

Plan for opening to all year groups in September 2020

1. Overview and principles behind the plan

Our plans to open fully are based on several guiding principles:

- a. The safety of the staff and students by adhering to a rigorous risk assessment, which follows all national guidelines, but also takes into account the unique setting of Roundwood Park School.
- b. Having clear procedures in place to keep everyone as safe as is reasonably possible in an education setting
- c. Ensuring that hard-to-reach learners attend school and that the pandemic does not become a further barrier to learning.
- d. Making sure that the delivery of lessons in school is meaningful and of high educational value.

It is important to know that the Public Health restrictions placed on us to keep us all safe mean that this provision is still not “school as normal”, but it is an opportunity to move much closer to normality for the autumn term. Our plans are based on a return to the normal timetable in January but are flexible enough to continue for a further half term or term.

Contingency Plan

In conjunction with this plan, we will also be publishing a contingency plan by the end of September. This plan will ensure that high quality learning will continue should a local lockdown occur or should multiple positive tests be confirmed at the school causing Public Health England to advise us to close the school.

Curriculum

The plan is to ensure that, provided that our risk assessment shows that it is safe to do so, students will return to school on the following basis:

All students in all year groups will receive lessons as written in our original timetable.

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Years 7 and 8 will be taught in a delegated form room (with the exception of Year 8 maths, which will be taught in sets). Regrettably, this means that they will not have access to specialist classrooms in the first term.

Year 9 will have nearly all their lessons in a form base but will have maths in sets and will have more access to specialist classrooms.

Years 10, 11, 12 and 13 will have a timetable in specialist rooms but will be kept in “year group bubbles” as outlined by the guidance.

The plan features staggered start and finish times, as well as staggered breaks and lunches.

Afternoon registration will take place at the start of P5.

Health and Safety

The safety of staff, students and families is paramount in our planning as to whether it is reasonable to reopen the school. The Headteacher has had several meetings with the two Deputy

Headteachers and the Director of Operations, walking the site, talking through scenarios adhering to government guidance and taking into consideration points from a national professional organisation (ASCL) and school unions' safety information, which have all been used to help structure the body of this plan.

Staff will be provided with visors and masks in order to ensure protection and we are asking that they wear one or other of these two things if they cannot observe the two metre rule, for example in a corridor or classroom. They must try wherever possible to observe the "one metre plus rule" for social distancing in addition to this. If they are handing out documents, handouts or equipment they must wear gloves which will be provided. As per the guidance, it will not be compulsory or necessary under our risk assessment for students to wear PPE, however we are keeping the current thinking on wearing masks and visors under regular and close review. It will also not be mandatory for students to maintain a distance more than a metre away from each other, although they should try to do so wherever possible.

We will discourage students from using school buses and public transport but those who have no alternative but to travel this way will need to wear masks whilst on their buses. They will need to remove their mask safely when they arrive at school.

2. Detailed Plan

Safety of Staff and Students:

The safety of staff and students is as follows:

Clear provisions for when students become ill during the day and provision for the administration of first aid.

If a student is showing any possible Covid-19 related symptoms they should not be attending school:

- High temperature of 37.8 degrees or more
- New continuous cough
- Loss of sense of smell or taste (anosmia)

If a student is displaying any possible symptoms on arrival at school then they will be directed from reception to a designated space that will be used to care for and safely isolate them until parents or carers attend. Any student showing possible Covid-19 symptoms will be sent home and parents and carers asked to get their child tested and follow government guidance. The school will need to see the result of a negative test before students are readmitted back into the school.

The medical room will only be open for any students reporting general sickness, but not showing any of the Covid-19 symptoms. First aiders and the reception team will be provided with full PPE for attending to these medical issues.

The foyer side of the hall will be used for overflow of normal unwell children until they can be treated safely in the medical room.

Staff wearing masks/visors - it is recommended that when staff are in close contact with students or other staff either a visor or face mask is worn. This is when handing out books/handouts, writing in an exercise book, offering support to a student, entering an office environment where social distancing cannot be maintained or if it is a request of a member of staff.

Any members of staff who are inside monitoring queues must wear a face mask or visor at all times.

Individuals should consult both SLT and their staff union reps/support staff reps if they have any queries/concerns/suggestions regarding safety of staff and students.

Access to PPE for staff for circumstances where social distancing is not possible

The school has purchased enough disposable blue face masks and face shields for all staff to wear. This includes support staff who may be asked to help with reception, break time supervision, registrations, hand-washing/sanitising queues or the supervision of toilets at break time.

Disposable aprons are also available for first aiders and other staff who will need to work closely with students, inside social distancing measures.

Perspex screens will be installed for reception and catering serving points. Some classrooms may also require screens e.g. IT3 due to the close proximity of the teacher's desk to students.

Any staff who are clinically vulnerable are reminded to wear the face masks/visors at all times both in the classroom and also whilst walking along the corridors.

TAs - will have a seat at the back of the class and must only offer limited support to a child for no more than 15 minutes at a time and must wear the face mask or visor.

In classrooms where the tables may be in small rows they are to sit at the back of the room in the end chair to limit the TA's movement.

Students visiting small offices will be asked to knock and wait outside. If a meeting has to be held which is confidential then the one metre plus rule must be observed, windows open for circulation and a face mask must be worn. For the IT support office, access to the office will be restricted by means of a desk if emailing the Helpdesk is not suitable.

There will be sanitising stations around the school as well as sanitising stations in every entrance and gel bottles in every classroom.

Students will be required to use hand sanitiser every time they enter a classroom/teaching block and when they leave a room for break or lunch time. Students will also be required to use hand sanitiser before they enter the canteen or approach a food collection point. They will use the fingerprint units to purchase food and hand sanitiser will also be available at all tills, for use after they have touched the finger print machine. Students will also need to use hand sanitiser before they leave the canteen, if they were seated to eat their food, or at the end of lunchtime. To support this, we have installed wall mounted permanent hand sanitising units at the entry points to every building and in other busy areas of the school, e.g. main reception, the canteen, the assembly hall, meeting room one, the Sixth Form centre and the library. Every teaching room will also have a stock on the teacher's desk of the following:

- Hand sanitising gel
- Sanitary wet wipes
- Tissues

All staff will have a supply of disposable gloves which will be available from departmental offices. A member of staff should **always** have a set of these on their person in case they need to hand or pass something to a student, e.g. a class handout/resource.

Each classroom will have a flip-top double-bagged bin for the disposal of tissues, wipes, gloves or other possibly infected items.

Clear provisions for social distancing during the day, including supervision of social distancing and safe conduct at break times and lunchtimes

Year groups are going to be taught or transition around the school in year group bubbles. Break and lunch times are also being staggered to reduce the number of students in outdoor areas or moving around the site at the same time. Staff will be on duty at this time supervising social distancing rules and the external and internal one-way systems.

All corridors will be marked with black and yellow tape to show social distancing requirements.

Where this is not possible due to narrow corridors, a strict one-way system will be in operation. Teaching staff will wait with their classes at the end of their lessons when students are going to break or lunchtime and help to supervise them moving to their supervised area. If students are leaving a room the class teacher will supervise their class out of a block to make sure this happens socially distanced and safely, e.g. without running into another class being dismissed, and making sure that all one-way systems are being followed.

Year groups of students will spend breaks in one of several supervised 'safe zones'. The safe zones will be clearly defined and provide plenty of room for social distancing. Students will be in a safe zone based on their year group and this will be supervised by a senior leader or other staff on duty.

The only students allowed to leave the school site during the school day are consortium students visiting other schools for lessons. Students must check in at reception and hand sanitise on their return.

Students need to bring sufficient water to last them all day, because water points will not be available in school, although bottled water can be purchased from the canteen or other food points.

In the event of wet weather, students will go to or remain in the designated form rooms, except Year 11 who will go to the hall (subject to autumn exams), instead of the supervised zones.

There will be no breaktime food service for any students, although they can eat snacks that they bring in from home.

Provision for students going to the toilet, including how toilets will be cleaned between use

There will be no toilet breaks during teacher contact times, as normal, so that the site team or cleaning contractors can clean the toilets at these times. During the lessons, in an emergency only, the leader 'on-call' should be contacted to escort the student to a toilet.

All toilets across the school will be checked regularly by staff on duty at break and lunchtime to make sure a safe number of students access the toilet area at any one time and to ensure that there is safe queueing for those waiting and that students wash their hands and follow safe protocols carefully.

Daily cleaning of rooms that are used

Due to the number of rooms being used on a daily basis the emphasis will be on students wiping down their table and chair at the end of the lesson if they are not sitting in the same seat for the next lesson.

There are cleaners in school on a rota basis and a team will be working from 3pm to 8pm each day when the classrooms will be cleaned down. The day cleaners will concentrate on regular touch points, toilets, canteen and will be on hand for emergencies.

Cleaning of communal areas between use by different groups

The use of these areas in lesson hours will be limited to year group bubbles whenever possible, e.g. the hall by Year 11, the library by Year 13. When this rule needs to be broken, e.g. use of the canteen by different year groups, these areas will be thoroughly cleaned (tables, chairs and any equipment) before they are used again. This will be performed by day cleaners, site staff and lunchtime assistants.

Clear provision to ensure safe drop off and pick up arrangements

We will allow pedestrian access to the site by the main entrance and the first side gate. The start and end of the school day will be staggered to reduce as far as possible the overlap with the arrival of year groups at the same time. To reduce this further we will also assign one entrance into school for each year group, which will usually be the one closest to their registration rooms to reduce traffic across the site and to spread them out. This will also reduce student traffic down the one-way system of the main private drive and in so doing support the primary school's students' arrival.

The staggered start times are shown in the table at Appendix 1.

We appreciate there are a large number of siblings who attend Roundwood Park. Siblings will be allowed to attend school from the earliest time allocated for either themselves, their brother or sister. This might cause a bulge in numbers at our first allocated arrival time, so our first arrival time for year groups will be at 8:10am - again before the primary school students start arriving.

When students arrive, they must go directly to their form rooms and use hand sanitiser as soon as they enter the block/room. **No students should be on site before 8:10am** and no students are allowed in their form rooms before 8:15am - if early they must wait outside.

To make sure that this happens and that there is proper supervision in the form rooms all Form Tutors will be required to be in their rooms by 8:15am when a virtual staff briefing will start, via Livestorm. We will strictly enforce arrival times to ensure there is as little overlap as possible with different year group bubbles and the primary school students.

We ask that parents help us with this. As usual, parents will not be allowed to drive onto the site. We will have staff supervising the route students will use to enter the site to make sure they are socially distanced on their way into school.

Procedures for transport, arrival at school, entry to and from classrooms, break and lunchtime supervision (safeguarding on site)

Transport:

Parents and carers are strongly advised to get their children to walk or cycle to school or, where this is not possible, bring them to school rather than using public transport or school buses. We will survey how many families this will not be possible for so that we can gauge how many students will have to come into school on public transport or the school buses, if they cannot come in via any other means.

If public transport or a school bus has to be used, the students concerned are instructed to wear a face mask, which must be safely removed on leaving the bus/coach. We will check this on arrival at school and provide a face mask to any students not wearing one.

We are working closely with all bus companies that support our dedicated bus service for students in case some students have to use them to get to school. Early discussions with bus and coach operators have indicated that it is very unlikely that they will have the capacity to support “bubbles” on home to school transport, staggered start/finish times or social distancing.

Therefore, under these limitations, we will be adopting and enforcing the guidance and safety protocols established by Hertfordshire County Council to reduce as far as possible the risk of spreading the virus, described here:

- Students must wear face masks
- Contractors will be required to provide hand sanitiser on all buses/coaches
- Drivers, if possible, will wear face masks and (if not screened) will leave the vehicle when students are entering/exiting
- Vehicles will be cleaned regularly

Roundwood Park will provide active supervision of bus/coach exiting and loading at the school to ensure:

1. students will enter and exit vehicles on a “first in, last out” basis to avoid passing one another on vehicles
2. students will sit (as far as possible) in the same seat, with the same children on every journey to minimise contact
3. students use hand sanitiser on their hands when arriving at school and they will enter the site through the main entrance

Parents are also asked to remember the need to pick up their child away from the school site due to the traffic congestion this can cause, which is highly likely to be worse than usual with fewer students using the bus services. This will be especially important in helping students and members of the public trying to observe social distancing on relatively narrow pathways around the school in this pandemic.

Consortium transport: Those students travelling to SJL or St George's for consortium lessons will be taken by minibus from RPS (unless they have a lesson Period 1 in which case they will go directly to the school at the start of the day). Students will be asked to use hand sanitiser on entering the vehicle. Windows to be open for ventilation.

Vehicles to be cleaned after each group's use/between drivers etc (sanitiser/disinfectant wipes to be available on the vehicle). In addition, there will be regular cleaning of vehicle contact points (handles, keys, display and controls etc), in particular where vehicles are shared between drivers/groups.

Arrival at school:

Students will be expected to observe strict social distancing as soon as they enter the private drive to the school or the side gate public footpath. To achieve this on the main entrance, we have created a one-way system of entry and leaving, agreed with the primary school for their parents to leave down the pathway on one side of the drive only. *All year groups will have a designated entrance point, either the main entrance or the side gate, and students must adhere to this strictly.* This will also be supervised by staff.

Two metre spacing will be marked down the private drive and the side gate public footpath from where they join the road at Roundwood Park.

Entry and exit to classrooms:

On entering and exiting the classroom/teaching block, students will use the hand sanitisers to clean their hands. One-way systems inside and outside must be closely followed by all students.

Teaching staff will be at their classroom doors to greet students whenever possible or they will have instructed their class where they want them to line up outside, **otherwise students must not line up in corridors, but go straight into their classrooms.**

Whenever possible, students should enter and exit from rooms via outside doors, where they are available (both drama rooms, SL1, SL9, SL11, M1, ML4, T2, T4, T5, T6, IT2, IT3, ST8).

Whenever a group is leaving a room and another class will use the room, or at the end of the day, once students have packed away their belongings each student will be given a wet wipe by the teacher on the edge of their desk and instructed to wipe down their desk, chair, equipment/books they have used and anywhere their hands may have been, before leaving the room. As students leave the room they will put the wet wipe into a swing top bin.

Movement around the site:

This will be minimised by Years 7, 8 and 9 being taught either entirely or mostly in their form rooms. It will also be reduced by staggered break and lunch times and transition time built in. Spray paint and barriers around the site define a clear one-way system and safe paths of movement for students and staff, that include 2m distancing lines. These will support the maintenance of social distancing whilst people move around the site's main thoroughfares, major confluences and inside blocks.

Conduct and behaviour:

For the safety of everyone, it is critical that students follow our usual expectations for conduct and attitudes to learning. Behaviour will be managed through the current school policy, *recognition, rewards* and *consequences* systems. Detention systems will be fully reinstated.

Any student who repeatedly breaches these expectations or safety instructions/rules e.g. washing and sanitising hands, social distancing measures e.g. one-way and queuing systems or behaviour issues outside of lesson times e.g. not staying in their allocated supervised safety zone, will have their break and lunchtime provision reviewed immediately. This will probably result in them being closely supervised at these times and a consequence higher than a C3 detention.

Any incidents where students deliberately put others at risk e.g. deliberately coughing at people is likely to lead to a fixed term exclusion or, in more serious cases, e.g. spitting at others, could lead to permanent exclusion.

Exclusion will be applied as usual for serious breaches of our behaviour policy, e.g. persistent defiance or persistent infringement of school rules or expectations.

Fire Alarms:

Year 7 - back of Sixth Form centre on grass - out via side door downstairs only

Year 8 - table tennis tables back playground - via HUM crossover only

Year 9 - assembly line up - out of English via the library stairs only

Year 10 - turning circle

Year 11 - front of MFL

Year 12/13 - basketball court

On exiting the building if a member of staff can see or smell fire nearby they should take their group to one of the normal assembly points on the tennis courts and await further guidance from senior leaders.

Curriculum and Timetable

In order to reduce the number of contacts between students and staff we plan to keep year groups separate in 'bubbles'. These groups will be the size of a year group (Years 7-11) or a Key Stage (Years 12 and 13) where some subjects are taught in mixed year group classes.

Year 7 will be based in the MFL block for all of their lessons (rooms ML1-7). They will be taught in form groups with staff moving to them to deliver their lessons. Students will stay in their timetabled room for all lessons except PE and Computer Science. Students will move to ML3 for their computer science lesson. The class based in ML3 will move into the vacant room when other form groups have their Computer Science lesson.

Year 8 will be based in rooms HUM1-6 and IT4 for all of their lessons. They will be taught in form groups with staff moving to them to deliver their lessons, except for maths where they will be taught in 7 sets. Students will stay in their timetabled room for all lessons except PE and Computer Science. Students will move to IT4 for their computer science lesson. The class based in IT4 will move into the vacant room when other form groups have their Computer Science lesson.

Year 9 will be based in the English block for all of their lessons (rooms E1-E7). They will be taught in form groups with staff moving to them to deliver their lessons. Students will stay in their timetabled room for all lessons except PE, Technology, MFL, Computer Science, Art, Drama and Music. We are keen to make use of specialist classrooms for these subjects in order to enable students to complete KS3 ahead of choosing their options at KS4. Students will move to E1 or IT1 for their Computer Science lesson each week. The class based in E1 will move into the vacant room when other form groups have their Computer Science lesson.

GCSE: The Year 10 and 11 timetable will operate as planned with students being taught in their set/option classes. They will be taught in specialist classrooms and those not taken up by the KS3 bubbles.

KS5: The Year 12 and 13 timetable will operate as planned with students being taught in their option classes. They will be taught in specialist classrooms and those not taken up by the KS3 bubbles. When not in lessons, Year 12 will be based in the Sixth Form common room and for their private study. Year 13 will be based in the library for their private study.

Those students who study a subject at one of our consortium partner schools will still attend their lessons at SJL/StG's. Those attending SJL will need to leave Period 2 5 minutes early (10.40am) in order to allow enough time for transit.

Teaching staff should maintain distance from their students, staying at the front of the class, and away from their colleagues where possible. Ideally, adults should maintain 2 metre distance from each other, and from children. In class, a visualiser (if available) may be used to live model work.

Resources:

Worksheets and work booklets may be used. If possible, these should be collected by students as they enter the room or will be distributed by teaching staff wearing PPE including gloves. Textbooks may be used with students asked to wipe them down at the end of the lesson. Textbooks for KS3 should not be moved outside of the block where students will be taught.

It is highly unlikely that the iPads and Chromebooks will be available for booking and use in the classroom.

For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and students have their own items that are not shared. Classroom based resources can be used and shared within the bubble and will be cleaned regularly.

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. PE, D&T and science will have specific guidance available to them such as CLEAPPS for science to advise on how to use and clean specialist equipment.

Students and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to student education and development.

Google Classroom:

All classes will have a linked Google Classroom, where relevant PowerPoints and other lesson resources will be uploaded. This will enable those who are self-isolating or not able to attend school for any reason to have access to the work. Whilst school is in session, teaching staff will not be expected to upload Loom videos or conduct live lessons in addition to the lesson they deliver in class. A contingency plan on how the school will teach if another lockdown is enacted will be finalised in September.

Home learning:

Home learning will be set via ShowMyHomework according to the Home Learning schedule as normal.

Assessment:

Teaching staff should assess students' progress as normal but may wish to ask students to upload their work to Google Classroom for assessment. The member of staff can then assess the work remotely. Classwork and written assessments may be handed in. A suitable place for students to place their work/exercise books in the classroom should be made clear to students. This should be left in the classroom for 48 hours before the member of staff collects it to assess before marking. Likewise, before returning the work to students, 48 hours should be left following marking.

Registrations and Tutor Time:

Tutor time will happen in its entirety at the start of the school day, which will allow us to facilitate a staggered start to the school day and students' arrival to school.

Registers must therefore be taken promptly **at the start of each period, especially period 5 lessons, because there will be no afternoon tutor session.** This will reduce the likelihood of a potentially infectious student being in class any longer than they should be as well as making sure all students are where they should be and safe

Year groups will be accommodated for morning tutor time in the same block, as far as is possible. Form rooms until Christmas in the first instance will therefore be:

7C	EGa	ML1	Emma Gardner
7F	HJa	ML4	Holly Jackson
7GT	KSu	ML2	Katherine Sunderland
7M	CCa	ML5	Claire Casey
7O	EWI	ML6	Ed Wilkinson
7S	JJa	ML7	Jean-Michel Jacquinot
7W	EEI	ML3	Emma Ellis

8C	BLi	HUM1	Bal Lidder
8F	EBu	HUM4	Emily Burke
8GT	ZMu	HUM5	Zoe Mullally
8M	ADI	HUM2	Annie Dale
8O	ABr	HUM6	Amy-Jayne Braggins
8S	CAt	HUM3	Clare Atkin
8W	LHa	IT4	Laura Harris

9C	ABa	E1	Anna Batt & Elizabeth Glennie
9F	GJe	E4	Gill Jenkins
9GT	VJa	E6	Vicky Jackson & Katy Turberville
9M	RPI	E7	Ruth Plowman
9O	GGi	E2	Gemma Gill & Mark Hamilton
9S	ETu	E3	Emma Tully
9W	ERo	E5	Evelyn Robertshaw

10C	MCo	M1	Mark Connor
10F	JDu	M2	Jenny Durdey
10GT	NLa	M3	Nicola Layton & Naomi Linsell
10M	JHu	M5	Jane Hubbard
10O	LMc	M4	Louise McMahon & Emily Ball
10S	HTw	M6	Helen Twomey & Susan Crook
10W	JJo	M7	Jo John

11C	PHa	IT3	Peter Hambridge
11F	MHu	IT2	Matt Hunter
11GT	GHa	T1	Gemma Harvey
11M	MDe	T3	Mike Desborough
11O	SHi	IT1	Sarah Hilliard & Lara Robinson
11S	ALz	T4	Ana Lopez
11W	LDa	T5/6	Laura Davies



12C	CCo	PE1	Caroline O'Coy
12F	LMa	HUM7	Lou Martin
12GT	DKe	HUM8	David Keenleyside
12M	SMo	HUM10	Sarah Mooney
12O	SGi	HUM9	Sarah Gilpin & Susan Dyer
12S	CDa	MUS1	Cate Davies & Val Pritchard
12W	MMe	MUS2	Melissa Meagher & Catherine Philips

13C	CHa	SL1	Colleen Halliday
13F	MGa	SL2	Mike Garbutt
13GT	KBo	SL4	Katie Brooke
13M	APo	SL9	Andy Porter
13O	HHy	SL5	Helen Hyam
13S	JUp	SL10	Juliette Upton
13W	BKr	SL11	Beata Krol

Appendix 1: Timings of the day

	8:15 - 8:25 Staff Briefing		Buses Arrival		Tutor ends at 8:45am	Transition Time 8:45		Transition Time 9:45		Transition Time 10:45					Transition Time 2:00			Break & Lunch		
Y7	ML		Arrival [side] 8:20	Tutor	Tutor	Stay	Period 1 8:50 - 9:45	Students Stay	Period 2 9:50 - 10:45	Teacher/SLT take to safe zone at 10:50am	Break 10:50 - 11:10	Period 3 11:10 - 12:10	SLT take to safe zone at 12:15	Lunch 12:10 - 1:05	SLT supervise to ML Block 1:00	Period 4 1:05 - 2:00	Students Stay	Period 5 2:05 - 3:00	Field and Tennis Courts	
Y8	HUMs+IT3/IT4		Arrival [side] 8:25	Tutor	Tutor	Stay	Period 1 8:50 - 9:45	Students Stay	Period 2 9:50 - 10:45	Teacher/SLT take to safe zone at 10:50am	Break 10:50 - 11:10	Period 3 11:10 - 12:10	SLT take to safe zone at 12:15	Lunch 12:10 - 1:05	SLT supervise to ML Block 1:00	Period 4 1:05 - 2:00	Students Stay	Period 5 2:05 - 3:05	Basketball Court	
Y9	English		Arrival [main] 8:20	Tutor	Tutor	Stay	Period 1 8:50 - 9:45	09:45 - 9:50	Period 2 9:50 - 10:45	Teacher/SLT take to safe zone at 10:50am	Break 10:50 - 11:10	Period 3 11:10 - 12:10	SLT take to safe zone at 12:15	Lunch 12:10 - 1:05	SLT supervise to ML Block 1:00	Period 4 1:05 - 2:00	Students Stay	Period 5 2:05 - 3:10	T. Tennis & Hums	
Y10	Maths		Arrival [main] 8:25	Tutor	Tutor	08:50	Period 1 8:50 - 9:45	09:45 - 9:50	Period 2 9:50 - 10:45	10:45 - 10:50	Period 3 10:50 - 11:50	Teacher take to safe zone at 11:50	Break 11:50 - 12:10	Period 4 12:10 - 1:10	Teacher/SLT take to safe zone at 1:10	Lunch 1:10 - 2:00	SLT supervise to P5 2:00	Period 5 2:05 - 3:15	Basketball Court	
Y11	IT & Tech		Arrival [side] 8:20	Tutor	Tutor	08:50	Period 1 8:50 - 9:45	09:45 - 9:50	Period 2 9:50 - 10:45	10:45 - 10:50	Period 3 10:50 - 11:50	Teacher take to safe zone at 11:50	Break 11:50 - 12:10	Period 4 12:10 - 1:10	Teacher/SLT take to safe zone at 1:10	Lunch 1:10 - 2:00	SLT supervise to P5 2:00	Period 5 2:05 - 3:15	Technology to Canopy	
Y12	Geography & Music		Arrival [side] 8:10	Tutor	Tutor	Tutor	08:50	Period 1 8:50 - 9:45	Students Stay	Period 2 9:50 - 10:45	10:45 - 10:50	Period 3 10:50 - 11:45	To Sixth Form 11:45	Break 11:45 - 12:15	Period 4 12:15 - 1:20	To Sixth Form 1:20	Lunch 1:20 - 2:15	SLT supervise to P5 2:10	Period 5 2:15 - 3:20	Sixth Form
Y13	Science		Arrival [main] 8:10	Tutor	Tutor	Tutor	08:50	Period 1 8:50 - 9:45	Students Stay	Period 2 9:50 - 10:45	10:45 - 10:50	Period 3 10:50 - 11:45	To Library 11:45	Break 11:45 - 12:15	Period 4 12:15 - 1:20	To Sixth Form 1:20	Lunch 1:20 - 2:15	SLT supervise to P5 2:10	Period 5 2:15 - 3:20	Library

Appendix 2: Risk Assessment

RISK ASSESSMENT FOR: School activities during COVID 19 outbreak - opening from September 2020		 	
Establishment: Roundwood Park School	Assessment by: Paul Seymour	Date: 11.08.2020	
Risk assessment number/ref: RPS-002	Manager Approval: Alan Henshall	Date: 13.08.2020	

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
Individual risk factors meaning staff / students more vulnerable to COVID-19	Staff/students/wider contacts	Shielding for those who are extremely clinically vulnerable paused on 1 st August and the Government no longer advises these individuals to shield.				Info
	Spread of COVID 19	Staff / students who previously were shielding able to return to school. School to discuss arrangements / concerns with individuals and provide assurance of controls in place. Individual risk assessments will be conducted where required to determine if additional measures are required.		HoY or HR	On return	Info
		Some individuals under the care of specialist health professionals may need to discuss care at their next planned clinical appointment before returning. Those students unable to attend school because they are following clinical and/or Public Health advice (e.g. a letter from their consultant) will be provided with remote education.		SEND team	On return	
		Existing individual health care plans in place for students to be reviewed.		AHe	14 th August	Done
		Clear message sent to parents that students should not be sent into school if unwell for both Covid-19 and any other illnesses/symptoms.				

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
		<p>Staff Roundwood Park is keen for all staff to return to school in September, upholding the recent guidelines on social distancing.</p> <p>Individuals classed as clinically vulnerable or extremely clinically vulnerable to have a risk assessment undertaken on their role and ability to maintain social distancing.</p> <p>Any existing individual risk assessments to be reviewed. See COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</p>	<p>RAs to be completed by HR and authorised by AHe</p>	<p>HR and AHe</p> <p>HR and Line Managers</p>	<p>4th Sept</p> <p>4th Sept</p>	<p>Info</p>
<p>School occupants coming into contact with those with Coronavirus symptoms</p>	<p>Staff/students/wider contacts</p> <p>Spread of COVID 19</p>	<p>School community clear on symptoms of coronavirus: high temperature (37.8 deg C or more), a new continuous cough or a loss of, or change, in their normal sense of taste or smell. Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection followed. These have been communicated to all.</p> <p>No symptomatic individuals to be present on site.</p> <p>In the event of a suspected case whilst working on site Ensure SLT / Headteacher are notified.</p> <p>Individual goes home immediately (if awaiting collection by their parent, isolate child in a room behind a closed door, or an area at least 2m away from others, open a window for ventilation) and self-isolate.</p> <p>School staff supervising the child while they await collection should wear PPE (a fluid resistant surgical mask, type IIR) if a distance of 2m cannot be maintained. If direct care (such as for a child with complex needs) is required then staff giving care to wear a fluid resistant surgical mask (type IIR), disposable apron and gloves. Clear message to parents that if a student is unwell at school they are to be sent home or collected immediately.</p> <p>Anyone who has had contact with those with symptoms to wash hands thoroughly.</p>	<p>Letter from the Headteacher</p> <p>Individuals taken to Covid-19 medical room which is permanent gazebo on grass area in front of Art Block</p> <p>PPE will be provided for medical staff and any staff treating the student</p>	<p>AHe</p>	<p>14th August</p>	<p>Info</p> <p>Info</p> <p>Info</p> <p>Info</p>

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
		<p>Alcohol hand sanitiser used to reduce congestion at toilets / where soap and water are not available. Review existing levels / location of hand sanitiser stations.</p> <p>Alcohol hand sanitiser provided at reception/entrance/exit points and should be used by all persons when entering/leaving.</p> <p>Additional hand sanitiser within classrooms where required. Build use into staff and students routines e.g. on arrival, when returning from breaks, when changing rooms, before / after eating.</p> <p>Site staff to regularly clean the hand washing facilities and check consumables. Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</p> <p>Ensure adequate supplies of soap, hand sanitiser and paper towels and these should be securely stored.</p> <p>Catch it, kill it, bin it messages reinforced.</p> <p>Tissues will be provided for classrooms. Site staff to replenish as needed.</p> <p>Staff/students to use tissues when coughing or sneezing and then place the used tissue in the bin before washing hands. (Lidded bins in classrooms / other locations for disposal of tissues and other waste)</p> <p>All persons are reminded to not touch their eyes, nose or mouth if their hands are not clean.</p>	<p>All entrances to blocks will have hand gel dispensers, all classrooms will have gel, all toilets areas checked for running water, soap and hand dryers all working on a daily routine and area cleaned.</p> <p>As above</p> <p>Every classroom will have hand gel and there will be additional gel stations around the school.</p> <p>Locked away in site cupboard</p> <p>Posters up around the school</p>	<p>Site Team/PSe</p> <p>Site Team</p> <p>Site Team</p> <p>PSe</p> <p>All</p>	<p>31st August</p> <p>Daily</p> <p>Daily</p> <p>3rd Sept</p> <p>Daily</p>	<p>Info</p> <p>Info</p>
<p>General Transmission of COVID-19</p> <p>Ineffective cleaning</p>	<p>Staff/students/wider contacts</p> <p>Spread of COVID 19</p>	<p>Documented cleaning schedule in place.</p> <p>Enhanced cleaning schedule implemented throughout the site during school day, ensuring that frequent contact points, e.g. door handles, taps, flush</p>	<p>Note further guidance on general cleaning is expected by Public Health England before Autumn term – HCC</p> <p>Cleaning shifts in operation</p>	<p>PSe</p>	<p>Daily</p>	<p>Info</p>

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
		<p>handles, toilet door handles, bannisters, telephones, keyboards etc. are all cleaned and disinfected regularly.</p> <p>Shared areas and rooms that are used by different groups will require more frequent cleaning / cleaning between groups.</p> <p>Where toilets are shared between different groups these must be cleaned regularly (focus on high contact surfaces) and the importance of thorough hand washing reinforced.</p> <p>Cleaning materials (e.g. disinfectant spray / wipes) available to staff. Manufacturer's instructions for dilution, application, PPE and contact times for all detergents and disinfectants to be followed.</p> <p>Only cleaning products supplied by the school / contract cleaners are to be used.</p> <p>School to obtain the risk assessment from contract cleaning staff for assurance on social distancing measures and their schedule / methods for cleaning the school site.</p> <p>Thorough cleaning of rooms at the end of the day.</p> <p>In the event of a suspected case / confirmed positive case on site For disinfection (e.g. following a suspected case) use a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) or a neutral purpose detergent followed by disinfection (1000 ppm av.cl.). See PHE advice COVID-19: cleaning of non-healthcare settings guidance</p> <p>When cleaning a contaminated area: Cleaning staff to: Wear disposable gloves and apron Wear a fluid resistant surgical mask (Type IIR) if splashing likely Hands should be washed with soap and water for 20 seconds after all PPE has been removed.</p>	<p>Canteen – cleaned by lunchtime supervisors, service points cleaned by canteen staff, high use areas cleaned by site team and day cleaners.</p> <p>Churchills will provide.</p>	<p>Site team/PSe</p> <p>PSe</p>	<p>Daily</p> <p>31st August</p>	<p>Info</p> <p>Info</p> <p>Info</p>

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
		<p>PPE to be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.</p> <p>Any cloths and mop heads used must be disposed of as single use items.</p>				
<p>General Transmission of COVID-19</p> <p>Minimising contact and Maintenance of social distancing</p>	<p>Staff/students/wider contacts</p> <p>Spread of COVID 19</p>	<p>Determine the nature and size of your distinct groups (bubbles) and document the approach being taken i.e. class bubbles, year group bubbles etc. (these should be as small as practicable to reduce transmission risk whilst delivering the full curriculum).</p> <p>Groups to remain clear and consistent.</p> <p>Document how these groups will be kept apart from others.</p> <p>Limiting interaction between groups by: Staggering breaks and lunch; Minimise rooms / spaces being shared across groups; Cleaning shared spaces between use by different groups;</p> <p>No groups are coming together for assemblies, events, school fairs, school trips etc.</p> <p>Wider assemblies / collective worship conducted via on an online platform. Continue to use social distancing wherever possible (more emphasis on this is likely with older children).</p> <p>Where staff move across groups, hands to be washed / sanitised before and after and social distancing should be maintained. Aim for 2m from other staff and adults as far as is reasonable.</p> <p>Ideally the teaching space should be 2m from students, where this is within 1m then change layout / increase space at the front of the class to attain 1m+.</p> <p>Keep space at front of class for SLT to enter and be present whilst maintaining social distancing.</p>	<p>Ongoing monitoring of movement around school and ability of groups to remain apart.</p> <p>Determine any pinch points, congested corridors etc and review controls to keep groups apart.</p> <p>Determine any pinch points, congested corridors etc and review controls to keep groups apart.</p> <p>All assemblies, events, school trips cancelled until further notice.</p> <p>To include staff briefings</p> <p>PSe to set up classrooms. Hand gel provided in each classroom</p> <p>2m markers still in use on corridors, where possible as much space (1m – 2m) is given between teacher's space and 1st desk.</p>	<p>KBa/GPe</p> <p>KBa/GPe</p> <p>KBa/GPe</p> <p>PSe</p> <p>PSe</p>	<p>31st August</p> <p>Daily</p> <p>Daily</p> <p>31st Aug</p> <p>31st Aug</p>	<p>Info</p> <p>Info</p> <p>Info</p> <p>Info</p>

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
		<p>Staff to avoid close face to face contact and minimise time spent within 1 metre of anyone.</p> <p>Secondary Zone school assigning groups to different areas Groups to keep to their zoned area as far as possible, movement only to specialist rooms where necessary. Teachers move between classes wherever possible.</p> <p>Staggered timetable to keep groups apart and minimise contact at lesson change. Timetable specialist rooms to keep groups apart. SLT supervise corridor / communal areas during changeover to facilitate. (see also stairs/corridors)</p> <p>Extra-curricular clubs: determine if these are essential and ensure delivery replicates school groups/bubbles.</p> <p>Hiring and lettings risk assessments on delivery required from providers, suspend if controls are not as robust as the school's. Social distancing (ideally 2m, 1m+ with mitigation) must be maintained. Agree your maximum occupancy based on the room size and nature of activities (static vs a range of movement) and this should not exceed 30. Review hirers activity against relevant Government guidance and any existing restrictions See https://www.gov.uk/government/publications/further-businesses-and-premises-to-close/further-businesses-and-premises-to-close-guidance for details of business which remain closed.</p> <p>Consider how well ventilated the hired space is and if this can be improved, for example by opening windows / doors where appropriate.</p> <p>Areas used (and any school-owned equipment) to be cleaned before / after use / before occupation by school. Record should be kept of all visitors / lead booker (maintained for 21 days) to aid track and trace.</p>	<p>Ongoing monitoring of movement around school and ability of groups to remain apart.</p> <p>Ongoing monitoring of movement around school and ability of groups to remain apart.</p> <p>Where possible educational clubs will continue following individual risk assessments being completed.</p> <p>All hirers have been asked for individual risk assessments. With staff on furlough we will have a reduced reopening until we are fully staffed.</p> <p>Lettings team to set up a record/visitors' book</p>	<p>KBa/GPe</p> <p>KBa/GPe</p> <p>PSe/Club Lead</p> <p>MHa/PSe</p> <p>MHa</p>	<p>31st Aug</p> <p>31st Aug</p> <p>8th Sept</p> <p>31st Aug</p> <p>1st Aug</p>	<p>Info</p> <p>Info</p>

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
		<p>Offsite visits No overnight or overseas visits to be run.</p> <p>Any day visits run will keep children within their consistent group. Re-assurance of COVID-secure measures in place at the destination to be undertaken as part of usual planning and offsite visit risk assessment.</p> <p>Music Existing advice is to limit singing, playing wind or brass instruments etc. even if at a distance. No playing mouth blown instruments / singing in groups of >15 (no larger school choirs / ensembles etc.). Consider if small groups in music lessons can take place outside / or with improved ventilation. Ensure 2m physical distancing for staff and students. No face to face contact (students back-to-back or side-to-side) No sharing of wind / brass instruments.</p> <p>PE / school sport Head of PE to review existing risk assessments and schemes of work to include management of COVID-19 risks.</p> <p>Students to be kept in consistent groups, sports equipment to be thoroughly cleaned between each use by different groups, and contact sports avoided.</p> <p>Outdoor sports prioritised where possible, and large indoor spaces used where it is not, maximising distancing between students. Build in time for handwashing / sanitising before / after lesson.</p> <p>See advice from Association for Physical Education</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/guidance-for-providers-of-outdoor-facilities-on-the-phased-return-of-sport-and-recreation.</p>	<p>Information copied to Head of Music</p> <p>Further DfE guidance on music delivery expected - HCC</p> <p>Information copied to Head of PE</p>			<p>Info</p> <p>Info</p> <p>Done</p> <p>Done</p> <p>Info</p> <p>Info</p>
Access to & egress from site	Staff/students/wider contacts	Introduce staggered start and finish times to reduce congestion and contact at all times. Review access points, open up alternative gates. Allocate groups different times / entrance points. Communicate changes and allocated times to parents / students.	See plans for fully reopening in September	GPe	14th August	Info

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
	Spread of COVID 19	<p>Monitor site access points to facilitate social distancing – may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring.</p> <p>Discourage parents picking up their children from gathering at the school gates. Introduce visual aids to help parents socially distance / supervise entry and collection. Introduce floor markings to aid social distancing (e.g. tape or survey spray) where controlled queuing will be expected.</p> <p>Communicate expectations to parents.</p> <p>Consider one-way traffic through external doors to avoid face to face passing.</p> <p>Visitors Ensure all visitors / building users are aware of school's expectations. They must follow social distancing, use of sanitiser on entry and adhere to any restrictions on accessing parts of the building stipulated by the school.</p> <p>Volunteers, temporary / supply staff, sports coaches and other providers are briefed on school's arrangements for managing and minimising risk, including need to maintain distance (2m where possible) from other staff and students.</p> <p>Where meetings can happen outside of school hours, they should: Ensure a record is be kept of all visitors or the lead member for a group e.g. a hiring (records maintained for 21 days) to aid track and trace. (Name, contact phone number, date of visit arrival / departure time)</p> <p>Use of Perspex screens for open receptions and tape / visual markers to reinforce social distancing (2 m where possible)</p> <p>Staff / students On arrival all staff and students to wash hands using nearest available toilet or use the sanitiser provided at their point of entry.</p>	<p>Reception team to ensure hand sanitiser is used by all visitors</p> <p>Line manager must ensure communications are forwarded to these groups</p>	<p>Reception/JWa</p> <p>Line managers</p> <p>Person in charge of meeting</p>	<p>Daily</p> <p>Daily</p> <p>Daily</p>	<p>Info</p> <p>Info</p> <p>Info</p> <p>Info</p>
Contact points: Equipment use e.g. printers,	Staff/students / wider contacts	Parents to ensure children have their own water bottles in school to reduce contact with 'face to tap' water fountains.	Parents are advised via letter home to parents from Headteacher that students are	AHe	14 th August	

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
workstations, apparatus, machinery etc.	Spread of COVID 19	<p>Regularly clean and disinfect common contact surfaces in reception, offices, access control etc. (screens, telephone handsets, desks).</p> <p>Staff and students have their own basic equipment (pens, pencils etc.) to avoid sharing.</p> <p>Activities and resources</p> <p>Classroom resources which are shared within groups (bubbles) are cleaned regularly. Those shared across groups must be cleaned between use</p> <p>Minimise all unnecessary sharing of resources.</p> <p>For secondary science and DT also consider CLEAPPS advice (GL343 & GL 344) for suggested considerations in undertaking practical work.</p> <p>Use of shared resources between groups to be minimised, resources allocated to individual groups where possible. Otherwise all resources shared across groups must be cleaned before / after use e.g. library books, chrome books, laptops, iPads, PE equipment etc.) or 'quarantined' (for 48 hrs, 72 hours for plastic) before being used by another group.</p> <p>Build cleaning into end of lesson activity routines.</p> <p>Schools to ensure anti-bacterial wipes are available in all IT rooms and teacher to ensure students wipe down after use.</p>	<p>to bring in own water, enough for the day as external water fountains will be turned off.</p> <p>Message from Headteacher to all staff and students</p> <p>Limit use of any shared resources</p> <p>Information copied to Head of Science and D&T</p> <p>Information shared with IT Manager, Librarian for information sharing and controls to be implemented.</p>	<p>AHe</p> <p>All staff</p> <p>Teaching Staff</p> <p>Teaching Staff</p>	<p>14th August</p> <p>Daily</p> <p>Daily</p> <p>Daily</p>	<p>Info</p> <p>Info</p>
Proximity of students/ staff	Staff/students/wider contacts	Staff are to maintain a safe distance between each other (2 metres wherever possible).				Info
	Spread of COVID 19	<p>Rooms to be kept as well ventilated as possible (opening windows) or via ventilation units (where mechanical ventilation is present adjust these to full fresh air where possible).</p> <p>Consider opportunities for outdoor learning to assist in social distancing.</p>				Info
						Info

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
		<p>Staff to follow social distancing guidance in offices/staff rooms/close working in rooms etc i.e. 2m wherever possible.</p> <p>Where staff need to move between classes and year groups, they should try and keep their distance from students and other staff as much as they can, ideally 2 metres from other adults.</p> <p>Meetings / 1-2-1's / training Limit face to face meetings to those which are essential. Ensure these are conducted in large enough areas to maintain social distancing or via electronic means (Microsoft Teams etc.)</p> <p>Office Use Where possible social distancing must be observed. It may be decided that staff furniture will need to be removed/relocated to distance tables, staff visiting offices may be asked to wait outside or to wear a face mask when entering the office.</p> <p>Staff rooms Review occupancy levels and layout to facilitate social distancing Set maximum occupancy; staff to stagger use to enable distancing.</p> <p>Stairs / corridors Minimise groups (bubbles) transitioning at the same time to ensure brief contact (passing briefly in circulation spaces is a low risk). Implement one-way system (where possible e.g. multiple routes / stairs) Stagger use and numbers using circulation spaces at the same time. Avoiding multiple groups queuing in same shared areas/ narrow corridors etc.</p> <p>Changing rooms Reduce numbers needing to use by allowing students to wear PE kit to school.</p>	<p>Any meeting taking place must be booked in advance, socially distanced and well ventilated. Wipes will be provided for the lead meeting person to clean down tables and chairs after use.</p> <p>Staff room set up at 1 metre distance, maximum number is 29</p> <p>One-way system through blocks to be implemented as is entry/exit to classrooms with external doors. See Plans for fully reopening in September</p> <p>Changing rooms will remain closed. If a student has PE</p>	<p>PSe</p> <p>PSe/GPe</p>	<p>14th Aug</p>	<p>Info</p> <p>Info</p> <p>Info</p> <p>Info</p> <p>Done</p> <p>Info</p>

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
		<p>Break / Playgrounds Avoid any group activities that require students to be in close physical contact with each other.</p> <p>Limit group interaction by clearly zoning areas and staggering breaks. Use playing fields when weather permits.</p> <p>Brief all staff on expectations.</p> <p>Increased supervision to aid enforcement of social distancing as far as is reasonable.</p>	<p>on that particular day they will be allowed to wear PE kit as their uniform for the day.</p> <p>See Plans for fully reopening in September</p> <p>See Plans for fully reopening in September</p> <p>See Plans for fully reopening in September</p>			<p>Info</p> <p>Info</p> <p>Info</p>
<p>Canteen use / lunchtimes</p>	<p>Staff/students/wider contacts</p> <p>Spread of COVID 19</p>	<p>Break times staggered to reduce congestion and contact between groups.</p> <p>Rota for use of dining areas</p> <p>Reinforce handwashing prior to eating food. Hand sanitiser should be available at the entrance of any room where people eat and should be used by all persons when entering and leaving the area.</p> <p>Canteen use Food operators continue to follow Food Standard Agency's (FSA) guidance on good hygiene practices in food preparation and their Hazard Analysis and Critical Control Point (HACCP) processes.</p> <p>Students to enter canteen/food serving points in their allocated groups.</p> <p>Discuss provision and delivery with catering provider. Consider change to meal provision, delivery of lunches to groups in classes etc.</p>	<p>Canteen not in use at breaktime</p> <p>Lunch times: see Plans for fully reopening in September</p> <p>Staff to be on duty at all entry points to enforce this</p> <p>Information shared with Catering Manager</p> <p>3 serving points in canteen: one for hot food, one for wraps/pasta, one for cold food and sandwiches. This will service Years 7, 10 and 11</p> <p>There is a new serving point at the crossover of English/Humanities serving</p>	<p>All staff</p>	<p>Daily</p>	<p>Info</p> <p>Info</p> <p>Info</p> <p>Info</p> <p>Info</p>

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
		<p>Payments should be taken by contactless methods wherever possible. (Risks from fingerprint contact payment considered low if handwashing / sanitising is enforced).</p> <p>All rubbish and waste should be put straight in the bin by the user and not left for someone else to clear up to stop cross contamination.</p> <p>All areas used for eating must be thoroughly cleaned between groups and at the end of each break and shift, including chairs, door handles and tables</p>	<p>hot snacks and cold food to Years 8 and 9.</p> <p>The 6th form café will provide hot snacks and cold food to the 6th form throughout the day. These arrangements could be subject to change once the school is up and running.</p> <p>Students to bring in own drinks</p> <p>Use of Biometrics to continue but students will gel before and after use.</p>	<p>All students</p> <p>Lunchtime supervisors to clean the canteen furniture.</p>	<p>Daily</p> <p>Daily</p>	<p>Info</p> <p>Info</p> <p>Info</p> <p>Info</p>
Transport / Travel off site	<p>Staff/students/wider contacts</p> <p>Spread of COVID 19</p>	<p>Encourage walking / cycling to school</p> <p>Public transport All persons to limit their use of public transport and if this is not possible individuals should follow government advice on the wearing of face coverings. (mandated from 15th June) Guidance on how to wear and make a cloth face covering is available.</p> <p>Where business travel via car is required use private single occupancy where possible.</p> <p>Minibus use for consortium students</p>	<p>See plans for fully reopening in September.</p>			<p>Info</p> <p>Info</p>

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
		<p>Used by those within same school group / bubble, reduce numbers on board to aid distancing.</p> <p>Vehicles to be cleaned after each group's use / between drivers etc (sanitiser / disinfectant wipes to be available on the vehicle).</p> <p>Regular cleaning of vehicle contact points (handles, keys, display and controls etc.) – in particular where vehicles are shared between drivers / groups.</p> <p>Use hand sanitiser on entering / leaving vehicle.</p> <p>Windows to be open for ventilation.</p> <p>Staff to wear disposable gloves when refueling.</p>				<p>Info</p> <p>Info</p> <p>Info</p> <p>Info</p>
Contractors	<p>Contractors/ staff/students/ wider contacts</p> <p>Spread of COVID 19</p>	<p>All contractors will read and comply with signs in reception regarding good hygiene.</p> <p>Staff and contractors are to maintain a safe distance between themselves and others (2 metres where practical).</p> <p>All contractors are to use alcohol-based hand sanitiser upon entering the site. Agree approach to scheduled / ongoing building works.</p> <p>Where works can be conducted outside of the school day they should be.</p> <p>Site inductions are to be carried out following social distancing principles.</p> <p>Schools to seek confirmation of the contractors method statement / risk assessment.</p>				<p>Info</p> <p>Info</p> <p>Info</p> <p>Info</p> <p>Info</p>
Provision of first aid	<p>Staff/students/ wider contacts</p> <p>Spread of COVID 19</p>	<p>It is accepted that social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum e.g. students apply cold pack, wipe, plaster where able to do so.</p> <p>Wash hands before / after treatment.</p> <p>Those administering first aid should wear PPE appropriate to the circumstances. Where the injury was significant and thus required close care for an extended period then it would be reasonable to provide PPE.</p> <p>See also 'provision of personal care' and 'Suspected case whilst working on site'.</p> <p>First aiders to be aware of advice on CPR from The Resuscitation Council https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/</p>	<p>Gloves, aprons, face masks, face visor and gel all provided.</p> <p>Information shared with JWa to then forwarded to all First Aiders</p>	<p>Reception and First Aid team</p>	<p>Daily</p>	<p>Info</p> <p>Done</p>

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
		<p>First aid rooms can be very busy and are often small rooms. Schools should make arrangements for only one person being treated in the first aid room at a time and allocate another room / area as a waiting/collection area.</p> <p>If daily medication is administered from First Aid rooms then consider if this needs relocating to reduce demand on space.</p>	<p>There is a separate Covid-19 location.</p> <p>There is adequate waiting area in the hall foyer so students can obtain/administer medication one by one safely.</p> <p>Where possible First Aiders will go to the casualty. If, however, the casualty needs to go to the medical room there is adequate waiting area in the hall if not an emergency.</p> <p>There is a rota of First Aiders.</p>			<p>Info</p> <p>Info</p>
Emergency procedures (Fire alarm activations etc)	<p>Staff/students/wider contacts</p> <p>Spread of COVID 19</p>	<p>Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable (this will be impacted during evacuation, but will be for a short period).</p> <p>Maintain groups / bubbles at assembly points.</p> <p>Increased supervision and reiteration of social distancing messages to students</p>	<p>A new emergency plan will be introduced for 1st Sept and circulated to all staff</p> <p>HoY to reiterate message</p>	<p>PSe</p> <p>HoY</p>	<p>14th August</p>	<p>Info</p> <p>Info</p>
Deliveries & Waste collection.	<p>Staff/students/wider contacts</p> <p>Spread of COVID 19</p>	<p>Do not approach delivery staff, allow packages to be left in a safe place.</p> <p>Hands are to be thoroughly washed after handling all deliveries or waste materials.</p> <p>Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).</p>				<p>Info</p> <p>Info</p> <p>Info</p>
Premises safety	<p>Staff/students/wider safeguarding/safety risks</p>	<p>Ensure all 'normal' tasks / compliance checks are being carried out/planned such as fire alarm testing, legionella controls, servicing of equipment, PAT testing etc.</p> <p>Ensure all key services are operational.</p>	<p>All up to date</p> <p>All checked</p>	<p>PSe</p> <p>PSe</p>		<p>Done</p> <p>Done</p>

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
		<p>Legionella Follow normal practices for re-opening after summer holiday period. i.e. where weekly flushing of outlets has not taken place then chlorination / flushing of whole system should take place.</p> <p>Ensure key fire doors are not being compromised / wedged open (those protected stairwells, cross corridor, on single directional routes etc.)</p>	<p>All checked</p> <p>Some internal doors will be open to allow circulation. Doors around stairwells will not be compromised</p>	PSe		<p>Done</p> <p>Info</p>
<p>Lack of awareness of PHE/ school controls</p>	<p>Staff/students/ wider contacts</p> <p>Spread of COVID 19</p>	<p>All staff consulted on plans and risk assessment.</p> <p>Posters will be displayed in the reception, welfare areas and in suitable places around site.</p> <p>Clear briefing for all personnel on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance.</p> <p>Volunteers, peripatetic, temporary / supply staff, sports coaches and other providers are briefed on school's arrangements for managing and minimising risk, including need to maintain distance (2m where possible) from other staff and students.</p>	<p>Risk Assessment shared with staff, union reps and Governors with changes made following various meetings.</p> <p>See Plans for fully reopening in September</p> <p>Above plan to be shared with all users by their Line Managers</p>	Line Managers	Daily	<p>Info</p> <p>Info</p>

Relevant links

Guidance for educational settings: <https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19>

Guidance for full opening from Sept 2020
<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Cleaning of non-healthcare settings <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

Managing premises <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak#other-points-to-consider>

Guidance on infection prevention and control for COVID-19
<https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>

First aid guidance <https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov>

<https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/>

CPR on adults <https://www.sja.org.uk/get-advice/first-aid-advice/unresponsive-casualty/how-to-do-cpr-on-an-adult/>

Stay at home guidance
<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

Cleaning after a positive / symptomatic case on site
<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

Test and trace <https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace>

KEY:

AHe – Alan Henshall

KBa – Katie Barter

GPe – Glen Pettengell

PSe – Paul Seymour

JWa – Janet Wallis

MHa – Myles Hamilton

HoY – Head of Year

HR – Human Resources

PHE – Public Health England