



Coronavirus (COVID-19): risk assessment for Vyners School

Assessment conducted by: Alison Foster / Karen Williams	Job title: Deputy Headteacher/Business Manager	Covered by this assessment: students, staff and other relevant individuals.
Date of initial assessment: July 2020	Review interval: in line with government updates	Date of next review: Easter 2021

Related documents
Health & Safety Policy, Business Continuity Plan/Emergency Plan, Safeguarding Policy (including Covid 19 annexe), SEND Policy, Supporting students with Medical Conditions Policy, COSHH Dept Policies, Administering Medication Policy, GDPR and Data Protection Policy, E Safety Policy, Data Breach Policy, Remote Learning Policy, Behaviour Policy, Staff Code of Conduct,

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major Causes major physical injury, harm or ill-health.	High (H)	H	Medium (M)
	Severe Causes physical injury or illness requiring first aid.	H	M	Low (L)
	Minor Causes physical or emotional discomfort.	M	L	L

The risk of a member of staff contracting COVID-19 is potentially High Risk. Staff are at risk from infection in all areas of their life, not just at school. If members of staff follow the guidance outlined in this risk assessment the chances of infection while at school should be moderate. We are instructing members of staff to follow the risk assessment guidelines to protect themselves from infection. We also expect that members of staff also practice good sensible risk reduction measures while not at school. Vyners School cannot guarantee that a member of the school community will not contract Covid-19 whilst inside or outside school.

Area for concern	Who will be harmed ?	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Poor awareness of policies and procedures	Staff and students Wider community inc staff and student families Catering / cleaning contractors	M	<ul style="list-style-type: none"> • All staff, students and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> - Health and Safety Policy - Safeguarding Policy (including Covid 19 annexe) - SEND Policy, - Supporting students with Medical Conditions Policy • Key staff (Headteacher, SLT, Chef Manager and Cleaning Supervisor) have regard for all relevant guidance and legislation, and disseminated appropriate information to all staff, including, but not limited to, the following: <ul style="list-style-type: none"> - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 - The Health Protection (Notification) Regulations 2010 - Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' - DfE and PHE (2020) 'COVID-19: guidance for educational settings' What is essential? • The relevant staff receive any necessary information that helps minimise the spread of infection, e.g. infection control training, PPE training for welfare staff. • All stakeholders have been repeatedly reminded not to come into school if they need to self-isolate under current guidance. • The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> - DfE - NHS - Department of Health and Social Care 				L

			<p style="text-align: center;">- Hillingdon Local Authority</p> <ul style="list-style-type: none"> ● Staff were made aware of the school's infection control procedures in relation to coronavirus via email and key reminders during the Inset Day at the beginning of the Autumn Term 2020 and continuously since then.. ● Parents are made aware of the school's infection control procedures in relation to coronavirus via letter and school website – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus or exhibits possible symptoms. ● Students are made aware of the school's infection control procedures in relation to coronavirus via a video shared on Google Classroom and then a reminder session on their first day of attendance back in school. Additional signage around the school has been placed to remind students of procedures. They are informed that they must tell a member of staff if they begin to feel unwell. ● They should be sent to Student Services where staff administering support will put on mandatory PPE and take the student to the Isolation / Hygiene Room (Room 009) . Room 008 will be used as a second room. Both rooms, if occupied, will have the door left open and the adjoining outside door opened to ensure a flow of fresh air. ● The Staff Code of Conduct Policy is followed at all times – this includes withholding the names of staff, volunteers and students with either confirmed or suspected cases of coronavirus. ● Fire evacuation arrangements were revisited with staff and students who will follow the normal process of evacuation onto the AWP. Staff and students were made aware of exit routes for each Year Group Bubble and holding areas have been designated to ensure that bubble groups do not converge on route to the AWP. Roll call will be taken as normal at the muster points and YL and SLT links will ensure social distancing between Year Group Bubbles. A full school evacuation has taken place twice since September, and processes adjusted to reflect the feedback received Fire evacuation policy Fire evacuation summary ● The Headteacher releases regular Covid - 19 updates via a designated area on the school website. Link 				
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<p>Poor hygiene Practice</p>	<p>Staff and students</p> <p>Wider community inc staff and student families</p> <p>Catering / cleaning contractors</p>	<ul style="list-style-type: none"> • Posters are displayed throughout the school reminding the school community to wash their hands / sanitise, e.g. before entering and leaving the school, when changing rooms, at the end of breaks and before and after eating. Students are shown a black dye video to ensure that they are aware of how to wash their hands effectively • Alcohol-based sanitizers units (that contain no less than 60 percent alcohol) are provided for use in addition to hand washing with soap and water. • Tissues are available in all classrooms and designated bins for disposal which are emptied throughout the day. Signage is posted around the block and in every classroom reminding students to 'catch it, bin it, kill it. • Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas. Each classroom is also provided with anti bac spray and hand towels for teachers to sanitise their own desk and keyboard if they wish. • The cleaning team will do a thorough clean of all used areas every night, and two day cleaners clean high risk areas e.g. cubicle handles, stair banisters etc during the day. • All students bring their own personal stationery and will be told not to swap items with friends. Students will work on paper or their exercise books and take these home each day. • Teacher/staff to adhere to 2 metre social distancing at all times. • Cleaners are employed by the school to carry out daily, thorough cleaning. • The Headteacher and Business Manager arrange thorough cleaning to be undertaken where required. 				
<p>Ill Health</p>	<p>Staff and students</p> <p>Wider community inc staff and student families</p> <p>Designated First aiders and SLT in particular</p>	<ul style="list-style-type: none"> • Any student who displays signs of being unwell is immediately referred to the Welfare Officer, who has access to PPE equipment (masks gloves and aprons) to be able to assist the student. Use of PPE is mandatory when dealing with an unwell individual. • An individual displaying symptoms will be monitored by the Welfare Officer or a first aider wearing full PPE until they leave the premises • Staff act in line with the Government Infection Control Guidance and ensure that any unwell students/staff are immediately moved to the Hygiene Room situated next to Student Services. The member of staff dealing with the unwell student will keep them in sight while socially distancing. In the event of two people being ill at the same time, room 008 will be used in addition to the Hygiene Room. Both room doors will be propped open to allow for ventilation. Staff assisting students ensure the safe disposal into yellow clinical waste bags of PPE used. Staff wash their hands immediately having dealt with the student. 				

		<ul style="list-style-type: none"> • The relevant member of staff will call for emergency assistance immediately if the student's symptoms worsen. • Areas used by unwell students who need to go home are thoroughly cleaned once vacated. • If a case is confirmed, the school will contact the local health protection team, This can be reached by calling the DfE Helpline on 0800 046 8687. This team will also contact schools directly if they become aware that someone has tested positive for coronavirus. (COVID-19) attended the school – as identified by NHS Test and Trace. • School will start a covid 19 log to record close contacts and actions taken following confirmation of a positive case Link • direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) <ul style="list-style-type: none"> • proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual • travelling in a small vehicle, like a car, with an infected person <p>Staff and student timetables are a record of student groups and which students staff have been in contact with.</p> <p>A template letter from the health protection team, on the advice of the health protection team, is sent to parents and staff if needed. The school does not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.</p> <p>Students, staff and other adults must not come into the school if:</p> <ul style="list-style-type: none"> • they have one or more coronavirus (COVID-19) symptoms • a member of their household (including someone in their support bubble or childcare bubble if they have one) has coronavirus (COVID-19) symptoms • they are required to quarantine having recently visited countries outside the Common Travel Area • if they have had a positive test they must immediately cease to attend and not attend for at least 10 days from the day after the start of their symptoms or the test date if they did not have any symptoms but have had a positive test (whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test) <p>If anyone in school develops a new and continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia):</p> <ul style="list-style-type: none"> • they will be sent home to begin isolation - the isolation period includes the day the symptoms started and the next 10 full days 				
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		<ul style="list-style-type: none"> • they are advised to follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection • they are advised to arrange to have a test as soon as possible to see if they have coronavirus (COVID-19) <p>Other members of their household (including any siblings and members of their support or childcare bubble if they have one) should self-isolate. Their isolation period includes the day symptoms started for the first person in their household, or the day their test was taken if they did not have symptoms, whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test), and the next 10 full days. If a member of the household starts to display symptoms while self-isolating they will need to restart the 10 day isolation period and book a test.</p> <p>If anyone tests positive whilst not experiencing symptoms but develops symptoms during the isolation period, they must restart the 10 day isolation period from the day they developed symptoms.</p> <p>If a student displays coronavirus (COVID-19) symptoms, or has a positive test, they should avoid travelling home on public transport. A parent, carer or member of their household should collect them. In exceptional circumstances if they cannot be collected, if age appropriate and safe to do so the student should walk or cycle home.</p>				
Mass testing in school from 8th March 2021	Whole school community	<p>On Monday 22.02.2021 the Government released updated guidance for mass and serial testing in schools from 08.03.2021 Link</p> <ul style="list-style-type: none"> • The school has put in place plans for mass testing to enable all year groups to return to school by 11.03.2021. The government's ambition for all students to return to school by the end of w/c 08.03.2021 is recognised in the school's plan. Mass testing (here is the schedule) will take place with the above guidance from the DfE in the Sports Hall. The SLT have been briefed via a series of webinars from the DfE in order to implement mass and twice weekly home testing. • Testing is optional and parents do not have to consent to their child being tested before returning to school during the mass testing phase. Parents who do not consent to serial testing will have their child return to school on the phased return date of their child's year group. • When a student has tested positive for Covid 19 on a LFD or PCR test, the school will establish who has been a close contact with that student. This is done by looking at seating plans and talking with the student about close contacts outside the classroom during travel to and from school and during break and lunch times. Close contact means: 				

			<p>anyone who lives in the same household as someone with face-to-face contact including being coughed on or having a face-to-face conversation within 1 metre been within 1 metre for 1 minute or longer without face-to-face contact within 2 metres of someone for more than 15 minutes (either as one-off contact, or added up together over one day) travelled in the same vehicle</p> <ul style="list-style-type: none"> • Once identified as a close contact students or staff will have to self isolate in line with government guidelines. • Students displaying symptoms will not be tested in school with lateral flow tests and parents will need to book a PCR test. 				
Self testing at home for students			<ul style="list-style-type: none"> • Students will be issued with self testing kits to take at home twice weekly. • Consent will be obtained from parents via the Google Form. No other method of consent will be accepted. • We will ensure the correct Instructions for Use (with a plain blue cover, and dated 15 January 2021 v 1.3.2) are given to participants. The old instructions are inside the box of test kits. The most up-to-date instructions come in a separate bundle. Participants will be told that the separate document replaces the instructions inside the box. • Participants will be provided with video training for self testing. • Home testing will begin from w/c 22nd March. Students will be provided with Lateral Flow Testing kits to enable them to do this at home on the occasion of their 3rd test in school. • Students must sign the Test Kit Log to acknowledge receipt. This log will help the school trace who has what kit via the LOT numbers on the testing kits (should this be necessary e.g. in the event of a faulty batch which keeps giving void results). • If a student tests positive on a Lateral Flow Testing kit at home, parents should then book a PCR test for their child and inform the school of the result and begin the period of self isolation. • Parents must report positive test results to the school immediately to enable contact tracing logs to be actioned by SLT. • Students aged 11 should be tested by a parent/carer. Students aged 12+ should self test. • Students under parent supervision should record the result of their test online. • The Covid Coordinator will maintain a COVID-19 Test register to help with: identifying participants with positive results, for bubble 				

			<p>management and contact tracing; managing stock and distribution of kits to participants based on how many kits they have used (they may use more if any invalid tests occur); encouraging participants to follow requirements when reporting results online, or by phone; identifying and reporting incidents</p> <ul style="list-style-type: none"> • The designated area for twice weekly testing for students or parents who can't do it at home will be the former SEN Office; this area will be in operation from 15.03.2021 until such time as twice weekly home testing comes to an end. • To counter poor uptake, the school will effectively communicate the rationale and obtain consent early. • If there is a clinical incident which led to or has potential for harm, participants are advised to report it on https://coronavirusyellowcard.mhra.gov.uk. This is not for seeking immediate medical care. Medical care should be sought through the usual route of contacting 111 or 999. Examples of clinical issues are a swab breaking in the mouth, bleeding, allergic reaction on using the kit etc. • Non-clinical issues: For incidents occurring at home, participants are advised to report any issues (something damaged, or missing or difficult to use in the kit, unable to log result etc.) to 119. • Parents should inform the school about ongoing test-related problems (such as 2 or more invalid results), so that the school can check if this is a wider issue across other users. • If you have tested positive with Covid-19 in the past 90 days, you may well have developed some immunity. Moreover, a Lateral Flow Test may produce a false positive result. Therefore you are required not to conduct twice weekly self testing using Lateral Flow Devices (LFDs) until 90 days has passed since you first tested positive. As such, we will not (unless you request otherwise) be issuing self testing kits to anyone who has tested positive since New Year's Eve (31st December). 				
Self testing at home for staff			<ul style="list-style-type: none"> • Staff will be issued with self testing kits to take at home twice weekly. • Self testing kits will also be offered to cleaning and catering staff. • We will ensure the correct Instructions for Use (with a plain blue cover, and dated 15 January 2021 v 1.3.2) are given to participants. The old instructions are inside the box of test kits. The most up-to-date 				

			<p>instructions come in a separate bundle. Participants will be told that the separate document replaces the instructions inside the box.</p> <ul style="list-style-type: none">• Participants will be provided with video training for self testing.• Home testing will begin from w/c 8th March.• Staff must sign the Test Kit Log to acknowledge receipt. This log will help the school trace who has what kit via the LOT numbers on the testing kits (should this be necessary e.g. in the event of a faulty batch which keeps giving void results).• Consent is obtained via the signing of the Test Kit Log.• Data Privacy notices have been issued to staff.• If a member of staff tests positive on a Lateral Flow Self Testing kit, they must immediately self isolate in line with government guidelines and inform the school. They should book a PCR test, and inform the school of the result.• The Covid Coordinator will maintain a COVID-19 Test register to help with: identifying participants with positive results, for contact tracing; managing stock and distribution of kits to participants based on how many kits they have used (they may use more if any invalid tests occur); encouraging participants to follow requirements when reporting results online; identifying and reporting incidents.• If there is a clinical incident which led or has potential for harm, participants are advised to report it on https://coronavirusyellowcard.mhra.gov.uk. This is not for seeking immediate medical care. Medical care should be sought through the usual route of contacting 111 or 999. Examples of clinical issues are a swab breaking in the mouth, bleeding, allergic reaction on using the kit etc.• Non-clinical issues: For incidents occurring at home, participants are advised to report any issues (something damaged, or missing or difficult to use in the kit, unable to log result etc.) to 119.• Staff should inform the school about ongoing test-related problems (such as 2 or more invalid results), so that the school can check if this is a wider issue across other users.• If you have tested positive with Covid-19 in the past 90 days, you may well have developed some immunity. Moreover, a Lateral Flow Test may produce a false positive result. Therefore you are required not to conduct twice weekly self testing using Lateral Flow Devices (LFDs) until 90 days has passed since you first tested positive. As such, we will not (unless you request otherwise) be issuing self testing kits to				
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			anyone who has tested positive since New Year's Eve (31st December).				
Non engagement with the NHS Test and Trace process			<p>Communicate to staff and parents that they will need to be ready and willing to;</p> <ul style="list-style-type: none"> • book a test if they are displaying symptoms. Staff and students must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit • provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace • self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) 				
Presence / handling of Hazardous Waste	Staff and students		<ul style="list-style-type: none"> • Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately, using PPE at all times (masks, gloves, aprons) • All waste from potential Covid-19 cases is double bagged and marked as such. During the Lateral Flow Testing programme, clinical waste will be disposed of via the designation of PHS Yellow Bins. • Waste from potential Covid 19 case is removed from building to outside storage area and placed in rubbish 72 hours post event. • Waste from lateral flow testing will be disposed of according to Government guidelines. 				
Spread of infection	Staff and students Wider community inc staff and student families		<ul style="list-style-type: none"> • Students are instructed to cough or sneeze into their elbow and use a tissue to cover their mouths where possible, disposing of the tissue in classroom bins. Posters 'Catch it, Bin it, Kill it in all bubble classrooms. • Students clean their hands after they have coughed or sneezed. • Parents are informed via letter not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus. • Students will be taught in year group bubbles. Each bubble will have a designated area of the school. Years 12 and 13 will make up one bubble. • Bubbles will have designated entrances and exits to and from the school site. • Bubbles will have designated toilets • Year groups will have staggered start times and break times. • Only one year group will be assigned to each of the two canteens at any one break time • Year group bubbles will have designated toilets. 				

			<ul style="list-style-type: none"> ● Teachers will move between year group bubbles following a one way system. ● Corridors are used to a minimum ● A Safer Working Practices Document will be shared with staff with information about social distancing in school. ● Students will be seated side by side in rows all facing forward ● Year Group bubbles will have a designated canteen in either the old or new building. ● Start times are staggered with Years 7,8 and 9 starting school at 8.30am with a tutorial session. Years 10, 11 and Sixth Form will start school at 8.50am and go straight to their first lesson. ● End times are staggered with Years 7, 8 and 9 finishing school at 3pm. Years 10,11 and Sixth Form will finish school at 3.20pm after a 20 minute tutorial ● Year Group bubbles are designated an entry and exit point to the school ● Year Group bubbles are designated to either the new or old canteen and the adjoining half of the Quad during break times. ● The biometric cashless catering system is replaced by a card. These will be issued to all staff and students. ● Students can sit next to each other in the canteen but not facing each other. ● Windows in classrooms should be opened at the beginning of the day and doors propped with door wedges - there are door wedges on the teachers desk in every classroom to enable ventilation. ● Main cleaning of classroom desks and other hard surfaces to be carried out by the cleaning team every evening. ● Only high alcohol cleaner to be used ● Classrooms are additionally supplied with antiviral disinfectant spray for voluntary use by staff wishing to clean the desk and computer during the school day ● Sound Field and radio aids - HIRB Link ● Each member of staff to have their own whiteboard pen to avoid multiple use ● Staff to wipe down the white board surface with disposal cloth before exiting the classroom ● Students are not allowed to use the interactive whiteboard ● Students are not allowed to share stationary and teachers are not to issue stationary for students to borrow. ● Lessons that involve singing, chanting, shouting or playing instruments (particularly wind or brass instruments) will be limited to no more than 15 students, and will take place outside wherever possible (if taking place inside, the space will be well ventilated). students will be 				
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			<p>positioned either back-to-back or side-to-side at an appropriate distance. Instruments won't be shared. Singing or instrument playing won't take place in any larger groups such as choirs or assemblies</p> <ul style="list-style-type: none"> • Drama risk assessment Link • Music risk assessment for ensembles Link • Music risk assessment for classrooms Link • D&T Food risk assessment for classrooms Link • D&T risk assessment for classrooms Link • Staff must read the safer working protocols related to Covid-19. • Staff must ensure social distancing between each other at all times. • Staff should stay away from co-workers unless there is an emergency involving a child. • Staff can work across different groups in order to deliver the school timetable, but they will keep their distance from students and other staff as much as they can (ideally 2 metres apart). This will not always be possible but close face-to-face contact will be avoided, and time spent within 1 metre will be minimised. • From 08/03/21 all students, staff and visitors must wear a face mask in communal areas of the school including in classrooms. Videos have been shared with students during tutorial time about the wearing of masks. Students should only remove face masks when eating or when outside of the building. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons. Face shields and Visors should not be worn as an alternative to a face mask. Clear masks will be procured for staff to facilitate the inclusion of hearing impaired students. Guidance states that no pupil should be denied education on the grounds that they are not wearing a face covering. The behaviour policy has been updated so that there is a consistency of approach to issues related to face masks. • Supply teachers, peripatetic teachers and other temporary staff will be told to minimise contact and maintain as much distance as possible from other staff. The number of temporary staff entering the school premises will be kept to a minimum. • Specialists, therapists, clinicians and other support staff for students with SEND should provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene 				
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Management of infectious diseases	<p>Staff and students</p> <p>Wider community inc staff and student families</p> <p>First aid team and SLT</p>	<ul style="list-style-type: none"> ● Staff are vigilant and report concerns about a pupil's symptoms to the Welfare Officer who will inform the SLT. ● The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus. ● Social distancing measures are implemented as much as possible and PPE is worn as per government advice. ● The Business Manger together with the Premises Manager monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus. ● During school hours, cleaners will be undertaking continuous round-of cleaning door handles etc and toilets. <p>Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including:</p> <ul style="list-style-type: none"> ● Handrails ● Classroom desks and tables ● Toilet facilities (including taps and flush buttons) ● Door and window handles ● Furniture ● Light switches ● Reception desk ● Teaching and learning aids will be cleaned by staff during the day as used ● Computer equipment (including keyboards and mouse) will be cleaned by students and staff during the day, as used. ● Sports equipment will be cleaned by staff during the day, as used. ● Telephones ● Photocopiers will be cleaned by staff during the day, as used. 				
First Aid provision	<p>Staff and students</p> <p>First aid team and SLT</p>	<ul style="list-style-type: none"> ● Welfare Officer and First Aiders are available for assistance if necessary. First aid supplies available in Student Services. ● First Aider must have gloves and apron on and apply a face mask immediately when a student or member of staff enters Student Services. ● Once care has been administered to a symptomatic staff / student, the surfaces in the room must be thoroughly cleaned, single use PPE disposed of and hands washed. ● A contactless thermometer is available in Student Services. 				

Use of cleaning Products	Staff and students	<ul style="list-style-type: none"> • Facilities team to check operation of hand soap dispensers in toilets at lunchtime every day and every evening after school. • Review orders of school supplied cleaning products weekly. 				
Use of canteen	Staff and students	<ul style="list-style-type: none"> • Both canteens will be open for staggered breaks from 9.55am - 11.20am and from 12.25pm - 1.50pm. • The canteen will be cleaned during and after each Year group bubble has used it by the canteen staff with particular attention to hard surfaces including backs of chairs. • Students will use payment cards - biometric payment is suspended. • Students sit next to but not facing each other in the canteens. • All students and staff to sanitise / wash hands before and after use. • All students and staff must wear face masks in the canteen other than when eating. 				
P. E lessons	Staff and students	<ul style="list-style-type: none"> • Outdoor PE prioritised and Sports Hall used where it is not possible. • Students should wear their PE Kit to school on days when they have Core PE. This includes grey, navy or black tracksuit bottoms. • Non-contact games where possible. • Consistent groups - not across Year Group bubbles • Maximise distancing between students • Limit equipment. • Pay scrupulous attention to cleaning and hygiene. Clean ALL equipment after use. • External coaches can be used where it is safe to do so • Guidance from Sport England • Guidance from the Association of PE 				
Use of Staff room	Staff and their families	<ul style="list-style-type: none"> • Guidance from 8th March 2021 - the use of the staff room is minimised. • Maintain social distancing – seating at 2m distancing. • All staff should sanitise their hands before and after using the staff room facilities • Handwashing notices put up in both main office and staff room • Staff requested to wipe down the kettle, toaster, microwave, refrigerator after use/opening. Anti bacterial spray supplied in both areas for this purpose • Staff wear masks in the staff room at all times, except when eating. • Tables, computers, etc. should be cleaned after every use. 				

Access to site	Staff and students, Wider community inc staff and student families		<ul style="list-style-type: none"> • Non-urgent visitors, parents, etc. will not be allowed access to the school site. • All visitors to the school complete a Visitor Covid 19 Declaration Form • Use of the electronic booking-in system will be suspended. • Visitors will be given a lanyard and after use this will be quarantined for a period of 72 hours. • Visitors report to school office and sign manual visitor sheet • Only essential contractors are permitted inside the building • Issued with Visitor Sticky Labels not lanyards. • Instructed to wash hands. • Escorted by a member of the premises/staff to a relevant area. • Area to be cleaned/wiped post works. • Work outdoors takes place only when students are indoors. • Maintain social distancing at all times. • Provide Covid 19 RA/procedures to the School Business Manager. • For deliveries, staff to remain 2M away from visitors. 				
School Trips/ Visits	All staff and students		<ul style="list-style-type: none"> • Cancelled till further notice. When resuming Government guidance will be followed. 				
Return to full or partial closure			<ul style="list-style-type: none"> • Remote education in place immediately for students who need to self isolate • Students have wifi access and device to access online learning • Staff with responsibility for Leading T&L continue to develop the quality of blended learning. • All staff aware of the remote learning policy that includes blended learning. Link • Remote policy is published on the school website. 				
Lettings (inside the school building)	All staff and students Lettings customers		<ul style="list-style-type: none"> • Cancelled till further notice. 				
Office /Admin area	Office staff,		<ul style="list-style-type: none"> • Maintain social distancing. • Staff must avoid entering offices and if they have to, they maintain 2 metre distance. • Reception staff to remain behind the perspex screen when greeting students, staff and visitors. • Parents/carers do not enter school buildings unless for an emergency with their child. They must use the gate intercom to speak to the school office to 				

			<p>explain the nature of enquiry. When attendance at school is necessary only one parent should attend.</p> <ul style="list-style-type: none"> • Ensure effective ventilation in shared spaces by keeping windows open. • Wipe keyboards down at the end of the day • Regularly wipe phones down and at the end of the day after use. • Clean desks thoroughly. • Maintain 'clear desk' policy. • Wipe the photocopier touch screen after every use. • All meetings to be held remotely. 				
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Information for staff, visitors and building users

We currently have increased precautions in place to ensure effective the prevention of the spread of illness.

All users of the building are asked to follow the following guidance:

Do

- ✓ wash your hands with soap and water often – do this for at least 20 seconds
- ✓ always wash your hands when you get home or into work
- ✓ use hand sanitiser gel if soap and water are not available
- ✓ cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- ✓ put used tissues in the bin straight away and wash your hands afterwards
- ✓ try to avoid close contact with people who are unwell
- ✓ wear a mask at all times in communal areas
- ✓ Ensure social distancing of 2m at all times where reasonably possible for staff

Don't

X do not touch your eyes, nose or mouth if your hands are not clean

X enter the school if you are feeling unwell or have been in close contact with any person who is unwell (staff should contact the head teacher to discuss).

Version	Date of issue	Changes from last version
1.0	10.6.20	Final version as agreed by LGB and independent H+S advisor
2.0	17.08.20	Final version as agreed by LGB (independent H&S advisor visit due in on Weds 26th August)
3.0	04.12.21	DfE update 30th December - lateral flow testing
4.0	23.02.21	DfE update 22nd February - School's coronavirus operational guide

