

**Coronavirus (COVID-19): Risk Assessment Action Plan for Full opening of schools**

for Southall School

Assessment conducted by: Abi Martin	Job title: Head teacher	Covered by this assessment: <b>The identification of risks to Southall School from coronavirus and the actions and controls that will be taken before increasing numbers of students and staff coming into the school.</b>
Date of assessment: 15/06/21	Date of next review: 19/07/21	This document has been written using guidance released in February 2021 titled 'Schools coronavirus guidance (COVID-19( operational guidance as well as Additional operational guidance for special schools, special post 16 institutions and alternative provisions (dated February 2021)..

The sole purpose of this risk assessment is to support schools for all pupils in all year groups to return to school full time from the beginning of the autumn term, **while reducing the risk of coronavirus transmission.**

- For the purpose of this risk assessment, the term 'coronavirus' to refer to coronavirus disease 2019 (COVID-19).
- This risk assessment reflects Southall School setting and the context of the school.
- Staff and Unions have been consulted while conducting and writing this risk assessment.
- This risk assessment is not exhaustive and some of the controls will be dynamic. This should be viewed alongside relevant advice and guidance from the Department of Education and reflect any additional subsequent guidance issued to schools.
- For further reference, <https://www.gov.uk/government/latest?departments%5B%5D=department-for-education>  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/963557/Additional\\_operational\\_guidance\\_for\\_special\\_schools\\_special\\_post-16\\_institutions\\_and\\_alternative\\_provision.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963557/Additional_operational_guidance_for_special_schools_special_post-16_institutions_and_alternative_provision.pdf),  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/964351/Schools\\_coronavirus\\_operational\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf), including the documents below, issued on the 11 May 2020:
  - [Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)
  - [What parents and carers need to know about schools and other education settings during the coronavirus outbreak](#)

<b>Key:</b>	
Level of risk prior to control	Identifies the risk before any steps to reduce the risk have been taken
Risk Description:	Outlines the area of concern. This list is not exhaustive, and schools should add/amend/delete where appropriate e.g. risks for pupils with complex needs.
Risk Controls:	The measures that will be taken to minimise the risk. These controls are purposeful and achievable for Southall School. The risk controls are identified below in the appropriate column.
Impact:	L/M/H
Likelihood:	<b>L/M/H NB IF IMPACT AND LIKELIHOOD ARE BOTH HIGH, THEN THE ACTIVITY SHOULD BE STOPPED UNTIL ADDITIONAL CONTROL MEASURES ARE PUT IN PLACE.</b>
Responsible person:	The identified staff member(s) responsible for implementing the risk controls Head Teacher Sign ..... Date ..... Governor for Health and Safety sign ..... Date ..... Chair of Governors sign ..... Date ..... SBM sign ..... Date .....
Completion Date:	The date by which required plans for controls will be in place. <b>To support planning, identify which controls need to be in place before pupils return to the setting. Individual schools can then personalise to their own setting.</b>
Line Manager Check:	Sign off to ensure that the risk has been minimised as far as possible.

Risk Description /Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
The school lapses in following national guidelines and advice, putting everyone at risk	M	To ensure that all relevant guidance is followed and communicated: <ul style="list-style-type: none"> <li>The school to keep up-to-date with advice issued by, but not limited to, HSE, DfE, NHS, Department of Health and Social Care, PHE, Telford &amp; Wrekin Council advice and review its risk assessment accordingly</li> <li>Information on the school website is updated.</li> <li>Pupils updated via classrooms/email/text as necessary.</li> <li>Any change in information to be shared with Chair of Governors, consulted with employees directly, or through a safety representative that is either</li> </ul>	<u>L</u>	<u>L</u>	<u>Head teacher</u>	<u>Ongoing</u>	<u>H&amp; S Governor</u>

		<p>elected by the workforce or appointed by trade union and passed on to parents and staff by email</p> <p>As a result, the school has the most recent information from the government, and this is distributed throughout the school community.</p>					
Poor communication with parents and other stakeholders	M	<ul style="list-style-type: none"> <li>All staff/pupils aware of current actions and requirements and reminded frequently using school communication systems</li> <li>Head teacher to share risk assessment with all staff</li> <li>Parents notified of risk assessment plan and any future updates and shared with parents via website. Update notifications will be issued via text message and signposting to the website to read the updates.</li> <li>Advice leaflet issued to all visitors to site explaining procedures that school are following in reference to Coronavirus- COVID-19. Within the leaflet signposting to the most up to date risk assessment.</li> </ul> <p>As a result, all pupils and all staff working with pupils are adhering to current advice.</p>	<u>L</u>	<u>L</u>	<u>Head teacher</u>	<u>Ongoing</u>	<u>H&amp; S Governor</u>
Lack of awareness of policies and procedures	H	<ul style="list-style-type: none"> <li>School leaders will ensure that all policies impacted on by coronavirus controls are reviewed and updated on a half termly basis or when government guidance changes.</li> <li>All staff, pupils and volunteers will make themselves aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> <li>➤ Health and Safety Policy</li> <li>➤ Infection Control Policy</li> <li>➤ First Aid Policy</li> <li>➤ Intimate care policy</li> <li>➤ Behaviour policy</li> <li>➤ Business Continuity/Resilience</li> </ul> </li> <li>All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> <li>The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013. All staff / pupils who are known to have caught COVID-19 at school will be reported as a RIDDOR.</li> </ul> </li> </ul>	<u>L</u>	<u>M</u>	<u>Head teacher and SBM</u>	<u>Review completed and now ongoing as and when policies reviewed</u>	<u>H&amp; S Governor</u>

		<ul style="list-style-type: none"> <li>• The Health Protection (Notification) Regulations 2010</li> <li>• Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'</li> <li>• DfE and PHE (2020) 'COVID-19: guidance for educational settings'</li> <li>• All new starters will have induction training which includes how the school is responding to Coronavirus and what actions they will be asked to undertake as part of their role within the school and setting.</li> <li>• The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training.</li> <li>• A comprehensive and current list of key staff members is made available and adapted on a need basis.</li> <li>• Staff are made aware of the school's infection control procedures in relation to coronavirus via email</li> <li>• Parents are made aware of the school's infection control procedures in relation to coronavirus via letter/social media/poster at entrance to school – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus</li> <li>• Pupils are made aware of the school's infection control procedures in relation to coronavirus via a coordinated programme of delivery from staff on their return to school. This will be completed on their first return day and reviewed after each holiday. All are informed that they must tell a member of staff if they begin to feel unwell</li> <li>• Daily briefing issued to staff virtually or via electronic mail</li> </ul> <p>As a result, all staff and pupils are aware of the policies and procedures in place to keep themselves safe in school.</p>					
Extremely clinically vulnerable (High risk) individuals	H	<ul style="list-style-type: none"> <li>• Risk assessment completed for staff in high risk category exposure to Coronavirus (COVID – 19). All staff who have been classed or identified- by themselves, medical professionals or by the school as high risk have undergone the High Risk Category Risk Assessment. Risk Assessments have been carried out for children, young people and staff who have been classed as <u>clinically extremely vulnerable due to pre-existing medical conditions.</u></li> </ul>	<u>M</u>	<u>L</u>	<u>Head teacher and SBM</u>	<u>Reviewed ongoing</u>	<u>H &amp; S Governor</u>

		<p><b>Staff - Advice</b> for those identified through a letter from the NHS or a specialist doctor as in the group deemed clinically extremely vulnerable (CEV or shielding list) HR guidance provides advice on what additional measures individuals in this group can take tailored to each local restriction tier.</p> <p>All shielding has been paused. Some staff may have been requested to work from home by a medical professional in extenuating circumstances. In this event Southall will seek clarification from HR and Occupational Health.</p> <p><b>Pupils –</b> All shielding has been paused. Some students may have been asked to stay home in extenuating circumstances. In these circumstances they will have been notified by medical professionals. Southall will respect the decision of these professionals.</p>					
Clinically Vulnerable staff and pupils	H	<p>Individual risk assessment to be completed/reviewed for clinically vulnerable staff and pupils regularly and at least half termly</p> <p>Protective measures will be put in place for staff and pupils, as far as is possible, to ensure that the risk of transmission is reduced</p> <p>Clinically vulnerable staff can continue to attend school. While in school they should follow the control measures the school has put in place to minimise the risks of transmission.</p> <p>This includes taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing in line with the provisions set out in the 'prevention' section of government guidance. This provides that ideally, adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others. When social distancing is not possible adults should wear a face covering and this includes inside and outside of the classroom. The only allowances is when the activity prevents this or makes it extremely difficult- an example is PE lessons. While the risk of transmission between young children and adults is likely to be low, adults should continue to</p>	<u>L</u>	<u>M</u>	<u>Head teacher</u>	<u>Completed but will remain ongoing so to be reactive to changing circumstances and situations</u>	<u>H &amp; S Governor</u>

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	<p>take care to socially distance from other adults including older children and adolescents.</p> <p>People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace unless advised otherwise by an individual letter from the NHS or a specialist doctor.</p> <p>Pregnant women are in the 'clinically vulnerable' category and are generally advised to follow the above advice, which applies to all staff in schools.</p> <p>If we have been notified that an employee is breastfeeding or has given birth in the last 6 months we will conduct a risk assessment and will take appropriate action to reduce, remove or control the risks identified.</p> <ul style="list-style-type: none"> <li>• Clinically vulnerable (but not clinically extremely vulnerable) people are those considered to be at a higher risk of severe illness from coronavirus. Anyone who is 70 years plus falls into this category</li> <li>• a child/young person or a member of staff who lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, can attend their education or childcare setting. Management will maintain a list of these individuals and will respond to their needs in line with current guidance. Anyone in this category will undergo a risk assessment</li> </ul> <p>Clinically vulnerable people are those who are:</p> <ul style="list-style-type: none"> <li>• are 70 or older</li> <li>• have a lung condition that's not severe (such as asthma, COPD, emphysema or bronchitis)</li> <li>• have heart disease (such as heart failure)</li> <li>• have diabetes</li> <li>• have chronic kidney disease</li> <li>• have liver disease (such as hepatitis)</li> </ul>					
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Isolation	H	<p>Pupils, staff and other adults must not come into the school if:</p> <ul style="list-style-type: none"> <li>they have one or more coronavirus (COVID-19) symptoms</li> <li>a member of their household (including someone in their support bubble or childcare bubble if they have one) has coronavirus (COVID-19) symptoms</li> <li>they are required to quarantine having recently visited countries outside the Common Travel Area</li> <li>they have had a positive test</li> </ul> <p>They must immediately cease to attend and not attend for at least 10 days from the day after:</p> <ul style="list-style-type: none"> <li>• the start of their symptoms</li> <li>• 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)</li> </ul> <p>Anyone told to isolate by NHS Test and Trace or by their public health protection team has a legal obligation to self-isolate, but you may leave home to avoid injury or illness or to escape risk of harm.</p> <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), you:</p> <ul style="list-style-type: none"> <li>must send them home to begin isolation - the isolation period includes the day the symptoms started and the next 10 full days</li> <li>advise them to follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection</li> </ul>	<u>M</u>	<u>M</u>	<u>SLT</u>	<u>Ongoing</u>	<u>H&amp; S</u> <u>Goven</u> <u>or</u>

	<p>advise them to arrange to have a test as soon as possible to see if they have coronavirus (COVID-19)</p> <p>Any member of staff who has provided close contact care to someone with symptoms, regardless of whether they are wearing PPE, and all other members of staff or pupils who have been in close contact with that person, do not need to go home to self-isolate unless:</p> <ul style="list-style-type: none"> <li>• the symptomatic person subsequently tests positive</li> <li>• they develop symptoms themselves (in which case, they should self-isolate immediately and arrange to have a test)</li> <li>• they are requested to do so by NHS Test and Trace or the Public Health England (PHE) advice service (or PHE local health protection team if escalated)</li> <li>• they have tested positive from an LFD test as part of a community or worker programme</li> </ul> <p>If you suspect a case and the child is in school they should be asked to isolate and collect from school. If symptoms are present then a polymerase chain reaction (PCR) is required. <b>Call 07980937287</b> if you require more advice and the duty SLT will be able to guide you of the steps to be taken.</p> <ul style="list-style-type: none"> <li>• protective measures will be put in place for staff and pupils, as far as is possible, to ensure that the risk of transmission is reduced</li> </ul> <p>Classification of close contacts:</p> <p><b><i>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) • proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual this can be accumulative over the day • travelling in a small vehicle, like a car, with an infected person</i></b></p>					
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<p>Poor hygiene practice in school - <b>General</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>• Posters are displayed at the entrance to the school, around school and in every classroom reminding staff, pupils, parents and visitors of the hygiene practice required in school (e.g. washing hands before entering and leaving school)</li> <li>• We will check any cleaning chemical is appropriate for the task being used for and only distribute these for the designated task.</li> <li>• When giving out cleaning chemicals we will give guidance on the contact time for the use of that chemical.</li> <li>• Southall will undertake a COSHH assessment if using new products</li> <li>• Pupils to wash their hands with soap before and after break times and lunchtimes for no less than 20 seconds</li> <li>• Pupils and bubble staff will wash their hands during the plenary at the end of each lesson, if they are changing rooms, for no less than 20 seconds</li> <li>• On arrival and departure to the school site (building, outdoor learning areas) all will wash their hands with soap for no less than 20 seconds. Delivery drivers will have hand sanitiser made available to them should they wish to use it. Parents and transport will not be required to wash their hands but will also have access to hand sanitiser.</li> <li>• When washing hands hot water is not required. Cold water has been proven to be sufficient enough by agitation (rubbing) of the hands is required. Hands cannot just be placed under running water.</li> <li>• Teachers and TAs to reiterate key messages in class-time (when directed) to pupils to: <ul style="list-style-type: none"> <li>- Cover coughs and sneezes with a tissue,</li> <li>- To throw all tissues in a bin</li> <li>- To avoid touching eyes, nose and mouth with unwashed hands.</li> <li>- Southall has adopted the approach by the government for ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it'</li> </ul> </li> <li>• Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) and tissues to be provided for the school reception area, photocopiers, classrooms and other key locations for staff, pupils and visitors</li> <li>• Infection control procedures are adhered to as far as possible in accordance with the DfE and PHE's guidance</li> </ul>	<p><u>L</u></p>	<p><u>M</u></p>	<p><u>H &amp; S</u> <u>Governo</u> <u>£</u></p>	<p><u>Ongoing</u> <u>All</u> <u>posters</u> <u>displayed</u> <u>and</u> <u>handwas</u> <u>hing</u> <u>observed</u> <u>Soap and</u> <u>sanitizers</u> <u>present</u> <u>around</u> <u>school</u> <u>and have</u> <u>at least a</u> <u>5 day</u> <u>supply.</u></p>	<p><u>Head</u> <u>teache</u> <u>£</u></p>
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	<ul style="list-style-type: none"> <li>• 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</li> <li>• Hand washing facilities are supervised by staff when pupils are washing their hands to avoid overcrowding in hand washing areas</li> <li>• Only hand washing to occur in the Science lab. This is due to the fire risk that the alcoholic hand sanitiser can pose. (Currently the advice given is where hand sanitiser is used then it must be of at least 60% alcohol).</li> <li>• Pupils and staff do not share cutlery, cups or food. Staff to bring in their own cups and utensils</li> <li>• All utensils are thoroughly cleaned before and after use</li> <li>• Cleaners are employed by the school to carry out additional cleaning.</li> <li>• Door handles, doors and toilets are cleaned during the day at least 3 times and paper/hand towels are refilled regularly with a frequency of at least two times or when demand requires.</li> <li>• School will discourage taking items home or bringing them into school unnecessarily. Current guidance states books and lunches are ok to come into school. If books are being exchanged then them must be cleaned or stored for 48 hours before being used by another individual. These items should ideally be stored away from high flow areas.</li> <li>• If school dinners are required these will be delivered to the class base by a single individual- usually part of the class bubble. This process will reverse for the collection of used cutlery and crockery. They will then be placed in a dishwasher for cleaning.</li> <li>• Where reasonably practical no person will share any type of equipment. This could include art supplies and writing equipment. If equipment is given out it will then be designated for that person.</li> <li>• Where it is not practical to not share equipment, it is to be wiped down before and after use, including but not limited to games, keyboards and gardening equipment. This will then be stored for 72 hours before being used by a different bubble.</li> <li>• Students are encouraged to bring in their own simple stationary kit. Pens and pencils cannot be shared. Where possible these should remain in school.</li> </ul>					
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	<ul style="list-style-type: none"> <li>• Books/games are permitted to be shared but they must be wiped down before and after use. They must be stored for 72 hours before use between bubbles. Southall strongly advised wherever possible students to be designated their own.</li> <li>• Class teams have a responsibility to wipe down equipment and surfaces at regular intervals throughout the school day. The requirement is it will happen during the plenary of each lesson if the same class uses the same room throughout the day. If a different class enters the room which has been previously occupied (where reasonably practical this should not be happening-unless it is for a specialist subject/activity. If a different room is required this must be booked with the specialist lead for that subject. ) then all surfaces and equipment will be wiped down before they enter. One member of the class team will remain behind and clean all surfaces at the end. Class teams will be provided with a log to fill in after each time cleaning of surfaces and equipment occurs.</li> <li>• The school will be divided into zones- an image is attached to identify these zones. Different areas for different key stages Staff and students will adhere to these zones to support bubbles</li> <li>• No teaching rooms to be shared with other key stage bubbles- Wider bubbles have been implemented so we can deliver a broad and balanced curriculum.</li> <li>• Cooking will work on rotation with key stages- this will allow once fortnightly access to the specialist room. DT has identified two specialist rooms and these will be issued separately for each key stage. Booking for these activities/lessons must take place.</li> <li>• Wellbeing is being offered on offered face to face where possible social distancing will occur and the adults will wear a face mask as long as it does not impact communication or cause anxiety.. Any identified students working at home will be triaged and offered wellbeing sessions via Teams.</li> <li>• The sensory room is currently in use on a rota system- week A week stage 3 and week B key stage 4.</li> <li>• The school hall/sports hall/ studio as much equipment as reasonably practical will be removed to aid cleaning. Cleaning will occur between each small bubble.</li> </ul>					
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	<ul style="list-style-type: none"> <li>• Each bubble will be allocated external areas for breaks and these will be timetabled to prevent the crossing of bubbles as far as reasonably practical.</li> <li>• Southall will endeavour to keep bubbles as small as possible and this is inline with current guidance. Schools must do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum. The overarching principle to apply is reducing the number of contacts between children and staff. This can be achieved through keeping groups separate (in 'bubbles') and through maintaining distance between individuals.</li> <li>• Soft furnishings will be removed from classrooms and equipment which is difficult to clean due to intricate parts will also be removed. Where they cannot be removed they will be covered with sheeting that can be wiped clean. However, it will not be possible to use the equipment underneath. Any equipment deemed unnecessary at this current time should also be removed and put into storage. Please advise SLT if you identify any of this equipment in the room you are working in. The only exception to the rule is you have been risk assessed and on that assessment it has identified you need specialist equipment or seating. This will then remain but it will be your responsibility to wipe it down during the day.</li> <li>• Soft chairs can remain in classrooms where they can be designated for use for just one student each and they are in rows- side by side. Circles, horseshoes, squares are not permitted.</li> <li>• Staff rooms are identified as 'hot zones' and should therefore be used infrequently with 2 metres distancing strictly adhered to.</li> <li>• Follow T&amp;W cleaning in school guidance</li> <li>• <b><u>Staff to be good role models to the students and follow the government advice of handwashing, cleaning routines and social distancing of two metres where possible.</u></b></li> </ul> <p>As a result, all pupils and staff are adhering to high standards of hygiene to minimise risk of transmission.</p>					
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Hand Hygiene	H	<p>Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitiser. Southall will ensure that pupils clean their hands regularly, including :</p> <ul style="list-style-type: none"> <li>• when they arrive at school,</li> <li>• when they return from breaks,</li> <li>• when they change rooms</li> <li>• before and after eating</li> <li>• when visiting the toilet are</li> <li>• In the plenary in each lesson if a room change is occurring</li> </ul> <p>Staff will also be encouraged to follow this routine. All staff will also be issued with a lanyard hand sanitiser and encouraged to wear it at all times on site. The only exception is when working with students where this is not safe to do so or when using equipment when it is a risk.</p> <p>Regular and thorough hand cleaning is going to be needed for the foreseeable future. Southall will endeavor to ensure:</p> <ul style="list-style-type: none"> <li>• the school has enough hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly</li> <li>• supervision of hand sanitiser use given risks around ingestion. Pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative</li> <li>• building these routines into school culture, supported by behaviour expectations and helping ensure younger children and those with complex needs understand the need to follow them</li> </ul> <p>Anyone entering the building who goes past the reception door will be asked to sanitise or wash their hands.</p> <p>Only a wedding band or an engagement ring to be worn whilst on site.</p> <p>No nail varnish gel/polish, acrylic nails or any other fake nails to be worn while working on site. Nails should also be kept at a reasonable length where cleaning behind the nail can take place.</p>	<u>L</u>	<u>L</u>	<b><u>SBM and Head Teacher</u></b>	<b><u>Ongoing</u></b>	<b><u>H &amp; S Governor</u></b>
Getting or spreading coronavirus	H	<p>Southall has identified areas where this may happen and has put controls in place</p>	<u>L</u>	<u>M</u>	<b><u>Head Teacher</u></b>	<b><u>Ongoing</u></b>	<b><u>SBM</u></b>

<p>in common use high traffic areas such as the hall, corridors , staff rooms, toilet facilities, entry and exit points and other communal areas</p>	<ul style="list-style-type: none"> <li>• Movement where possible will occur externally for all. In inclement weather internal travel is permitted (specifically snow and ice- SLT will advise on these days when internal travel is permitted), students must be escorted by a member of staff so they can social distance from other bubbles.</li> <li>• PE changing rooms currently not in use for students- students on PE days will come dressed for PE</li> <li>• Staffrooms allocated to bubbles- Key Stage 3 staff to use meeting room next to the admin offices and key stage 4 staff to the original staffroom. Social distancing still needs to remain in staffrooms. With no more than 4 in attendance at any one time.</li> <li>• No communal eating in the hall. Eating to occur in tutor group bubbles</li> <li>• Southall is only advocating staff communicating via phone, or electronically. The only exception is in teaching units and in case of emergency where it can be done face to face and socially distanced. If any face to face meetings are required it is to be done socially distanced and with face masks. Where weather permits this should occur outside.</li> <li>• Acknowledgment movement maybe required during times of 'crisis' of students or where behaviours dictate this.</li> <li>• Pinch point areas are identified and additional cleaning to occur in these areas- reception, toilets, staffrooms entrances and exits</li> <li>• High touch items to be cleaned before and after use- these include but not limited to kettles, fridge exteriors, microwaves, sinks.</li> <li>• Non fire doors to be left open to help reduce contact and improve ventilation. Southall acknowledges some weathers may dictate that these doors need to be closed but identified windows must be kept open. Current government guidance is as follows as must be adhered to: <i>Natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air</i> <i>Natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so)</i></li> </ul>					
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		<p>Further advice on this can be found in Health and Safety Executive (HSE) guidance on air conditioning and ventilation during the coronavirus outbreak (<a href="https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm">https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</a>) and CIBSE coronavirus (COVID-19) advice (<a href="https://www.cibse.org/coronavirus-covid-19/coronavirus,-sars-cov-2,-covid-19-and-hvac-systems">https://www.cibse.org/coronavirus-covid-19/coronavirus,-sars-cov-2,-covid-19-and-hvac-systems</a>) .</p> <ul style="list-style-type: none"> <li>• Encouragement of locker use and storage of personal items so they are not left in the open.</li> <li>• Staff are requested to use face coverings where social distancing cannot occur- this includes in classrooms (coverings are not masks- they are reusable and can be washed) and coverings when travelling around the all areas of the school. The school will make the masks available to staff as a contingency if they do not bring their own.</li> <li>• Comfort breaks will be established for those who require a break from wearing the mask.</li> <li>• If you are exempt from wearing a face mask/covering please consult with SLT. Likewise if you have any anxieties around wearing a face mask/covering</li> <li>• Students are no longer expected to wear face masks or coverings in classrooms or external areas. Southall will not discourage pupils from wearing face masks or coverings if they wish to do so.</li> </ul>					
Getting or spreading coronavirus through workers living together	M	Where reasonably practical Southall has placed workers who live together in the same bubble. If it has not been practical to do this then individual risk assessments have been carried out.	<u>L</u>	<u>L</u>	<u>Head Teacher</u>	<u>Ongoing</u>	<u>SBM</u>
Poor hygiene practice – specific – school entrance	M	<ul style="list-style-type: none"> <li>• Clear signage in place regarding social distancing</li> <li>• Barriers/screens to be used by reception staff when dealing with parents/visitors/contractors. Reception sliding window to be kept shut.</li> <li>• Remove screen signing system, receptionist to have a written log of visitors/contractors. Staff can use the screen signage by presenting their badge and not touching the screen</li> <li>• All visitors and contactors to complete a Coronavirus pre visit questionnaire</li> <li>• Areas touched to be wiped down</li> </ul>	<u>L</u>	<u>L</u>	<u>SBM and Head Teacher</u>	<u>01/06/20 All tasks completed ongoing for cleaning</u>	<u>H &amp; S Gover nor</u>

		<ul style="list-style-type: none"> <li>Discourage parents from entering the school building. Signage will be displayed of where to drop and collect children from at the start and end of the school day. This will also be communicated verbally over the phone and via letter/email</li> <li>Reduce the amount of people accessing reception area at any one time</li> <li>Rearrange/remove furniture in reception area to facilitate social distancing. Only have one person in the front office and two seated in the reception area.</li> <li>Provide alcohol-based sanitiser (that contains no less than 60 percent alcohol) at the school reception area</li> <li>Assess the schools ability to follow T&amp;W cleaning in school guidance, if unable to complete notify the Local Authority</li> <li>Encourage staff not to visit the reception area and surrounding offices if possible. To use email and phone calls to minimise visits to the area.</li> <li>Keep the reception area door closed to prevent people from entering the reception area work space.</li> </ul> <p>As a result, reception staff are protected.</p>					
Poor hygiene practice – <b>specific – office spaces.</b>	M	<ul style="list-style-type: none"> <li>Start and end times for administrative staff are staggered to support social distancing</li> <li>Ensure distancing is maintained between desks</li> <li>Tissues/hand sanitiser to be available in office locations</li> <li>Staff to wash hands on arrival at school</li> <li>Each individual is responsible for wiping down their own work area before and after use.</li> <li>Each individual responsible for wiping down equipment such as printers</li> <li>Staff working in office areas to ask people to leave if it is breaking social distancing rules or they feel uncomfortable with the amount of people in the areas.</li> <li>Office staff to discuss as a team if working from home at times can occur. If this is possible then should be implemented under the guidance of the School Business Manager and/or the Office Manager.</li> <li>Office staff currently have no identified staff room therefore it has been agreed they will use the key stage 3 staff room avoiding the educational staff</li> </ul>	<u>L</u>	<u>L</u>	<u>SBM</u>	<u>Ongoing</u>	<u>Head teache</u> <u>r</u>

		<p>breaktimes and will wipe down all contact and touch points before and after use.</p> <ul style="list-style-type: none"> <li>Assess the schools ability to follow T&amp;W cleaning in school guidance, if unable to complete notify the Local Authority</li> </ul> <p>As a result, office practice in office spaces limits the risk of the spread of any infection.</p>					
System of Controls - Prevention	H	<p>1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.</p> <p>2) Where recommended, the use of face coverings in schools.</p> <p>3) Clean hands thoroughly more often than usual.</p> <p>4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.</p> <p>5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.</p> <p>6) Minimise contact between individuals and maintain social distancing wherever possible.</p> <p>7) Where necessary, wear appropriate personal protective equipment (PPE).</p> <p>8) Always keeping occupied spaces well ventilated.</p> <p><b>Numbers 1 to 5, and number 8, must be in place in all schools, all the time.</b></p>	<u>L</u>	<u>L</u>	<u>Head Teacher</u>	<u>Ongoing</u>	<u>SBM</u>

		<p>Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances.- Southall has considered these measures and has tightened bubbles down to class bubbles.</p> <p>Number 7 applies in specific circumstances- this is occurring for personal care, any therapy where touch occurs and for students who have the potential to excrete bodily fluid and the staff cannot safely socially distance.</p>					
System of Control - Responsive	H	<p><b>Response to any infection</b></p> <p>9) Engage with the NHS Test and Trace process. By notifying the Health Protection Hub (HPH) by completing the online notification form <a href="https://apps.telford.gov.uk/testandtrace/">https://apps.telford.gov.uk/testandtrace/</a></p> <p>Follow guidance for issue of NHS test and trace app within school</p> <p><a href="https://www.gov.uk/government/publications/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges">https://www.gov.uk/government/publications/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges</a></p> <p>10) Manage confirmed cases of coronavirus (COVID-19) amongst the school community. As above follow guidance received from HPH or PHE</p> <p>11) Contain any outbreak by following local health protection team advice. Take part in Incident Management Team meetings as requested by HPH or PHE</p> <p><b>Numbers 9 to 11 must be followed in every case where they are relevant.</b></p>	<u>L</u>	<u>M</u>	<u>Head Teacher</u>	<u>Ongoing</u>	<u>SBM</u>
Poor hygiene practice – specific - spread of potential infection at the start of the school day.	H	<p>In line with government advice:</p> <ul style="list-style-type: none"> <li>• Issue information to young people, parents, carers and visitors not to enter the school if they display any symptoms of coronavirus</li> <li>• Issue information to parents about arrival and departure procedures, including safe drop-off and pick-up</li> <li>• Inform student and their parents of their allocated times for the beginning and end of their school day. These are currently from 0850 for key stage 4 transport, 0900 for all other parents and 0910 for key stage 3 transport.</li> </ul>	<u>L</u>	<u>M</u>	<u>Head teacher &amp; SLT</u>	<u>Ongoing</u>	<u>H &amp; S Governor</u>

	<ul style="list-style-type: none"> <li>• Wrap around care is currently implemented from 0830 before the school opening and till 1530 after school closure. Parents/carers who need this facility need to make SLT aware.</li> <li>• Inform each student and their parents of the allocated entrance and exit points to school and where they should go on arrival. All students will be greeted by at least one member of their bubble staff and walked around the external of the building to their classroom. Then at the end of the day students will wait in their bubble until they are called to depart. They will then be escorted around the perimeter to their transport.</li> <li>• If any of the internal classrooms are used then the door by the PPA room will be used for entry.</li> <li>• Pupils in demountables will use separate entrances where possible- this may involve some classes using side doors and some classes using front doors. This will be communicated to individual classes and a map will be annotated.</li> <li>• Pupils to be supervised in accessing hand-washing facilities on arrival, ensuring that pupils queue while maintaining social distancing as they wait for facilities</li> <li>• All staff to wash hands on arrival in school</li> <li>• Make it clear to parents and pupils that they cannot congregate at the front of school prior to the start of the school day. Encourage parents in vehicles to join the transport loop and wait in the queueing system.</li> <li>• Any members of staff helping with transport must wear a face mask.</li> <li>• Pedestrian parents will be asked to wait at the school gate entrance. A member of staff will radio down to state that someone is present to collect a student. The student will then walk up the drive to meet them. Staff are positioned outside so can monitor students walking up.</li> <li>• Make parents and pupils aware of government recommendations with regard to transport. Inform parents and pupils of restrictions and plans relating to school transport</li> <li>• Issue information to pupils in relation to restrictions on their movement around the site</li> <li>• Sufficient supplies of hand-washing supplies should be provided to accommodate this procedure at the start of the day.</li> </ul>					
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		<ul style="list-style-type: none"> <li>Assess the schools ability to follow T&amp;W cleaning in school guidance, if unable to complete notify the Local Authority</li> </ul> <p>As a result, the risk of infection is reduced as pupils and staff arrive at school.</p>					
Poor hygiene practice – <b>specific – toilet/changing facilities.</b>	H	<ul style="list-style-type: none"> <li>Staff to wear usual PPE when supporting pupils with toileting routines – fluid repellent mask, and goggles or visor, gloves and apron</li> <li>All changing surfaces to be cleaned before and after each use</li> <li>Nappies/soiled items to be disposed of in yellow bags</li> <li>Staff to follow specific intimate care procedures Please read the intimate care policy.</li> <li>Although not required Southall will designate toilets to specific key stages. These locations are marked on the map</li> <li>Accessible toilets can be used for any students who requires to use them This will be identified on their profile.</li> <li>Any soiled clothes are put into a plastic bag (double bagged) and sent home.</li> <li>Restrict numbers of children using the toilets to ensure 2m social distancing is maintained. Staff will send students to their toilets to avoid crowding. At breaks/lunches a member of staff will be positioned outside the toilet area to monitor and manage any potential overcrowding.</li> <li>Provide paper towels instead of blow dryers (less risk of aerosol)</li> <li>Prop doors open where possible to reduce hand contact surfaces</li> <li>As staff toilets have a single cubicle knock before entering to prevent overcrowding</li> <li>Assess the schools ability to follow T&amp;W cleaning in school guidance, if unable to complete notify the Local Authority</li> </ul> <p>As a result, safe practices are followed and the risk of infection is reduced for staff and pupils.</p>	<u>M</u>	<u>M</u>	<u>Head teacher</u>	<u>Ongoing</u>	<u>H &amp; S governor</u>
Poor hygiene practice – <b>specific -</b>	H	<ul style="list-style-type: none"> <li>Issue information to parents about departure procedures, including safe pick-up</li> </ul>	<u>L</u>	<u>L</u>	<u>Head teacher</u>	<u>Ongoing</u>	<u>H &amp; S governor</u>

<p><b>end of the school day.</b></p>	<ul style="list-style-type: none"> <li>• Inform pupils and parents of their allocated times for the end of their school day.</li> <li>• Inform pupils and their parents of the allocated exit points and pick up points all parents in vehicles to join the transport loop to pick up their child. 1450 for key stage 3 transport and 1500 for key stage 4 transport, all other parents are 1510.</li> <li>• Make it clear to parents and pupils that they cannot congregate at the front of school/in the playground prior to the end of the school day. If waiting to collect pupils, parents are to remain in cars and join the transport loop</li> <li>• If any parents pick up on foot they will be directed to an area where social distancing can occur. This is by the main drive railings</li> <li>• Staff to escort pupils round to the collection point to make sure social distancing and no mixing with the other 'bubbles'</li> <li>• Make parents and pupils aware of government recommendations with regard to transport. Inform parents and pupils of restrictions and plans relating to school transport and potential road closures.</li> <li>• Any staff helping with transport at the end of the school day must wear a face covering.</li> <li>• Staff are encouraged to leave the premises as quickly as possible once students have left. This is to help minimise contact between staff and allow the cleaners to complete their work without coming into close contact with classroom and office staff.</li> <li>• Assess the schools ability to follow T&amp;W cleaning in school guidance, if unable to complete notify the Local Authority</li> <li>• Transport (where appropriate and during lockdown) should encourage pupils to sit socially distanced. Where this is impossible, and pupils are not in the same bubble, this needs to be identified. This is a clear break of the tight school bubbles. Parents will also be informed. A separate risk assessment is completed on Transport.</li> </ul> <p>As a result, the risk of infection is reduced as pupils and staff leave school.</p>					
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Ill health in school.	H	<p>Staff are informed of the symptoms of possible coronavirus infection,</p> <ul style="list-style-type: none"> <li>➤ A high temperature</li> <li>➤ A new continuous dry cough</li> <li>➤ A change to their normal sense of taste or smell (anosmia)</li> <li>➤ Children may also display gastrointestinal symptoms</li> </ul> <p>They must be sent home and advised to follow '<a href="#">stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>', which sets out that they must self-isolate and should <a href="#">arrange to have a test</a> to see if they have coronavirus (COVID-19). If symptoms are present then the test needs to be PCR test and not the LFD (these are the home tests issued via school). If the test is positive they must stay off for 10 days. (Day one starts the you're your symptoms started or if you did not have symptoms then the day of the positive test- this can be the LFD test if this occurred first) Schools should use the notification form to notify the HPH of any positive cases within staff members. <a href="mailto:HealthProtectionHub@telford.gov.uk">HealthProtectionHub@telford.gov.uk</a></p> <p>If a person has a negative result they can return immediately, as long as they have not been requested to self isolate by NHS test and trace, nobody in their bubble has tested positive within the last 10 days</p> <ul style="list-style-type: none"> <li>• Staff who don't have the symptoms above but have other symptoms such as headache /sore throat/aches and pains/ feeling very tired for no good reason/ runny nose/ sneezing etc can book a PCR <a href="#">test</a> by selecting the option " local Authority required me to test". Staff and students also have the ability to use the home testing kits. These are a LFD. If the LFD comes back positive then a PCR must be taken to confirm the result.</li> <li>• Appropriate PPE is sourced and guidance on its location, use and disposal issued to staff in line with government guidance on what to do if a pupil or staff member becomes unwell (see PPE guidance for schools)</li> <li>• All staff are informed of the procedure in school relating a pupil becoming unwell in school</li> </ul>	<u>M</u>	<u>M</u>	<u>Head teacher</u>	<u>Ongoing</u>	<u>H &amp; S governor</u>
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	<ul style="list-style-type: none"> <li>• Any pupil who displays signs of being unwell is immediately referred to the PPA room and a member of SLT will be contacted.</li> <li>• Any staff member who displays signs of being unwell immediately refers themselves to SLT and a decision will be made on a recommendation of a test or to go home, or both.</li> <li>• Staff ensure that any unwell pupils are moved to the PPA room whilst they wait for their parent to collect them. School admin team to contact parents. Parents advised to follow the COVID-19: Guidance for households, including testing.</li> <li>• If a pupil needs to use the bathroom, they should use a separate bathroom this is the toilet next to the PPA room which will be cleaned after use.</li> <li>• Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe. A facemask should be worn by the supervising adult if a distance of 2 metres cannot be maintained</li> <li>• If contact with a child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If there is a risk of splashing, eye protection should also be worn- goggles and visors will be available to those monitoring the child or young person who is displaying symptoms</li> <li>• The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen</li> <li>• Unwell pupils who are waiting to go home are supervised in the PPA room where they can be at least two metres away from others.</li> <li>• For reassurance, the school has thermometers where temperature can be taken. The NHS states a high temperature is 38 or above for adults. A child's temperature is about 36.4 (NHS) and they are also classed as having a high temperature when 38 or above.</li> <li>• Areas used by unwell pupils who need to go home are identified as out of bounds, thoroughly cleaned and disinfected once vacated.</li> <li>• Following a suspected case head teachers should follow the guidance in appendix 2</li> <li>• Assess the schools ability to follow T&amp;W cleaning in school guidance, if unable to complete notify the Local Authority</li> </ul>					
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		<p>If students are displaying any illness the head has the right not to admit the student into school. School needs to remain as health as possible. However, the head cannot refuse entry for someone who refuses a test.</p> <p>As a result, any member of the school community who becomes unwell, is isolated quickly and appropriate action is taken to minimise the risk of infection.</p>					
Testing	H	<p>As of the 8<sup>th</sup> March Southall will be implementing home testing for staff and students.</p> <p><b>Staff-</b>          If staff wish to opt out they are requested to inform SLT. The first test kits will be given out with the NHS guide- Your step-by-step guide for Covid-19 self testing. Staff will be asked to test 3-5 days apart with the recommendation it occurs Monday am and Thursday am.          Staff if they have a preference can still use local testing sites as an alternative. Any tests that come back positive from the home test or another LFD confirmation will be required via a PCR test. Any positive test result the person should follow the government guidelines on self- isolation. They also have a duty to report the result to SLT in school. As part of the self test kits staff are required to inform NHS test and trace of any outcome- positive, negative or void.</p> <p><b>Students-</b>          It has been agreed that the home is the best place for students to be tested if they are able. We will therefore encourage home testing for our pupils from the outset. Southall staff will provide support and guidance where possible in a safe way.          Parents have the choice if they wish not to use the home testing kits to use local facilities.          Students will be provided with a schedule and an all-communication video to aid with the testing. This will be authorised by the local authority for accuracy.          Results will need to be communicated with NHS test and trace as well as school- separate guidance will be issued on this. Each initial home test kits for students</p>	<b><u>M</u></b>	<b><u>M</u></b>	<b><u>Head teacher</u></b>	<b><u>Ongoing</u></b>	<b><u>H &amp; S Goven oro</u></b>

		<p>will also be provided with the NHS test and trace Your step-by-step guide for Covid-19 self-testing.</p> <p>If a student is unable to tolerate testing we will respect this. We will also adapt testing if required- for example if a student can tolerate a nasal swab and not a throat swab or vice versa. Also, if a student wellbeing is considered a higher risk than the test or results of the test then the student can be exempt from testing. It is however vastly important all other controls are maintained to the highest of standards.</p> <p>The school on site test facility will be disbanded from 8<sup>th</sup> March 2021.</p> <p>In accordance with DEFRA any used test kits no matter the result can be discarded in normal waste (not recycling).</p>					
Poor management of pupil numbers reduces the ability of pupils and staff to practice social distancing.	H	<p>Schools must do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum.</p> <p>The overarching principle to apply is reducing the number of contacts between children and staff. This can be achieved through keeping groups separate (in 'bubbles'), the wearing of face coverings/masks and through maintaining distance between individuals. These are not alternative options and all measures will help, but the balance between them will change depending on:</p> <ul style="list-style-type: none"> <li>• children's ability to distance</li> <li>• the lay out of the school</li> </ul> <p>Southall will be operating two levels of bubbles:</p> <ul style="list-style-type: none"> <li>- Close- tutor group</li> <li>- Wider key stage group- within this it will be split into complex/scaffold</li> <li>- Staff need to social distance from each other. The only exception is in case of an emergency.</li> </ul> <p>Staff, including therapy/wellbeing/SLT will also operate in the above bubbles. If a member of staff finds themselves requiring to work with other students guidance is to be sought and a risk assessment to be carried out. If they feel unable to do this they must inform SLT as soon as reasonably practical.</p>	<u>L</u>	<u>L</u>	<u>Head teacher</u>	<u>Ongoing</u>	<u>H &amp; S Governor</u>

	<p>A DSL will also be identified to bubbles. When working with the bubble if reasonably practical they will socially distance and wear a face covering. A separate risk assessment will be carried out on the DSLs.</p> <p>External therapies can recommence but they can only work with prior identified students. The therapists will be required to wear appropriate PPE where reasonably practical. All surfaces and touch points will need to be wiped between students.</p> <ul style="list-style-type: none"> <li>• Rooms will need to re-designed to allow as much distance as possible between staff and students</li> <li>• All desks to be forward facing and students to be sitting side by side. No cluster of side facing of student is permitted.</li> <li>• Unrequired furniture, intricate items, soft furnishings to be removed from rooms and put in storage. Where this is not possible they are to be covered with a plastic cover which can be wiped down</li> <li>• Southall children cannot be expected to remain 2 metres apart from each other and staff. Southall has worked through the hierarchy of measures set out; <ul style="list-style-type: none"> <li>➤ Avoiding contact with anyone with symptoms</li> <li>➤ Frequent hand cleaning and good respiratory hygiene practices</li> <li>➤ Regular cleaning of settings</li> <li>➤ Minimising contact and mixing</li> <li>➤ Where able and the student can put on and remove safely- face coverings/masks to be worn in classrooms.</li> <li>➤ Following bubble criteria</li> <li>➤ Where reasonably practical no crossing of bubbles will occur. The only exception is in case of an emergency and it is agreed between all parties involved- SLT and the staff asked to cross.</li> </ul> </li> </ul> <p>It is still important to reduce contact between people as much as possible, and we can achieve that and reduce transmission risk by ensuring children, young people and staff where possible, only mix in a small, consistent bubbles and that small bubble stays away from other people and bubbles.</p> <p>Southall will endeavour to keep to 2 metre where possible rather than adopting the 1 metre plus scenario.</p>					
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Mental Health and Wellbeing for pupils	M	<ul style="list-style-type: none"> <li>Where students are returning/being educated at home to school we would expect leaders and teachers to; <ul style="list-style-type: none"> <li>➤ consider their pupils' mental health and wellbeing and identify any pupil who may need additional support so they are ready to learn</li> <li>➤ assess where pupils are in their learning, and hence what adjustments to their curriculum may be needed over the coming weeks</li> <li>➤ identify and plan how best to support the education of all our students including disadvantaged pupils, and vulnerable pupils</li> <li>➤ Support pupils in year 11 who are leaving Southall</li> <li>➤ Support year 7 pupils who are just entering their transition year.</li> </ul> </li> </ul> <p>Students on free school meals will have support to access meal vouchers or similar if the school is closed/bubble due to an outbreak.</p>	<u>L</u>	<u>L</u>	<u>Head teacher</u>	<u>Ongoing</u>	<u>H &amp; S Governor / SBM</u>

		<p>Welfare calls will be made a minimum of weekly if the young person has been seen and heard on screen when not coming into school. Calls will be increased for young people not seen on screen or in school. If no answer is had home visits will be carried out within a timely manner. Those involved in home visits are made aware of the minimum PPE of face coverings and not to enter the home (unless in case of an emergency). Any items collected need to be stored in a plastic bag/container for 72 hours.</p> <p>MindEd has been launched <a href="https://www.minded.org.uk/">https://www.minded.org.uk/</a> which is free and a good source to help support children and young people mental health. Southall actively encourages the support and resources from this site.</p> <p>Staff will also be reminded of their duty in terms of keeping children safe in education and will be support by the DSLs with this. Southall staff have and will continue to have training on KCSIE annually.</p>					
A pupil is tested and has a confirmed case of coronavirus. A pupils family member has tested and has a confirmed case of coronavirus	H	<p>In line with government advice:</p> <ul style="list-style-type: none"> <li>Follow the government guidance from the Test and Trace team in the Health Protection Hub. The Head teacher will contact PHE. Then PHE's local protection teams to conduct a rapid investigation and will advise school on appropriate action. PHE may recommend testing for the bubble</li> <li>Welfare calls will be made at least twice to those who are self-isolating.</li> <li>See advice in Dealing with Incident procedure</li> </ul> <p>As a result, school leaders taken appropriate action in the event of a confirmed case of coronavirus.</p>	<u>M</u>	<u>M</u>	<u>Head teacher</u>	<u>Ongoing</u>	<u>SBM &amp; H &amp; S Gover nor</u>
Insufficient staff to run face-to-face sessions for pupils.	H	<ul style="list-style-type: none"> <li>Leaders to ensure that they have a complete list of clinically extremely vulnerable and clinically vulnerable adults for their school</li> <li>Protocols for staff to inform leaders if they need to self-isolate are clearly in place</li> </ul>	<u>L</u>	<u>L</u>	<u>Head teacher</u>	<u>Ongoing</u>	<u>SBM &amp; H &amp; S Gover nor</u>

		<ul style="list-style-type: none"> <li>• Leaders ensure there is a <u>contingency</u> in place for cover in the instance that staff have to self-isolate.</li> <li>• If you're having surgery or a procedure: you, the people you live with and anyone in your support bubble may need to self-isolate before you go into hospital you may need a test to check if you have coronavirus before you go into hospital</li> </ul> <p>Your hospital will contact you with more information about what you need to do.</p> <p>As a result, sufficient staff cover in place to provide the face-to-face support sessions for pupils.</p>						
Pupil movement between lesson, at breaktime and lunchtime increases the risk of infection.	H	<ul style="list-style-type: none"> <li>• Lunches to be distributed to classrooms and eating will occur in these rooms. For the tutor group located in the Science room they will be relocated to an alternative room for eating. (the Art room)</li> <li>• External circulation where possible to be put in place for pupils arriving and leaving lessons. Staff to greet at the external doors and guide to hand washing facilities.</li> <li>• Staff to travel externally where possible and to keep movement to a minimum. Please use phones and email to reduce movement.</li> <li>• Allocated outdoor areas for each year are identified for break time and lunchtime and at different times- please see the attached map.</li> <li>• Lunchtime play is staggered where possible</li> <li>• Pupils advised not to play contact games at break time or lunchtime.</li> <li>• Pupils to be supervised in washing hands before and after lunch</li> <li>• Tables to be cleaned prior to use, between year groups and at the end of session</li> <li>• Catering staff to maintain strict levels of hygiene in food preparation areas and follow whole staff guidance in reporting illness</li> <li>• Pupils who bring a packed lunch, will eat in the classroom with the school dinner students from their tutor group to reduce movement and maintain social distancing. Tables must be cleaned prior to lunch</li> </ul>	<u>M</u>	<u>L</u>	<u>Head teacher</u>	<u>Ongoing</u>	<u>H &amp; S Governor</u>	

		<ul style="list-style-type: none"> <li>Assess the schools ability to follow T&amp;W cleaning in school guidance, if unable to complete notify the Local Authority</li> </ul> <p>As a result, the risk of infection during unstructured time is reduced.</p>					
Spread of infection in classrooms/ shared areas.	H	<ul style="list-style-type: none"> <li>Only staff timetabled for a room at that time must be in the room.</li> <li>All meetings will be now virtual.</li> <li>Students are no longer expected to wear face masks in school. They are still expected to wear them on school transport if able. Students are not required to wear masks/coverings outside or in PE</li> <li>Adults to wear face masks in communal/shared areas, between lessons and in classrooms. Please speak to SLT if you are exempt from wearing a mask</li> <li>Southall is currently discouraging trips to locations that are not covid secure or that have a high number of the public present. Trips to outside areas and where social distancing can occur away from the public can be agreed with SLT. No overnight stays are permitted by the school yet. Possible exceptions may occur if the impact on the student and their wellbeing outweighs the risk. Please speak with SLT if you think this to be the case for individual classes you are with.</li> <li>All unnecessary items to be removed from classrooms and learning environments and stored elsewhere</li> <li>Items that are hard to clean to be removed.</li> <li>If soft furnishing remain in the room they are to be allocated to an individual with no other person using it unless it has been left unused for 72 hours. Any soft seating is to be forward facing and space apart as reasonably practical.</li> <li>Pupils to be directed to specific seats in classrooms and to maintain seats during the day and week as far as possible. Teachers to implement seating plans and stick to these as far as reasonably practical.</li> <li>Tissues and hand sanitiser to be located in each classroom/learning space</li> <li>Bins to be emptied at least three times daily in classrooms.</li> <li>Contact with communal surfaces, such as door handles etc to be minimised. Doors to be kept open to reduce contact points where possible.</li> <li>All contact areas will be wiped down during the plenary of each lesson</li> </ul>	<u>L</u>	<u>H</u>	<u>SBM &amp; H &amp; S</u> <u>Governo</u> I	<u>Ongoing</u>	<u>Head</u> <u>teache</u> I

	<ul style="list-style-type: none"> <li>• Desk and pedestal fans are permitted but they must be in good working order, PAT tested and incorporated into the daily cleaning schedule as a high contact area.</li> <li>• Cleaning logs will be completed by those who do the wiping down to show compliance</li> <li>• Windows to be opened to provide ventilation. As a minimum the designated windows (they are purple stickered) must be kept open at all times. These will be opened by the first person in the room and closed by the last to leave. Between each person touching the windows the touch point must be wiped.</li> <li>• Inform all the pupils that they will be given stationary and this is only to be used by them and not shared. This stationary will remain in school where reasonably possible.</li> <li>• Pupils/staff to clean IT equipment (esp keyboards) with anti-bacterial wipes before and after each use- this includes staff desks.</li> <li>• The teaching kitchen, DT room and the ICT room will be out of use until at least the next review.</li> <li>• The soft rooms must be kept for the students whose risk assessment identify them as needing it. If the soft room is used then it must be fully cleaned before being used again by a different person. Where possible it should be cleaned immediately after use. If it cannot be cleaned immediately sign must be displayed to not use it. The soft room inside the main building will be for CH use and the one inside the Nurture area will be used for Nurture</li> <li>• Shared telephone handsets to be cleaned with anti-bacterial wipes before and after each use</li> <li>• Shared teaching resources to be cleaned prior to and after use each time. Please keep these to a minimum and follow isolation storage- 72 hours before use between different bubbles/students.</li> <li>• If any bodily fluids come into contact with classroom equipment, ensure that gloves are worn to remove the piece of equipment before it is thoroughly cleaned. The clean-up should happen as immediately as possible</li> <li>• If staff are working with students who are known to spit or who have spat in the past they must use a fluid repellent face mask if they cannot social distance at all times.</li> </ul>					
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		<ul style="list-style-type: none"> <li>Guidance issued to staff on the use of the staff room- only four in the room at any one time to keep to social distancing criteria. All touch points to be cleaned by the person touching the point. Staff to be reminded to adhere to social distancing at all times</li> <li>Hand sanitiser to be in place at photocopiers/shared keyboards/telephones etc</li> <li>Dishwashing is the preferred washing up method due to the temperatures achieved. If staff hand wash they need to dry their own cups, plates, and utensils, using disposable towels. The preferred method is staff bring in their own cups, plates cutlery etc and take them home for cleaning.</li> <li>Assess the schools ability to follow T&amp;W cleaning in school guidance, if unable to complete notify the Local Authority</li> </ul> <p>As a result, the risk of infection to staff and pupils in classrooms is reduced.</p> <p>Outside medical / social care professionals can attend school on a case by case basis. PPE must be worn at all times. If working across bubbles then there must be a change of PPE</p>					
Music Lessons	M	<p>Southall notes that there may be an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments or shouting. This applies even if individuals are at a distance.</p> <ul style="list-style-type: none"> <li>Play/sing outdoors where possible</li> <li>Limit group to the bubble or complete virtually.</li> <li>Position pupils back to back or side to side</li> </ul> <p>Additionally, schools should keep any background or accompanying music to levels which do not encourage teachers or other performers to raise their voices unduly.</p> <p>Peripatetic teachers are permitted and this is to be agreed with SLT.</p>	<u>L</u>	<u>L</u>	<u>Head Teacher</u>	<u>Ongoing</u>	<u>H &amp; S Governor</u>
Physical Activities	M	<ul style="list-style-type: none"> <li>Outdoor sports should be prioritised where reasonably practical.</li> <li>Scrupulous attention to cleaning and hygiene</li> </ul>	<u>L</u>	<u>L</u>	<u>Head Teacher</u>	<u>Ongoing</u>	<u>H &amp; S Governor</u>

		<ul style="list-style-type: none"> <li>• Non contact sports will be taught as well as activities that do not involve sharing equipment where reasonably practical and this does not have an impact on delivering a broad and balanced curriculum.</li> <li>• Face coverings/masks are not required for PE</li> </ul> <p>Southall is using the following advice:</p> <ul style="list-style-type: none"> <li>• <a href="#">guidance on the phased return of sport and recreation</a> and guidance from <a href="#">Sport England</a> for grass root sport</li> <li>• advice from organisations such as the <a href="#">Association for Physical Education</a> and the <a href="#">Youth Sport Trust</a></li> </ul> <p><u>As a result:</u></p> <p>Clean hands before play  Advise not to touch faces  Play in your bubbles  Keep distance where possible, especially in drills, warm up and plenaries  Clean hands before leaving  Clean equipment if you see someone touch their face  Each child to have own equipment where possible, store for 72 hours or clean immediately after use.  Come ready to play</p>					
After school provisions	M	<p>Currently Southall will not be offering after school provision but if and when they do we will adhere to the following-</p> <ul style="list-style-type: none"> <li>• Where possible keep to school bubbles</li> <li>• If not smaller consistent groups</li> <li>• Limit number of providers</li> <li>• No contact sport</li> <li>• All clubs must follow the Southall Coronavirus risk assessment.</li> <li>• Wear a face covering if the student is able to do so safely</li> <li>• Supporting adults to wear a face covering if reasonably practical</li> </ul>	<u>L</u>	<u>L</u>	<u>Head teacher</u>	<u>Ongoing</u>	<u>SBM</u>
Poor pupil behaviour increases the risk of the spread	H	<ul style="list-style-type: none"> <li>• Pupils are reminded of the behaviour policy on their return to school</li> <li>• Sanctions (and how they will be applied in the context of social distancing) are clearly communicated to pupils and parents. Behaviour policy is adjusted as a consequence</li> </ul>	<u>L</u>	<u>M</u>	<u>All staff</u>	<u>Ongoing</u>	<u>Head teacher</u>

of the infection.		<ul style="list-style-type: none"> <li>• Pupils' individual behaviour plans are reviewed and specific control measures identified and shared with pupils and staff where necessary.</li> <li>• School recognises students will struggle with changes. Social stories will be implemented to help students to understand. Discussions in staff teams will also occur on a daily basis to help reassure the students of the changes.</li> <li>• Students may demonstrate challenging behaviour due to the changes. The behaviour policy and behaviour way must be followed in these circumstances. If students consistently breach the policy or cause a danger to themselves or others SLT should be informed immediately.</li> <li>• Any students placing themselves at risk due to spitting, absconding and extreme levels of violence need to have their behaviour reported to SLT. The head teacher has the right to enforce strict sanctions to students who display this behaviour deliberately.</li> <li>• Students will have the opportunity to off load to a trusted adult once a day to help this. Students will also be reminded of what the protocol would be if their behaviour as deemed as challenging and poses a risk.</li> <li>• Where possible students will be provided interventions within the class team with specialist guidance will occur if deemed necessary.</li> <li>• Follow T&amp;W PPE guidance</li> </ul> <p>As a result, pupils and staff understand the behaviour policy/individual plans in context.</p>					
Pupils with complex needs are not adequately prepared for a return to school or safely supported.	H	<ul style="list-style-type: none"> <li>• Where a pupil is unable to attend Southall because they are complying with clinical and/or public health advice, we expect to be able to immediately offer them access to remote education. We will monitor the engagement with this activity</li> <li>• Specific arrangements for pupil transport have been risk assessed and agreed with local providers</li> <li>• Individual pupils' handling plans, including the use of PPE (see PPE guidance) have been reviewed</li> <li>• Additional advice sought from external agencies where appropriate in relation to moving and handling (physiotherapy, occupational therapy)</li> </ul>	<u>M</u>	<u>L</u>	<u>SLT</u>  <u>Bubble staff and professionals</u>	<u>Ongoing</u>	<u>Head teacher</u> [

		<ul style="list-style-type: none"> <li>Plans should be understood, shared and followed consistently by all staff working with those pupils</li> <li>Additional social stories to support pupils with autism / learning difficulties (highlighting changes to classrooms/arrangements/use of PPE) and share with parents and pupils prior to pupils returning to school.</li> <li>It is understood that many of the complex needs students will be unable to wear a face mask correctly or safely and we acknowledge they are exempt from wearing one. It is also understood that those adults working with complex needs students may wish not to wear a face covering or ask the school to provide them with a face covering with a plastic screen so the mouth can be seen. Southall will endeavour to support this. It must be noted that these face coverings are NOT British Standard tested.</li> <li>Some students with complex needs will be unable to tolerate LFD testing and therefore we would not require them to have these to attend school. If only nasal swabs could be taken this is acceptable and also if only throat swabs. Please seek guidance if you think the student needs to be tested in a slightly different way.</li> <li>Follow T&amp;W PPE guidance</li> </ul> <p>As a result, pupils with complex needs are well supported.</p>			<b><u>Social Story trained staff</u></b>		
Vulnerable pupils and pupils with SEND do not receive appropriate support.	H	<ul style="list-style-type: none"> <li>A known person for each close bubble is in place to support the mental health of pupils returning to school where reasonably practical..</li> <li>Dynamic support will be made available to those who require it where reasonably practical.</li> <li>Some free school meals students may be disadvantaged if they are away from school. School will support these students where possible with access for free school meal vouchers and similar.</li> </ul> <p>As a result, pupils with SEND and those concerned about returning to school are well supported.</p>	<b><u>M</u></b>	<b><u>M</u></b>	<b><u>DSL &amp; SLT</u></b>	<b><u>Ongoing</u></b>	<b><u>Head teacher</u></b>
Increased number of safeguardin	H	<ul style="list-style-type: none"> <li>Continue high quality safeguarding provision to support returning and working from home pupils- safeguarding/pastoral team.</li> </ul>	<b><u>M</u></b>	<b><u>M</u></b>	<b><u>DSL &amp; SLT</u></b>	<b><u>Ongoing</u></b>	<b><u>Head teacher</u></b>

g concerns reported after and during lockdown.		<ul style="list-style-type: none"> <li>• Ensure that key staff (DSL and deputies) have capacity to deal with any arising concerns- school has three trained DSLs to manage concerns. If workload becomes unmanageable the LA will be informed</li> <li>• Follow up any referrals made by staff swiftly, while maintaining social distancing.</li> <li>• One DSL to be attached the designated bubbles- i.e. one DSL attached to each Key Stage. Plus one additional DSL available to assist- not attached to a key stage. These DSLs will be risk assessed and advised on how to keep themselves safe as they have the potential to cross bubbles.</li> <li>• Any safeguarding visits occurring outside of school will adhere to social distancing rules of 2 metres and face masks will be worn where reasonably practical.</li> </ul> <p>As a result, safeguarding remains of the highest priority and practice.</p>					
Emergency evacuation due to fire etc.	H	<ul style="list-style-type: none"> <li>• Lockdown, fire and emergency evacuation procedures to be reviewed so that social distancing can be maintained between bubbles</li> <li>• Practice fire drill completed in bubbles once a half term as a minimum.</li> <li>• Leaders to communicate procedures to all staff</li> <li>• Staff to communicate emergency evacuation procedures to pupils at the beginning of each day.</li> </ul> <p>As a result, social distancing is maintained between bubbles in the event of an emergency evacuation.</p>	<u>M</u>	<u>L</u>	<u>SLT</u>	<u>11/09/20</u> <u>Completed</u>	<u>H &amp; S</u> <u>Governor</u>
Cleaning is not sufficiently comprehensive.	H	<ul style="list-style-type: none"> <li>• Ensure that all cleaning and associated health and safety compliance checks have been undertaken daily by a nominated member of staff</li> <li>• A nominated member of staff monitors the standards of cleaning in school and identifies any additional cleaning measures- this will be identified on a weekly basis using the SLT team</li> <li>• If required, additional cleaning staff employed (or given additional hours) to increase the regularity of cleaning</li> </ul>	<u>M</u>	<u>M</u>	<u>All staff on site have a duty to maintain a clean area</u>	<u>Ongoing</u>	<u>Head teacher</u>

		<ul style="list-style-type: none"> <li>• Whilst pupils are at break time/lunchtime, one bubble adult will clean tables/door handles with a disinfectant spray. Gloves to be worn during this and hands washed afterwards in their bubble locality.</li> <li>• Bins emptied three times a day. Twice during the day during bubble cleaning</li> <li>• Wipes/sprays are next to photocopiers/printers etc</li> <li>• Cleaners to act upon guidance normally linked to 'deep cleans' as part of their daily procedures (i.e. a focus on door handles, toilets, changing room, toys).</li> <li>• Assess the schools ability to follow T&amp;W cleaning in school guidance, if unable to complete notify the Local Authority</li> <li>• Where possible the use of Virucide to be incorporated in the cleaning of shared areas such as disabled toilets, shared staff areas and specialist rooms.</li> <li>• Different groups or bubbles do not need to be allocated their own toilet block but where possible Southall will allocate. This is to try and keep the school bubbles as tight as possible. School is also aware students can gather in such areas so they will be monitored externally by staff at pinch times-breaks/lesson change overs.</li> <li>• Only cleaning chemicals with COSHH sheets to be used. Any cleaning chemicals without COSHH sheets will be discarded as well as any liquids in any unlabelled bottles.</li> </ul> <p>As a result, high standards of cleanliness are maintained in school. By the end of the summer term, Public Health England will publish revised guidance for cleaning non-healthcare settings to advise on general cleaning required in addition to the current advice on <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>.</p>					
Contractors, deliveries and visitors increase the risk of infection.	H	<ul style="list-style-type: none"> <li>• All contractors to be checked to ensure that they are essential visitors prior to entry to the school</li> <li>• Agree arrival and departure times with contractors to ensure that there is no contact with staff or pupils</li> <li>• All contractors/visitors to wash hands either prior to or on entry to the school site</li> </ul>	<u>L</u>	<u>L</u>	<b><u>Reception and Office staff</u></b>	<b><u>Ongoing</u></b>	<b><u>SBM</u></b>

		<ul style="list-style-type: none"> <li>Contractors and visitors are directed to specific/designated handwashing facilities</li> <li>All areas in which contractors work are cleaned in line with government guidance</li> <li>Contractors to bring own food, drink and utensils onto site.</li> <li>Staff who receive deliveries to the school to wash hands in line with government guidance after handling</li> <li>Where possible, deliveries to be left in front of reception as no contact would occur as long as the area is vacated. Drivers are not permitted to enter the school premises from beyond the first reception area when making deliveries</li> <li>If drivers have to enter school site, ensure that they are asked to maintain social distancing and use hand sanitiser before entering the building</li> <li>Surfaces to be cleaned after any deliveries have been made.</li> <li>Deliveries to be moved to a storage zone until they can be opened.</li> <li>Any contractors or visitors working on site will complete a pre visit questionnaire. If they are present for over one week this will be reviewed weekly.</li> </ul> <p>As a result, any external visitors/contactors are kept safe and the risk to other members of the school is minimised.</p>					
Professional Visitors	H	<ul style="list-style-type: none"> <li>All visitors to be checked to ensure that they are essential visitors prior to entry to the school</li> <li>Pre questionnaire completed by professional visitor</li> <li>Agree arrival and departure times with professional visitor to ensure that there is no contact with staff or pupils</li> <li>All professional visitors to wash hands on entry to the school site</li> <li>Professional visitors are directed to specific/designated handwashing facilities</li> <li>All areas in which Professional visitor work are cleaned in line with government guidance</li> <li>Professional visitors to bring own food, drink and utensils onto site.</li> <li>Professional visitors to be responsible for cleaning their own equipment and personal belongings</li> </ul>	<u>L</u>	<u>L</u>	<b><u>SBM</u></b>	<b><u>Ongoing</u></b>	<b><u>Head teacher</u></b>

		As a result, any professional visitors are kept safe and the risk to other members of the school is minimised.					
Transport	H	<p>Follow the transport guidance- Where possible students to travel in <del>wider</del> bubbles on transport or socially distanced. If possible parents/carers to transport pupils in and out of school. Currently school visits and trips are not taking place and therefore school minibuses are not in use other than for emergencies.</p> <p>When school transport is used students to be allocated a seat and to keep to this where reasonably practical. If other classes are using the transport during the day all contact areas must be wiped between uses. Adults on buses to wear face masks and where reasonably practical and able students to wear face masks. At the start and end of each day when the buses are in use all internal surfaces and external contact areas must be wiped down. Where the journey can take place on foot this is encouraged.</p>	<u>M</u>	<u>M</u>	<u>Head Teacher</u>	<u>Ongoing</u>	<u>SBM</u>
Educational Visits	H	<ul style="list-style-type: none"> <li>• Currently Southall is undertaking only visits to areas outdoors and away from the wider public- examples include Wrekin Scout Camp and Dudmaston.</li> <li>• College days can recommence with agreement of the colleges and Southall and when satisfied the locations are Covid secure and the risk assessments are sufficiently tight.</li> </ul>	<u>L</u>	<u>M</u>	<u>Head Teacher</u>	<u>Ongoing</u>	<u>H &amp; S Governor</u>
Face Masks/PPE	H	<ul style="list-style-type: none"> <li>• Current guidance states:  We recommend that face coverings should be worn by adults when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. In addition, we now also recommend adults in schools, that face coverings should be worn in classrooms or during activities unless social distancing can be maintained. This does not apply in situations where wearing a face covering</li> </ul>	<u>M</u>	<u>M</u>	<u>Head teacher</u>	<u>Ongoing</u>	<u>H &amp; S Governor</u>

	<p>would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons. Transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn. There is currently very limited evidence regarding the effectiveness or safety of transparent face coverings, but they may be effective in reducing the spread of coronavirus (COVID-19). Those who rely on visual signals for communication, or communicate with or provide support to such individuals, are currently exempt from any requirement to wear face coverings in schools or in public places. Face visors or shields should not be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission when used without an additional face covering. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately.</p> <p>Exemptions to wearing a face covering:</p> <p>Some individuals are exempt from wearing face coverings. This applies to those who:</p> <ul style="list-style-type: none"> <li>• cannot put on, wear or remove a face covering because of a physical impairment or disability, illness or mental health difficulties</li> <li>• speak to or provide help to someone who relies on lip reading, clear sound or facial expression to communicate</li> </ul> <ul style="list-style-type: none"> <li>• When masks are worn (not coverings) and they are removed from the face they must now be replaced. This is a change from being able to wear a mask for 8 hours and during that 8 hours removing it from your face and placing it in a zip lock bag and then reapplying it to your face. .</li> <li>• Masks/coverings can also be removed for comfort breaks/breaks- these breaks must be away from others (distance required). If masks/coverings are removed they should be replaced once you have finished eating/drinking</li> </ul>					
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	<p>or taking your comfort break. The old masks must be disposed of using the correct procedure</p> <ul style="list-style-type: none"> <li>• Avoid touching your mouth, nose and eyes during and between care. If you are having a drink or snack, make sure you practice hand hygiene both before and after you eat &amp; drink. You can remove your face mask to eat or drink but then must dispose of the old mask and replace it with a new mask when you have finished. You must follow the guidance on how to put on and remove your mask.</li> <li>• DO NOT Lower the mask from your face.</li> <li>• You should remove and dispose of the mask if it becomes damaged, soiled, damp, or uncomfortable. It is therefore expected these types of masks to be</li> <li>• Staff taking a smoking break. Go out with mask/covering on and take the zip lock bag. Remove mask and place in the zip lock bag. Apply hand sanitiser. After completing short smoking session, apply hand sanitiser. Put a new mask on or reapply the covering. Apply hand sanitiser. Go back into school dispose of the old mask in the zip lock bag and wash hands thoroughly in accordance with the hand washing guidance.</li> <li>• Staff who provide intimate or personal care are expected to wear PPE which includes face masks. This is in accordance with existing policies.</li> <li>• When wearing a face mask wearers should check the fit using the advice from the HSE. <a href="https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm?utm_source=hse.gov.uk&amp;utm_medium=referral&amp;utm_campaign=coronavirus&amp;utm_term=face-mask-fit-test&amp;utm_content=home-page-popular">https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm?utm_source=hse.gov.uk&amp;utm_medium=referral&amp;utm_campaign=coronavirus&amp;utm_term=face-mask-fit-test&amp;utm_content=home-page-popular</a> . If any concerns to the fit are present SLT should be informed immediately.</li> <li>• Staff will be able collect masks from the PPE location. If they require for personal care or they have forgotten their own or they need a replacement. Where possible one member of staff will hand out the masks in a zip lock bag to those who require. This is to prevent from numerous people access the PPE area.</li> <li>• If a face covering is worn it is asked that staff supply their own. If this is not possible a mask can be provided as a contingency.</li> </ul>					
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		<ul style="list-style-type: none"> <li>• School advises that only masks given out by the school should be worn. The school and the Local Authority cannot guarantee own masks have passed safety regulations.</li> <li>• Regular comfort breaks will be implemented for all wearing masks/coverings.</li> <li>• Re use of face masks is no longer permitted in the 8 hour window. Masks must be replaced once they have been removed from the face.</li> <li>• If working with a student who has respiratory discharge google/visors need to be worn if social distancing can not be adhered to. Respiratory discharge include coughing, sneezing, spluttering, - this list is not exhaustive. Please discuss your requirements with SLT.</li> <li>• If a student is known to spit and social distancing cannot be maintained, then a fluid repellent face mask must be worn. We also advise the use of a visor. This needs to occur even if the student rarely spits.</li> <li>• If a pupil goes into crisis, <b>physical intervention</b> to be the <b>last resort</b>. If a pupil is liable to spit then staff need to wear an <b>apron, gloves, goggles and fluid repellent face masks</b>. The Head Teacher/SLT will then assess whether it is safe for that pupil to be in school due to additional risks to staff.</li> <li>• If a pupil has a feeding profile and has a tendency to splutter food, staff to wear PPE in accordance with normal policies. Please see the individual policies to confirm what and if is required.</li> </ul>					
Medication	H	<ul style="list-style-type: none"> <li>• If students require medication staff will follow the safer medication policy. Medication will be stored in a lock box in a locked cupboard in the students base. Where this is not possible the medication will be stored in the medication room. Those who this involves will have this communicated to. (We have currently one student on site for this and all staff are aware).</li> <li>• Inhalers and emergency medication will not be locked away but will be present in the usual places- in the class base for that student in accordance with the current policy for the storage of medicines. Current guidance is that spacers are not shared. Therefore if a school spacer is used it should then be given to the child and a new spacer will be ordered.</li> </ul>	<u>L</u>	<u>M</u>	<u>Head teacher</u>	<u>Ongoing</u>	<u>H &amp; S Governor</u>

		<ul style="list-style-type: none"> <li>• Emergency medication will continue to be stored in the usual location of the allocated staff room- key stage 4 (original staffroom).</li> <li>• If a student is required to wear sun screen and they cannot apply it themselves staff can apply it with parental permissions. Staff must wash hands before and after applying the sun screen.</li> </ul>					
Staff mental health	H	<ul style="list-style-type: none"> <li>• Staff provided with guidance on ways to support their health and wellbeing from the <b><u>wellbeing group</u></b> <ul style="list-style-type: none"> <li>- <b><u>Wellbeing group</u></b> to support individuals on specific needs and in particular for those in full isolation or are on their own</li> </ul> </li> <li>• Staff have access to <b><u>Health Assured</u></b> through on line or phone</li> <li>• Staff encouraged to reach out if worried.</li> <li>• If staff are concerned about working without PPE in some classes we strongly advise them to have a discussion with SLT to establish if anything can be done to reduce this anxiety</li> <li>• Individual cases of staff reviews where they have health needs, vulnerable children and individual circumstances and HR advice followed</li> <li>• Communication from SLT through emails and phone where appropriate</li> <li>• Regular welfare discussions to all staff will be undertaken by line managers and SLT.</li> <li>• School acknowledges some staff may experience post-traumatic stress disorder from this crisis. School will work closely with counselling services, occupational health and other local agencies to support any members of staff who may experience this.</li> <li>• Bereavement support will be offered to any staff who require it. Signposting to services will also be available. School will also provide leaflets on this and make them available to all staff either electronically or postal printed versions.</li> <li>• Literature will be provided to staff to signpost to financial or family support. This will be sent electronically to all staff where possible and posted to those who do not have access to electronic versions.</li> <li>• The governing body and school leaders will have regard to staff for the work life balance and well being. Please speak to any line manager, governor</li> </ul>	<b><u>M</u></b>	<b><u>M</u></b>	<b><u>Head teacher</u></b>	<b><u>Ongoing</u></b>	<b><u>SBM</u></b>

		or SLT member if you wish. Your line manger will also have regular discussions with you to discuss the work life balance.					
School opening to greater number of students	H	<ul style="list-style-type: none"> <li>• According to government guidance it is noted that transitory contact provides a low risk. Use of corridors is discouraged where possible for staff and students. Exceptions will be made with certain inclement weather- ice and snow fall.</li> <li>• Staff have a duty to ensure the toilet area is not crowded if allowing students to the toilet. When classrooms are set up designated toilets will be assigned to class groups.</li> <li>• The government has confirmed teaching assistants can be used to lead a group if short on teachers. Wherever possible management will try and minimise this and will only using teaching assistants leading on groups as a last resort. If this does happen teaching assistants will be supplied with guidance from teaching staff.</li> <li>• Wherever possible adults will provide help side on to students and not in front of them.</li> <li>• Two staff rooms will be designated. The original staff room and meeting room 2. Staff rooms will be allocated to bubbles. The original staff room to Key Stage 4 bubble and meeting room 2 will be designated to Key Stage 3 bubble.</li> </ul>	<u>M</u>	<u>M</u>	<u>Head teacher</u>	<u>Ongoing</u>	<u>H &amp; S G</u>
Preparing for a school closure	H	<ul style="list-style-type: none"> <li>• The school communicates with parents via <u>email, text, websites</u> as soon as possible about a school closure. They will also communicate as soon as reasonably practical about closure extensions or school opening.</li> <li>• The <u>head teacher/SLT</u> puts a plan in place to manage staff workload in preparation for a school closure.</li> <li>• The <u>head teacher/SLT</u> puts a plan in place for pupils' continued education during a school closure to ensure there is minimal disruption to pupils' learning – this includes a plan to monitor pupils' learning while not in school.</li> <li>• The <u>Behavioural Policy</u> and <u>Staff Code of Conduct</u> are adhered to at all times, even while working remotely.</li> </ul>	<u>M</u>	<u>L</u>	<u>Head teacher</u>	<u>Ongoing</u>	<u>SBM</u>

		<ul style="list-style-type: none"> <li>• Communication lines are kept open between staff during a school closure – staff know to report to their line manager if there is an issue.</li> <li>• The <b>head teacher/SLT</b> ensures all pupils have access to school work and the necessary reading materials at home, prior to a school closure.</li> <li>• The <b>head teacher/SLT</b> works with the <b>ICT technicians</b> to ensure that all technology used is accessible to all pupils – alternative arrangements are put in place where required.</li> <li>• The <b>head teacher</b> liaises with the <b>home learning team</b> to ensure adequate provision is in place for all pupils to be able to work from home, e.g. learning support.</li> <li>• The <b>SBM</b> arranges for the school to be deep cleaned in the event there is a <b>full</b> school closure linked to coronavirus.</li> <li>• The school manages the use of parents' and pupils' contact details in line with the <b>Data Protection Policy</b> and <b>Records Management Policy</b>, e.g. collecting emails to send school work to the pupil.</li> <li>• A <b>welfare team</b> is set up so that at least weekly contact is attempted with all families at home. Please see <b>Child Protection Policy</b>.</li> <li>• Where concerns are raised the <b>welfare team</b> to contact <b>DSL</b> and <b>SLT</b> with immediate attention</li> <li>• -DSL to liaise with other agencies including but not exclusive to <b>social workers, family connect, early help</b> to seek further guidance</li> </ul>					
Vacant premises	M	<ul style="list-style-type: none"> <li>• Access to the school is restricted – additional security is arranged and put in place in line with the <b>Site Security Risk Assessment</b>.</li> <li>• The <b>head teacher, SBM, ICT manager and site manager</b> remain on-call in case of an emergency or if access to the school is required.</li> <li>• External signage is visible to show that the school is closed and that access is restricted.</li> <li>• Valuable school property and equipment is identified and reasonable measures are in place to ensure security.</li> <li>• The <b>site manager, Head teacher and SBM</b> ensures the school premises is safe to return to before school activity resumes.</li> <li>• Any hazards are reported to the <b>head teacher/SLT</b> as soon as possible and issues are resolved prior to staff and pupils returning to school.</li> </ul>	<u>L</u>	<u>L</u>	<b>SBM</b>	<b>Ongoing</b>	<b>Head teacher</b>

		<ul style="list-style-type: none"> <li>The <b>head teacher/SLT</b> ensures the school reopens only when it is safe and advisable to do so, in line with local and national advice.</li> <li>The school buys into <b>school watch</b> who visit the premises out of hours twice each night to check if it is vacant</li> </ul>					
Emergencies	H	<ul style="list-style-type: none"> <li>All staff and pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required.</li> <li>Pupils' parents are contacted as soon as practicable in the event of an emergency.</li> <li>Staff and pupils' alternative contacts are contacted where their primary emergency contact cannot be contacted.</li> <li>The school has an up-to-date <b>First Aid Policy</b> in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy.</li> <li>Staff to follow fire procedures in an event of fire. Social distancing to be exercised where possible. The Fire Policy will be followed.</li> <li>Staff to follow Lockdown procedure in the event of a Lockdown. Social distancing to be exercised where possible. The Lockdown Policy will also be followed</li> </ul>	<b><u>M</u></b>	<b><u>L</u></b>	<b><u>Head teacher</u></b>	<b><u>Ongoing</u></b>	<b><u>H &amp; S Governor</u></b>
Disruption to the running of the school and exams	M	<ul style="list-style-type: none"> <li>The school has an up-to-date <b>Exam Contingency Plan</b> in place – the plan is reviewed as necessary.</li> <li>Current government guidance is exams for year 11s are cancelled this year and it will be teacher assessment. This will be reviewed as and when new information is made available to us.</li> <li>The school has an up-to-date <b>Business Continuity Plan</b> in place – the plan is reviewed as necessary.</li> <li>The school adheres to and keeps up-to-date with the latest local and national advice about school closures – advice is sought from the local HPT or DfE helpline where required.</li> <li>Parents and pupils in year 11 (and 10 where appropriate) to be kept informed once national guidance has been issued</li> </ul>	<b><u>L</u></b>	<b><u>L</u></b>	<b><u>Head teacher &amp; SBM</u></b>	<b><u>Ongoing</u></b>	<b><u>H &amp; S Governor</u></b>

Useful links:

- Safeguarding: <https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>
- Remote learning: <https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19>
- Attendance: <https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>
- 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>
- Prevention and control: <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>
- Advice: <https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance>
- Vulnerable: <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>
- Extremely vulnerable: <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>
- SEND - <https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance>
- Home learning support: <https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources>
- Remote support: <https://www.gov.uk/guidance/get-help-with-technology-for-remote-education-during-coronavirus-covid-19>
- Accountability measures: <https://www.gov.uk/government/publications/coronavirus-covid-19-school-and-college-performance-measures/coronavirus-covid-19-school-and-college-accountability>
- Pupils' mental health support/pastoral care at home: <https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak#helping-children-and-young-people-cope-with-stress> Parents: <https://www.gov.uk/guidance/supporting-your-childrens-education-during-coronavirus-covid-19>
- Parents with pupils with SEND: <https://www.gov.uk/guidance/help-children-with-send-continue-their-education-during-coronavirus-covid-19>
- Supporting parents: <https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-closing#working-with-parents>
- Financial support: <https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-social-care/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-social-care>
- Exceptional costs: <https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-schools/school-funding-exceptional-costs-associated-with-coronavirus-covid-19-for-the-period-march-to-july-2020>
- Reducing burdens: <https://www.gov.uk/government/publications/coronavirus-covid-19-reducing-burdens-on-educational-and-care-settings/reducing-burdens-on-educational-and-care-settings>
- Social distancing: <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings>
- PPE: <https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe>

- Public health England <https://www.gov.uk/government/organisations/public-health-england>
- NHS: <https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/>
- Government advice: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>
- DfE <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>
- A detailed checklist and key guidance for action for health and safety is available at: [www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak](http://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak)
- Information re testing: <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>