

**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: November 2021	16 <sup>th</sup> Date of next review: December 2021	End of This document has been written using guidance ' Schools Covid-19 Guidance' Updated 27 <sup>th</sup> August 21 And ' SEND and specialist settings: additional Covid - 19 operational guidance. Guidance from IMT meeting 15/11/21 with DFE, PHE and the Local Authority present. Visit from Health protection hub and Local Authority Health and Safety department.

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.

<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:	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.
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. 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.
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 elected by the workforce or appointed by trade union and passed on to parents and staff by email</li> </ul>	<u>L</u>	<u>L</u>	<u>Head teacher</u>	<u>Ongoing</u>	<u>H&amp;S Governor</u>

		As a result, the school has the most recent information from the government, and this is distributed throughout the school community.					
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> <li>The Health Protection (Notification) Regulations 2010</li> <li>Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'</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>• 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>• Weekly 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> <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)</p>	<u>M</u>	<u>L</u>	<u>Head teacher and SBM</u>	<u>Reviewed ongoing</u>	<u>H &amp; S Governor</u>

		<p>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 a distance that is practical for staff and students.</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>	<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>

Commented [BH1]:

		<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> <li>have a condition affecting the brain or nerves (such as Parkinson's disease, motor neurone disease, multiple sclerosis or cerebral palsy)</li> <li>have a condition that means they have a high risk of getting infections</li> <li>are taking medicine that can affect the immune system (such as low doses of steroids)</li> <li>are very obese (a BMI of 40 or above)</li> <li>are pregnant – see <a href="#">advice about pregnancy and coronavirus</a></li> </ul>					
Isolation	H	Pupils, staff and other adults must not come into the school if: they have one or more coronavirus (COVID-19) symptoms	<b><u>M</u></b>	<b><u>M</u></b>	<b><u>SLT</u></b>	<b><u>Ongoing</u></b>	<b><u>H&amp; S</u></b> <b><u>Gover</u></b> <b><u>nor</u></b>

	<p>they are required to quarantine having recently visited countries outside the Common Travel Area</p> <p>they have had a positive test</p> <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> <p>must send them home to begin isolation - the isolation period includes the day the symptoms started and the next 10 full days</p> <p>advise them to arrange to have a test as soon as possible to see if they have coronavirus (COVID-19)</p> <p>if a negative PCR is returned then isolation can cease</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 staff member has not been double vaccinated</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>					
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		<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>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</b></p> <p>If staff or students develop cold like symptoms Southall will ask for them to take a PCR test. While awaiting the results students are able to attend. Southall advises anyone awaiting a PCR wears masks and social distances where reasonably practical. Southall also advises a PCR test four days after the initial PCR test. This is due to the Delta variant has been known not to show until around day 4 to 5 on a PCR.</p>					
Poor hygiene practice in school - <b>General</b>	H	<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> </ul>	<u>L</u>	<u>M</u>	<u>H &amp; S</u> <u>Governo</u> [	<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>Head</u> <u>teache</u> [

	<ul style="list-style-type: none"> <li>• Pupils to wash their hands with soap before and after break times and lunchtimes for no less than 20 seconds</li> <li>• If the tap is a twist tap a paper towel should be used when touching the tap</li> <li>• Stylus pens to be used when using communal printers and photocopiers.</li> <li>• Pupils and 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) <b>all</b> 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 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> <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> </ul>				<p><b><u>present around school and have at least a 5 day supply.</u></b></p>	
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	<ul style="list-style-type: none"> <li>• All utensils, cups, bowls and plates are thoroughly cleaned before and after use. Where possible Milton to be used cleaning the communal utensils, cups, bowls and plates. If Milton is not possible water with a temperature over 70 degrees centigrade can be used.</li> <li>• Cleaners are employed by the school to carry out additional cleaning. Touch points to be cleaned at least once during the school day.</li> <li>• All communal soft furnishings to be removed.</li> <li>• Student soft furnishings only to be used when they are allocated to one student / or class. These should be sprayed with Dettol after each use and steam cleaned once a week.</li> <li>• Cushions to be removed from staff rooms and when they are in communal areas.</li> <li>• A cycle of soft furnishings to be used in wellbeing where the items can be cleaned using Dettol or quarantined for 48 hours.</li> <li>• Outdoor education items to be quarantined for 48 hours between uses or cleaned thoroughly between each use.</li> <li>• 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. These items should ideally be stored away from high flow areas.</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> <li>• Books/games are permitted to be shared but they must be wiped down before and after use.</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 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.</li> </ul>					
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		<ul style="list-style-type: none"> <li>• Bins which have been used for any purpose should be emptied at the end of the school day by the class team. The bin bags should be knotted and can be left by the bin or placed into the bins in the bin store. The class team should then replace the bin bag- these are provided with the regular PPE.</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>					
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> </ul>	<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>

		<ul style="list-style-type: none"> <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>Nails should also be kept at a reasonable length where cleaning behind the nail can take place.</p>						
Getting or spreading coronavirus in common use high traffic areas such as the hall, corridors , staff rooms, toilet facilities, entry and exit points and other communal areas	H	<p>Southall has identified areas where this may happen and has put controls in place</p> <ul style="list-style-type: none"> <li>Movement where possible will occur externally for key stage 4 and internally for key stage 3. In inclement weather internal travel is permitted (specifically snow and ice- SLT will advise on these days when internal travel is permitted),</li> <li>Students to come dressed in Southall PE kit for PE days and they will remain in this for the day. Students are permitted to bring a roll on deodorant on these days to freshen up.</li> <li>Communication should be via phone or electronically. However, face to face meetings are possible if the adult parties are comfortable with this and it is an extenuating circumstance agreed by a line manager..</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</i></li> </ul>	<u>L</u>	<u>M</u>	<u>Head Teacher</u>	<u>Ongoing</u>	<u>SBM</u>	

		<p><i>the space). Opening internal doors can also assist with creating a throughput of air</i></p> <p><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></p> <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 encouraged to wear face masks where possible. These should be masks and not coverings</li> <li>• Face masks must be worn in communal areas</li> <li>• Staff should social distance when not in class. When in class social distancing should occur where possible.</li> <li>• Where reasonably practical face masks should be worn in classrooms if this does not impact on teaching. If face masks cannot be worn a visor can be worn as a barrier.</li> <li>• Comfort breaks will be established for those who require a break from wearing the mask.</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> <li>• If staff are awaiting a PCR result and returning to work Southall encourages them to wear a mask in all areas where reasonably practical.</li> <li>• If a staff member is identified as a close contact where reasonably practical Southall encourages, they are to wear a mask in all areas.</li> </ul>					
Poor hygiene practice – specific –	M	<ul style="list-style-type: none"> <li>• Barriers/screens to be used by reception staff when dealing with parents/visitors/contractors. Reception sliding window to be kept shut.</li> <li>• Reception door should be kept shut where reasonably practical. If someone is required to enter, they must knock and wait and be invited in.</li> </ul>	<u>L</u>	<u>L</u>	<u>SBM and Head Teacher</u>	<u>01/06/20</u> <u>All tasks completed</u>	<u>H &amp; S Governor</u>

<b>school entrance</b>		<ul style="list-style-type: none"> <li>• All visitors and contactors to complete a Coronavirus pre visit questionnaire</li> <li>• Areas touched to be wiped down</li> <li>• Reduce the amount of people accessing reception area at any one time</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> </ul> <p>As a result, reception staff are protected.</p>				<u>ongoing for cleaning</u>	
<b>Poor hygiene practice – specific – office spaces.</b>	M	<ul style="list-style-type: none"> <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>• 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>	<u>L</u>	<u>L</u>	<u>SBM</u>	<u>Ongoing</u>	<u>Head teacher</u>
<b>System of Controls - Prevention</b>	H	<ol style="list-style-type: none"> <li>1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, do not attend school.</li> <li>2) Clean hands thoroughly more often than usual.</li> <li>3) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.</li> <li>4) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.</li> </ol>	<u>L</u>	<u>L</u>	<u>Head Teacher</u>	<u>Ongoing</u>	<u>SBM</u>

		5) Always keeping occupied spaces well ventilated.  <b>Numbers 1 to 5, must be in place in all schools, all the time.</b>						
System of Control - Responsive	H	<p><b>Response to any infection</b></p> <p>6) 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>7) Manage confirmed cases of coronavirus (COVID-19) amongst the school community. As above follow guidance received from HPH or PHE</p> <p>8) 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 6 to 8 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>• 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> </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>• 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>• 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> <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 – specific – toilet/changing facilities.	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>• 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>• 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> </ul>	<u>M</u>	<u>M</u>	<u>Head teacher</u>	<u>Ongoing</u>	<u>H &amp; S governor</u>

		<ul style="list-style-type: none"> <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>					
Poor hygiene practice – <b>specific - end of the school day.</b>	H	<ul style="list-style-type: none"> <li>Issue information to parents about departure procedures, including safe pick-up</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>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>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 leave school.</p>	<u>L</u>	<u>L</u>	<u>Head teacher</u>	<u>Ongoing</u>	<u>H &amp; S governor</u>
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 when your symptoms started or if you did not have symptoms then the day of the positive</p>	<u>M</u>	<u>M</u>	<u>Head teacher</u>	<u>Ongoing</u>	<u>H &amp; S governor</u>

	<p>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 an 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> <li>• Any pupil who displays signs of being unwell is immediately referred to the PPA isolaton room (meeting room in the reception area) 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 isolation 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 it should 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</li> </ul>					
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		<p>facemask should be worn by the supervising adult if a distance of 2 metres cannot be maintained</p> <ul style="list-style-type: none"> <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 isolation 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> <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>Staff- If staff wish to opt out they are requested to inform SLT. The 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.</p>	<u>M</u>	<u>M</u>	<u>Head teacher</u>	<u>Ongoing</u>	<u>H &amp; S Goven oro</u>

		<p>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>Students- 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 will also be provided with the NHS test and trace Your step-by-step guide for Covid-19 self-testing. 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>In accordance with DEFRA any used test kits no matter the result can be discarded in normal waste (not recycling).</p>					
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> </ul> </li> </ul>	<u>L</u>	<u>L</u>	<u>Head teacher</u>	<u>Ongoing</u>	<u>H &amp; S Gover nor / SBM</u>

		<ul style="list-style-type: none"> <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> <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> <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.</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	H	<p>In line with government advice:</p> <ul style="list-style-type: none"> <li>• Follow the government guidance from 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 others.</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 Governor</u>

case of coronavirus							
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> <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, and the people you live with 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 Your hospital will contact you with more information about what you need to do.</li> </ul> <p>The headteacher will consult the chair of governors and must agree if they think staffing levels are too low for the school to operate/open fully. They will also do this in conjunction with the Health and Safety at work Act (1974). If it is agreed that closure or partial closure occurs all involved will be informed as soon as reasonably practical.</p>	<u>L</u>	<u>L</u>	<u>Head teacher</u>	<u>Ongoing</u>	<u>SBM &amp; H &amp; S Governor</u>
Pupil movement between lesson, at breaktime and lunchtime increases the risk of infection.	H	<ul style="list-style-type: none"> <li>External circulation where possible to be put in place for pupils arriving and leaving lessons in key stage 4. Staff to greet at the external doors and guide to hand washing facilities.</li> <li>Key stage 3 will travel internally to class.</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>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>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>Students are no longer expected to wear face masks in school.</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. 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>Shared resources need to be cleaned with the designated cleaning products or quarantined for 48 hours.</li> <li>Tissues and hand sanitiser to be located in each classroom/learning space</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> <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>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>Pupils/staff to clean IT equipment (esp keyboards) with anti-bacterial wipes before and after each use- this includes staff desks.</li> <li>The soft rooms must be kept for the students whose risk assessment identify them as needing it. Minimal furniture should be kept in these so that any used can be quarantined after use and then new put in after for the next person.</li> <li>Shared telephone handsets to be cleaned with anti-bacterial wipes before and after each use</li> </ul>	<u>L</u>	<u>H</u>	<u>SBM &amp; H &amp; S</u> <u>Governor</u> I	<u>Ongoing</u>	<u>Head teache</u> I

		<ul style="list-style-type: none"> <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>Hand sanitiser to be in place at photocopiers/shared keyboards/telephones etc</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> <p><b>Staff rooms will once again be designated for key stage 3 and key stage 4. Meeting room 1 for key stage 3 and the staff room for key stage 4.</b></p>					
Music Lessons	M	Peripatetic teachers are permitted and this is to be agreed with SLT.	<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> <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 Clean hands before leaving</p>	<u>L</u>	<u>L</u>	<u>Head Teacher</u>	<u>Ongoing</u>	<u>H &amp; S Governor</u>

<p>Poor pupil behaviour increases the risk of the spread of the infection.</p>	<p>H</p>	<ul style="list-style-type: none"> <li>• Pupils are reminded of the behaviour policy on their return to school</li> <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>	<p><u>L</u></p>	<p><u>M</u></p>	<p><u>All staff</u></p>	<p><u>Ongoing</u></p>	<p><u>Head teacher</u> [</p>
<p>Pupils with complex needs are not adequately prepared for a return to school or safely supported.</p>	<p>H</p>	<ul style="list-style-type: none"> <li>• Additional advice sought from external agencies where appropriate in relation to moving and handling (physiotherapy, occupational therapy)</li> <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)</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.</li> </ul>	<p><u>M</u></p>	<p><u>L</u></p>	<p><u>SLT</u>  <u>Bubble staff and professionals</u></p>	<p><u>Ongoing</u></p>	<p><u>Head teacher</u> [</p>

		<p>Please seek guidance if you think the student needs to be tested in a slightly different way.</p> <ul style="list-style-type: none"> <li>Follow T&amp;W PPE guidance</li> </ul> <p>As a result, pupils with complex needs are well supported.</p>			<u>Social Story trained staff</u>		
Vulnerable pupils and pupils with SEND do not receive appropriate support.	H	<ul style="list-style-type: none"> <li>A known person 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>	<u>M</u>	<u>M</u>	<u>DSL &amp; SLT</u>	<u>Ongoing</u>	<u>Head teacher</u>
Increased number of safeguarding concerns reported after and during lockdown.	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> <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> </ul> <p>As a result, safeguarding remains of the highest priority and practice.</p>	<u>M</u>	<u>M</u>	<u>DSL &amp; SLT</u>	<u>Ongoing</u>	<u>Head teacher</u>
Emergency evacuation due to fire etc.	H	<ul style="list-style-type: none"> <li>Lockdown, fire and emergency evacuation procedures</li> <li>Practice fire drill completed 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>	<u>M</u>	<u>L</u>	<u>SLT</u>	<u>11/09/20 Completed</u>	<u>H &amp; S Governor</u>

		As a result, social distancing is maintained between bubbles in the event of an emergency evacuation.					
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> <li>• Whilst pupils are at break time/lunchtime, one adult will clean tables/door handles with a disinfectant spray.</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>• 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>	<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>
Contractors, deliveries and visitors increase the	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> </ul>	<u>L</u>	<u>L</u>	<u>Reception and Office staff</u>	<u>Ongoing</u>	<u>SBM</u>

risk of infection.		<ul style="list-style-type: none"> <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> <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>• 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 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>• 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 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	Follow the transport guidance- If other classes are using the transport during the day all contact areas must be wiped between uses. 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.	<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>• Trips and visits can go ahead to Covid secure locations.</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:</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=refferal&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=refferal&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</li> <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>• 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 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>	<u>M</u>	<u>M</u>	<u>Head teacher</u>	<u>Ongoing</u>	<u>H &amp; S Governor</u>

		<ul style="list-style-type: none"> <li>• If staff or students develop cold like symptoms Southall will ask for them to take a PCR test. While awaiting the results students are able to attend. Southall advises anyone awaiting a PCR wears masks and social distances where reasonably practical. Southall also advises a PCR test four days after the initial PCR test. This is due to the Delta variant has been known not to show until around day 4 to 5 on a PCR.</li> <li>• Staff are encouraged to wear face masks where possible. These should be masks and not coverings</li> <li>• Face masks must be worn in communal areas</li> <li>• Staff should social distance when not in class. When in class social distancing should occur where possible.</li> <li>• Where reasonably practical face masks should be worn in classrooms if this does not impact on teaching. If face masks cannot be worn a visor can be worn as a barrier.</li> <li>•</li> </ul>					
Medication	H	<ul style="list-style-type: none"> <li>• If students require medication staff will follow the safer medication policy.</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> <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>	<u>L</u>	<u>M</u>	<u>Head teacher</u>	<u>Ongoing</u>	<u>H &amp; S Governor</u>
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 <u>wellbeing group</u></li> <li>- <u>Wellbeing group</u> to support individuals on specific needs and in particular for those in full isolation or are on their own</li> <li>• Staff have access to <u>Health Assured</u> through on line or phone</li> <li>• Staff encouraged to reach out if worried.</li> </ul>	<u>M</u>	<u>M</u>	<u>Head teacher</u>	<u>Ongoing</u>	<u>SBM</u>

		<ul style="list-style-type: none"> <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 or SLT member if you wish. Your line manger will also have regular discussions with you to discuss the work life balance.</li> </ul>					
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. External circulation is encouraged 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> </ul>	<u>M</u>	<u>M</u>	<u>Head teacher</u>	<u>Ongoing</u>	<u>H &amp; S G</u>

		<ul style="list-style-type: none"> <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> </ul>					
Preparing for a school closure	H	<ul style="list-style-type: none"> <li>The school communicates with parents via <b>email, text, websites</b> 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 <b>head teacher/SLT</b> puts a plan in place to manage staff workload in preparation for a school closure.</li> <li>The <b>head teacher/SLT</b> 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 <b>Behavioural Policy</b> and <b>Staff Code of Conduct</b> are adhered to at all times, even while working remotely.</li> <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> </ul>	<b>M</b>	<b>L</b>	<b>Head teacher</b>	<b>Ongoing</b>	<b>SBM</b>

		<ul style="list-style-type: none"> <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> <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>	<u>L</u>	<u>L</u>	<b>SBM</b>	<b>Ongoing</b>	<b>Head teacher</b>
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> </ul>	<u>M</u>	<u>L</u>	<b>Head teacher</b>	<b>Ongoing</b>	<b>H &amp; S Governor</b>

		<ul style="list-style-type: none"> <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>					
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>	<u>L</u>	<u>L</u>	<b>Head teacher &amp; SBM</b>	<b>Ongoing</b>	<b>H &amp; S Governor</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>