

Awaiting Approval  
01/09/21  
JYO

**Buckingham School**  
**Reopening of School During a Coronavirus Epidemic**  
**Risk Assessment**  
**Updated September 2021**



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/schools-covid-19-operational-guidance#tracing>

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

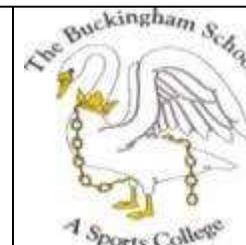
**Main changes since last Risk Assessment**

**Changes to the guidance since its 2 July 2021 publication include:**

- update to make clear who is no longer required to isolate if identified as a close contact, including clarifying that this includes young people up to the age of 18 years and 6 months (it previously said 18 years and 4 months)
  - added additional detail on what close contacts should do whilst awaiting their PCR test results
- updated information on contingency planning in schools, with link to update 'contingency framework'

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**Prevention 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"> <li>- Contact relevant agencies e.g. LA / Public Health England</li> <li>- 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).</li> <li>- 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.</li> <li>- 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 not within close contact of others.</li> <li>- 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 close contact is necessary (such as for a very young child or a child with complex needs). More information on PPE use can be found in the <a href="#">safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance</a>.</li> <li>- 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.</li> <li>- 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</li> </ul>	HT	HT	All stakeholders are fully informed

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	<p>subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace.</p> <ul style="list-style-type: none"> <li>- 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 <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>.</li> <li>- 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</li> <li>- Core reminders of hygiene</li> <li>- Contact parents – general information about sickness etc.</li> <li>- <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/943707/Symptomatic_children_action_list_schools.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/943707/Symptomatic_children_action_list_schools.pdf</a></li> </ul>			
<p>Confirmed case in school</p>	<ul style="list-style-type: none"> <li>- 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.</li> <li>- The advice service (or PHE local health protection team if escalated) will work with you to guide you through the actions you need to take. Based on their advice, you must send home those people who have been in close contact with the person who has tested positive</li> <li>- DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case</li> <li>- Close contact means: <ul style="list-style-type: none"> <li>- anyone who lives in the same household as someone with coronavirus (COVID-19) symptoms or who has tested positive for coronavirus (COVID-19)</li> <li>- anyone who has had any of the following types of contact with someone who has tested positive for coronavirus (COVID-19) with a PCR or LFD test: <ul style="list-style-type: none"> <li>- face-to-face contact including being coughed on or having a face-to face</li> </ul> </li> </ul> </li> </ul>	<p>HT and all staff</p>	<p>HT</p>	<p>All informed and risk of spread reduced</p>

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- conversation within 1 metre
  - been within 1 metre for 1 minute or longer without face-to-face contact
  - sexual contacts
  - been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)
  - travelled in the same vehicle or a plane
- The advice service (or PHE local health protection team if escalated) will provide advice on who must be sent home. To support them in doing so, we recommend you keep a record of pupils and staff in each group, and any close contact that takes places between pupils 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. You 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.
- Household members of those contacts who are sent home do not need to self-isolate themselves unless the pupil or staff member who is self-isolating subsequently develops symptoms, unless they have been told to self-isolate by NHS Test and Trace or their public health protection team, in which case they must self-isolate. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within the 10 days from the day after contact with the individual who tested positive, 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 10-day isolation period. This is because they could still develop coronavirus (COVID-19) within the remaining days.
  - if the test result is positive, they should inform their school immediately, and should isolate from the day of onset of their symptoms and at least the following 10 full days.
  - Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:

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	<ul style="list-style-type: none"> <li>• they are fully vaccinated</li> <li>• they are below the age of 18 years and 6 months</li> <li>• they have taken part in or are currently part of an approved COVID-19 vaccine trial</li> <li>• they are not able to get vaccinated for medical reasons</li> </ul> <p>- The pupil or staff member who tested positive for coronavirus (COVID-19) can return to their normal routine and stop self-isolating after they have finished their isolation period and their symptoms have gone or if they continue to have only a residual cough or anosmia. This is because a cough or anosmia can last for several weeks once the infection has gone. If they still have a high temperature after 10 days or are otherwise unwell, you should advise them to stay at home and seek medical advice. You should not request evidence of negative test results or other medical evidence before admitting pupils or welcoming them back after a period of self-isolation. In the vast majority of cases, parents and carers will be in agreement that a pupil with symptoms should not attend the school, given the potential risk to others. In the event that a parent or carer insists on a pupil attending your school, you can take the decision to refuse the pupil if, in your reasonable judgement, it is necessary to protect your pupils and staff from possible infection with coronavirus (COVID-19). Your decision would need to be carefully considered in the light of all the circumstances and current public health advice</p>			
<p>Containing any suspected outbreak</p>	<ul style="list-style-type: none"> <li>- If you have 5 or more confirmed cases within 14 days in the same year group, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, you may have an outbreak.</li> <li>- You should call the dedicated advice service who will escalate the issue to your local health protection team where necessary and advise if any additional action is required. You can reach them by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case.</li> <li>- In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure. This could be the class or year group.</li> <li>- If you are implementing the system of controls, addressing any issues you have identified and therefore reducing transmission risks, whole site closure will not generally be necessary. You should not close except on the advice of health protection teams.</li> </ul>	<p>HT and all staff</p>	<p>HT</p>	<p>All informed and risk of spread reduced</p>

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Suspected case in a family	<ul style="list-style-type: none"> <li>- 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 <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></li> <li>- 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.</li> <li>- 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.</li> <li>- 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.</li> </ul>	Families; Staff. Form tutor	SLT	Reduced risk of spreading
Confirmed case in a family	<ul style="list-style-type: none"> <li>- 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.</li> <li>- 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 should they have been asked to isolate by test and trace.</li> <li>- Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should continue to attend school. 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 and they are asked to do so by NHS test and trace.</li> </ul>	HT, Site team	HT	Reduced risk of spreading
Teacher shortage	<ul style="list-style-type: none"> <li>- Supply / Splitting classes / HT cover</li> <li>- Where too many – partial closure for certain classes or part time / AM / PM classes</li> <li>- To reduce the number of staff who are self-isolating without Covid symptoms</li> <li>- All staff will be offered twice weekly lateral flow tests. A positive confirmatory PCR will be required for all positive cases.</li> </ul>	JDU	HT	Ensure teaching and learning can continue
Support staff shortage	<ul style="list-style-type: none"> <li>- Supply / Prioritise most needy children / classes with remaining staff</li> </ul>	SENCO	HT	Ensure students most at need are prioritised
Protection for most	<ul style="list-style-type: none"> <li>- Identify who these children are vulnerable e.g. underlying health conditions that may be</li> </ul>	SENCO/ DHT	HT	Ensure students

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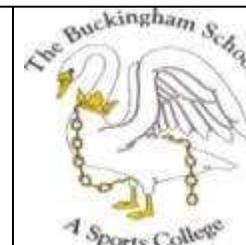
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vulnerable children	<ul style="list-style-type: none"> <li>- affected by the current threat</li> <li>- Discuss with parents the initial steps and agree key actions re. isolation/seclusion</li> </ul>			most at need are prioritised
Clinically vulnerable children and adults (including pregnant staff)	<ul style="list-style-type: none"> <li>- CV staff can continue to attend school. While in school they must follow the system of controls to minimise the risks of transmission.</li> <li>- Staff who live with those who are CV can attend the workplace but should ensure they maintain good prevention practice in the workplace and at home.</li> <li>- Pregnant women are considered clinically vulnerable. In some cases pregnant women may also have other health conditions that mean they are considered CEV, where the advice for clinically extremely vulnerable staff will apply. COVID-19 vaccination: a guide for women of childbearing age, pregnant or breastfeeding contains vaccination advice.</li> <li>- Your workplace risk assessment should already consider any risks to female employees of childbearing age and, in particular, risks to new and expectant mothers. If you are notified that an employee is pregnant, breastfeeding, or has given birth within the last 6 months, you should check the workplace risk assessment to see if any new risks have arisen. An assessment may help identify any additional action that needs to be taken to mitigate risks.</li> <li>- Any risks identified at that point, or later during the pregnancy, in the first 6 months after birth, or while the employee is still breastfeeding, must be included and managed as part of the general workplace risk assessment. You must take appropriate sensible action to reduce, remove or control the risks</li> <li>- As part of your risk assessment, you should consider whether adapting duties and/or facilitating home working may be appropriate to mitigate risks.</li> <li>- You should be aware that pregnant women from 28 weeks' gestation, or with underlying health conditions at any point of gestation, may be at greater risk of severe illness if they catch coronavirus (COVID-19). This is also the case for pregnant women with underlying health conditions that place them at greater risk of severe illness if they catch coronavirus (COVID-19).</li> <li>- We recommend that schools follow the same principles for pregnant pupils, in line with their wider health and safety obligations.</li> </ul>			
Shielding and clinically	<ul style="list-style-type: none"> <li>- All clinically extremely vulnerable (CEV) children and young people should attend their</li> </ul>			Ensure the health of

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<p>extremely vulnerable children and adults</p>	<p>education setting unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their clinician or other specialist not to attend.</p> <ul style="list-style-type: none"> <li>- Further information is available in the guidance online <a href="https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3">https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3</a></li> <li>- You should ensure that key contractors are aware of the school's control measures and ways of working.</li> <li>- (CEV) staff are advised, as a minimum, to follow the same guidance as everyone else. It is important that everyone adheres to this guidance, but CEV people may wish to think particularly carefully about the additional precautions they can continue to take. Further information can be found in the following guidance <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a></li> <li>- Social distancing measures have now ended in the workplace and it is no longer necessary for the government to instruct people to work from home. Employers should be able to explain the measures they have in place to keep CEV staff safe at work.</li> <li>- Encouraging vaccine take up and enabling staff who are eligible for a vaccination to attend booked vaccine appointments where possible even during term time is operational in the school, please follow the relevant request for Leave of Absence.</li> </ul>	<p>Students/ staff</p>	<p>HT</p>	<p>students and staff at risk</p>
<p>Site team shortage</p>	<ul style="list-style-type: none"> <li>- Discuss with cleaning team cover arrangements in good time</li> </ul>	<p>HT</p>	<p>HT</p>	<p>Ensure the site is clean</p>
<p>Leadership shortage</p>	<ul style="list-style-type: none"> <li>- Access via phone</li> <li>- SLT deputise for headteacher</li> </ul>	<p>SLT</p>	<p>SLT</p>	<p>Ensure the smooth running of the school</p>
<p>Admin shortage</p>	<ul style="list-style-type: none"> <li>- Cover with TAs</li> <li>- Inform parents not to phone unless emergency</li> </ul>	<p>HT</p>	<p>HT</p>	<p>Ensure the smooth running of the school</p>
<p>Other school users</p>	<ul style="list-style-type: none"> <li>- Inform of control measures, including the possibility that a suspension or usage may occur.</li> </ul>	<p>HT</p>	<p>HT</p>	<p>Reduce the risk of spreading</p>

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<p>Long period shut down due to third wave of infection</p>	<ul style="list-style-type: none"> <li>- Continue learning activities through google classroom and google meet</li> <li>- Pupils have all google classroom codes for their subjects</li> </ul>	<p>JDU/MWA</p>	<p>HT</p>	<p>Continuity of teaching and learning.</p>
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**Core Control Measures**

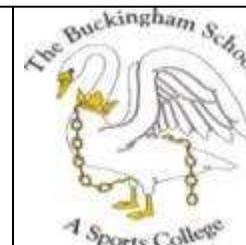
Control Measure	Notes / Action	Who involved	Person Responsible	Impact
Soap Dispensers	<ul style="list-style-type: none"> <li>- Ensure dispensers are full from the start of each day</li> <li>- All children to use this (or have washed hands) before entering site and before eating</li> <li>- Ensure adequate stock levels</li> <li>- Regular checks made to ensure a good supply of soap and disposable handtowels are available at hand washing areas and toilets.</li> </ul>	Site team	SLT	Reduce the risk of spreading
Hand Sanitiser	<ul style="list-style-type: none"> <li>- Alcohol rub or hand sanitiser to be distributed throughout the school for use by students and staff.</li> <li>- Dispensers to be placed in every corridor and periodically refilled.</li> </ul>	Site team	SLT	Reduce the risk of spreading
Other users of the building	<ul style="list-style-type: none"> <li>- Contact every user and inform them of usage expectations:</li> <li>- Clean hands or use gel before using facilities</li> <li>- Restrictions of usage</li> <li>- No parents to enter the school site</li> </ul>	Reception staff	SLT	Reduce the risk of spreading
Monitoring daily any child or staff absence	<ul style="list-style-type: none"> <li>- Daily report to the HT of number of absences and symptoms</li> <li>- Use code 'I' (illness) where a pupil cannot attend school due to illness. This counts as an authorised absence</li> <li>- 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</li> </ul>	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>Newsletter:</p> <ul style="list-style-type: none"> <li>- Ask parents to inform us of any close family member who has returned from a Covid <b>Red List destination hotspot</b> within the last month</li> <li>- Ensure that students/staff comply with quarantine arrangements from red list countries.</li> <li>- 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.</li> <li>- Cancel all trips abroad</li> </ul>	<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>Ensuring extremely high hygiene for any</p> <ul style="list-style-type: none"> <li>- Food making / tasting</li> </ul> <p>Other</p> <ul style="list-style-type: none"> <li>- Cease hand shaking of children and visitors</li> <li>- Cease use of shared cups in staffroom; replace with disposable cups; Ensure staff dishwasher is used everyday to clean staff kitchen equipment</li> <li>- inform parents to ensure children have water bottles in school</li> <li>- Do not share food or drinks</li> </ul>	<p>Staff</p>	<p>SLT</p>	<p>Reduce the spread of infectious disease</p>

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

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<p>School visitors and site users</p>	<ul style="list-style-type: none"> <li>- Compulsory handwashing / use of gel before entering school;</li> <li>- Inform them of new requirements and risk of suspension of use</li> <li>- Informing us of any suspected or confirmed cases by any users</li> <li>- Signage at school entrance, reception and other areas</li> </ul>	<p>Reception Staff</p>	<p>HT</p>	<p>Reduce the risk of spreading</p>
<p>Absence policy</p>	<ul style="list-style-type: none"> <li>- 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), 10 days of a confirmed case of coronavirus and 10 days of a case within the family.</li> </ul>	<p>Attendance Officer</p>	<p>HT</p>	<p>Reduce the risk of spreading</p>
<p>Support for families affected</p>	<ul style="list-style-type: none"> <li>- Communicate to parents and staff to contact school if they require support;</li> <li>- Regular contact with affected families and staff – wellbeing checks.</li> </ul>	<p>HT &amp; Staff</p>		<p>All stakeholders are informed</p>
<p>Set up an isolation room for suspected and confirmed cases</p>	<ul style="list-style-type: none"> <li>- Room should be isolated behind a closed door. Ideally, a window should be opened for ventilation.</li> <li>- 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.</li> </ul>	<p>SLT</p>	<p>HT</p>	<p>Infected or suspected infected are isolated to reduce spread</p>
<p>Setting up consistent 'bubbles' of students</p>	<ul style="list-style-type: none"> <li>— Children and staff reduce contact as much as possible</li> <li>— Only mix small and consistent groups except for brief transitory movement</li> <li>— Groups of students stay away from people outside of their groups, except for when passing in transit around the school site.</li> <li>— Students will move around the school to go to their assigned classrooms following clear one-way systems</li> <li>— Teachers are to maintain social distancing of at least 2m from students and other staff.</li> <li>— Assemblies and other indoor gatherings will only be held remotely.</li> <li>— Student bubbles will be no bigger than year group, although post 16 will be classed as one bubble.</li> </ul>	<p>SLT</p>	<p>HT</p>	<p>Reduced spread of disease</p>

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Educational Visits and extra-curricular activities	<ul style="list-style-type: none"> <li>- From the start of the new school term, we can go on international visits that have previously been deferred or postponed and organise new international visits for the future.</li> <li>- Be aware that the travel list (and broader international travel policy) is subject to change and green list countries may be moved into amber or red. The travel lists may change during a visit and you must comply with international travel legislation and should have contingency plans in place to account for these changes.</li> <li>- Conversations MUST take place with either your visit provider, commercial insurance company, or the risk protection arrangement (RPA) to assess the protection available. Independent advice on insurance cover and options can be sought from the British Insurance Brokers' Association (BIBA) or Association of British Insurers (ABI). Any school holding ATOL or ABTA refund credit notes may use these credit notes to rebook educational or international visits.</li> <li>- You should undertake full and thorough risk assessments in relation to all educational visits and ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment.</li> <li><del>— No educational visits should go ahead at this time.</del></li> <li>- Extra-curricular activities are allowed where this provision is necessary to support parents to work</li> </ul>			
Shared staff spaces	<ul style="list-style-type: none"> <li>- Ensure there are adequate cleaning facilities in each room so staff can wipe down desks after use.</li> </ul>	SLT	HT	Reduce the spread of disease between members of staff

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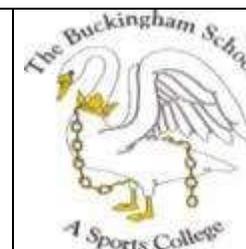
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Stagger break times	<ul style="list-style-type: none"> <li>— Break and lunchtimes staggered to avoid students from different groups mixing</li> <li>— Timetable rewritten to allow for different breaks and lunchtimes.</li> <li>— Students to have their breaks in different areas so that bubbles do not mix.</li> <li>— Tables in dining areas are cleaned between use by different bubbles</li> </ul>	SLT	HT	Reduced spread of disease
PPE (disposable gloves, disposable apron, fluid resistant surgical mask, eye protection)	<ul style="list-style-type: none"> <li>- to be used only for those looking after sick children before they go home, <b>where in close contact</b> a 2m distance can't be maintained</li> <li>- School to purchase full sets of PPE for this use</li> </ul>	SLT	HT	Reduced spread of disease
Masks/face coverings	<ul style="list-style-type: none"> <li>- Masks coverings should be worn by adults and students when moving around the premises, outside of classrooms, such as in corridors, communal areas and when queuing for food, where social distancing cannot easily be maintained</li> <li>- Some individuals are exempt from wearing face coverings and we expect adults and pupils to be sensitive to those needs</li> <li>- Face visors or shields should not be worn as an alternative to face coverings</li> <li>- A procedure for the safe use of face coverings, including their removal should be communicated to all. Guidance on this can be found <a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care</a></li> </ul>	SLT	HT	Reduced spread of disease
One way system on corridors	<ul style="list-style-type: none"> <li>- Reduces mixing of students from different groups</li> </ul>	SLT	HT	Reduced spread of disease
<del>Limit which toilets each group use</del> <b>Toilet usage</b>	<ul style="list-style-type: none"> <li>— <del>Capacity for each set of toilets should be assessed</del></li> <li>— <del>Different toilets to be used by different bubbles of students</del></li> <li>- Staff to use single occupancy toilets around the school site</li> <li>- <b>Students to use toilets within their immediate vicinity/location</b></li> <li>- Signage in toilets for good handwashing</li> </ul>	Staff	HT/SLT	Reduced spread of disease

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<p>Reduced use of shared resources</p>	<ul style="list-style-type: none"> <li>- Students to use fewer shared resources</li> <li>- Classroom based resources, such as books and games, can be used and shared within the class.</li> <li>- Children have their own equipment provided and remain with this equipment, e.g. laptops, pens, books, glue. These will be wiped frequently.</li> <li><del>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 by different bubbles.</del></li> <li><del>Children are told to only use the designated toilet</del></li> <li>- Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided.</li> </ul>	<p>Staff</p>	<p>HT/SLT</p>	<p>Reduced spread of disease</p>
<p>Transport arrangements</p>	<ul style="list-style-type: none"> <li>- Encourage students to walk or cycle</li> <li>- 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.</li> <li>- Face coverings should also be worn by pupils in year 7 and above when travelling on dedicated school transport to secondary school or college. This does not apply to those who are exempt</li> </ul>	<p>SLT</p>	<p>HT</p>	<p>Reduced spread of disease</p>
<p>Increased Ventilation in classrooms</p>	<ul style="list-style-type: none"> <li>- Windows and doors to be kept open during teaching</li> <li>- Good ventilation reduces the concentration of the virus in the air, which reduces the risk from airborne transmission. This happens when people breathe in small particles (aerosols) in the air after someone with the virus has occupied and enclosed area</li> <li>- Ventilation can be achieved by:             <ul style="list-style-type: none"> <li>- mechanical ventilation systems – these should be adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance and that only fresh outside air</li> </ul> </li> </ul>	<p>Staff</p>	<p>SLT</p>	<p>Reduce the spread of the virus</p>

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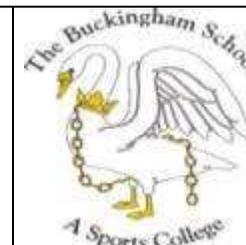
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	<p>is circulated. If possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply</p> <ul style="list-style-type: none"> <li>- natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air</li> <li>- natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so)</li> <li>- To balance the need for increased ventilation while maintaining a comfortable temperature, consider: <ul style="list-style-type: none"> <li>- opening high level windows in colder weather in preference to low level to reduce draughts</li> <li>- increasing the ventilation while spaces are unoccupied (for example, between classes, during break and lunch, when a room is unused)</li> <li>- providing flexibility to allow additional, suitable indoor clothing</li> <li>- rearranging furniture where possible to avoid direct draughts Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.</li> </ul> </li> </ul>			
Lateral flow testing	<ul style="list-style-type: none"> <li>- The school will aim to test as many pupils and staff as possible upon their return to school, using the lateral flow devices. <del>Two</del> <del>Three</del> tests will be offered to each individual, spaced 3-5 days apart. A positive confirmatory PCR will be required for all positive cases.</li> <li>- All staff will be offered twice weekly lateral flow tests. A positive confirmatory PCR will be required for all positive cases.</li> <li>- Once the initial lateral flow testing is completed all students and staff will be offered twice weekly home lateral flow devices. <b>They should then continue to test twice weekly at home until the end of September, when this will be</b></li> </ul>	Lateral flow testing team	SLT	To determine whether there are asymptomatic Covid cases in the community.

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	<p><del>— Testing is voluntary. If consent is provided, pupils will be asked to self-swab at the on-site ATS and after 30 minutes they should be informed of their results.</del></p> <p><b>reviewed.</b></p> <ul style="list-style-type: none"> <li>- Individuals with a positive LFD test result will need to self-isolate in line with the guidance for households with possible coronavirus infection. Those with a negative LFD test result can continue to attend school unless they have individually been advised otherwise by NHS Test and Trace or Public Health professionals (for example as a close contact). They should continue to apply the measures in the system of controls to themselves and the wider school setting.</li> <li>- Information can be found <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-in-schools-and-colleges/coronavirus-covid-19-asymptomatic-testing-in-schools-and-colleges">https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-in-schools-and-colleges/coronavirus-covid-19-asymptomatic-testing-in-schools-and-colleges</a></li> </ul>			
Home Testing	<ul style="list-style-type: none"> <li>- Both pupils and staff in secondary schools will be supplied with LFD test kits to self-swab and test themselves twice a week at home. Staff and pupils must report their result to NHS Test and Trace as soon as the test is completed either online or by telephone as per the instructions in the home test kit. Staff and pupils should also share their result, whether void, positive or negative, with their school to help with contact tracing.</li> <li>- Staff or pupils with a positive LFD test result will need to self-isolate in line with the stay-at-home guidance. They will also need to arrange a lab-based polymerase chain reaction (PCR) test to confirm the result if the test was done at home. Those with a negative LFD test result can continue to attend school and use protective measures.</li> </ul>	Lateral flow testing team	SLT	To determine whether there are asymptomatic Covid cases in the community.
Minimise contact with individuals who are required to self-isolate by ensuring they do not	<ul style="list-style-type: none"> <li>- Pupils, staff and other adults should not come to school if:             <ul style="list-style-type: none"> <li>- they have one or more coronavirus (COVID-19) symptoms</li> <li><del>— a member of their household (including someone in their support bubble or childcare bubble if they have one) has coronavirus (COVID-19)</del></li> </ul> </li> </ul>	Staff / students and parents	SLT	Reduce cases of Covid-19 in the school community

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attend the school	<p style="text-align: center;"><del>symptoms</del></p> <ul style="list-style-type: none"> <li>- they are required to quarantine having recently visited countries outside the Common Travel Area</li> <li>- they have had a positive test</li> <li>- They must immediately cease to attend and not attend for at least 10 days from the day after their symptoms or when the positive test was given.</li> <li>- Anyone told to self-isolate by NHS test and trace has a legal obligation to self-isolate (more information can be found <a href="https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works">https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works</a>)</li> </ul>			
Promote and engage with NHS test and trace process	<ul style="list-style-type: none"> <li>- Staff members, parents and carers will need to:             <ul style="list-style-type: none"> <li>- book a test if they or their child has symptoms - the main symptoms are:                 <ul style="list-style-type: none"> <li>- a high temperature</li> <li>- a new continuous cough</li> <li>- a loss or change to your sense of smell or taste</li> </ul> </li> <li>- self-isolate immediately and not come to school if:                 <ul style="list-style-type: none"> <li>- they develop symptoms</li> <li><del>— they have been in close contact with someone who tests positive for coronavirus (COVID-19)</del></li> <li><del>— anyone in their household or support or childcare bubble develops symptoms of coronavirus (COVID-19)</del></li> </ul> </li> <li>- they are required to do so having recently travelled from certain other countries</li> <li>- they have been advised to isolate by NHS test and trace or the PHE local health protection team, which is a legal obligation</li> </ul> </li> <li>- provide details of anyone they have been in close contact with, if they test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace</li> </ul>	Staff / students and parents	SLT	Reduce cases of Covid-19 in the school community

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<p>Promote staff mental health and wellbeing</p>	<ul style="list-style-type: none"> <li>- Management will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</li> <li>- Reference - <a href="https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/">https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</a> <a href="https://www.hse.gov.uk/stress/mental-health.htm">https://www.hse.gov.uk/stress/mental-health.htm</a></li> <li>- Regular communication of mental health information and open door policy is in place for those who need additional support.</li> <li>- A pack of information is available about local and/or national support groups, include <a href="#">PAM Assist website</a>, <a href="#">Education Support charity</a> , <a href="#">Healthy Mind Bucks</a>  <a href="https://schoolsweb.buckscc.gov.uk/covid-19-corona-virus-latest-advice/covid-19-well-being-support-for-school-staff/">https://schoolsweb.buckscc.gov.uk/covid-19-corona-virus-latest-advice/covid-19-well-being-support-for-school-staff/</a></li> <li>- Systems are in place so staff can talk to key members if they need to.</li> </ul>	<p>Staff</p>	<p>SLT</p>	<p>Promote wellbeing of staff</p>
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