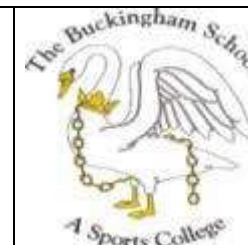


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This risk assessment reflects government advice, which can be found at the following website:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963541/Schools_coronavirus_operational_guidance.pdf

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

Main changes since last Risk Assessment

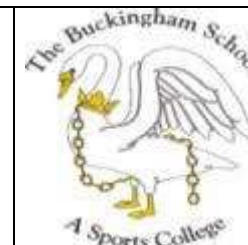
- The use of face coverings in classrooms for pupils and staff is now recommended
- Expectation for clinically extremely vulnerable students and staff has changed

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">- 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 10 days from when the symptomatic person first had symptoms.	HT	HT	All stakeholders are fully informed

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- 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 education, childcare and children's social care settings, including the use of personal protective equipment \(PPE\)](#) guidance.
- 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

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	<ul style="list-style-type: none"> - Contact parents – general information about sickness etc. - https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/943707/Symptomatic children action list schools.pdf 			
<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 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, advising them to self-isolate immediately and for the next 10 full days counting from the day after contact with the individual who tested positive - DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case - Close contact means: <ul style="list-style-type: none"> - anyone who lives in the same household as someone with coronavirus (COVID-19) symptoms or who has tested positive for coronavirus (COVID-19) - 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"> - face-to-face contact including being coughed on or having a face-to face 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 	<p>HT and all staff</p>	<p>HT</p>	<p>All informed and risk of spread reduced</p>


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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. Their household should self-isolate starting from when the symptomatic person in their household first had symptoms and the next 10 full days, following guidance for households with possible or confirmed coronavirus (COVID-19) infection
- Daily contact lateral flow testing will no longer take place
- 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

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	<p>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"> - If you have 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, you may have an outbreak. - 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. - 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. - 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. 	<p>HT and all staff</p>	<p>HT</p>	<p>All informed and risk of spread reduced</p>
<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 10 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>

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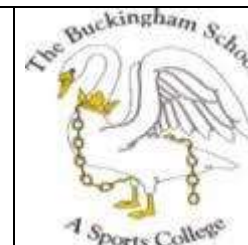
Confirmed case in a family	<ul style="list-style-type: none"> - Self-isolation for 10 days - All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario. - Where the child, 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, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 10 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. 	HT, Site team	HT	Reduced risk of spreading
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 - To reduce the number of staff who are self-isolating without Covid symptoms - All staff will be offered twice weekly lateral flow tests. A positive confirmatory PCR will be required for all positive cases. 	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
Clinically vulnerable children and adults (including pregnant staff)	<ul style="list-style-type: none"> - CV staff can continue to attend school. While in school they must follow the system of controls to minimise the risks of transmission. - 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. - 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 			

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	<p>clinically extremely vulnerable staff will apply. COVID-19 vaccination: a guide for women of childbearing age, pregnant or breastfeeding contains vaccination advice.</p> <ul style="list-style-type: none"> - 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. - 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 - As part of your risk assessment, you should consider whether adapting duties and/or facilitating home working may be appropriate to mitigate risks. - 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). - We recommend that schools follow the same principles for pregnant pupils, in line with their wider health and safety obligations. 			
<p>Shielding and clinically extremely vulnerable children and adults</p>	<ul style="list-style-type: none"> - The advice for pupils who have been confirmed as clinically extremely vulnerable is to shield and stay at home as much as possible until further notice. They are advised not to attend school while shielding advice applies nationally. All 16 to 18 year olds with underlying health conditions which put them at higher risk of serious disease and mortality will be offered a vaccine in priority group 6 of the vaccination programme. At present, these children should continue to shield, and self-isolate if they have symptoms or are identified as a close contact of a positive case, even if they have been vaccinated - CEV staff are advised not to attend the workplace. Staff who are CEV will previously have received a letter from the NHS or their GP telling them this (no new letter is required), and 	<p>Students/ staff</p>	<p>HT</p>	<p>Ensure the health of students and staff at risk</p>

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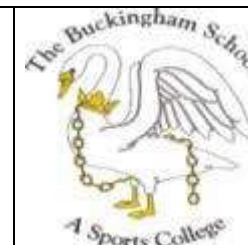
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	<p>there is guidance for everyone in this group. It provides advice on what additional measures individuals in this group can take. Employers should talk to their staff about how they will be supported, including to work from home.</p> <ul style="list-style-type: none"> - Those living with someone who is CEV can still attend work where home-working is not possible and should ensure they maintain good prevention practice in the workplace and home settings. - The shielding guidance is reviewed regularly. CEV individuals will be advised in advance of any extension or end date to inform them of changes or continuation of the guidance. - CEV individuals (over 18) have been prioritised for vaccination in phase 1 before the general population and in line with the priority ordering set by the Joint Committee on Vaccination and Immunisation. - Current DHSC guidance, informed by PHE, currently advises that CEV individuals should continue to shield even after they have been vaccinated. This may change as we get further data on the effects of vaccination. - 			
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

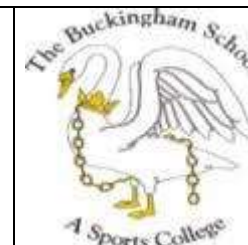
Control Measure	Notes / Action	Who involved	Person Responsible	Impact
Soap Dispensers	<ul style="list-style-type: none"> - Ensure dispensers are full from the start of each day - All children to use this (or have washed hands) before entering site and before eating - Ensure adequate stock levels - Regular 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	<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	Contact every user and inform them of usage expectations: <ul style="list-style-type: none"> - Clean hands or use gel before using facilities - Restrictions of usage - No parents to enter the school site 	Reception staff	SLT	Reduce the risk of spreading
Monitoring daily any child or staff absence	<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>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 - Ensure that students/staff comply with quarantine arrangements from red list countries. - 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>Ensuring extremely high hygiene for any</p> <ul style="list-style-type: none"> - Food making / tasting <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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<p>Good Personal Hygiene</p>	<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:- <ul style="list-style-type: none"> o before leaving home o on arrival at school o after using the toilet o after breaks and activities o before food preparation o before eating, including snacks o before leaving school o After coughing or sneezing o 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 	<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"> - 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 	<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"> - Handles and rails to be cleaned at mid points during the day 	<p>Site Team</p>	<p>HT</p>	<p>Reduce the risk of spreading</p>

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School visitors and site users	<ul style="list-style-type: none"> - All non-essential visits to be postponed - Suspension of all parent and carer visits for new admissions, settling in children new to the setting & attending organised performances - 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	<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), 10 days of a confirmed case of coronavirus and 10 days of a case within the family. 	Attendance Officer	HT	Reduce the risk of spreading
Support for families affected	<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
Set up an isolation room for suspected and confirmed cases	<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

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<p>Setting up consistent 'bubbles' of students</p>	<ul style="list-style-type: none"> - Children and staff reduce contact as much as possible - Only mix small and consistent groups except for brief transitory movement - Groups of students stay away from people outside of their groups, except for when passing in transit around the school site. - Students will move around the school to go to their assigned classrooms following clear one-way systems - 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. - Student bubbles will be no bigger than year group, although post 16 will be classed as one bubble. 	<p>SLT</p>	<p>HT</p>	<p>Reduced spread of disease</p>
<p>Educational Visits and extra-curricular activities</p>	<ul style="list-style-type: none"> - No educational visits should go ahead at this time. - Extra-curricular activities are allowed where this provision is necessary to support parents to work 			
<p>Student desks will face the front of the classroom with a teacher zone at the front.</p>	<ul style="list-style-type: none"> - Students will not be able to move around the classroom freely. - Students will be able to move to specialist rooms but any specialist teaching must have a detailed risk assessment associated to it which has been signed off by the SLT/business manager. - Where specialist equipment is used according to the guidance and risk assessments (thorough cleaning or quarantining for 72 hours) it is permitted. - 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 	<p>SLT</p>	<p>HT</p>	<p>Reduce the spread of infection between students</p>

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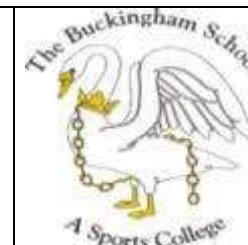
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	before any practical teaching is allowed.			
Entrances and exits to the school and zones	<ul style="list-style-type: none"> - Each year group will be assigned a different entrance/exit gate to ensure students do not mix on the way into/out of the 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. 	SLT	HT	Reduce the spread of infection between bubbles
Alteration to how marking and assessment will be carried out	<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 normal. 	SLT	HT	Reduce the spread of disease between students and teacher
Shared staff spaces	<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	<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. - Tables in dining areas are cleaned between use by different bubbles 	SLT	HT	Reduced spread of disease

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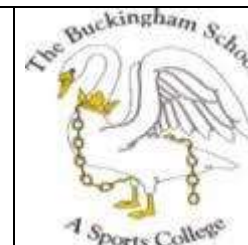
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PPE (disposable gloves, disposable apron, fluid resistant surgical mask, eye protection)	<ul style="list-style-type: none"> - to be used only for those looking after sick children before they go home, where a 2m distance can't be maintained - School to purchase full sets of PPE for this use 	SLT	HT	Reduced spread of disease
Masks/face coverings	<ul style="list-style-type: none"> - Masks coverings should be worn by adults and students when moving around the premises, inside and outside of classrooms, such as in corridors, communal areas and when queuing for food, where social distancing cannot easily be maintained - Some individuals are exempt from wearing face coverings and we expect adults and pupils to be sensitive to those needs - The use of face coverings in lessons does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons. - Face visors or shields should not be worn as an alternative to face coverings - A procedure for the safe use of face coverings, including their removal should be communicated to all. Guidance on this can be found https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care 	SLT	HT	Reduced spread of disease
One way system on corridors	<ul style="list-style-type: none"> - Reduces mixing of students from different groups 	SLT	HT	Reduced spread of disease
Limit which toilets each group use	<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 	Staff	HT/SLT	Reduced spread of disease
Reduced use of shared resources	<ul style="list-style-type: none"> - Students to use fewer shared resources - Classroom based resources, such as books and games, can be used and shared within the bubble. These should be cleaned regularly, along with all frequently touched surfaces. - Children have their own equipment provided and remain with this equipment, 	Staff	HT/SLT	Reduced spread of disease

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	<ul style="list-style-type: none"> 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 by different bubbles. - Children are told to only use the designated toilet - Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources. 			
Staff are instructed not to bring any items from home into the school environment.	<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. 	Staff	HT/SLT	Reduced spread of disease
Transport arrangements	<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. - 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 - Students will line in orderly manner in their year bubbles after school while awaiting public transport 	SLT	HT	Reduced spread of disease
Reduced use of changing areas	<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 	CL PE	HT	Reduced numbers of students in changing areas

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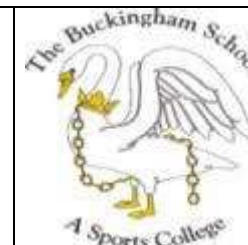
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<p>Increased Ventilation in classrooms</p>	<ul style="list-style-type: none"> - Windows and doors to be kept open during teaching - Good ventilation reduces the concentration of the virus in the air, which reduces the risk from airborne transmission. This happens when people breathe in small particles (aerosols) in the air after someone with the virus has occupied and enclosed area - Ventilation can be achieved by: <ul style="list-style-type: none"> - 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 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 - 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 - 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) - To balance the need for increased ventilation while maintaining a comfortable temperature, consider: <ul style="list-style-type: none"> - opening high level windows in colder weather in preference to low level to reduce draughts - increasing the ventilation while spaces are unoccupied (for example, between classes, during break and lunch, when a room is unused) - providing flexibility to allow additional, suitable indoor clothing - rearranging furniture where possible to avoid direct draughts Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces. 	<p>Staff</p>	<p>SLT</p>	<p>Reduce the spread of the virus</p>
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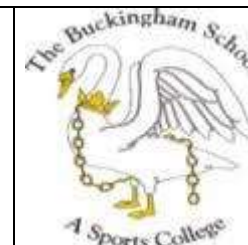
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Lateral flow testing	<ul style="list-style-type: none"> - The school will aim to test as many pupils and staff as possible upon their return to school, using the lateral flow devices. Three tests will be offered to each individual, spaced 3-5 days apart. A positive confirmatory PCR will be required for all positive cases. - All staff will be offered twice weekly lateral flow tests. A positive confirmatory PCR will be required for all positive cases. - Once the initial lateral flow testing is completed all students and staff will be offered twice weekly home lateral flow devices. - 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. - 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. - Information can be found https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-in-schools-and-colleges/coronavirus-covid-19-asymptomatic-testing-in-schools-and-colleges 	Lateral flow testing team	SLT	To determine whether there are asymptomatic Covid cases in the community.
Home Testing	<ul style="list-style-type: none"> - 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. - 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 	Lateral flow testing team	SLT	To determine whether there are asymptomatic Covid cases in the community.

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	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.			
Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school	<ul style="list-style-type: none"> - Pupils, staff and other adults should not come to school if: <ul style="list-style-type: none"> - they have one or more coronavirus (COVID-19) symptoms - a member of their household (including someone in their support bubble or childcare bubble if they have one) has coronavirus (COVID-19) symptoms - they are required to quarantine having recently visited countries outside the Common Travel Area - they have had a positive test - 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. - Anyone told to self-isolate by NHS test and trace has a legal obligation to self-isolate (more information can be found https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works) 	Staff / students and parents	SLT	Reduce cases of Covid-19 in the school community
Promote and engage with NHS test and trace process	<ul style="list-style-type: none"> - Staff members, parents and carers will need to: <ul style="list-style-type: none"> - book a test if they or their child has symptoms - the main symptoms are: <ul style="list-style-type: none"> - a high temperature - a new continuous cough - a loss or change to your sense of smell or taste - self-isolate immediately and not come to school if: <ul style="list-style-type: none"> - they develop symptoms - they have been in close contact with someone who tests positive for coronavirus (COVID-19) - anyone in their household or support or childcare bubble develops symptoms of coronavirus (COVID-19) - they are required to do so having recently travelled from certain 	Staff / students and parents	SLT	Reduce cases of Covid-19 in the school community

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	<ul style="list-style-type: none"> - other countries - they have been advised to isolate by NHS test and trace or the PHE local health protection team, which is a legal obligation - 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 			
<p>Promote staff mental health and wellbeing</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. - 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. 	<p>Staff</p>	<p>SLT</p>	<p>Promote wellbeing of staff</p>

