is present</u></p> <ul style="list-style-type: none"> - Increased absence rates of pupils or staff - Local increases in sickness e.g. flu, gastric, coronavirus - Public health alerts - Suspected cases of specific illness in school or within the community (eg. coronavirus / gastric) 	<ul style="list-style-type: none"> - Increase hygiene procedure - Communication with key people including key information (staff, pupils and families, users of the site) - Specific hygiene lessons in class - Increased enforced use of handwashing before eating of food - Enforce 48hr after symptoms have stopped for all fever, sickness, diarrhoea etc. - Consider the types of trips and events and make changes as necessary (e.g. those where lots of close contact / touch points) - Review Core Control Measures and make changes as 	<p>Staff Parents</p>	<p>HT</p>	<p>Prevent the spread of infectious disease</p>

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		<p>necessary – daily basis</p>			
<p>STAGE 3 – Mitigate/ Delay</p>	<p><u>Where a significant risk is present</u></p> <ul style="list-style-type: none"> - direct case or increased likelihood of cases - Public health advice for restrictions 	<p>Consider reducing contact situations:</p> <ul style="list-style-type: none"> - Assemblies - School events - Trips <p>Consider:</p> <ul style="list-style-type: none"> - Any screening measures e.g. use of a thermometer in school. - Increase time of exclusion from school for those with symptoms (beyond 48hrs) - Sending home any children with <i>any</i> symptoms - Additional Cleaning including deeper cleans 	<p>SLT</p>	<p>HT</p>	<p>Delay the spread of infectious disease</p>
<p>STAGE 4 – Containment</p>	<p><u>Where specific and/or significant changes or restrictions need to be in place.</u></p> <ul style="list-style-type: none"> - High levels of sickness - High rates of absence - Significance of danger of disease or illness 	<ul style="list-style-type: none"> - Part / full closures of site / classes - Alteration to timetable to allow students to remain in ‘teaching bubbles’ - cleaning - Closure of lettings and building use - Wider use of masks by students and staff - Reduction or exclusion of visitors <ul style="list-style-type: none"> - Senior Leadership Team to check the latest Government guidance on a daily basis. https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools 	<p>SLT/HT/ Governor s</p>	<p>HT</p>	<p>Continue to allow the school to teach some of students</p>

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Protection and Control

Specific Issue	Actions including messages	Who involved	Person Responsible	Impact
Suspected case in school (staff or pupil)	<ul style="list-style-type: none"> - Contact relevant agencies e.g. LA / Public Health England - If anyone in the school becomes unwell with a new and persistent 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 and advised to follow guidance for households with possible or confirmed coronavirus (COVID-19) infection, which sets out that they should self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). - If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10-day isolation period from the day they develop symptoms. - Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms. - If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. - If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else. PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found in the safe working in 	HT	HT	All stakeholders are fully informed

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	<p>education, childcare and children’s social care settings, including the use of personal protective equipment (PPE) guidance.</p> <ul style="list-style-type: none"> - In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital. - Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace. - Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance. - Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19). Inform staff - Core reminders of hygiene - Contact parents – general information about sickness etc. 			
<p>Confirmed case in school</p>	<ul style="list-style-type: none"> - Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace. - The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate. 	<p>HT and all staff</p>	<p>HT</p>	<p>All informed and risk of spread reduced</p>

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- The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:
 - direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)
 - proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
 - travelling in a small vehicle, like a car, with an infected person
- The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we recommend schools keep a record of pupils and staff in each group, and any close contact that takes place between children and staff in different groups (see [section 6 of the system of control](#) for more on grouping pupils). This should be a proportionate recording process. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.
- A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed. Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.
- Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period

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they should follow [guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#). They should get a test, and:

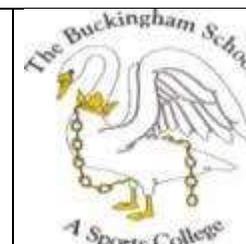
- if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.
- if the test result is positive, they should inform their setting immediately, and should isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following [guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)
- Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.
- In the majority of cases, schools and parents will be in agreement that a child with symptoms should not attend school, given the potential risk to others. In the event that a parent or guardian insists on a child attending school, schools can take the decision to refuse the child if in their reasonable judgement it is necessary to protect their pupils and staff from possible infection with coronavirus (COVID-19). Any such decision would need to be carefully considered in light of all the circumstances and the current public health advice.
- Further guidance is available on [testing and tracing for coronavirus \(COVID-19\)](#).
- If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak and must continue to work with their local health protection team who will be able to advise if additional action is required.

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	<ul style="list-style-type: none"> - In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. If schools are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams. - In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person’s class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice. - 			
<p>Suspected case in a family</p>	<ul style="list-style-type: none"> - If someone starts to display symptoms of COVID-19 whilst onsite (continuous cough or temperature, then they will go home and follow the Government guidance on staying at home https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection - Self-isolation for 14 days - All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario. - Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation. - Where the child, young person or staff member tests positive, they should follow the guidelines described in the ‘confirmed case in school’ section of this risk assessment. 	<p>Families; Staff. Form tutor</p>	<p>SLT</p>	<p>Reduced risk of spreading</p>
<p>Confirmed case in a family</p>	<ul style="list-style-type: none"> - Self-isolation for 14 days - All staff and students who are attending an education or childcare setting will have 	<p>HT, Site team</p>	<p>HT</p>	<p>Reduced risk of spreading</p>

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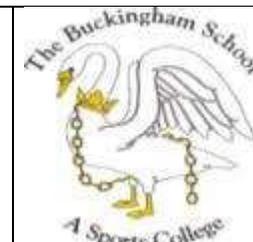
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	<p>access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario.</p> <ul style="list-style-type: none"> - Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation. - Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms. 			
Teacher shortage	<ul style="list-style-type: none"> - Keep a detailed record of which staff are able to work each day via the daily update - Supply / Splitting classes / HT cover - Where too many – partial closure for certain classes or part time / AM / PM classes 	JDU	HT	Ensure teaching and learning can continue
Support staff shortage	<ul style="list-style-type: none"> - Supply / Prioritise most needy children / classes with remaining staff 	SENCO	HT	Ensure students most at need are prioritised
Protection for most vulnerable children	<ul style="list-style-type: none"> - Identify who these children are vulnerable e.g. underlying health conditions that may be affected by the current threat - Discuss with parents the initial steps and agree key actions re. isolation/seclusion 	SENCO/ DHT	HT	Ensure students most at need are prioritised
Shielding and clinically vulnerable children and adults (including pregnant staff)	<ul style="list-style-type: none"> - Shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). - This means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. Read the current advice on shielding - If rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent. 	Students	HT	Ensure the health of students and staff at risk

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	<ul style="list-style-type: none"> - Some pupils and staff 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 (usually at their next planned clinical appointment). You can find more advice from the Royal College of Paediatrics and Child Health at COVID-19 - 'shielding' guidance for children and young people. - Pregnant members of staff should return to work unless they have been given information otherwise from a healthcare professional. A risk assessment will be put into place in school 			
Those living with clinically vulnerable or shielded people	<ul style="list-style-type: none"> - All students and staff should return to school unless they have been told otherwise by their healthcare professional. 	Students/ Staff	HT	Ensure the health of students and staff at risk
Kitchen shut down	<ul style="list-style-type: none"> - Parents to provide packed lunches 	Families/ kitchen staff	SLT	Ensure students are fed
Site team shortage	<ul style="list-style-type: none"> - Discuss with cleaning team cover arrangements in good time 	HT	HT	Ensure the site is clean
Leadership shortage	<ul style="list-style-type: none"> - Access via phone - SLT deputise for headteacher 	SLT	SLT	Ensure the smooth running of the school
Admin shortage	<ul style="list-style-type: none"> - Cover with TAs - Inform parents not to phone unless emergency 	HT	HT	Ensure the smooth running of the school
Other school users	<ul style="list-style-type: none"> - Inform of control measures, including the possibility that a suspension or usage may occur. 	HT	HT	Reduce the risk of spreading
Long period shut down due to second wave of infection	<ul style="list-style-type: none"> - Continue learning activities through google classroom and google meet - Pupils have all google classroom codes for their subjects 	JDU/DFO	HT	Continuity of teaching and learning.

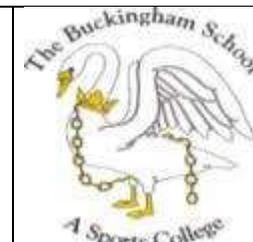
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Core Control Measures

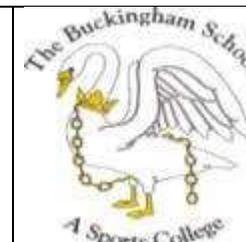
Control Measure	Minimum Response Stage	Notes / Action	Who involved	Person Responsible	Impact
Soap Dispensers	1	<ul style="list-style-type: none"> - Ensure dispensers are full from the start of each day - All children to use this (or have washed hands) before entering site and before eating - Ensure adequate stock levels - Regular checks made to ensure a good supply of soap and disposable handtowels are available at hand washing areas and toilets. 	Site team	SLT	Reduce the risk of spreading
Hand Sanitiser	4	<ul style="list-style-type: none"> - Alcohol rub or hand sanitiser to be distributed throughout the school for use by students and staff. - Dispensers to be placed in every corridor and periodically refilled. 	Site team	SLT	Reduce the risk of spreading
Other users of the building	2	<p>Contact every user and inform them of usage expectations:</p> <ul style="list-style-type: none"> - Clean hands or use gel before using facilities - Restrictions or suspensions of usage - No parents to enter the school site 	Reception staff	SLT	Reduce the risk of spreading
Monitoring daily any child or staff absence	2	<ul style="list-style-type: none"> - Daily report to the HT of number of absences and symptoms - Use code 'I' (illness) where a pupil cannot attend school due to illness. This counts as an authorised absence - Use code 'Y' (unable to attend due to exceptional circumstances) where a pupil is in self-isolation, in accordance with latest information and advice from the Department of Health and Social Care and Public Health England 	Attendance officer	MWR	SLT are informed about the spread of infectious disease within the school

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<p>Finding out about travel arrangements now and in the future of staff and pupils</p>	<p>3 (where specific threats are evident aboard)</p>	<p>Newsletter:</p> <ul style="list-style-type: none"> - Ask parents to inform us of any close family member who has returned from a Covid hotspot within the last month - Staff members to inform HT of any travel arrangements to high-risk areas including those of any close friends or family they have been in contact with. - Cancel all trips abroad 	<p>SLT</p>	<p>HT</p>	<p>SLT are informed about the spread of infectious disease within the school</p>
<p>Reducing contact point activities</p>	<p>2</p>	<p>Ensuring extremely high hygiene for any</p> <ul style="list-style-type: none"> - Food making / tasting <p>Avoid any activity where you are passing items around a class</p> <p>Other</p> <ul style="list-style-type: none"> - Cease hand shaking of children and visitors - Cease use of shared cups in staffroom; replace with disposable cups; Ensure staff dishwasher is used everyday to clean staff kitchen equipment - inform parents to ensure children have water bottles in school - Do not share food or drinks 	<p>Staff</p>	<p>SLT</p>	<p>Reduce the spread of infectious disease</p>

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Good Personal Hygiene	2	<p>Newsletter:</p> <ul style="list-style-type: none"> - Inform parents of hygiene expectations and to discuss with children; - All children to wash their hands before coming to school, before going home and when they get home. - Staff and pupils to wash hands more frequently including:- - before leaving home - on arrival at school - after using the toilet - after breaks and activities - before food preparation - before eating, including snacks - before leaving school - After coughing or sneezing - Hand Sanitiser can be used but should not be a replacement for good hand washing. <p>Information:</p> <ul style="list-style-type: none"> - Distribute key information posters - 'Catch it, kill it, bin it' poster to be distributed around site 	All Saff	SLT/ HT	Reduce the risk of spreading
Review of cleaning	2	<ul style="list-style-type: none"> - Meet with cleaning team to review cleaning arrangement and make any necessary changes - Increase focus cleaning on touch points and tables (redirect from vacuuming etc. if needed) or increase hours - Daily cleaning of classrooms (already in place) - Cleaning of classrooms that have been used at the end of every day 	Site Team	HT	Reduce the risk of spreading

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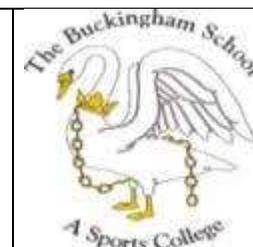
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Additional touch point cleaning daily	2	<ul style="list-style-type: none"> - Handles and rails to be cleaned at mid points during the day 	Site Team	HT	Reduce the risk of spreading
School visitors and site users	2	<ul style="list-style-type: none"> - All non-essential visits to be postponed - Compulsory handwashing / use of gel before entering school; - Inform them of new requirements and risk of suspension of use - Informing us of any suspected or confirmed cases by any users - Students dropped off and collected from outside school site. Parent/carer to be reminded not to enter further than reception area. - Parents/carers reminded to observe social distancing of 2 metres when collecting and dropping pupils to and from School. - Signage at school entrance, reception and other areas in school on keeping 2m apart 	Reception Staff	HT	Reduce the risk of spreading
Absence policy	2	<ul style="list-style-type: none"> - Review time period of absence for ill children or staff and increase if necessary but at least to the minimum standard (e.g. 48 hrs clear of sickness / diarrhoea), 7 days of a confirmed case of coronavirus and 14 days of a case within the family. 	Attendance Officer	HT	Reduce the risk of spreading
Support for families affected	2	<ul style="list-style-type: none"> - Communicate to parents and staff to contact school if they require support; - Regular contact with affected families and staff – wellbeing checks. 	HT & Staff		All stakeholders are informed

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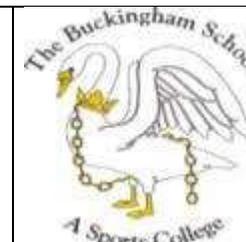
Set up an isolation room for suspected and confirmed cases	3	<ul style="list-style-type: none"> - Room should be isolated behind a closed door. Ideally, a window should be opened for ventilation. - If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. 	SLT	HT	Infected or suspected infected are isolated to reduce spread
Setting up consistent 'bubbles' of students	4	<ul style="list-style-type: none"> - Children and staff reduce contact as much as possible - Only mix small and consistent groups - Groups of students stay away from people outside of their groups - where possible keep students in the same classroom throughout the teaching day - Teachers will move to the students where possible. - Teachers are to maintain social distancing of at least 2m from students and other staff. - Assemblies and other indoor gatherings will only be held remotely. 	SLT	HT	Reduced spread of disease
Student desks will face the front of the classroom with a teacher zone at the front.	4	<ul style="list-style-type: none"> - Students will not be able to move around the classroom freely. - Any teaching that requires the use of specialist rooms will be restricted in years 7-9 as they will be based in the same classroom throughout the day. - Where specialist equipment can be brought to the room and used according to the guidance and risk assessments 	SLT	HT	Reduce the spread of infection between students

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		<p>(thorough cleaning or quarantining for 72 hours) it is permitted.</p> <ul style="list-style-type: none"> - In years 10-13, lessons will be timetabled into specialist teaching rooms where possible. Any practical work must follow strict guidelines which minimises the spread of the virus. - Any subject that would like to teach in any way other than in rows with students facing the front should provide SLT with a detailed risk assessment which takes into account current guidelines, this risk assessment will have to be agreed by SLT before any practical teaching is allowed. 			
<p>Entrances and exits to the school and zones</p>	<p>4</p>	<ul style="list-style-type: none"> - Each year group will be assigned a different entrance/exit gate to ensure students do not mix on the way into/out of the school - Each year group will be assigned a zone of the school where they will have the majority of their teaching. This will ensure students do not mix when moving to/from their teaching rooms. 	<p>SLT</p>	<p>HT</p>	<p>Reduce the spread of infection between bubbles</p>
<p>Alteration to how marking and assessment will be carried out</p>	<p>4</p>	<ul style="list-style-type: none"> - we will move to more self-assessment/use of success criteria/book checks/whole-class feedback sessions rather than physically marked books. Where it is necessary to mark books they should be quarantined for 72 hours before they are marked. - Assessments will be marked as normal: where they are done on paper, they will be quarantined for 48 hours before marking. Any work completed online can be marked as 	<p>SLT</p>	<p>HT</p>	<p>Reduce the spread of disease between students and teacher</p>

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		normal.			
Shared staff spaces	4	<ul style="list-style-type: none"> - Set up 'hot desking' for shared staff spaces so that staff can work in small rooms around the school site - Government guidelines state 'Schools should also plan how shared staff spaces are set up and used to help staff to distance from each other. Use of staff rooms should be minimised, although staff must still have a break of a reasonable length during the day.' - Ensure there are adequate cleaning facilities in each room so staff can wipe down desks after use. 	SLT	HT	Reduce the spread of disease between members of staff
Stagger break times	4	<ul style="list-style-type: none"> - Break and lunchtimes staggered to avoid students from different groups mixing - Timetable rewritten to allow for different breaks and lunchtimes. - Students to have their breaks in different areas so that bubbles do not mix. 	SLT	HT	Reduced spread of disease
PPE (disposable gloves, disposable apron, fluid resistant surgical mask, eye protection)	4	<ul style="list-style-type: none"> - to be used only for those looking after sick children before they go home, where a 2m distance can't be maintained - School to purchase full sets of PPE for this use 	SLT	HT	Reduced spread of disease

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<p>Masks/face shields</p>	<p>4</p>	<ul style="list-style-type: none"> - Masks to be worn by students in all inside communal areas, such as in corridors and when queuing for food - Students will not be required to wear masks whilst in the classroom - Visors to be used by staff in inside communal areas and optional in classrooms 	<p>SLT</p>	<p>HT</p>	<p>Reduced spread of disease</p>
<p>One way system on corridors</p>	<p>4</p>	<ul style="list-style-type: none"> - Reduces mixing of students from different groups 	<p>SLT</p>	<p>HT</p>	<p>Reduced spread of disease</p>
<p>Limit which toilets each group use</p>	<p>4</p>	<ul style="list-style-type: none"> - Capacity for each set of toilets should be assessed - Different toilets to be used by different bubbles of students - Staff to use single occupancy toilets around the school site - Signage in toilets for good handwashing 	<p>Staff</p>	<p>HT/SLT</p>	<p>Reduced spread of disease</p>
<p>Reduced use of shared resources</p>	<p>4</p>	<ul style="list-style-type: none"> - Students to use fewer shared resources - Handouts given in class will be for personal use - Children are told to only use the designated toilet - Photocopying of resources recommended. - Children have their own equipment provided and remain with this equipment, e.g. laptops, pens, books, glue. These will be wiped frequently. - 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 and out of reach for a period of 48 hours (72 hours for plastics) between use 	<p>Staff</p>	<p>HT/SLT</p>	<p>Reduced spread of disease</p>

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		<p>by different bubbles.</p>			
<p>Staff are instructed not to bring any items from home into the school environment.</p>	<p>4</p>	<ul style="list-style-type: none"> - Reduced spread of infection. - Any items that staff do bring into school should be kept with them on their person or locked away from others. - There should be no sharing of food or drink. 	<p>Staff</p>	<p>HT/SLT</p>	<p>Reduced spread of disease</p>
<p>Transport arrangements</p>	<p>4</p>	<ul style="list-style-type: none"> - Encourage students to walk or cycle - Pupils need to be spread out on transport, so each bus will need to be assessed for its capacity whilst following safe social distancing rules. 	<p>SLT</p>	<p>HT</p>	<p>Reduced spread of disease</p>
<p>Reduced use of changing areas</p>	<p>4</p>	<ul style="list-style-type: none"> - Students to attend school in their PE kit on days where they would have PE - Students to bring a change of clothes with them in case it rains and their PE gets wet 	<p>CL PE</p>	<p>HT</p>	<p>Reduced numbers of students in changing areas</p>
<p>Promote staff mental health and wellbeing</p>	<p>4</p>	<ul style="list-style-type: none"> - Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help - Reference - https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/ https://www.hse.gov.uk/stress/mental-health.htm - Regular communication of mental health information and open door policy is in place for those who need additional support. 	<p>Staff</p>	<p>SLT</p>	<p>Promote wellbeing of staff</p>

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		<ul style="list-style-type: none"> - A pack of information is available about local and/or national support groups, include PAM Assist website, Education Support charity , Healthy Mind Bucks https://schoolsweb.buckscc.gov.uk/covid-19-corona-virus-latest-advice/covid-19-well-being-support-for-school-staff/ - Systems are in place so staff can talk to key members if they need to. 			
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Information for staff, visitors and building users

STAGE 2 - PREVENTION

We currently have increased precautions in place to ensure the effective prevention of the spread of illness.

All users of the building are asked to follow the following guidance:

Do

- ✓ Do wash your hands with soap and water often – do this for at least 20 seconds
- ✓ Do always wash your hands when you get home or into work
- ✓ Do use hand sanitiser gel if soap and water are not available
- ✓ Do cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- ✓ Do put used tissues in the bin straight away and wash your hands afterwards
- ✓ Do try to avoid close contact with people who are unwell
- ✓ **Wear a face mask in all inside communal spaces**



Don't

- X** do not touch your eyes, nose or mouth if your hands are not clean

Information for staff, visitors and building users

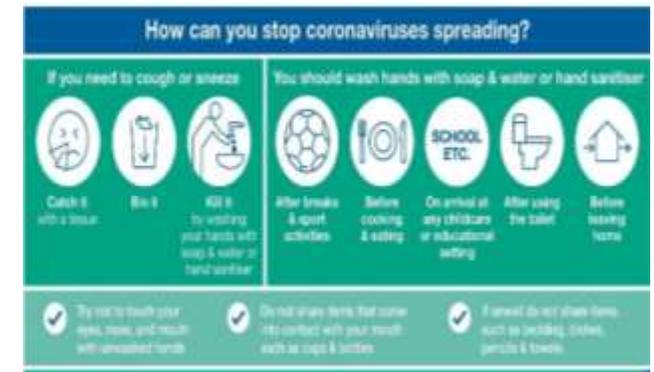
STAGE 3 - MITIGATE/ DELAY

We currently have increased precautions in place to ensure the effective prevention of the spread of illness.

All users of the building are asked to follow the following guidance:

Do

- ✓ Do wash your hands with soap and water often – do this for at least 20 seconds
- ✓ Do always wash your hands when you get home or into work
- ✓ Do use hand sanitiser gel if soap and water are not available
- ✓ Do cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- ✓ Do put used tissues in the bin straight away and wash your hands afterwards
- ✓ Do try to avoid close contact with people who are unwell
- ✓ **Wear a face mask in all inside communal spaces**



Don't

- X do not touch your eyes, nose or mouth if your hands are not clean**
- X do not enter the school if you are feeling unwell or have been in close contact with any person who is unwell (staff should contact the head teacher to discuss).**

Information for staff, visitors and building users

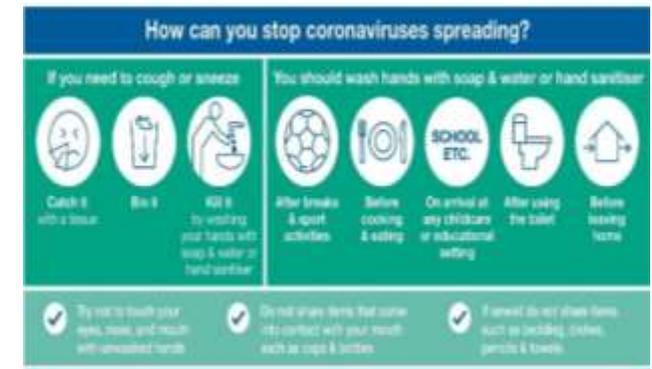
STAGE 4 - CONTAINMENT

We currently have increased precautions in place to ensure the effective prevention of the spread of illness.

All users of the building are asked to follow the following guidance:

Do

- ✓ Do wash your hands with soap and water often – do this for at least 20 seconds
- ✓ Do always wash your hands when you get home or into work
- ✓ Do use hand sanitiser gel if soap and water are not available
- ✓ Do cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze



- ✓ Do put used tissues in the bin straight away and wash your hands afterwards
- ✓ Do try to avoid close contact with people who are unwell
- ✓ Wear a face mask in all inside communal spaces

Don't

- ✗ do not touch your eyes, nose or mouth if your hands are not clean
- ✗ do not enter the school if you are feeling unwell or have been in close contact with any person who is unwell (staff should contact the head teacher to discuss)