



Midsomer Norton
Schools Partnership

RISK ASSESSMENT FOR SCHOOL OPERATION FROM SEPTEMBER 2020

This risk assessment is based on Guidance for Full Opening: Schools

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

Beechen Cliff School

Date of Risk Assessment: 24th July 2020 v2

Updated: 9th September 2020

Signed (Head): A Davies

Signed (Chair of Governors): H Eastwood

Covid-19 is an illness that can affect your lungs and airways. Symptoms can be mild, moderate, severe or fatal. This risk assessment is for pupils, teaching and support staff and should be adapted by each of MNSP schools. The document must be adapted to reflect the unique circumstances in your school. You need to add any additional controls and indicate who is responsible, by when and indicate when in place (ie you must complete the last 3 columns) There is an expectation that staff will work at a distance from each other and from pupils as much as possible. If staff are working totally alone in the school, please ensure that a lone-working assessment has been undertaken and safeguards put in place for that person. You will need to review other risk assessments you have in place, for example use of equipment and practical lessons.

HAZARD: Spread of Covid-19 Coronavirus

Who Might be harmed:

- Staff
- Pupils
- Visitors to your premises
- Contractors
- Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions
- Anyone else who physically comes in contact with another person

The Risk Assessment is a dynamic document which will be reviewed continuously and will reflect the latest guidance from the government and Whole MAT policies and procedures. To enhance its validity the RA has been through consultation stages, initially at SLT level and then through all school staff and parents.

Risk topics	Additional Controls	Action by whom? <i>[name]</i>	Action by when? <i>[insert date]</i>	Done <i>[initial and date]</i>
<p><u>Building safety</u></p> <ul style="list-style-type: none"> ● The site team (or mobile team) will continue with all compliance checks (fire safety etc). ● Competent Contractors will continue to carry out specialist testing ● Site team (or mobile team) will carry out and record flushing for water outlets not having normal use. ● Where practicable, competent contractor inspections and any associated remedial works will continue to maintain the school. 	<p>Headteacher or delegated senior leaders will inspect health and safety records to confirm that compliance checks have been carried out.</p> <p>Where the school has not been able to organise external competent contractor inspections, the Trust’s Estates Manager will be notified and a further risk assessment will be put in place if required.</p> <p>We will review our arrangements for fire evacuation to determine if any changes are required regarding exits, assembly points, methods of assembly and so on. If required, we will undertake a drill of new arrangements as soon as possible.</p> <p>FIRE EVACUATION:Year group bubbles on the field – classes line-up distanced apart if one block. Drills will be completed for each block in the first 2 weeks of return.</p>	<p>CLT/GRW</p>	<p>Sept 15th 2020</p>	

	<p>GW/CT to revisit BANES review and produce revised Action Plan to ensure full compliance.</p> <p>Site team to ensure all government guidelines followed re: water and heating systems etc before full opening.</p>	<p>CLT/GRW</p> <p>GRW</p>	<p>26th August 2020</p> <p>26th August 2020</p>	
<p><u>First Aid</u></p> <p>The Headteacher or senior leader will issue a First Aider list and ensure that all staff are aware of the nominated person each day</p>	<p>First aider list will be prominently displayed.</p> <p>First aiders will be briefed on handling suspected Covid19 illness that occurs in school.</p> <p>PPE will be available for first aiders including face masks and gloves. Nurse and site team will have a supply. Each classroom will be provided with a 'grab bag'. Each staff member will be provided with a personal visor which will be distributed during the Inset day in September.</p> <p>PPE grab bags will be created and placed in each classroom for emergency use only. Staff to be provided with guidance as to how to use/dispose and when.</p> <p>The cleaning team will be briefed on cleaning arrangements following first Aid and suspected Covid 19 illness - follow up initial guidance provided in April 2020 with refresher on their return to work.</p>	<p>KSM/KL</p> <p>KSM/KL</p> <p>CLT/KL</p> <p>KL</p> <p>GRW</p>	<p>31st August 2020</p> <p>31st August 2020</p> <p>31st August 2020</p> <p>24th August 2020</p>	

<p><u>Staff working</u></p> <p>All staff are expected to be able to work in school from September. Those in vulnerable or extremely vulnerable groups, including BAME, should discuss any changes to working practices to mitigate risk. Schools will follow the government guidelines.</p> <p>Advice for those who are <u>clinically-vulnerable, including pregnant women</u>, is available.</p> <p>Individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work from 1 August as long as they maintain social distancing.</p> <p>Advice for those who are extremely clinically vulnerable can be found in the <u>guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</u>.</p> <p>Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the <u>COVID-19: review of disparities in risks and outcomes report</u>.</p>	<p>Headteacher/appropriate leader will be aware of members of staff in these vulnerable groups and will ensure safe working practices are implemented and additional measures are considered if these are needed.</p> <p>BAME staff needs have been discussed with line managers and risk assessments completed.</p> <p>Supply teachers to be briefed on arrival. Wherever possible, we will use the same supply teachers to minimise the number of people children are in contact with.</p> <p>Music (peripatetic) lessons may take place with the exception of brass/woodwind and singing.</p> <p>Peripatetic teachers will be fully briefed on the school procedures. Lessons will take place but not include brass, woodwind or singing. BANES</p> <p>Peripatetic teachers to be asked to provide details of Risk Assessment measures to be met from LA.</p>	<p>SLT/HoF</p> <p>CLT/NQ</p> <p>CLT/PEC</p> <p>PEC</p>	<p>31st August 2020</p> <p>1st September 2020</p> <p>1st September 2020</p> <p>31st August 2020</p>	
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	<ul style="list-style-type: none"> • Tissues will be made available in every classroom and office space and staff and pupils will be reminded frequently of the importance of using tissues when coughing or sneezing and disposing of used tissues in bins. • Lidded bins will be provided to each classroom/staff area and staff will inform the site team when nearing capacity for removal. • Hand sanitiser stations will be in place in every corridor and outside many classrooms/office space and hands must be cleaned on entry and exit from each lesson. Staff will supervise. • Handwashing/hand sanitising to take place on entry/exit to school site using stations provided. Pupils to go straight to designated classroom for first session. No congregating outside. • Hand washing facilities will be available in all areas where food is collected. 	<p>GRW</p> <p>GRW</p> <p>GRW</p>	<p>From 1st September 2020</p> <p>26th August 2020</p> <p>26th August 2020</p>	<p>Ongoing responsibility</p>
<p><u>Cleaning</u></p> <p>We will follow the COVID-19: cleaning of non-healthcare settings guidance COVID-19: cleaning of non-healthcare settings guidance</p>	<p>Headteacher/senior leader to check that cleaners are aware of guidance and have an appropriate regime</p>	<p>AD/CLT/GRW</p>	<p>Revised procedures in place by 1st</p>	

<p>There will be frequent cleaning and disinfecting of objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods. Also requiring more regular cleaning will be toys, books, desks, sinks, toilets and handrails. Doors can be left open to prevent the more frequent use of handles provided these are not fire doors.</p>	<p>Where possible, Headteacher will organise cleaning through the school day so that regularly touched surfaces can be wiped down regularly and bins emptied more frequently Enhanced cleaning regimes will be in place managed by the site team.</p> <p>Windows to be open in all classrooms and doors propped open when not fire doors to maintain good ventilation. PPE/Cleaning equipment/tissues will be supplied to each room. All classrooms will have cleaning checklists and cleaning materials provided. At the end of each lesson (when a different class/teacher) will be using the room teachers will need to wipe down desks, keyboards etc. with the equipment provided. Transition time has been provided between lessons</p> <p>Each school will prepare a checklist which can be ticked and monitored by the senior leader responsible. SLT will be undertaking 'drop-ins' every day across the school.</p> <p>If cleaning products in a room are running low, this must be reported to CLT as rooms can't be used if procedures aren't followed. Iterated in Inset.</p> <p>Soft furnishings will be removed from areas which are accessed by multiple users due to the</p>	<p>CLT</p> <p>GRW</p> <p>GRW</p>	<p>September 2020</p> <p>26th August 2020</p> <p>26th August 2020</p>	
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	<p>inability to clean easily. In particular, the Main Hall chairs, the staff room chairs and the library furnishings.</p> <p>Toilets facilities for pupils/students will be reduced due to cleaning capacity. Year 7-11 pupils will use the toilets above the Yards. Sixth Form students will use the toilets in the Sixth Form Centre - Please refer to the Toilet access planning document.</p> <p>https://docs.google.com/document/d/1jWQWr4mC36ogKj6iGymKxs_bu3UocWpc_TeYbqnPPX4/edit?usp=sharing</p>	SLT	<p>26th August 2020</p> <p>wef 1st September 2020</p>	
<p><u>Social Distancing for staff</u></p> <p>Social Distancing: We will follow the relevant guidance on social distancing.</p> <p>Ideally, adults should maintain 2 metre distance from each other, and from children. This will not always be possible, particularly when working with younger children, but we will encourage adults to do this when circumstances allow. In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone.</p>	<p>To help reduce the spread of coronavirus (COVID-19) we will be reminding everyone of the public health advice -</p> <p>https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance</p> <p>Posters, leaflets and other materials will be displayed prominently</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Checks need to be carried out by site managers, Business Managers or other senior leaders. Daily by SLT/Site staff on rota.</p> <p>Staff to be reminded on a daily basis of the importance of social distancing both in the</p>	<p>SLT/STAFF</p> <p>To be communicated to staff during INSET day 1st September 2020</p> <p>SLT</p> <p>AD</p>	<p>All procedures to be in place by 1st September 2020</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Ongoing collective responsibility</p>

<p>As far as possible, desks, telephones and computers will not be shared. Where offices are shared and the necessary distances are not possible then we will provide separation of these areas, with physical barriers or find alternative space to relocate the work.</p> <p>Support staff may be asked to undertake tasks which may be different from normal day to day routine but which are commensurate with their job role or processes may need to change to incorporate social distancing.</p> <p>Social distancing also to be adhered to in the refectory area and staff room and during any rest breaks.</p> <p>Staff are often required to meet parents and representatives from other organisations as part of day to day essential work. Staff must continue to follow social distancing during meetings, using larger airy spaces when possible. Non-essential meetings will not take place or may be held over the telephone or using Google Meet. If documents need to change hands during any essential meeting, care should be taken to wash hands afterwards.</p>	<p>workplace and outside of it . This will be reiterated in the daily briefing.</p> <p>Management checks will take place to ensure this is adhered to. Daily rota duties to include this by SLT</p> <p>Working practices for Teaching Assistants to be specifically created and issued to all TAs to provide strict guidance as to expectations. See Appendix 3.It is likely that TAs will be assigned to specific year groups. TAs will keep 2m from children wherever possible and practical.</p> <p>If desks and computers must be shared due to reception rota, for example, these should be wiped between users with alcohol based wipe or other appropriate cleaner.</p> <p>The school will make alternative arrangements to ensure that staff are not required to share a telephone handset. CLT to liaise with DW to organise additional handsets in high use areas - Finance office/Sixth Form offices/Head of House office.</p> <p>Faculty office phones should be used by the Head of Faculty only.</p> <p>The staffroom will not be used by staff as a meeting place or to access tea/coffee making facilities during break times.</p>	<p>SLT</p> <p>JB</p> <p>STAFF</p> <p>CLT/DW</p> <p>HoF</p> <p>All Staff</p>	<p>10th July 2020</p> <p>Ongoing</p> <p>26th August 2020</p> <p>wef 1st September 2020</p>	<p>10th July 2020</p>
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<p>Face-to-face meetings, if they must happen, should only include “absolutely essential” participants, who should remain two metres apart.</p> <p>Staff at reception areas should be able to rearrange their work space to enable them to maintain a distance from visitors. Hand gel will be available on reception and should be used by all visitors to the school. Pens for signing in will not be shared.</p>	<p>Communication should be via email or phone, rather than face-to-face. Pigeon holes use should be minimised and the use of staff email and shared google documents should be the primary method of communication.</p>	All Staff	wef 1st September 2020	
	<p>Collection of mail from the staff pigeon holes should be limited to one member of faculty team where possible, and a daily collection to be organised by the faculty.</p>	HoFs/Line Managers	wef 1st September 2020	
	<p>Staff must socially distance from each other round the school site maintaining 2 metre distances in all areas of the school, where possible. Office work spaces will be reorganised to ensure appropriate distances between workstations. This will require some staff to be allocated a work space in a different room. CLT to organise with TDM and GRW</p>	All Staff	wef 1st September 2020	Ongoing
	<p>There will be no visitors to school sites with the exception of emergency services, social services or authorised MAT personnel.</p>	SLT		
	<p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.</p>	AD		Ongoing
	<p>The weekly and daily briefing will reference guidelines - via email, newsletter and teacher in attendance file.</p>			26th August 2020
	<p>Where available, staff will be encouraged to use RM Tutor to further enable distancing.</p>			

	<p>School to assess administrative workstations and ensure that office access is restricted to only those who have a desk located in that office. Some staff may be required to work on a rota if office space is limited.</p> <p>If desks and computers must be shared due to reception rota, for example, these should be wiped between users with alcohol based wipe or other appropriate cleaner.</p> <p>Staff to be provided with tea/coffee making facilities in faculty offices/faculty buildings and the staff room in the main building will not be available to staff who are not assigned a working space in the main building.</p> <p>Staff will be asked to bring their own mugs/water bottles and packed lunches and to dispose of waste at home.</p> <p>All offices will be issued hand sanitiser and cleaning materials to allow desks and workstations to be cleaned before and after use.</p> <p>Meetings will be conducted via Google Meet where possible, and staff will be permitted to choose whether they wish to attend face-to-face meetings. Additional laptops and webcams have been purchased to support this provision. Staff are also welcome to use their own ICT equipment. The format will be small groups in Faculty spaces connected via video link.</p>	<p>CLT/TDM/HoFS</p> <p>GRW</p> <p>CLT</p> <p>CLT</p> <p>GRW</p> <p>All Staff</p>	<p>From 1st September 2020</p> <p>1st September 2020</p> <p>26th August 2020</p> <p>26th August 2020</p> <p>26th August 2020</p> <p>1st September 2020</p>	
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	<p>Classrooms with projectors may be used and office spaces although staff must be socially distanced.</p> <p>Faculty/House meetings will take place in classrooms where staff can be appropriately socially distanced or via Zoom/Google Meet.</p> <p>Staff will be reminded to respect the views and wishes of their colleagues, and adhere to the protective guidelines throughout the school.</p> <p>Any shared equipment disinfected after use. Photocopiers relocated, where necessary, to ensure safe access. Must be wiped down after use. Shared spaces - ensure workstations are not shared as far as is practically and logistically possible. Where sharing has occurred, workstations will be thoroughly cleaned between use. Disposable gloves to be used when using shared resources, eg photocopiers. These should be disposed of according to guidelines immediately after use.</p> <p>Staff who have workstations in areas which are assessed as requiring alterations will be assigned another workstation that will be located in an accessible and socially - distanced area (The Staff room, in most cases.). Wipes will be provided to wipe down equipment.</p> <p>Shared work areas will be reconfigured where possible to ensure no face to face desks</p>	<p>All staff</p> <p>AD/CEO</p> <p>CLT/TDM</p> <p>CLT/GRW</p>	<p>ongoing practice</p> <p>1st September 2020</p> <p>ongoing practice</p> <p>26th August 2020</p>	
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	<p>Lunchtimes will be staggered. to minimise mixing there will be increased designated outlets for break time and lunchtimes.</p> <p>Break times - Designated zones for social time to be employed. Break times will now be split and there will be one longer break rather than two shorter breaks per year group. For details see the Proposed School Day Structure sheet.</p> <p>Lunch times will be split and there will be two spaces for serving food: the refectory and the clubhouse. Year groups will be Pupils/students will remain in their designated zone until their designated lunch slot within their lunchtime. Food will be takeaway and pupils will eat in their designated zone. For details see the Proposed School Day Structure sheet.</p> <p>Staff will not invite parents or other agencies to site unless it is absolutely essential and business cannot be satisfactorily conducted by telephone/on-line. All necessary visitors should be expected and reminded ahead of their visit that social distancing arrangements will be in place. Cover teachers and other agencies essential to supporting pupils will be welcomed to site but expected to comply with rules in place.</p> <p>No visitors to be allowed in school buildings unless absolutely necessary. Reception area to</p>	<p>CLT/GRW/TDM</p> <p>SLT</p> <p>SLT</p>	<p>26th August 2020</p> <p>wef 1st September 2020</p> <p>wef 1st September 2020</p>	
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	<p>keep glass window closed at all times to protect staff member on duty.</p> <p>We will ensure that the double doors that form a barrier between the school and visitors remain closed at all times and all staff should be reminded that they should not be used for entrance and exit under normal working practice. The reception office welcome window will be locked at all times.</p> <p>Footpath: New signage and school fields to be supervised at start and end of day. Co-operation sought via signs, website, letter to residents. Staff supervision at start and end of day.</p> <p>Any visitor to the site to be given a visitor sticker and accompanied at all times.</p> <p>Staff meetings will run in Faculty areas via Google Meet. Additional laptops and webcams have been purchased to support this provision. Staff are also welcome to use their own ICT equipment. The format will be small groups in Faculty spaces connected via video link. Classrooms with projectors may be used and office spaces although staff must be socially distanced.</p> <p>Faculty/House meetings will take place in classrooms where staff can be appropriately socially distanced or via Zoom/Google Meet.</p>	<p>JTB</p> <p>GRW/SLT</p> <p>GRW</p> <p>SLT</p>	<p>26th August 2020</p>	
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	<p>Parents evenings up until Christmas will run remotely via Google Meet.</p> <p>Parents Information evenings and Prospective Parents Evenings will take place through pre-recorded videos on the website and the opportunity for parents to submit questions for responses.</p>	AJS	1st September 2020	
<p><u>Social Distancing and reduction of mixing – pupils</u></p> <p>Consistent groups reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group.</p> <p>Whatever the size of the “bubble”, they should be kept apart from other groups where possible and older children should be encouraged to keep their distance within groups. Where possible, we will limit interaction, sharing of rooms and social spaces between groups.</p> <p>(Younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group).</p> <p>We will make adaptations to the classroom to support distancing where possible. This will include seating pupils side by side and facing forwards, rather than face to face or side on.</p> <p>We will remove unnecessary furniture out of classrooms to make more space.</p>	<p>Teachers and other staff will use age appropriate ways to encourage children to follow social distancing, hand-washing and other guidance. They should encourage parents/carers to reinforce these messages at home, by asking them to remind their children.</p> <p>The weekly school newsletter will continue to provide advice to parents/carers and requests that they continue to reinforce the importance of measures to prevent the spread of the virus.</p> <p>Pupils/students will receive reminders regularly via assembly messages delivered via Google classroom throughout the term.</p> <p>All staff will be asked to continue to encourage pupils to use hand sanitiser/wash hands regularly.</p> <p>Please refer to appendix 4 - for school specific details as to changes to the school day structure to allow for year group zones to be created.</p>	<p>KSM/HoH</p> <p>AD</p> <p>KSM/HoH</p> <p>KSM/HoH</p>	<p>1st September 2020</p> <p>From 1st September 2020</p> <p>From 1st September 2020</p> <p>From 1st September 2020</p>	

<p>The timetable will be adjusted to keep groups apart and movement around the school to a minimum.</p> <p>Schools should also consider staggered break times and lunch times (and time for cleaning surfaces in the dining hall between groups).</p> <p>We will ensure that pupils only mix in a small, consistent group and that small groups will stay away from other people and groups. As far as possible the group will remain in the same area and avoid using areas already used by other groups.</p> <p>Soft furnishings and items that are difficult to clean will be removed from classrooms.</p> <p>We will consider the best place and timings for lunch. If it is not possible to provide sufficient distance and in order to prevent mixing of groups, lunch may be brought into the classroom.</p> <p>Resources that are shared between classes or bubbles, such as sports, art and science equipment will 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. Practical lessons where these take place will need to have their own risk assessments reviewed.</p>	<p>Pupils in lower school will be asked to arrive from 8.15am and go immediately to their first lesson in year specific groups. There will be a suspension of normal Tutor groups due to their vertical structure.</p> <p>Students in Sixth Form will be split into two year groups and asked to attend for lessons only and leave school as soon as possible following completion of daily taught time.</p> <p>Each year group has been allocated specific zones for break and lunchtimes.</p> <p>Indoor space has been allocated for use of individual year groups if there is wet weather during break times.</p> <p>Each year group has been allocated a food serving zone and an allocated time to access the provision to minimise the mixing of year groups.</p> <p>All classrooms will be adjusted to accommodate pupils to face forward where possible.</p> <p>Risk assessments relating to provision of practical lessons will be completed according to the guidance received from CLEAPPS (due to be received during first week of August)</p> <p>See Appendix 5 for full details when updated.</p>	<p>JCO</p> <p>GRW</p> <p>CLT/TDM/HoFs</p> <p>GH/TDM</p>	<p>1st September 2020</p>	
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<p>Groups should be kept apart, so there will be no large gatherings including assemblies with more than one group.</p> <p>For individual and very frequently used equipment, such as pencils and pens, staff and pupils will have their own items and these will not be shared.</p> <p>Classroom based resources, such as books and games, will be shared within the bubble but will be regularly cleaned along with all frequently touched surfaces.</p>	<p>PE lessons will continue under the guidelines for the individual national sports guidance. See Appendix 2 for planning details.</p> <p>Pupils/Students will be instructed about what items to bring to school (these should be kept to essentials only)</p> <p>There will be no Workroom in place due to restrictions on mixing - the behaviour policy has been updated with particular reference to pupils whose behaviour puts others at risk, which will not be tolerated.</p> <p>The principle of year group bubbles will be followed where every measure possible is taken to reduce the mixing of year groups.</p>	<p>KSM</p>	<p>26th August 2020 Early August 2020</p> <p>Ongoing</p> <p>31st August 2020</p>	
<p><u>BOARDING</u> Please see appendix 1 - Specific boarding Risk Assessment.</p>	<p>Specific guidelines prepared by Head of Boarding and Deputy Head - reviewed and updated to reflect multiple guidance documents.</p> <p>Shared with Parents via email.</p> <p>Return of pupils from EU countries will be monitored to reflect quarantine requirements -</p>	<p>ODA/JCO</p> <p>ODA</p> <p>ODA</p>	<p>Initial plan completed July 7th 2020</p> <p>10th July 2020</p> <p>14th August 2020</p>	<p>Pending completion of actions</p> <p>ODA 10/07/20</p>

	pupils expected from Czech Republic, Italy, Spain and Romania			
<p><u>Arrival at school</u></p> <p>To support social distancing and to avoid gatherings we will stagger the arrival of pupils at school (if possible).</p> <p>We will review entrances and exits to identify where a class has its own discrete entrance/exit that avoids contact with other groups.</p> <p>We will review entrances and exits and nominate who should use each one in order to restrict the numbers at any one time.</p> <p>Consideration will be given as to whether any different arrangements are necessary for the arrival of contractors to site.</p> <p>We will have a process for removing face coverings when pupils and staff who use them arrive at school. Pupils must be instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.</p>	<p>Ask Council for temporary planning permission to use Lower field for additional staff parking.</p> <p>Advise parents to pick up/drop off at Bear Flat NOT the avenues, park or outside school. Parents should only enter school site if invited to by a member of staff. Such visits will be kept to a minimum</p> <p>Communicate via email/website/pupils. Supervision by staff at beginning and end of the day to avoid mixing and dalliance - tutors will accompany the tutor group to the designated exit to ensure distancing is maintained. Greenway Lane gate to be open to alleviate gathering at 'kissing gate'. Encourage cycling, walking. Tutors to reinforce message and to explain safe storage of bikes - bikes should be stored as far from others as possible and no-one is to touch anything that does not belong to them</p> <p>Pupils/parents and any visitors to be advised to use assigned entrances as above. Visitors to be kept to a minimum.</p> <p>The main barrier will be closed during the school day. Entry and exit during these times must be accompanied by a member of staff as there will be greater numbers of children in front of the main building during the school day, posing a</p>	<p>AD/CLT</p> <p>KSM</p> <p>AD/KSM</p> <p>All Staff</p> <p>GRW/CLT</p>	<p>10th July 2020</p> <p>31st August 2020</p> <p>From 1st September 2020</p> <p>From 1st September 2020</p> <p>From 1st September 2020</p>	<p>10th July 2020</p>

	<p>greater risk of traffic accidents. Signage will be produced informing arrivals of the procedure.</p> <p>Those using public transport will be reminded of the need to wear masks. Staff on duty will ensure these are either securely bagged for re-use or disposed of appropriately in the bin provided before entry into the school and handwashing protocols are followed.</p> <p>Parent and local community communication. Letter, website, residents associations contacted. To inform of the plan and ask for co-operation.</p> <p>Staggered times of departure. As per school day structure document. Sixth Form Students will leave at the end of their taught time.</p> <p>Main barrier will remain closed during the school day to minimise vehicular movement around the site, particularly as there will be more pupils around the front of the building more often. Staff and other vehicles will need to be accompanied if they wish to move during these times.</p> <p>Temporary permission has been sought from LA to use the Lower Field in order to alleviate issues caused by changes to access to public transport and the instruction within the guidelines to restrict use of Car Sharing by employees.</p>	<p>KSM</p> <p>JCO</p> <p>TDM/JCO</p> <p>GRW</p> <p>AD/CLT</p>	<p>31st August 2020</p> <p>26th August 2020</p> <p>From 1st September 2020</p> <p>From 1st September 2020</p> <p>From 1st September 2020</p>	
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<p><u>Movement around the school</u></p> <p>Lessons will be planned to reduce the movement around the school and avoid groups (bubbles) mixing.</p>	<p>TDM/HoFs - produce a new timetable. Guiding principles to ensure minimal movement around school and staggered timings.</p> <p>Staff will supervise to ensure orderly ingress and egress.</p> <p>Line up areas before lessons to be clearly marked to enable social distancing. External doors are to be used wherever practical (eg 6th Form, Pavilion)</p> <p>A one way system for each building will be in operation and clearly signposted. children will be advised of this and monitored by staff.</p> <p>Access to Lockers will be permitted only during specific year group breaktimes and limited to minimum contact during the day. Pupils to be informed of process and expectations.</p> <p>Sixth Form social spaces are available in between lessons (one designated space per year group). Students will be encouraged to work at home after lessons have finished for the day/before lessons start</p>	<p>TDM</p> <p>All Staff</p> <p>TDM/CLT</p> <p>KSM</p> <p>JCO</p>	<p>26th August 2020</p> <p>From 1st September 2020</p> <p>26th August 2020</p> <p>3rd September 2020</p> <p>From 1st September 2020</p>	
<p><u>Use of toilets</u></p>		<p>All Staff</p>		

<p>Different groups do not need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet</p>	<p>Staff should pay particular attention to handwashing before and after supporting children who need help with toileting (or eating), as well as avoiding touching their own face whilst at work.</p> <p>One-in,one- out process. Toilets supervised by the site team (this will need to be other school staff as the site team will be needed to complete cleaning routines and undertake routine maintenance) at breaks. Pupils will be discouraged from using toilets outside of breaks.. Cleaner/staff on duty supervision. PPE advice to be followed.</p> <p>Pupils to be reminded of method and frequency of handwashing. Regular check and replenishing of soap etc.by site team.</p>	<p>SLT/GRW</p> <p>KSM HoH</p>	<p>From 1st September 2020</p> <p>From 1st September 2020</p> <p>From 1st September 2020</p>	
<p><u>Use of outdoor space</u></p> <p>When possible, we will use outdoor space as this can limit transmission and allow distance between children</p> <p>Outdoor equipment will be regularly cleaned and not used by multiple groups at the same time.</p> <p>Play time will take place in discrete groups. Where necessary the playground will be marked out into designated areas</p>	<p>School field and yards to be supervised. Designated areas provided to ensure distancing. Year group 'bubbles' will be allocated their own areas. see attached.</p> <p>Outside social spaces will be clearly marked out and outside hand washing facilities (troughs) and rubbish bins will be available in each space.</p> <p>Vehicle access will be limited to times outside the school day hours and there will be supervision of</p>	<p>SLT</p> <p>GRW</p> <p>GRW/CLT</p>	<p>wef 1st September 2020</p> <p>26th August 2020</p>	

<p><u>Symptoms of Covid-19 – pupils</u></p> <ul style="list-style-type: none"> • The school will designate (if possible) a specific identified room (or area) to isolate someone who shows symptoms of Covid-19 • Any pupil who displays signs of being unwell will be moved to the isolation room whilst awaiting collection (whilst still ensuring the pupil is safe). • Areas used by unwell pupils who need to go home will be thoroughly cleaned once vacated. • Unwell pupils waiting to go home, should use different toilets (if possible) to the rest of the school to minimise the spread of infection. These facilities should then be cleaned prior to use by others 	<p>Any child who has suspected symptoms will be moved to the lower school changing rooms using external access so that there is limited travel through the buildings. Parents can be asked to collect from the rear access to the changing rooms.</p> <p>Toilets to be used can be the Lower School Changing room as this is not in use in initial reopening plans.</p> <p>The child who has shown symptoms will need to self-isolate for 7 days and should be tested. The school will ensure that relevant guidance is followed before the pupil returns to school.</p> <p>Where Covid-19 is confirmed, the school will contact the local health protection team for guidance. Those who have been in close contact will be required to self-isolate for 14 days.</p>	SLT	1st September 2020	
<p><u>Confirmed Covid-19 and Riddor reporting</u></p> <p>There may be a requirement for RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) if:</p>	<p>Headteachers or senior leaders will seek advice prior to making Riddor reports. This will be through the Services Director. If reports are needed these will be made on our behalf through B&NES</p>	AD	Ongoing	Ongoing

<ul style="list-style-type: none"> ● An incident at work as led to possible or actual exposure to Covid-19 ● A member of staff has Covid-19 caused by exposure at work 				
<p><u>Transport arrangements</u></p> <p>We will encourage parents and children to walk or cycle where possible and will signpost to government guidance.</p> <p>We will make any necessary arrangements and communications in relation to start and finish times</p> <p>The MAT senior leadership will engage with transport providers in relation to the appropriate steps they will take to mitigate risk</p>	<p>This will be done in communications from Trust CEO to parents. Parents will be asked to encourage pupils to walk or cycle to school. Parents will be encouraged to drop pupils on Bear Flat rather than outside the school.</p> <p>Trust CEO and senior leaders will liaise with local authority regarding transport arrangements.</p> <p>See details provided above and the adjustments to registration and end of school day arrangements.</p>	<p>KSM</p> <p>KSM</p>	<p>17th August 2020</p> <p>17th August 2020</p>	
<p><u>Communications</u></p> <p>The Trust will communicate with staff and parents to make it clear that those who have coronavirus symptoms or who have someone in their household who does, do not attend school.</p> <p>The school will effectively communicate local arrangements for school regarding arrival/departure times and arrangements for transport.</p>	<p>Trust CEO communicates regularly with parents and staff</p> <p>We will produce a communication ticklist for tutors/HoHs to discuss with parents. Contact made before return to school - 2 weeks notice. As part of the 'reintegration' process. to include all essential protocols and information.</p>	<p>KSM</p>	<p>17th August 2020</p>	

<p>The school will communicate with parents regarding the arrangements for drop off and collection in order to avoid gatherings outside of school.</p> <p>We will tell parents that only one parent should attend if their child needs to be accompanied.</p> <p>We will communicate with contractors coming to site so they are aware of appropriate arrival times, entrances/exits to use and procedures that are in place.</p>	<p>Deliveries/contractors to wait at the main entrance until authorised by site team/SMT. Site manager and Chef to inform suppliers in advance of protocols where possible.</p>	<p>GRW</p>	<p>Ongoing</p>	
<p><u>Environmental issues</u></p> <p>Schools with air conditioning will keep this turned off as much as possible to avoid the recirculation of air. Natural ventilation is encouraged and windows should be opened where it is safe and appropriate.</p> <p>Where lights need to be turned on, these should be left on (frequent touching of switches to be avoided)</p>	<p>Classroom doors will be left open and windows will be opened to maintain good ventilation.</p> <p>Doors should only be propped open if they are not fire doors, and where it is safe to do so (bearing in mind fire safety and safeguarding considerations.) to limit the use of door handles and to aid ventilation. This does not apply where doors are propped open using magnetic release systems or door guards which release doors when a fire alarm is activated.</p> <p>C1 IS THE ONLY ROOM WITH AIRCON.</p> <p>Classroom staff will be required to close windows at the end of the school day</p>	<p>GRW/SLT/Staff</p>	<p>Ongoing and reinforced from 1st September 2020</p>	
<p><u>Mental Health</u></p> <p>School leaders will promote mental health and wellbeing awareness to staff during the Coronavirus</p>	<p>Leaders, as relevant to your school setting will be required to oversee this.</p>	<p>JCO</p>	<p>Ongoing</p>	

<p>outbreak and will offer whatever support they can to help. Staff can call the Employee Assistance Helpline at any time (0800 030 5182)</p> <p>Other guidance: https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</p>	<p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation.</p> <p>Regular communication of mental health information and open door policy for those who need additional support. Also senior leaders will refer to the MAT Central HR team when in doubt.</p> <p>The School will continue to use the internal mental health support structures which are embedded in our whole school approach - Solution Focussed counselling. All staff are able to report concerns and Line Managers will ensure that there is regular communication with their teams to discuss concerns and successes.</p>			
<p><u>Lettings</u></p> <p>The School will ensure that lettings will only be permitted following consultation with the hirer and following the latest guidance from Government.</p>	<p>Hirer will be expected to provide a full risk assessment using guidance from the relevant advisory body for their activity. This will be submitted to the School Health and Safety lead who will ensure the content matches guidance and the terms of the school Risk Assessment. A letting will only commence when the Risk Assessment has been agreed by both parties.</p> <p>The Hirer will receive the School Covid 19 Risk Assessment and will be expected to agree to the principles and guidance. The hirer will be asked to confirm that they have read and understood</p>	<p>CLT/JD/JFI</p> <p>CLT</p>	<p>August 2020</p> <p>August 2020</p>	

	<p>the School risk assessment prior to commencing use of the school facilities.</p> <p>The school will permit access to facilities only on the basis that their use and maintenance does not impede the main educational provision of the school.</p>	AD	August 2020	
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The RA is a dynamic document which will be reviewed

DRAFT VERSION - Please note that the documents below will appear in full form in the full risk assessment all are currently under revision by the individual departments and will need to be downloaded in final version at time of publication.

Appendix 1

Boarding - <https://docs.google.com/document/d/1nrjSpqQBT6qZEPbm5nZAeElyl8A4FcjpNxcMAFDtkyo/edit?ts=5f0c3cad>

Risk Topics	Additional Controls (Overview of procedure / Action)	Action by whom?	Action by when?	Done?
Moving between areas of the boarding house	<p>All areas in boarding need a pin code to access and the door to be pushed/pulled. Each and every area will have a hand sanitiser station (wall mounted) and visual reminder for boarders to use this.</p> <p>Wall mounted hand sanitiser in all areas of boarding with visual reminders.</p>	OJA	Sep 2020	
Clothing	<p>Students will change out of their day clothes in their own bedrooms when they return from school.</p> <p>Daily reminders given to students in daily boarding house briefings.</p>	OJA	Sep 2020	
First aid	<p>There will be times where first aid needs to be given to students by a member of staff, as per normal operation.</p> <p>In addition to normal PPE for first aid (wash hands, gloves), the first aider will wear a face mask.</p>	OJA	Sep 2020	
Laundry	<p>Laundry will take place as normal where students in Years 7-9 can request their laundry to be done by Matron. Students in Year 10 and above may do their own laundry on a rota. Matron will be responsible for the laundry of all boarders who are unwell and isolated. For such cases, this will take place at times of the day where house activity is minimal.</p>	OJA	Sep 2020	

	Matron to wear disposable gloves and face masks when handling a boarder's clothing. Order PPE as necessary.			
Communal activities in house	<p>Boarders like to play games such as pool, board games and PS4. For a student to access the lounge area, they will have changed out of day clothes, passed through (at least two) hand sanitizer stations hence these activities can continue. Students will need to clean items when passing to the next group for use e.g. handing games controllers after a game.</p> <p>Hand sanitiser station (free standing) in the communal area. Wipes provided for cleaning items.</p>	OJA	Sep 2020	
Use of kitchen area	<p>Students will continue to use the kitchen area as it is considered a key part of their 'home' development. All items will be cleaned in the dishwasher - no hand washing.</p> <p>Non-dishwasher items to be removed from the kitchen.</p> <p>Visual reminders on kitchen walls.</p> <p>Deep cleaning checklist on designated isolation area doors. Daily QA by OJA.</p>	OJA	Sep 2020	
Student isolation required	If a student shows symptoms for COVID-19, they will	OJA	Sep 2020	

	<p>be isolated in a designated isolation area. Their roommate will also be isolated in their bedroom, whilst the symptomatic student awaits testing.</p> <p>Bedroom bathroom must be cleaned immediately and recorded. Deep cleaning checklist on bedroom door.</p> <p>Deep cleaning checklist on designated isolation area doors.</p>			
House lockdown required	<p>Students will not go to school during a boarding house lockdown. Students will be able to access all areas of the boarding house (not isolation areas). The classroom Y8 will be isolated from the main school and be considered part of the boarding house lockdown. Students in Years 7-11 will have timetabled learning slots in this classroom throughout the day.</p> <p>Area isolated at the bottom of the boarding house stairs.</p>	OJA	Sep 2020	
Moving boys from isolation area to elsewhere	<p>There may be times where a student moves from an isolation area back to their bedroom (either to isolate with their roommate or they have finished their time in isolation). The isolation area needs to be deep cleaned.</p> <p>Deep cleaning checklist on designated isolation area doors. Daily QA by OJA.</p>	OJA	Sep 2020	

<p>Provision for food</p>	<p>Students will access food provision as before - provided by the catering team in the refectory (see catering risk assessment D Keal). This arrangement will continue for breakfast and dinner during house lockdown as minimal interaction with day students at these times, with deep cleans in between. Lunch will be brought to the boarding house during house lockdown.</p> <p>If a student is in isolation, food will be brought to them. Cutlery, plates etc will go into a storage box after meals. This box will be collected from the isolation areas at the end of the boarding duty by the houseparent wearing PPE (gloves and face mask). Items will go into the dishwasher on a hot wash and box deep cleaned by the member of staff. This will be recorded as part of the deep cleaning checklist on the isolation room door.</p> <p>Deep cleaning checklist on designated isolation area doors. Daily QA by OJA.</p>	<p>OJA</p>	<p>Sep 2020</p>	
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Appendix 2

PE - September plans <https://docs.google.com/document/d/1dZI09jAOicVbzOegUC94NJtycCm54ylyc-Hi9r9CQTU/edit>

Planning for sport in September

Sport	Staff lead	NGB guidelines/ stages of return & links	Social distancing impact	Equipment sharing	Cleaning required after use	What can we offer	Other info
Rugby	SRT	https://www.englandrugby.com/participation/runninq-your-club/coronavirus	Currently at stage B of RFU's 6-phase Rugby Restart Roadmap Socially distanced training allowed in up to groups of 6. Coaching allowed 1:5 No Face to Face activity or close contact	Equipment sharing 'kept to a minimum'	All shared equipment should be thoroughly washed/ disinfected however limited that sharing has been.	Continue to offer advice on how best pupils can train and practice remotely Coaching sessions 1:5, but value of this under Stage B restriction unlikely to outweigh the practical difficulties and health risks	Strong hand hygiene to be adhered to. RFU Infographic: https://www.englandrugby.com/dxdam/bb/bb42cab9-9918-4663-a22f-16a5decda744/RUGBY%20RESTART%20ROADMAP%20FINAL%202020-01.jpg
Football	PRM	http://www.thefa.com/news/2020/jun/12/grassroots-covid-19-update-	Not competitive/ non-contact. Coaching sessions 1:5 Maximum of 6 can train together	Keep to a minimum- no handling of equipment where possible. No bibs or shirts	All shared equipment should be thoroughly washed/ disinfected and it should be clear whose responsibility	Coaching sessions 1:5 Maximum of 6 can train together	http://www.thefa.com/about-football-association/covid-19

		120620			it is to do this. You are encouraged to maintain a record of the regular cleaning of club or team equipment that players use.		
Hockey	JM	http://www.englishhockey.co.uk/news.asp?itemid=49288&itemTitle=Guidance+to+getting+back+on+the+pitch%3A+Step+2&section=22	Currently at phase 2 - Socially distanced training allowed in up to groups of 6. Coaching allowed 1:5 - full insurance needed. Parents advised to be present.	Pitches can be open as long as rules are adhered to. Use all of your own equipment (Stick and balls) and avoid touching anything else. (Goals etc) Equipment should be left for 72 hours following activity	Hand sanitiser used before and after and equipment wiped down if shared. Facilities should be disinfected after each session.	Coaching 1:5 Not sure if we can open the pitch without a teacher/coach present for a group of 6?	
Cricket	MTW	https://www.ecb.co.uk/news/1657168/cricket-and-covid-19-your-questions-answered	<i>'As cricket is a non-contact sport that involves individual disciplines within a team environment, forms of the game can be played while respecting social distancing.'</i> (Quote taken	Equipment sharing should be kept to a minimum. Players should bring and use their own equipment. Whilst bowling, players should use their own ball and not share this.	Stumps, bowling machine (if used). All other equipment should be brought by the players and therefore should only be cleaned by the individual after the session.	Coaching sessions with a ratio of 1:5 is currently permitted. A maximum of 6 individuals can train at any given time, subject to social distancing measures.	https://drive.google.com/file/d/161V0N5XuT1ia8FGsjlAmxOOvgBbsNRVZ/view?usp=sharing

			from ECB website)				
Tennis	JM	https://www.lta.org.uk/about-us/tennis-news/news-and-opinion/genera-news/2020/march/coronavirus-covid-19---latest-advice/	Players from different households may play doubles as long as socially distant. 1:5 coaching permitted. Outdoor play only.	Equipment cannot be shared and must be thoroughly cleaned after use. If tennis balls are shared take care not to touch your face. Avoid picking the balls up by hand.	All equipment to be cleaned after used and left for 72 hours. Avoid using benches, net handles or court sweepers.	1:5 coaching sessions Group bookings as long as equipment is clean.	https://www.lta.org.uk/globalassets/venue/support-your-venue/documents/venue-poster---playing-tennis-in-england-during-coronavirus-outbreak.pdf
Athletics	GJH	https://www.englandathletics.org/athletics-and-running/news/guidance-update-for-restricted-return-to-activity-for-coaches-leaders-athletes-runners-and-facilities/	Athletics and running coaching activity can take place in groups of up to six (6) or one coach and up to five (5) athletes. These individuals do not need to be from the same family household, but ALL must adhere to the latest social distancing guidance. A coach can carry out a coaching session with up to five athletes and then	No jumps. Ensure that all equipment is cleaned before and after use.	Ensure that all equipment is cleaned before and after use. Cleaning to be performed in line with government guidelines: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings	1:5 teaching groups at a time, with a buffer period between each group for transition and cleaning. Lane track running (maintaining 2m gap between lanes) Throws, provided one implement is issued to each child and cleaning of that item occurs before and after the session.	https://d192th1lqal2xm.cloudfront.net/2020/05/EA-return-to-activity-graphic.pdf

			<p>coach a further group up to five after the conclusion of the first session. However, it is recommended that a time buffer is built in between sessions to enable social distancing and adequate cleaning, according to guidelines, to take place. Coaches should not coach more than five athletes at any one time.</p>				
Softball	RB	https://www.baseballsoftballuk.com/news/view/updated-guidance-on-playing-baseball-and-softball-in-england-during-covid-1	Remain 2m apart at all times	Kept to a minimum	Equipment must be cleaned regularly. If you share bats, clean them with household cleaning products at exchange. Balls may be thrown or fielded, ensuring that you use anti-bacterial gel or wipes and wash your hands well following the session.	Sessions including catching, fielding or hitting with up to, but no more than , five other people are permitted.	

Rounders	RB	https://www.roundersengland.co.uk/guidance-on-phased-return-to-rounders-during-covid-19/	Outdoor training is permitted however 2m rule should be adhered to	Kept to a minimum, any equipment should be cleaned before and after use.	Quoted the same as softball on the rounders England website.	Groups of no more than 6 and must stay 2m apart.	
HRE	GJH		Outdoor training permitted, maintaining a 2m gap.	<p>Ideally ask boys to bring in their own mat/towel.</p> <p>Easiest to keep exercises to body weight only.</p> <p>If school mats are used, then these need to be cleaned after every lesson. 1 mat per student, with no rotation of station locations.</p>	<p>No cleaning required.</p> <p>Cleaning after every session.</p>	<p>1:5 teaching groups (following athletics guidelines)</p> <p>Trim trail, body weight circuits, 12-Minute Cooper Run, X/C, SAQ ladders (ideally lines marked on ground), Zig Zag sprint drills, agility 'T' runs, 'Suicide' runs, isometric towel exercises, etc.</p>	<p>Schools in Singapore and Dubai have found that the most significant cause of injury to date, has been through the early introduction of fitness testing (MSFT), due to significant detraining by many - over 60%!</p> <p>Activity intensity needs to be reduced and then increased gradually.</p>
Basketball	GJH		2m gap, 1:5 ratio Ideally outdoors or if inside, the area must be large and well ventilated.	One ball each, individual skills	Cleaning the ball after the session.		
Badminton	PRM	https://www.badmintonen	Outdoor badminton	Kept to a minimum, unlikely	Rackets, shuttles, badminton nets	Indoor badminton from 4th July?	https://www.badmintonengland.co.uk/pl

		gland.co.uk/ media/8827/r tp-player.pdf	permitted but must stay 2m apart. Indoor badminton expected from 4th July	pupils will have their own equipment so will have to be cleaned after use.	and poles		ay/information- regarding-the- coronavirus/
Fundamental movement skills	GJH		Mainly outside, but could occur in large ventilated area if wet.	Equipment kept to bear minimum. No sharing. Might be worth us considering purchasing rebound nets?	Tennis ball each (probably easiest to leave for 72-hours), but could be placed in a large tub of cleaning solution and air dried?	According to DXPE webinar, FUN's is a very worthwhile activity. For those where detraining has occurred, it enables them to coordinate their bodies once again and refine movement patterns	
Additional Items for cleaning equipment.							

Useful Resource: DXBPE YouTube Channel - https://www.youtube.com/watch?v=I_Z55ysHSmg

Appendix 3

TA working procedures https://docs.google.com/document/d/111O18bAtiwKRyIHQVv_wgkqyWeUqRt1frmk3drRjyag/edit

Teaching Assistant Guidelines for Returning to Work in September

The guidelines below are an appendix to the school's main Risk Assessment. Please note that all staff must comply with the school's main risk assessment and, for Teaching Assistants, the processes below should be followed in addition to this.

Support for Staff Mental Health and Wellbeing

It is hoped that staff will be able to approach their line-manager, Jo Blair with any worries or concerns. Where staff are not able or do not feel comfortable to do this they should speak to Clare Thompson. The Education Support Partnership (<https://www.educationsupport.org.uk/>) also provides a free helpline for school staff and targeted support for mental health and wellbeing. They can be contacted on 08000 562 561 day or night.

Working hours

Working hours will be as usual (08:25-3:20 for those on 5.5 hr contracts and a 4:20 finish for those on 6.5 hr contracts).

Clothing

Staff will wear their normal term time attire. On days where pupils have PE/Games lessons and staff are supporting these, staff may choose to wear appropriate clothing for this for the duration of the school day. Government guidelines are that clothing does not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.

Registration Support/Intervention

Initially, staff will focus on the emotional wellbeing and welfare of vulnerable pupils. Staff will be allocated to a particular year group/pupil(s) who they will work with for the duration of Term 1. Staff will be expected to attend the registration period for this particular year group/pupil(s) in the agreed lesson 1 room. Should a pupil within this 'bubble' require a 1:1 meeting in the morning to support SEMH needs,

this should take place outside wherever possible with social distancing maintained and in the library when this is not possible. Please note that surfaces should be cleaned before and after if inside areas are used.

Lessons 1-5

Staff will stay with their allocated year group/pupil(s) for the duration of the school day, including am and pm registration. (See below for planned 'bubbles'.)

Interventions during lesson time

Where pupils can access this within their allocated 'bubbles', interventions will continue. Where it is not possible to do this, individual or small groups may make use of Room 20 or 22 or the library if social distancing and hygiene measures are in place and followed appropriately.

Breaks

The SEN office will be able to accommodate a maximum of 4 staff (excluding JLB's office) at any given time (this is to allow for distancing in excess of 1m wherever possible). Staff may choose to take their break in the office, if numbers allow. It should be noted that this is a working space and that staff will need to keep noise to minimum at all times. If it is not being used by students, a further 2 staff may use Room 22 at break/lunch. Staff will need to wipe surfaces using the wipes provided before and after use.

PPE

All staff will be provided with a visor which they may choose to wear at their discretion. Staff wishing to wear a mask should bring their own and dispose of them as appropriate at the designated disposal points. Training will be provided to staff as to the correct way to use a mask and dispose of it safely.

Social Distancing

TAs to maintain a 2m distance from pupils wherever possible. This will be a challenge for support staff who are used to giving personalised support. Where staff are giving personalised support and are not able to maintain a 2m distance, a distance in excess of 1m should be maintained wherever possible and interaction time kept to less than 15 minutes. When working 1:1, Teaching Assistants should aim to sit side-

by-side, rather than facing the pupil. Teaching Assistants should discuss the needs of individual pupils with the class teacher and ensure students who may require personalised support are positioned in such a way that staff can access them and maintain a distance greater than 1m where ever possible. Ideally the pupil(s) will be placed near an open window or door to allow for good ventilation too.

SEN Faculty Meetings

These will take place both on site and via Google Meets/Zoom in term 1. This allows good social distancing for staff and also allows staff who work part-time to have a greater chance of attending remotely, where practicable. Meetings will take place fortnightly on a Monday at 3:20pm. Time for these meetings will come from staff CPD hours (if staff are unsure of their CPD hours for the year they should speak to JLB). Meetings will last for 30 minutes. Staff should liaise with Jo Blair in advance if they cannot make a meeting. All who cannot attend will be required to watch the recording of the meeting and read the minutes ahead of their next working day.

PPA time

Where possible, staff will have PPA scheduled at a time where they can access the faculty office and PCs whilst being able to maintain social distancing. Where this is not feasible, staff will be given use of a laptop or other working space to allow them access to the necessary equipment to complete their tasks. All equipment must be cleaned before and after use using hand gel and wipes provided.

Shielding

Shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that those previously shielding should return to school, as can those who have family members who are shielding. If rates of the disease rise in local areas people who are high risk will be advised to shield during the period where rates remain high and therefore they may need to temporarily resume remote working.

Prep After School

The Teaching Assistant led after school homework club will go ahead in September. Year 7 will be prioritised for use of the library and other rooms in the maths corridor may be used to accommodate other year groups thus maintaining year group bubbles.

School Day Plan for Term 1 2020/21

(May be extended into future terms depending on government guidelines)

Registration	8.25-8.45am (in same room and with same teacher as Period 1 – flexible arrival time prior to 8.25am)
Period 1	8.45-9.45am
Transition	9.45-9.50am
Period 2/Break	9.50am-11.10am Year 7/10/L6/U6 9.50-10.10am Break f/b 10.10-11.10am Lesson Year 8/9/11 9.50-10.50am Lesson f/b 10.50-11.10am Break
Transition	11.10-11.15am
Period 3	11.15am-12.15pm
Transition	12.15-12.20pm
Period 4/Lunch	12.20-2.05pm Year 7/10/L6/U6 12.20-1.05pm Lunch f/b 1.05-2.05pm Lesson Year 8/9/11 12.20-1.20pm Lesson f/b 1.20-2.05pm Lunch
Transition	2.05-2.10pm
Period 5	2.10-3.10pm
Registration	3.10-3.25pm (in same room and with same teacher as Period 5) Staggered departure: 3.10pm L6/U6 3.15pm Year 11/10 3.20pm Year 9/8 3.25pm Year 7

Break/lunchtime zones:

U6th: Silent Study Area	Year 11: Refectory AND Cage football space up to basketball hoops/sports hall	Year 9: Field in front of the Main building accessed down the right steps	Year 7: East Yard
L6th: Sixth Form Common Room	Year 10: Tennis courts accessed via the right steps	Year 8: West Yard	

If wet break, pupils remain in their current classroom – staff will need to supervise.

If wet lunch...

1 st Lunch	Year 7 go to the Main Hall	Year 10 go to period 4 classrooms*
	L6th go to the Sixth Form Common Room	U6th go to the Silent Study Area
2 nd Lunch	Year 8 go to the Main Hall	Year 9 remain in period 4 classrooms*
	Year 11 go to the Refectory	

*Cover/senior staff to supervise

Breaktime food arrangements:

1st Break:

Refectory Year 7	Clubhouse Year 10
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(U6th/L6th food provided to their indoor social spaces.)

2nd Break:

Refectory Year 11	Clubhouse Year 9
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Year 8 Yard (via door near staffroom) Year 8	
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(Food will be take-away and is to be consumed in the designated social space.)

Lunchtime food arrangements:

1st Lunch:

Refectory 12.20 U6th 12.35 Year 7	Clubhouse 12.20 L6th 12.35 Year 10
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2nd Lunch:

Refectory 13.20 Year 11 13.35 Year 8	Clubhouse 12.20 Year 9
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Pupils in the second sitting to be escorted from their social space by staff on duty at the appropriate time.

TDM

July 2020

Full Reopening of School Guidance for Staff

Plan A

Fully operational curriculum with H&S processes to reduce risk to both staff and pupil/students.

(The most important role we can play is for all staff to increase supervision at all times - to monitor/check that processes are being adhered to.)

Uniform

- Normal uniform will be worn to school. Light coats can be worn in wet weather.
- On days where pupils have PE/Games lessons - attend school in their PE kit with Beechen Cliff Pullover on top/School trousers may be worn over shorts if required.
- Staff will wear their normal term time attire.

Curriculum

- Normal curriculum timetable (5 period day with normal curriculum time for each subject) to be followed for pupils in Years 7-11 and Sixth Form
- Adjustment to timings to give staggered break times/lunchtimes - see Proposed School Day Structure sheet.
- Rooming to be adjusted so, where possible, KS3 pupils remain in the same room from one lesson to the next
- Tutor time will **NOT** operate in the usual way for Years 7-11 due to the mixing of year groups. Tutor slots will take place in period 1/5 class rooms with the period 1/5 teacher. The exceptions to this are period 1 Games/PE lessons where a classroom and cover 'tutor' will be organised; where 'cover' tutors will take the AM tutor time slot before period 1 where a part time member of staff is not contracted to take or cover tutor time. A programme will be provided for tutor sessions. **Details TBC by TDM/KSM.**
- Sixth Form tutor input/assemblies will operate remotely. **Details TBC by JCO.**
- Without daily meetings with the same tutor taking place, staff will need to have an extra keen eye out for potential safeguarding concerns that tutors might normally see.

- The aspiration is to return to our usual tutor group set up as soon as it is safe to do so.
- Assemblies will not take place to avoid mass gatherings. Google Meet/Zoom will be used and pupils will have assemblies in classrooms. A Headmaster's assembly and a year group assembly will take place each week.
- Sixth Form assemblies will take place remotely.
- A teaching group based line up for Year 7 will take place on a Friday afternoon at 3.25pm in the West Yard to support the induction process. Period 5 teachers will escort the pupils there.
- Practical subjects (PE, Art, Science, Technology, ICT, Music) to complete what practical curriculum is possible, though this will be reduced and the curriculum will be more theory based. Teacher demonstrations are okay. Risk Assessments to be undertaken in consultation with CLT. KS4/5 priority for practicals where required (Year 11/U6th may change depending on Exam Board guidance). Resources used MUST be cleaned before use by another group. Cleaning checklists will be issued to ensure compliance as part of our Risk Assessment. PS and AJS to provide checklists from their faculties. GJH to manage PE cleaning schedules. CLT to provide checklists for Music/ICT.
- Music (peripatetic) lessons may take place with the exception of brass/woodwind and singing.
- SMT rota will continue as in previous years. HoH will focus on oversight of their year groups during these slots for a pastoral and safeguarding oversight.
- There will be no Workroom in place due to restrictions on mixing - the behaviour policy has been updated with particular reference to pupils whose behaviour puts others at risk, which will not be tolerated.
- Staff under allocation (including those who may have been supervising the Workroom) may be used for cover - this is the same policy as last year.

Teaching groups

- Year 7 teaching groups to be mixed ability for all subjects (in a bubble) until half term. The plan is to move to streaming for English/Maths after half term if possible.
- Year 8/9 will have mixed ability groups (in a bubble) for Geography, History, RPE, PE, Music and Art. En/Sc/Fr/Maths&ICT/Second Lang/Tech/Games set independently.
- Years 10/11/L6th and U6th will be in their usual teaching groups.

Staff Meetings

- These will run in Faculty areas via Zoom/Google Meet. Additional laptops and webcams have been purchased to support this provision. Staff are also welcome to use their own ICT equipment. The format will be small groups in Faculty spaces connected via video link. Classrooms with projectors may be used and office spaces although staff must be socially distanced.
- Faculty/House meetings will take place in classrooms where staff can be appropriately socially distanced or via Zoom/Google Meet.

Breaktimes/Lunchtimes

- Break times - Designated zones for social time to be employed. Break times will now be split and there will be one longer break rather than two shorter breaks. For details see the Proposed School Day Structure sheet.
- Lunch times will be split and there will be two spaces for serving food: the refectory and the clubhouse. Year groups will be Pupils/students will remain in their designated zone until their designated lunch slot within their lunchtime. Food will be takeaway and pupils will eat in their designated zone. For details see the Proposed School Day Structure sheet.

Safety Measures Round School

- The principle of year group bubbles will be followed where every measure possible is taken to reduce the mixing of year groups.
- Handwashing/hand sanitising to take place on entry/exit to school site using stations provided. Pupils to go straight to designated classroom for first session. No congregating outside.
- Lining up outside blocks will be in marked blocks to ensure classes (which may be of different years) don't mix. Pupils/students will only enter classrooms when escorted by their teacher and groups will take turns to prevent mixing. Senior staff and HoF will manage their areas.
- All classrooms that can be entered from the outside will be.
- Whilst passing in the corridor is seen as low risk one way systems will be in place both inside and outside to reduce mixing. Arrows on the ground will mark these out. Staggered break/lunch times will reduce the amount of pupils 'out' during social time and designated zones will prevent mixing during social time. Adjustments to rooming at KS3 will reduce the amount of transitions required. Tutor time taking place with the period 1 and period 5 teachers will stop the need to move between rooms at these two points in the day.

- Hand sanitiser stations will be in place in every corridor and outside many classrooms/office space and hands must be cleaned on entry and exit from each lesson.
- In classrooms desks will be in rows facing the front wherever possible. (Not possible in some rooms due to the size of the room.)
- Pupils/students will be spaced out in rooms where this is possible, however distancing will not always be possible and is no longer expected in classrooms.
- Face masks worn to school and removed on arrival must be carefully placed in bins provided and hands cleaned (sanitizer stations available) when entering the site.
- Pupils/students/staff are not expected to wear masks in school but may wear them if they wish to.
- All staff will be provided with a visor which they are welcome to use. The responsibility of wiping down will remain with the member of staff.
- Staff should stay at the front of the classroom as much as is practically possible when teaching their classes and maintain a 2 metre distance from pupils/students where possible.
- Staff must socially distance from each other round the school site maintaining 2 metre distances in all areas of the school, where possible. Office work spaces will be reorganised to ensure appropriate distances between workstations. This will require some staff to be allocated a work space in a different room. CLT to organise with DW.
- Staff should avoid face-to-face interaction with colleagues where possible
- Outside social spaces will be clearly marked out and outside hand washing facilities and rubbish bins will be available in each space.
- Hand washing facilities will be available in all areas where food is collected.
- Sixth Form social spaces are available in between lessons (one designated space per year group). Students will be encouraged to work at home after lessons have finished for the day/before lessons start.
- Enhanced cleaning regimes will be in place managed by the site team including staff toilets.
- Toilets facilities for pupils/students will be reduced due to cleaning capacity. Year 7-11 pupils will use the toilets above the Yards during break/lunch times. Pupils must line upon the spots provided. SLT members will supervise this area. PUPILS MUST NOT USE TOILETS DURING LESSON TIMES UNLESS THERE IS A MEDICAL EXEMPTION. Sixth Form students will use the toilets in the Sixth Form Centre. See the specific toilet access plan.
- Good hygiene posters (hand washing/catch it kill it bin it) will be in place round the school and in every classroom. Regular reminders to pupils/staff to be given.

- Windows to be open in all classrooms and doors propped open (when not fire doors) to maintain good ventilation.
- Tissues and pedal bins will be provided in all classrooms.
- PPE grab bags will be available in all classrooms for use in the event a pupil is unwell.
- All classrooms will have cleaning checklists and cleaning materials provided. At the end of each lesson (when a different class/teacher) will be using the room teachers will need to wipe down desks, keyboards etc. with the equipment provided. Transition time has been provided between lessons
- TA working arrangements - TAs to be assigned to specific year groups. JLB to organise. TAs to maintain a 2m distance from pupils wherever possible. JLB has produced a set of guidelines for TA working practice.
- Staff supervision will need to be high at all break times, lunch times and transition slots. HoFs will need to manage their areas to ensure supervision is in place. Enforcing line ups in the marked areas and preventing year groups mixing will be important.
- Parents to be advised that pupils should bring extra water bottles to school as there will be limited refill stations on site due to the repurposing of supplies for hand washing facilities. Free water bottles to be available from food distribution areas. Amount used will be monitored. Staff will be able to refill bottles for pupils during on request during break times at the water/handwashing stations (clean hands before/after handling pupil water bottles).
- INSET training on safety measures to take place with staff on 1st September.
- Procedures and rules for pupils/students to be shared during a designated 'tutor' slot at the start of the first day back (during the induction day for Year 7/L6th). Behaviour policy to be updated and breaking safety rules will not be tolerated.
- Staff should minimise the use of paper for communication (use email etc. instead). Use of pigeonholes will then be more limited. Pigeonholes will be reorganised into faculty groupings and mail should ideally be collected by one member of staff for the whole faculty to reduce staffroom traffic.
- Sharing of bigger equipment between pupils and students (e.g. textbooks) should be avoided but where necessary can take place as long as year-group bubbles are maintained. Any equipment to be used by multiple year groups must be cleaned prior to re-use e.g. footballs in PE. Pupils are expected to bring their own equipment - pens/pencils/calculators etc. In the event that this type of equipment needs to be loaned it must come from faculty based year-group packs.
- Marking and assessment should take place and Google Classroom may be utilised as a tool. If books are taken in for marking they must be marked in school and returned to pupils as soon as possible. Appropriate hand cleaning should take place before and after handling books and desks wiped down after use.

- Movement around site will follow one-way systems with sign-posting and floor markings both inside and outside to make this clear. This is to reduce congestion and minimise mixing.

Parents Evenings

- Parents evenings up until Christmas will run remotely via Google Meet. **Details TBC by AJS.**
- Parents Information evenings and Prospective Parents Evenings will take place through pre-recorded videos on the website and the opportunity for parents to submit questions for responses. **Details TBC by AJS.**

Trips

- Up until Christmas no trips of any form will take place. This will be reviewed as appropriate based on Government guidelines. Curriculum Trips for Year 11/U6th may no longer be required (Exam Board consultation ongoing).
- Year 7 Tir-y-Cwm trips will now take place in Summer term 2021.

Extra-curricular Activities

- These will not take place during the first term. The aim will be to begin these in term 2 on a year group basis if the guidance allows.
- The only exception to this is virtual clubs e.g. code breaking. These need to be discussed with TDM before running.

Medical Procedures

CONTACT DETAILS - Karen Lothegren - Short dial 7019; Mobile 07826 417858; Ext. 236 or Main reception 200

- Government, Public Health England and Beechen Cliff guidelines will be strictly observed.
- **DO NOT SEND PUPILS/STUDENTS TO THE MEDICAL ROOM EXCEPT IN AN EMERGENCY** (For example: If an injury has occurred or a pupil/student has an existing medical condition - Type 1 Diabetes, Severe Asthma, Anaphylaxis)
- If an individual appears or states that he/she is unwell please use PPE pack in classroom as instructed. You should then call one of the numbers above. The Nurse will come to the classroom immediately, or as soon as possible to assist.

- Parents/Carers will be contacted if it is necessary for the pupil/student to be collected from the school site.
- The pupil will be moved to a designated holding area to be supervised and cared for.
- Parents/Carers will be provided with the guidance relevant to the situation as necessary.

Sanctions

- Since the workroom will not be in operation at the point of issuing a C3 the class teacher will need to call the member of SLT on duty to come and deal with the situation. If required pupils may need to be 'parked' in SLT offices.
 - C2s and H2s will need to be run on a year group basis - **details TBC from KSM**
-

Plan B

Local Lockdown - school is closed and curriculum goes online

Pre-planning - INSET time given to set up Google Classrooms before term begins

- Additional laptops/tablets have been purchased using the Covid-19 expenses budget to ensure all staff without the required equipment to teach remotely can do so.

Teachers

Lessons to be set via google classroom and SMHW to appear daily. Lessons will be a mixture of activities which will include written instructions, audio instructions (e.g. using FS capture), worksheets, Google meet lessons/surgeries etc. All Google meet sessions must take place in normal lesson slots.

Year 7-9:

Core subjects (Eng/Ma/Sc) - One google meet session per class week

Other subjects - Google Meet sessions where possible

Year 10-11:

Core subjects - Minimum of one Google Meet session per week

Option subjects - Minimum of one Google Meet session per fortnight

Sixth Form:

All subjects - Minimum of one Google Meet session per week

Google Meet session to take place during timetabled lessons or twilight sessions (3.20-4.20pm) to allow for duplicates.

Vulnerable group access to ICT needs to be considered. Additional chromebooks have arrived recently. (JLB to confirm details.)

Pupils/students to submit work on Google Classroom

Requirements for acknowledging work TBC by SSu

Tutors

Weekly Google Meet session with tutees

Plan C

Year group closure - one year group stays at home due to coronavirus cases.

Year groups in school operate as per Plan A.

Online curriculum for the year group at home. Lessons to be taught from normal classrooms via Google Meet and Google Classroom on laptops or from set up workstations in the Music Centre..

8 workstations will be set up using Macs in small rooms (Practice Rooms 1-8 off Mus1 and Mus2 in the Music Centre as these have built in webcams and microphones. A further 5 small rooms (max) - depending on the year group concerned) will be set up with laptops for remote teaching. Rooms will include the practice rooms in the Music block: Mus3, Mus4, Mus5 and the Bands Room.

Some webcams with inbuilt microphones to fit to workstations have also been ordered.

Staff Sickness

Where staff are ill cover will be provided in the usual way using cover supervisors or teaching staff under allocation on the cover rota.

Members of staff self-isolating may stream lessons from home using Google Meet if well enough and willing to do so. These can be displayed on projector screens in lessons supervised by cover staff or taught remotely in the case of Sixth Form lessons.

Staff and pupils/students with symptoms must be tested and isolate at home until they receive a negative result.

Shielding/Vulnerable Staff

All staff are expected to report to work. Individual concerns to be discussed with SLT.

School Risk Assessment

CLT has updated the school risk assessment in light of the proposed plans and this will be shared with Governors and Trustees for ratification prior to implementation. The draft has already been shared with staff.

TDM/CLT July 2020

Appendix 5

Science Risk Assessment to be included when completed under guidance from CLEAPSS

Creative Design Faculty - Risk Assessment for Practical Activities

Control Measures for the risk of COVID 19 transmission.

Written: August 2020

Review: Oct 2020

The following control measures have been written based on the most recent guidance from CLEAPSS GL344 document, Guidance on practical work during the COVID-19 pandemic; D&T, Food & Art, version 2, 06/08/20.

This document is in addition to the whole school risk assessment that outlines the guidance for non-practical lessons. Also, all Risk Assessments included in the Creative Design Faculty H&S policy remain a focus.

It is a shared belief that working within the constraints of the DfE's guidance (and in particular meeting the requirements around meticulous cleaning of equipment) has the potential to significantly restrict the number and type of practical activities that can take place in the Creative Design Faculty. This will in turn impact on the schools' ability to deliver the broad, balanced and aspirational curriculum referred to by the DfE in its guidance to schools July 2020. Through departmental discussions, it has been agreed that practical activities at KS3 will be significantly reduced for the first 10 weeks to ensure that systems are embedded. Where practical activities are planned at KS3, KS4 & KS5 the following systems/measures must be adhered.

Factors to be considered

The following subheadings are highlighted as areas to be considered in the CLEAPSS GL344 document. This is not a mirror of the document as the whole school RA refers to no social distancing within bubbles.

Social Distancing – Staff must follow the whole school risk assessment and ensure that the 2 metre distance between staff and with pupils is maintained. The whole school risk assessment states that there is no social distancing within year group bubbles, therefore movement in and around practical environments can be expected, however the 2-metre distance between staff and pupil must always be maintained.

Offices & Storerooms – The HOD will allocate office space where possible. Due to the nature of the subject and movement of staff from room to room, it is not always possible to allocate a classroom as office space. This does not apply to the Art department where staff have a room allocated. Two members of staff will have access to the Technology office, with additional workstations provided in the Technician’s room and in the Mezzanine area. Please remember that the telephone in the main office is only to be used by the HOF, as stated in the whole school RA. Likewise, the telephone in the technician’s room is only to be used by Kane/Josh. Please be aware of others who may be accessing storerooms, please knock to ensure that the space is free.

Entry into the practical room: As pupils arrive at the room they should wait at a specified space until they can be admitted to the room (*The space for each classroom will be provided by SMT*). Under the direction of the teacher, pupils will enter the room individually and make their way to their designated workplace. It is expected that students will sanitise or wash their hands on entry to the classroom. Seating plans should be shared with pupils on entry and environment expectations clearly laid out.

Demonstrations: All staff will need their own set of equipment and materials for demonstrations of skills. Equipment used by teachers to show pupils how to complete an activity or part of an activity must not be ‘borrowed’ from one of the sets intended for pupils or given to pupils to use immediately after the teacher has handled it. Clearly, demonstrations cannot involve pupils crowding around a bench to maintain the 2-metre social distancing, however demonstrations will be needed for many activities. They can still be completed by utilising data projectors and digital cameras / visualizers or even recordings and played back.

Managing practical activities: Hand hygiene is of paramount importance and all those involved in practical work should sanitise their hands prior to handling equipment or materials and afterwards/at the end of the lesson.

Practical lessons will inevitably be shorter due to the lengthy cleaning systems put in place. Therefore, single lessons will need to be planned accordingly to ensure objectives are met and all safety controls are applied. Checklists will need to be completed at the end of each session to quality assure the cleanliness of the environment.

Teachers will have to plan and consider requirements for each practical activity (e.g. available equipment) and decide whether it can be safely managed as a class activity (pupils working individually or in groups) or a demo. Long and complex multi-step practical activities should be avoided apart from more advanced pupils. Where possible use step by step support sheets to direct the students. Staff must check with

technicians in advance, to ensure equipment will be made available to a specific classroom so students can access the equipment whilst maintaining the required social distance.

Teachers must ensure that the labelling on quarantined equipment is correct for that specific session. (Please refer to, Transferring equipment between bubbles – cleaning and/or quarantine section)

Where possible, staff should plan the possibility to utilise equipment within a bubble. This means that remembering that equipment can be shared by pupils within the same bubble, and can be housed in a sealed 'project box', however it will still need to be 'frequently & Meticulously' cleaned by wiping or spraying with disinfectant.

Waste material created in an activity should be placed in a suitable bin and removed from the room prior to the next session/bubble.

All aprons will be removed from practical spaces. Students will be informed that they will be required to bring their own personal apron (PP students will be provided aprons; however they will be expected to wash them at home).

Transferring equipment between bubbles – cleaning and/or quarantine

Current DfE guidance requires that any equipment being transferred *between bubbles* is either meticulously cleaned or quarantined for up to 48 hours. Quarantined allows equipment to be left unused and out of reach for a period of 48 hours (72 hours for plastics). Please note that equipment can be shared within bubbles, however this equipment must be cleaned frequently & meticulously.

In general, there are three groups of equipment which need cleaning:

- Fixed equipment, such as machines, cookers, sinks. These can be shared within a bubble, but must be cleaned between bubbles, this will involve wiping or spraying with a suitable cleaning product and allowing it to dry.
- Portable/handheld equipment, such as cordless drills, food mixers, sewing machines. These can be shared within a bubble but must be cleaned or quarantined between bubbles. Cleaning will be like fixed machines, alternatively, where there is enough equipment, it can be quarantined for up to 48 hours (72 hours for plastics) and then brought back into use.
- Materials, such as timber, food ingredients, textiles. Materials used by the pupils can be shared within a bubble, but not between different bubbles. Materials and ongoing products made by pupils will be very difficult to clean, the most appropriate way to manage such items will be quarantined for up to 72 hours.

All quarantined equipment will need to be housed in a sufficient closed container. The container will require the following labels.

	Creative Design Faculty – Beechen Cliff
	This equipment was last used by:
	They finished using this on Date:
This equipment MUST NOT be used before Date:	
@CLEAPSS www.cleapss.org.uk science@cleapss.org.uk Tel. 01895 251496 Emergency Phone 07565 114059	

Meticulous Cleaning

CLEAPSS believes that the following advice is sensible when trying to achieve meticulous cleaning. 'Meticulous cleaning' does not mean sterilise and will be achieved in the following ways within the faculty.

- Immersion in a solution of disinfectant (Milton Solution)
- Spraying with a disinfectant
- Wiping surfaces with wipes impregnated with disinfectant
- Dishwasher (for use in washing food equipment only)

In all cases, for the disinfectant to work it needs to be in contact with the surface for the time specified on the product, typically between 10 and 20 minutes. Equipment that has become dirty during an activity will need to be cleaned before it can be disinfected as surface dirt and grease will prevent the disinfectant from working. PPE must be used at all times whilst sanitising. Each member of staff will have their personal disinfectants to ensure there is no cross contaminating.

Note: A dishwasher does not disinfect, but is effective for cleaning, which is the first stage of meticulous cleaning. The use of disinfectants on food utensils and equipment presents a significant issue, it is therefore likely that after washing, utensils will need to be quarantined, rather than disinfected, unless a suitable disinfectant, such as Milton, is used, following the manufacturer's instructions.

COSHH

Normal rules around the storage of hazardous chemicals will still apply. For example, flammables must be returned to the flammables store after use. If these have been used by pupils in a lesson, they will need to be subject to the same quarantine approach as the rest of the equipment, but this time located in the appropriate store.

Activities – Control Measures for All Staff

Card modelling & Art activities

- Materials should be prepared in student packs at least 48hrs (72 hours if plastic) before the lesson, then quarantined in a box for 48hrs (72 hours if plastic) and clearly labelled for the class. In Art, there will be separate boxes of equipment for each year group. This will mean that each box of equipment will only be used by specified year groups, reducing the need for sterilisation and cross contamination. Art work will be stored in drawers for each teaching group.
- The Technician will deliver the box to the classroom before the lesson and then when the lesson starts one student hands out the packs.
- Cutting boards, craft knives, scissors and safety rules will be sterilized before and after the lesson in Milton and then left to air dry. These will then be delivered to the room also by the technician using PPE.
- When students need equipment, they will come and collect it, socially distancing from the teacher but then keep it in their own area and not share equipment.
- At the end of the lesson students will return equipment to the equipment box and the teacher will place a lid on it. This equipment will then be collected and sterilised or quarantined by the technician. All models will be placed in the class box and stored in the appropriate place.

Workshop Activities

- For workshop practicals, students will be free to move around the room using social distancing guidance. They may collect the tools they need but only touch a tool if they know it's the right one required. If they touch any other equipment, they need to take it to their specific work area too.
- All students will work in their specific area and keep all the equipment they have used in their station. All students will be required to wipe down their equipment with an antibacterial wipe and discarding in the appropriate waste bin. Each work surface will require brushing and wiping both the work bench and seating with an antibacterial wipe, and again placing in the appropriate waste bin.
- Technicians will return tools to their correct place after the lesson.
- All teachers have their own PPE that is cleaned every night including soaking of protective eyewear. Goggles also need wiping down after each lesson with an antibacterial wipe and all other PPE washed every night.
- When goggles are required, students will collect these from a central storage. They are required to keep the same pair for the whole lesson (in their area). At the end of the session, students need to place the goggles in a bucket of Milton solution provided by the technician.
- If a student needs a piece of specialist equipment, especially advanced level students, the equipment will be arranged for the student by either the teacher or technician but then left in the student's station for cleaning or quarantining. Also, it can be considered with smaller groups that all equipment, at the end of a session, can be placed in a sealed container for the technician to sterilize or quarantine.
- Live demos must not happen unless conducted with a visualizer and projected on the board. Students must not congregate around one bench for instructions.
- If a teacher does conduct a demo with a visualizer then they must use their own equipment and not share with students. This should again be left in their station and cleaned after the practical lesson.
- The member of staff must ensure that there is a maximum amount of ventilation in the teaching area.
- Technicians conducting maintenance or prep work, must wear appropriate PPE at all times. In addition, all surfaces and equipment must be wiped down with an antibacterial wipe.
- If a student or teacher needs to use a chemical under the COSHH register, then they must request the item in advance. Once finished they will be provided with a tray to place it in. The item will be wiped with Milton and placed back in the COSHH cupboard by the technician.
- Heat treatment work will only be done by the technician due to the added complications of PPE and social distancing requirements.

Use of CAD/CAM & Photography equipment

- Only the technician and staff will use the CAD/CAM and Photocopier. Once the specific equipment has been used, please wipe down using the antibacterial wipes provided and place the used wipes in the appropriate bins.

Food and Nutrition

- Ingredients should always be pre-weighed or measured prior to the lesson.
- Students should transport ingredients in a suitable container and bring to the lesson as requested by the member of staff.

- Have key equipment set up at workstations on trays or easily accessible to minimise movement..
- Bags will be stored safely, as directed by the member of staff..
- Technician to ensure ingredients for PP students are prepared.
- Knives to be counted and counted back in prior to students leaving the room..
- All students instructed to bring their own aprons.
- Additional aprons washed and ready and available on standby. Used school aprons will require a 'used storage' container to store prior to washing. Technician to wash at the end of the day or over night.
- Used aprons must be washed using 60°C quick wash function on a 60 minute cycle
- There needs to be enough equipment for everyone.
- Use of a visualiser/data projectors and digital cameras to project what is being demonstrated so that students can stay at their workstation.
- Long and complex multi-step practicals should be avoided apart from with very experienced pupils.
- Tea towels and dishcloths washed at the end of each day. Sealed container required to store ready for washing.
- Use of Milton solution or tablets for sanitising. A large plastic storage box that can be used as a dive bin, filled with water and sanitising solution.
- Use microfiber cloths to air dry equipment on after sanitising.
- Hob knobs/dials/buttons, oven doors, fridge handles and taps (if used) need to be wiped down with sanitizer solution between bubbles.
- Work surfaces are required to be sanitized following meticulous cleaning.
- Completed practical work will be stored in a fridge and collected at the discretion of the member of staff..

Please Note.

The Creative Design Faculty will not conduct practical work if there is a shortage of PPE in the teaching space. Please report any further additions to this risk assessment so it can be amended as a live document.

Appendix 6 - Southampton Football Club - Pending

Appendix 7 - Bath Rugby - pending