



## COVID-19 Risk Assessment for Bradon Forest School from 19/04/21

### ASSESS

Decide appropriate control measures for managers and employees to implement under a 'Plan', 'Do', 'Review' cycle.

\*The preventative measures in this risk assessment are not mandatory but are provided as guidance on reducing the risk of transmission. Each school/setting must consider their own situation and adapt the assessment by editing the measures where appropriate. Remove any measures that are not relevant or will not be applied in your setting and add any additional local measures that you are implementing.

**Who may be at risk:** Employees, pupils and young people, families (parents, carers and siblings), visitors, contractors, members of public.

**Vulnerable groups** – this risk assessment considers vulnerable groups which the NHS lists as 'people at high risk (clinically extremely vulnerable)'; and 'people at moderate risk (clinically vulnerable)'. An individual risk assessment may be appropriate for vulnerable employees plus BAME and those who are very anxious about returning to their workplace.

### PLAN

### DO

### REVIEW

Prepare Building	Prepare Employees and Parents and pupils	Control Access	Implementing Social Distancing	Implement Infection Control Measures	Communicate and Review Arrangements
<p><b>Buildings</b></p> <ul style="list-style-type: none"> <li>Ensure that all health and safety compliance checks have been undertaken as per schedule (eg fire alarm, water hygiene, etc.).</li> <li>Review emergency and evacuation procedures (eg fire wardens, escape routes, assembly areas, etc.)</li> <li>Thorough review of classroom and site logistics including measuring classrooms,</li> </ul>	<p><b>Employees</b></p> <ul style="list-style-type: none"> <li>Involve employees, governors and union representatives in ongoing plans and listen to any suggestions on preventative measures that can be taken.</li> <li>Consider personal risk factors: age, pregnancy, existing health conditions and ethnicity and where necessary conduct individual risk assessments.</li> </ul>	<p><b>Access</b></p> <ul style="list-style-type: none"> <li>Entry points to school controlled (including deliveries).</li> <li>Buildings access rules clearly communicated through signage on entrances</li> <li>Different access for students arriving by car/foot/cycle to students arriving by bus.</li> </ul>	<p><b>Minimising contacts and mixing between people reduces transmission of Covid-19 and the school will consider how to implement this.</b></p> <p><b>Social Hubs</b></p> <ul style="list-style-type: none"> <li>Year group hubs to be established to be used at social times (e.g. before school, at break and at Lunchtime)</li> </ul>	<p><b>Minimise Contact with Individuals who are unwell</b></p> <ul style="list-style-type: none"> <li>Refer to PHE guidance for school managers.</li> <li>If any member of staff or a student displays COVID-19 symptoms, the guidance flowchart published by PHE SW HPT will be followed.</li> <li>PPE including face masks provided to any member of staff working in close proximity to students ie</li> </ul>	<ul style="list-style-type: none"> <li>Consultation with employees and trades union safety reps/Staff Governor reps on risk assessments.</li> <li>Risk assessment published on school intranet and website.</li> <li>Nominated employees tasked to monitor</li> </ul>



<p>communal areas, toilet facilities and pathways to allow for social distancing and infection control measures to be implemented.</p> <ul style="list-style-type: none"> <li>• Ensure that bus transport is planned to ensure effective social distancing on the buses. Students on Ellison's buses (from Swindon Postcodes) have been placed in a seating plan with different Year Groups seperated.</li> <li>• Good ventilation is recommended so Windows and doors should be open and door wedges applied.</li> <li>• Air conditioning will be switched off in any classrooms where it is installed except in rooms where heating source is through Air Conditioning, In these instances, it will be switched on but good ventilation maintained through open windows.</li> <li>• Deep clean site over Easter Holidays and once open from April 19th the whole school is cleaned every day.</li> <li>• Source PPE for use by staff.</li> </ul>	<ul style="list-style-type: none"> <li>• Employees fully briefed about the plans and protective measures identified in the risk assessment.</li> <li>• All staff are expected to be in work from 8 March when schools reopened. Any CEV (Clinically Extremely Vulnerable) from 1<sup>st</sup> April who cannot work from home should return to work. A risk Assessment should be considered to support any CEV staff returning to work from 1<sup>st</sup> April. Any staff member who is concerned about returning to work should contact the Headteacher to discuss. The Headteacher will be careful to consider each case individually.</li> <li>• If the Headteacher agrees to allow a CEV member of staff to continue to work from home, they should manage their workload remotely and liaise with their line manager.</li> <li>• Regular staff briefings. These may be virtual.</li> <li>• Keeping in touch with off site workers on their working arrangements including their welfare, mental and physical health and personal security.</li> </ul>	<ul style="list-style-type: none"> <li>• A lockable store has been purchased to store deliveries during day by side gate to avoid deliveries going to reception area.</li> <li>• Building access rules clearly communicated through signage on entrances and around the site.</li> <li>• Parents adhere to drop-off and pick-up protocols to minimise contact.</li> <li>• Timing of end of school day adjusted from 02/11/20 to allow shorter lunchtimes and to control flow of students out of school. Parents informed through newsletter.</li> <li>• Floor markings around the school site to one-way system and Keep Left. Reminders of need for appropriate</li> </ul>	<ul style="list-style-type: none"> <li>• Students to attend lessons in allocated classrooms. A one-way system around individual blocks will be in place.</li> <li>• Students will be instructed to minimise time spent inside when transiting between lessons by using specific entrances and exits ad follow one way system.</li> </ul> <p><b>Minimise Mixing</b></p> <ul style="list-style-type: none"> <li>• Staff to be present when students arrive at school, during lesson changeovers, breaks and lunchtime and at the end of school to help enforce social distancing measures.</li> <li>• Each student will have a designated seat. Maintain a seating plan. Students will stay in seat throughout lessons unless otherwise instructed by the</li> </ul>	<p>first aid support in student services.</p> <ul style="list-style-type: none"> <li>• School to be cleaned daily with particular care taken in areas of most use.</li> <li>• Day Time Cleaners given a rota of specialist classrooms being used each day.</li> <li>• All doors wedged open (in the event of a fire alarm, staff to kick wedges out)</li> </ul> <p><b>Handwashing</b></p> <ul style="list-style-type: none"> <li>• Guidance for effective handwashing procedures on display in toilets</li> <li>• Ensure sufficient handwashing facilities are available.</li> <li>• Hand sanitiser available in all classrooms</li> <li>• Frequent hand washing encouraged for adults and students (following guidance on hand cleaning).</li> <li>• Hands sanitised on arrival at school, before and after eating, and after sneezing or coughing.</li> </ul>	<p>protection measures.</p> <ul style="list-style-type: none"> <li>• Employees encourage to report any non compliance.</li> <li>• Nominated employees tasked to monitor protection measures.</li> <li>• Members of staff are on duty at Breaks to ensure compliance with rules.</li> <li>• The effectiveness of prevention measures will be monitored by school leaders.</li> <li>• This risk assessment will be reviewed if the risk level changes and/or in light of updated guidance. (eg following local/national lockdowns or cases or an outbreak)</li> </ul>
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<ul style="list-style-type: none"> <li>• COVID-19 posters/signage displayed around the school</li> <li>• Make provision for children who display Covid-19 symptoms/become ill during the day to be isolated. Space should be identifies as well as the normal medical room.</li> <li>• Ensure the school has sufficient supplies of PPE including cleaning materials and handwashing/sanitising liquids that meet DfE.PHE requirements.</li> <li>• Provide suitable and sufficient bins to support students and staff to follow the “Catch it, bin it, kill it” advice.</li> <li>• Provide sufficient tissues in all rooms.</li> <li>• School site to be split into year group hubs or bubbles for Social times including before school, break and lunchtimes</li> <li>• Create a one way system around the different blocks in the school identifying separate entrances and exits where possible and use signage including</li> </ul>	<ul style="list-style-type: none"> <li>• Regular communications that those who have coronavirus symptoms, or who have someone in their household who does, are not to attend school.</li> <li>• Information shared about testing available for those with symptoms.</li> <li>• Where there are appropriate sources of guidance (eg CLEAPPSS, afPE, CILIP, etc. Head of Departments/teachers should refer to curriculum specific guidance.</li> <li>• Heads of Department/teachers to identify shared resources and how to prevent mixed contact (eg cleaning between bubbles).</li> <li>• Consider how online resources can be used to shape remote learning.</li> <li>• Plan for remote learning for students alongside classroom teaching in case of a lockdown or students having to isolate.</li> <li>• Provide a remote learning offer to any student who is identified as clinically extremely vulnerable and shielding as a result.</li> <li>• All parents have received information about the new procedures from April 19<sup>th</sup></li> </ul>	<p>social distancing clearly signposted.</p> <ul style="list-style-type: none"> <li>• Covered bins provided at entrances to dispose of temporary face coverings.</li> <li>• Parents informed that students need a sealable plastic bag for reusable face masks.</li> <li>• Gathering at school entrances prohibited.</li> <li>• Keep screen closed to protect employees in reception. A further screen has been added at Student Services to shield staff.</li> <li>• Students aware of social hub areas to use before school and at Break and Lunchtime. Signage will display which explains correct entrances/exit for</li> </ul>	<p>teacher/member of staff.</p> <ul style="list-style-type: none"> <li>• Desks will be spaced as far apart as possible and students will be front facing.</li> <li>• A rota system will be operated at lunch time to limit students going in Hall/D2 to one year group only. Separate lunch times for KS3 and KS4.</li> <li>• Students will be allowed on areas of the field from 19<sup>th</sup> April at lunchtime. Year Groups will continue to be kept in separate social hubs including whilst on the field.</li> <li>• Supervise movement around the site to maintain social distancing.</li> <li>• Students will leave lessons and follow the one-way system to avoid congestion. Students will be instructed not to stop in corridors to encourage a flow</li> </ul>	<ul style="list-style-type: none"> <li>• Hands sanitised on entering and leaving any classroom.</li> <li>• Staff and students are encouraged not to touch their mouth, eyes and nose.</li> <li>• Paper towels and soap to be provided in classrooms with sinks.</li> </ul> <p><b>Respiratory Hygiene</b></p> <ul style="list-style-type: none"> <li>• Staff and students encouraged to use a tissue or elbow to cough or sneeze and use bins for tissue waste (‘catch it, bin it, kill it’) Signage displayed encouraging this clear message.</li> <li>• Bins for tissues provided and are emptied each day.</li> <li>• Spaces well ventilated using natural ventilation (opening windows) and wedging doors back.</li> <li>• Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies.</li> <li>• Measures to be taken when playing instruments or singing in small groups such as</li> </ul>	<p>Any member of staff who indicates that they would like an individual Risk Assessment on account of a health need or condition is advised to speak to the Headteacher so one can be drawn up.</p>
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<p>floor markings to make this clear.</p> <ul style="list-style-type: none"> <li>• Duty staff presence at break and lunchtime to supervise areas where different Year Groups may cross when accessing indoor facilities.</li> <li>• Different lunchtimes and breaktimes to allow students to get meals and refreshments.</li> <li>• Cleaning to take place between KS3 and KS4 lunch in D2 and the Hall</li> <li>• Put signage in place to limit the number of students using the toilets at the same time. Each Year Group has an allocated toilet area to use.</li> <li>• Identify busy areas and crunch points(eg entrances/exits/corridors/shared space) and consider how movement can be staggered</li> <li>• Modify school reception/entrance area to maintain social distancing</li> <li>• In areas where queues may form, put down floor markings to indicate distancing.</li> </ul>	<p>via the Parent Bulletin. This is available on the School website. Regular updates are in the weekly Parent and Staff Bulletin.</p> <ul style="list-style-type: none"> <li>• Students and Staff have been prepared for new procedures from April 19<sup>th</sup> via a virtual presentation given by the Headteacher.</li> <li>• Train staff before re-opening – familiarise them with systems and procedures – Information shared via the Staff Bulletin</li> <li>• Where necessary, complete individual risk assessments for employees and pupils at special risk (take account of medical advice).</li> <li>• Review EHCPs where required.</li> <li>• Regular communications that those who have coronavirus symptoms, or who have someone in their household who does, are not to attend school.</li> <li>• Information shared about testing available for those with symptoms.</li> <li>• Identify sessions that could take place outdoors. PE lessons in particular should consider this.</li> </ul>	<p>each separate block.</p> <ul style="list-style-type: none"> <li>• Hand sanitiser and antibacterial wipes are provided for all classrooms and offices.</li> <li>• Teachers will wipe down tables in between different classes or ensure students do on entering class.</li> <li>• Visitors do not sign in with the same pen in reception. Give names to reception staff to record. Parents have been told not to come on school site but to email or ring the school.</li> <li>• Staff on duty outside school at start and end of day to monitor protection measures. In addition, staff to be on duty as school buses arrive at start of day and help load school</li> </ul>	<p>of students at lesson changeovers.</p> <ul style="list-style-type: none"> <li>• All assemblies to be virtual.</li> <li>• Each Hub has a set of toilets allocated for its use. Clear Signage to make this clear.</li> <li>• Teachers to deliver lessons from the front of the room and to stay inside marked 2 Metre zone.</li> <li>• Teaching Assistants to support students from the front of the class but keeping a 2 metre distance. The use of mini-whiteboards for communication is recommended.</li> <li>• The staff room has had chairs removed to allow for easier social distancing. Office numbers have been looked at and changes made where appropriate to reduce staff</li> </ul>	<p>in music lessons include:</p> <ul style="list-style-type: none"> <li>○ physical distancing;</li> <li>○ playing outside wherever possible;</li> <li>○ limiting group sizes to no more than 15;</li> <li>○ positioning students back-to-back or side-to-side;</li> <li>○ avoiding sharing of instruments;</li> <li>○ ensuring good ventilation.</li> </ul> <p><b>Cleaning</b></p> <ul style="list-style-type: none"> <li>• Sanitising spray/wipes and paper towels to be provided in classrooms for use by members of staff.</li> <li>• Thorough cleaning of rooms at the end of or beginning of the day.</li> <li>• Shared materials and surfaces to be cleaned frequently (eg books, desks, chairs, doors, sinks, toilets, light switches, handrails, etc.).</li> <li>• Resources that are shared between bubbles (eg sports and art) to be cleaned frequently and meticulously and</li> </ul>	
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<ul style="list-style-type: none"> <li>Review movement between classrooms by creating one way system around Hubs where appropriate</li> <li>Signage on stairways will clearly indicate the correct direction of travel. Main Block will have an “up” staircase and a “down” staircase.</li> <li>Put down floor markings along the middle of two-way corridors/stairs to keep groups apart and ‘keep left’ signs. Areas that are one way will have clear signage indicated this.</li> <li>Signs in school reminding students of the need for them to keep 2 metres away from adults and 1+ metres where possible distance away from other students.</li> <li>Identify doors (including entrance doors in the morning and end of school) that can be propped open (to limit use of door handles and aid ventilation) taking account of fire safety and safeguarding</li> <li>Identify rooms that can be accessed directly</li> </ul>	<ul style="list-style-type: none"> <li>Communicate to parents on the preventative measures being taken (eg post risk assessment on school website).</li> <li>Limit the equipment being brought into school each day to essentials – bag with lunch box, PE Kit, writing equipment, books, coat, mobile phone.</li> <li>Equipment list communicated to parents with clear information that the sharing of equipment will not be allowed.</li> <li>Encourage parents to phone or email school and make telephone appointments if they wish to discuss their child (to avoid face to face meetings).</li> <li>Parents and students encouraged to walk/cycle to school where it is safe to do so.</li> <li>Clear messages to students about minimising the use of public transport and how to reduce the risk of transmission outside school.</li> <li>Communications to parents (and young people) includes advice on transport.</li> </ul>	<p>buses at end of day.</p> <ul style="list-style-type: none"> <li>School gates will be shut throughout the day and entrance confined to staff and essential visitors.</li> </ul> <p><b>Visitors</b></p> <ul style="list-style-type: none"> <li>Wherever possible keep meetings on a virtual platform (eg 1:1 sessions with professionals, recruitment interviews, parental meetings etc.).</li> <li>Professionals (eg school nurse) working with children can visit if by appointment and will need to see student in hub area or suitable alternative and in a covid secure way with social distancing and face covering in place.</li> <li>Parents/carers and visitors</li> </ul>	<p>numbers to allow for social distancing.</p> <ul style="list-style-type: none"> <li>Focus behaviour policy on the student requirement to maintain social distancing and to stay in Year Group Hubs before school and at Breaks and Lunchtimes.</li> <li>Staff that move between classes and year groups, to keep their distance from students and other staff.</li> </ul> <p><b>Distancing</b></p> <ul style="list-style-type: none"> <li>Staff to keep 2 metres from other adults as much as possible.</li> <li>Where possible staff to maintain distance from their students, staying at the front of the class.</li> <li>Staff to avoid close face to face contact and minimise time spent within 1 metre of anyone.</li> </ul>	<p>always between bubbles.</p> <ul style="list-style-type: none"> <li>Outdoor equipment appropriately cleaned frequently.</li> <li>Toilets to be cleaned regularly.</li> <li>Staff providing close hands-on contact with students need to increase their level of self-protection, such as minimising close contact and having more frequent hand-washing and other hygiene measures, and regular cleaning of surfaces.</li> <li>Avoid the use of practical equipment Any essential equipment used in lessons cleaned thoroughly between different year groups.</li> <li>Staff providing close hands-on contact with pupils- eg First Aiders - need to increase their level of self-protection, such as minimising close contact and having more frequent hand-washing and other hygiene measures, and regular cleaning of surfaces.</li> </ul>	
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<p>from outside (to avoid shared use of corridors).</p> <ul style="list-style-type: none"> <li>Organise classrooms for maintaining space between seats and desks.</li> <li>Students desks will be front facing and as far apart as possible in each classroom.</li> <li>Inspect classrooms and remove unnecessary items.</li> <li>Perspex screen placed on teacher desk and in offices.</li> <li>A 2 Metre zone has been taped off around each teachers desk in classrooms</li> <li>Remove soft furnishings, soft toys and toys that are hard to clean.</li> <li>Put up laminated picture signs in toilets and classrooms in front of sinks showing handwashing.</li> <li>Make arrangements with cleaners/support staff for additional cleaning during the day.</li> <li>A COVID-19 message to display on screens when locked.</li> <li>Designated room (HU9) to be used for holding</li> </ul>	<ul style="list-style-type: none"> <li>Students will receive information via a virtual presentation and from their tutors during the penultimate week of Term 4 and first week in Term 5 to ensure consistency of key message.</li> <li>BFS BFL procedures modified to include social distancing requirements and the need to adhere to Covid procedures.</li> <li>Employees fully briefed about the plans and protective measures identified in the risk assessment. Staff reminded on a regular basis of the importance of keeping a 2 metre distance from other staff and students and the importance of hand hygiene.</li> <li>Staff briefings will take place by email weekly.</li> <li>Keeping in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security.</li> <li>Liaison with transport providers to confirm protective measures during journeys. Communicate these</li> </ul>	<p>coming onto the site without an appointment is not to be permitted.</p> <ul style="list-style-type: none"> <li>Site guidance on physical distancing and hygiene is explained to visitors on or before arrival.</li> <li>Where possible visits arranged outside of school hours.</li> <li>A record kept of all visitors to assist NHS Test and Trace, including: <ul style="list-style-type: none"> <li>the name;</li> <li>a contact phone number;</li> <li>date of visit;</li> <li>arrival and departure time;</li> <li>the name of the assigned staff member.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Supply teachers, peripatetic teachers and/or other temporary staff to minimise contact and maintain as much distance as possible from other staff.</li> <li>The occupancy of departmental staff rooms and offices limited.</li> <li>Staff in shared spaces (eg office) to avoid working facing each other.</li> </ul> <p><b>Minimising Contact</b></p> <ul style="list-style-type: none"> <li>Doors propped open, where safe to do so to limit use of door handles. Ensure closed when premises unoccupied.</li> <li>Unnecessary sharing avoided.</li> <li>Staff and students to have their own individual and very frequently used equipment, such as pencils and pens.</li> </ul>	<p><b>PPE</b></p> <ul style="list-style-type: none"> <li>The majority of employees in education settings will not require PPE beyond what they would normally need for their work (determined by existing risk assessment), even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including: <ul style="list-style-type: none"> <li>students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way;</li> <li>if a student becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home.</li> </ul> </li> </ul> <p><b>Face Masks</b></p> <ul style="list-style-type: none"> <li>Face Masks are compulsory for all students on school</li> </ul>	
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<p>students with suspected COVID-19 until they are taken home.</p> <p><b>Timetabling and Lessons</b></p> <ul style="list-style-type: none"> <li>Stagger break times and lunchtimes to avoid mixing and time for cleaning of surfaces in Hall/D2 between bubbles.</li> <li>Prepare arrangements to allow remote learning to take place should a partial or full closure of the school be required, at any point in the academic year.</li> </ul> <p><b>Policies and Procedures</b></p> <ul style="list-style-type: none"> <li>Update policies/procedures to reflect changes brought about by Covid-19 including:             <ul style="list-style-type: none"> <li>Safeguarding/Child Protection</li> <li>Behaviour for Learning</li> <li>Curriculum</li> <li>NQTs</li> <li>SEND</li> <li>Visitors to School</li> </ul> </li> <li>Ensure website is compliant with regards to the publishing of policies</li> <li>Establish a visitors protocol so that parents',</li> </ul>	<p>measures to students and parents.</p> <ul style="list-style-type: none"> <li>Communication with others (eg extended school provision, lettings, regular visitors, etc.)</li> <li>Limit visitors by exception (eg for priority contractors, emergencies etc.).</li> <li>Keep parent appointments / external meetings on a 'virtual platform'.</li> <li>Key message to parents and staff sent out each week in Parent and Staff Bulletin</li> <li>When weather is cold and because of the need to provide ventilation in classrooms, students have permission to wear a coat in class at the teacher's discretion.</li> </ul> <p><b>Others</b></p> <ul style="list-style-type: none"> <li>Communication with contractors and suppliers that will need to prepare to support plans for full opening (eg caterers, food supplies)</li> <li>Assurances that caterers comply with the guidance for food businesses on Covid-19</li> <li>Discussions with caterers to agree arrangements for staggered lunches (eg seating capacity, queuing,</li> </ul>		<p><b>PE and School Sports.</b></p> <ul style="list-style-type: none"> <li>Students kept in same consistent bubbles where possible during PE and sport.</li> <li>Sports equipment thoroughly cleaned between each use.</li> <li>Changing rooms cleaned in between use by different year groups</li> <li>Outdoor sports should be prioritised where possible.</li> <li>Large indoor spaces used where it is not.</li> </ul> <p><b>Educational Visits and Journeys</b></p> <ul style="list-style-type: none"> <li>Currently the guidance from DfE is that the government continues to advise against residential educational visits No overnight and overseas visits until government guidance changes.</li> <li>Outdoor after school sport and</li> </ul>	<p>buses. Students to be informed of procedure for removing face masks and disposing of disposable masks. Bins will be made available where students dismount for this purpose.</p> <ul style="list-style-type: none"> <li>It is strongly recommended that Face Masks are worn by all students and staff in corridors and in indoor communal areas. From 08/03/21 It is also strongly recommended that face masks be worn in classrooms where students and staff can not keep 2 metre apart</li> </ul> <p><b>First Aid</b></p> <ul style="list-style-type: none"> <li>Employees providing first aid to pupils will not be expected to maintain 2 metre distance. The following measures will be adopted:             <ul style="list-style-type: none"> <li>PPE provided for all first -aiders and dispense medicine using small paper cups.</li> <li>washing hands or using hand sanitiser, before and</li> </ul> </li> </ul>	
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<p>contractors, professionals, working with individual children are clear about infection control measure you have in place.</p> <ul style="list-style-type: none"> <li>Trustees, Governors Bodies and school leaders to have regard to staff (including the Headteacher's) work-life balance and well being.</li> <li>Information shared about the extra mental health support for students and staff available</li> </ul> <p><b>Response to any Infection</b></p> <ul style="list-style-type: none"> <li>Leadership understands the NHS Test and Trace process and how to contact their local Public Health England health team.</li> <li>Staff and students are provided with lateral flow tests to use at home twice weekly and are encouraged to participate in testing and notify both the school and Test and Trace of the results</li> <li>Plan how to inform staff and parents that they will need to be ready and willing to:</li> </ul>	<p>canning arrangements, cleaning between sittings)</p> <ul style="list-style-type: none"> <li>Communication with other building users (eg lettings, regular visitors etc.)</li> </ul> <p><b>Safeguarding</b></p> <ul style="list-style-type: none"> <li>Continue to reassure all students and parents about the return to school after lockdown.</li> <li>Communicate guidance in a timely and responsible manner.</li> <li>Make time for additional pastoral support.</li> <li>Encourage students to access various levels of support which are appropriate to their needs. This may be additional support offered through counselling and mentoring in school. It may involve support and intervention at a higher level from external agencies.</li> </ul> <p><b>Lettings and non-school users</b></p> <ul style="list-style-type: none"> <li>Out of school settings for children are permitted if those responsible for them are ready to do so and they can do so safely, following</li> </ul>		<p>other activities are allowed.</p> <ul style="list-style-type: none"> <li>Students will be permitted to play football on the Field at Lunchtimes. Duty staff will be patrolling the site.</li> </ul>	<p>after treating injured person;</p> <ul style="list-style-type: none"> <li>wear gloves or cover hands when dealing with open wounds;</li> <li>if CPR is required on an adult, attempt compression only CPR and early defibrillation until the ambulance arrives;</li> <li>if CPR is required on a child, use a resuscitation face shield if available to perform mouth-to-mouth ventilation in asphyxial arrest.</li> <li>dispose of all waste safely.</li> </ul> <ul style="list-style-type: none"> <li>Should employees have close hands-on contact they should monitor themselves for symptoms of possible COVID-19 over the following 14 days.</li> </ul> <p><b>Testing in School.</b> From 22nd March 2021 the school has retained a rapid test site with 3 testing stations. This is for students who can not test at home or would prefer to be tested in school.</p>	
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<ul style="list-style-type: none"> <li>○ Book a test if they are showing symptoms</li> <li>○ Inform the school immediately of the results of a test.</li> <li>○ Provide details of anyone they have been in contact with</li> <li>○ Self-isolate if necessary</li> </ul>	<p>COVID-19 Secure guidelines.</p> <ul style="list-style-type: none"> <li>● A risk assessment should determine the maximum capacity of a hall or hire space while able to maintain social distancing according to the current relevant guidelines. The Sports Hall is currently not available to be let as it is needed as a Testing area</li> <li>● Outdoor sports courts and other outdoor sporting activities have also been permitted.</li> <li>● Any groups hiring the facilities must refer to relevant government guidance or their own associations and national governing body for guidance on running the club or event following the COVID-19 guidelines.</li> <li>● The school can ask any hiring organisation to provide evidence of their risk assessment.</li> <li>● Review existing lettings/hire agreements and amend or supplement as necessary to include specifics of what the school will do and what the hirers are responsible for (eg cleaning, sharing equipment, hand washing or sanitiser, what happens if anyone shows symptoms</li> </ul>			<p>The school will continue to receive deliveries of further test kits including Home Testing Kits safely</p> <p>The test kits will be stored between 15 – 30 degrees Centigrade.</p> <p>All PPE equipment will be stored in testing location.</p> <p>The testing site will include 3 swabbing stations. Each swabbing station will have the following:</p> <ul style="list-style-type: none"> <li>➤ Processing station</li> <li>➤ Registration desk</li> <li>➤ Recording desk</li> <li>➤ Clinical waste disposal unit</li> </ul> <p>Laminated signage explaining how to perform the test will be clearly displayed throughout the test centre.</p> <p>The test site will be well lit with good air flow.</p> <p>The ambient temperature should be 15 – 30 degrees centigrade.</p> <p>A one way direction of traffic will operate in the test centre.</p>	
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	or tests positive to COVID-19, etc.).			<p>Test subject chairs in the swabbing bay will be a minimum of 2 metres apart.</p> <p>There will be a clear division between swabbing and processing areas.</p> <p>Individuals being tested will be told not to enter the processing area. Screens separate the testing area from the processing area</p> <p>Kit used during the testing process will be disposed of in the way recommended by NHS Test and Trace</p> <p><b>Identifying and Training the Testing Team</b></p> <p>Staff have been trained for the following roles:</p> <p>LT Lead for Testing Quality Lead/Team Leader x 2 Test Assistant Processor Covid-19 Co-ordinator Registration Assistant Results Recorder Cleaner</p> <p>All staff involved in the testing team will complete online reaining as laid out by NHS Testand Trace After completing training, the testing team staff will practice using testing</p>	
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				<p>devices in an onsite walkthrough.</p> <p>PPE requirements.</p> <p>All the training team are made aware of the PPE requirements of the different roles and will wear PPE accordingly when carrying out their role.</p> <p>This will include items from this list:</p> <ul style="list-style-type: none"><li>➤ Disposables gloves</li><li>➤ Disposable plastic aprons</li><li>➤ Surgical masks</li><li>➤ Eye protection.</li></ul> <p>PPE will be replaced between test sessions</p> <p>Testers doing sample processing roles will change gloves after each sample following the appropriate PPE guides.</p> <p>After any testing session, PPE will be removed before leaving the test site following the guidelines issued by NHS Track and Trace.</p> <p><b>Registering and Recording Results</b></p> <p>The school will gain consent for anyone being tested at their test site.</p>	
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				<p>Participating is voluntary, so test subjects (if U16 this would be their parents) must consent to their test results being shared in accordance with the privacy notice provided by NHS Track and Trace.</p> <p>The school will use the consent form provided by NHS Track and Trace.</p> <p>When someone has provided consent this must be recorded on the school Covid-19 Test register.</p> <p>The school will register Team Leaders with the DfE</p> <p>Test subjects (ie students and staff) will be registered using the online tool "Lite Registration"</p> <p>Test site results will be recorded as prescribed by NHS Track and Trace</p> <p>A Covid-19 Test Register will be set up to allow the school to track all test results, include Home Test results supplied by staff or students (via their parents) and ensure that everyone with a positive or void test result follows the correct procedure by self-isolating or taking another test.</p>	
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				<p>A quality management plan will be put into place prior to the start of testing which will include the following:</p> <ul style="list-style-type: none"><li>➤ Training</li><li>➤ Observe Testing Process</li><li>➤ Monitoring</li><li>➤ Risk Assessment</li><li>➤ Records and Reporting.</li></ul>	
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