Dudley
Metropolitan Borough Council

Coronavirus (COVID-19): Risk Assessment Action Plan for opening from September 2021

Ridgewood High School

Assessment conducted by: Rae Cope Mr G Potter Paula Taylor Senior Leadership Team	Job title: Headteacher Site Manager Business Manager	Covered by this assessment: Full school reopening for the new school post changes to Covid guidance for schools
Date of assessment: Reviewed 02/09/21	Date of next review: Christmas holiday or earlier if there is an outbreak in the school or if the national or local picture changes significantly	

Under the Management of Health and Safety at Work Regulations 1999, the minimum we must do (as an employer) is:
- identify what could cause injury or illness (hazards)
- decide how likely it is that someone could be harmed and how seriously (the risk)
- take action to eliminate the hazard, or if this isn't possible, control the risk

As acknowledged by the HSE, it is not possible to *eliminate all risk* and some must be controlled by putting measures in place to reduce the likelihood of an occurrence or, more rarely, to reduce the severity of an occurrence. The intention is to reduce the risks to pupils, staff and parents of resuming pupils' attendance at school, following government guidance and expectations as far as possible.

The assessment directly addresses risks associated with coronavirus (COVID-19) and ensures that sensible measures have been put in place to control those risks for pupils, staff, parents and visitors. We have a duty to consult employees on health and safety and will publish this document and any updates for staff.

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The sole purpose of this risk assessment is to support schools in preparing 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**. The risk assessment has been written in collaboration with a number of local authorities.

- For the purpose of this risk assessment, the term 'coronavirus' to refer to coronavirus disease 2019 (COVID-19).

  Schools must ensure that this risk assessment reflects the local setting and context of the school. Staff must be consulted with regard to this risk assessment (this must take into consideration all types of workers including agency workers, casual staff and contractors and any other adult on site as well as your permanent staff).
- This risk assessment is not exhaustive and is issued to schools as a template to assist in the production of a comprehensive document that covers the particular circumstance of the setting – **as such, the risks and risk controls should be deleted/amended/added-to to reflect the school**.
- 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, including the documents below, issued on the 11 May 2020 and updated in August 2021:
  - Coronavirus (COVID-19): guidance for schools and other educational settings
  - Details on phased wider opening of schools, colleges and nurseries
  - Coronavirus (COVID-19): implementing protective measures in education and childcare settings
  - https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance
  - What parents and carers need to know about schools and other education settings during the coronavirus outbreak
  - Opening schools for more children and young people: initial planning framework for schools in England (updated 12 May)

Key:	
Level of risk prior to control	Identifies the risk before any steps to reduce the risk have been taken and have been identified as Low 1 and 2/ Medium 3 and 4/ High 5 and 6
Risk Description:	Outlines the area of concern.
Risk Controls:	The measures that will be taken to minimise the risk.
Impact:	Is identified as Low/ Medium/ High L 1 or 2, M 3 or 4, H 5 or 6
Likelihood:	Is identified as Low/ Medium/ High L 1 or 2, M 3 or 4, H 5 or 6. 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.
Completion Date:	The date by which required plans for controls will be in place.
Line Manager Check:	Staff who will sign off to ensure that the risk has been minimised as far as possible.

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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	H5	To ensure that all relevant guidance is followed and communicated: • The school to keep up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE, and review its risk assessment accordingly • Information on the school website is updated. • Pupils updated via classrooms/email/text as necessary. • Any change in information to be shared with Chair of Governors and passed on to parents and staff by email As a result, the school has the most recent information from the government, and this is distributed throughout the school community.	L2	L2	RCP	08/09/21	RS
Poor communication with parents and other stakeholders	H5	• All staff/pupils aware of current actions and requirements before the summer holidays by sharing plans and reminded frequently using school communication systems when we return. Plans were sent home to parents and retained on the school website. • Parents will receive more information in the w/c 06/09/21 • Headteacher to share new risk assessment with all staff – updates given on 01 and 02/09/21	L2	L2	RCP	Updated 03/09/21	RS

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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
		• Parents notified of risk assessment plan and shared with parents via website. Updates to be given in week 1 and 2. • New information given as and when it arises eg. Updated information if we have to go to contingency planning if we have an outbreak • Reminder also about symptoms and what parents should do will also be sent on 07/09/21 As a result, all pupils and all staff working with pupils are adhering to current advice.					

Lack of awareness of policies and procedures	H5	• School leaders will ensure that all policies impacted on by coronavirus controls are updated
		• All staff, pupils and volunteers will make themselves aware of all relevant policies and procedures including, but not limited to, the following:
		   - Health and Safety Policy
		   - Infection Control Policy
		   - First Aid Policy
		   - Behaviour policy
		   - Staff absence reporting procedures
		• All staff have regard to all relevant guidance and legislation including, but not limited to, the following:
		   - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
			L2	L2	RCP and SLT	10/09/21	RS

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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 Health Protection (Notification) Regulations 2010 - Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' - DfE and PHE (2021) 'COVID-19: guidance for educational settings' - The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. - Staff are made aware of the school's infection control procedures in relation to coronavirus via email - 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 - Pupils are made aware of the school's infection control procedures in relation to coronavirus via a coordinated programme of delivery from staff on the morning of their first day in school. Care should be taken to do this for every pupil even if they do not attend on the first day. All are informed that they must tell a member of staff if they begin to feel unwell. - Weekly electronic briefing issued to staff will include any coronavirus updates.					

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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
		As a result, all staff and pupils are aware of the policies and procedures in place to keep themselves safe in school.					

Poor hygiene practice in school - **general**	H6	• 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)
		• Most year groups have separate toilets to ensure safety of access.
		• One way system in Block A at lunchtime ensures all students can wash hands before lunch.
		• Pupils to sanitise their hands before and after break times and lunchtimes and when they enter lessons
		• Teachers to reiterate key messages in class-time (when directed) to pupils to:
		   - Cover coughs and sneezes with a tissue,
		   - To throw all tissues in a bin
		   - To avoid touching eyes, nose and mouth with unwashed hands.
		• Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) and tissues to be provided for the school reception area, dining hall, classrooms and other key locations for staff, pupils and visitors
		• Sanitiser stations are in main entrances for each year group and entrances to blocks.
			L2	M3	RCP and all staff	10/09/21	PTR

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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
		- Infection control procedures are adhered to as far as possible in accordance with the DfE and PHE's guidance - 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 - Pupils and staff do not share cutlery, cups or food. - Staff to bring in their own cups and utensils - All utensils are thoroughly cleaned before and after use - Cleaners are employed by the school to carry out additional cleaning during the middle of the day. Door handles, doors and toilets, PE changing rooms are cleaned during the day before and after breaks and lunches and paper/hand towels are refilled regularly twice daily. As a result, all pupils and staff are adhering to high standards of hygiene to minimise risk of transmission.					
Poor hygiene practice – **specific – school entrance**	M4	- Barriers/screens to be used by reception staff when dealing with parents/visitors/contractors - Areas touched to be wiped down - Discourage parents from entering the school building without appointments and to avoid overcrowding in reception	L1	L1	GPR	01/09/21	PTR

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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
		• Rearrange furniture in reception area to facilitate social distancing. • All deliveries and post are left in the foyer between the two entrance doors. • Signing in is done electronically with visitors not having to touch any equipment on entry. • Doors to be opened frequently to allow adequate ventilation. • Restrictions on number of adults who use the reception toilet facilities. • Wider staff use different entrances to the school rather than going through reception. • Cleaning staff to go straight to their area of work. • If infection rates are rising, visitors will be asked to wear face coverings. As a result, reception staff are protected.					
Poor hygiene practice – **specific – office spaces.**	M4	• Desk and work spaces have been rearranged for office staff • Tissues/ hand sanitiser/ cleaning wipes to be available in office locations • Staff to wash hands on arrival at school • Each individual is responsible for wiping down their own work area before and after use.	L1	L1	CTE	01/09/21	RCP

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
		• Staff have been informed about safe practice when visiting admin offices- adequate social distancing, consciousness of breathing over seated staff, As a result, office practice in office spaces limits the risk of the spread of any infection.					
Poor hygiene practice – specific – toilet/changing facilities.	H5	• Staff to wear additional PPE when supporting pupils with toileting routines – mask, gloves, apron • Soiled items to be disposed of in yellow bags • Staff to follow specific intimate care procedures • Any soiled clothes are put into a plastic bag (double bagged) and sent home. As a result, safe practices are followed and the risk of infection is reduced for staff and pupils.	L2	L2	CMR	02/09/21	RCP
Ill health in school.	H6	• Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing, high temperature and Loss of taste or smell and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus • 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	L2	M4	RCP	03/09/21	SD

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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
		• All staff are informed of the procedure in school relating a pupil becoming unwell in school • All staff advised of the procedure in school if a member of staff becomes unwell. • Ensure all staff and student absences are appropriately recorded and followed up if testing is required. • Any pupil who displays signs of being unwell with Covid symptoms is immediately referred by email to reception for immediate collection by a member of S and G or SLT. The communication with reception must state clearly that coronavirus symptoms are suspected. • Any staff member who displays signs of being unwell immediately refers themselves to RCP (priority 1) or JCN (priority 2) and is sent home. Records will be kept of time, place so that appropriate follow-up can be actioned. • Where the named staff are unavailable, staff ensure that any unwell pupils are moved to the Group Room whilst they wait for their parent to collect them. S and G team to contact parents. Parents advised to follow the COVID-19: Guidance for households, including accessing testing. • Precise records must be kept of all children sent home with suspected symptoms so that the appropriate follow-up actions can be taken.					

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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
		• If a pupil needs to use the bathroom, they should use a separate bathroom –the staff toilet downstairs in H block which will be declared out of use until it is cleaned after use. • 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 • If contact with a child or young person is necessary, then gloves, an apron and a face mask should be work by the supervising adult. If there is a risk of splashing, eye protection should also be worn • The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen • Unwell pupils with Covid symptoms who are waiting to go home are supervised in Y10 Group Room (March to April) with the windows open where they can be at least two metres away from others. They should not enter the first aid room. • Areas used by unwell pupils who need to go home are identified as out of bounds, thoroughly cleaned and disinfected once vacated. 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.					

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
Poor management of pupil numbers reduces the ability of pupils and staff to practise social distancing.	H5	• One way systems are maintained for Hall A and H block • Leaders to calculate capacities of workrooms/offices and identify where potential issues may arise eg. Cramped spaces, creating ease of cleaning, creating a teacher space for distancing at the front of the room and place for TA to support where possible. • Classrooms adapted to create more space for students in order to support distancing where possible without compromising safety routes or fire escapes. • Classrooms to be arranged so adults maintain some distance from each other, and from children where possible and when circumstances allow. • Classrooms to be arranged to support adults to avoid face to face contact and minimise time spent within 1 metre of anyone. As a result, staff and pupils are clear about where they should be, the times that they should be there and what they are delivering.	L2	L2	RCP and JCN	03/09/21	RCP
A pupil is tested and has a confirmed case of coronavirus.	H6	The school will act in line with government and PHE/HPT advice: • The school will contact or be contacted by PHE/ NHS test and Trace. All action about notifying contacts will be done on their advice. The school will follow the school symptom management Standard Operating Procedure (SOP). Up-to-date SOP is on Revolution portal.	L2	M3	RCP	From 03/09/21 Ongoing	SD

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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 Headteacher will use School Life platform to report cases to local HPT. • The Headteacher will inform the SVAT of confirmed case. • NHS Track and Trace will do all contact tracing. As a result, school leaders taken appropriate action in the event of a confirmed case of coronavirus.					
Asymptomatic students and staff come into school and spread virus	H6	• Students will be tested before entering the school in the first week using an LFT test. They will only enter an indoor space after their first test has tested negative. • Tutors groups and year groups will be staggered across the week and throughout the day to minimise contact between students. • Students will have two tests before home-testing. • Home-testing will last in line with government advice. • Staff are to home-test using LFT tests from w/c 13/09/21 • Parents will be reminded again about the new wider symptoms and to seek PCR testing	M3	L2	RCP/CMR	03/09/21	RCP
Insufficient staff to run face-to-sessions for pupils.	H6	• Leaders to ensure that they have a complete list of shielded (clinically extremely vulnerable) and clinically vulnerable adults for their school	M3	L2	JCN	02/09/21	RCP

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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
		• Protocols for staff to inform leaders if they need to self-isolate are clearly in place • Leaders ensure there is a rota in place for cover in the instance that staff have to self-isolate. • Leaders to source extra cover for contingency planning as far as possible from within staff already currently working in association with the school so as to reduce interschool adult working. As a result, sufficient staff cover in place to provide the face-to-face support sessions for pupils.					
Pupil movement between lesson, at breaktime and lunchtime increases the risk of infection.	H5	• Staggered starts and zoning to be put in place for lunch time with only A block and the netball courts being used for two year groups at a time while other students are in lessons. • Zoning outdoor areas to be put in place for break time. • One-way circulation in place for A Block for pupils arriving and leaving shared lunch space/lessons. • Allocated outdoor areas for each year group to be identified for breaktime. • Lunchtime to be staggered for different year groups Lunchtimes will be staggered as follows:	M3	M3	RCP, JCN	Reviewed on 06/09/21	RCP

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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

Year Group(s)	Lunchtimes	A Block (Hall and Sandwich Rooms)	Netball Courts
7	12.55-1.30	12.55	1.10
8	12.55-1.30	1.10	12.55
9	12.20-12.55	12.20	12.35
10	12.20-12.55	12.35	12.20
11	1.25-2.00	1.30	1.30

- In canteen/eating spaces, more facilities have been added to give more space to students.
- Tables to be cleaned between year groups using lunchtime facilities
- Catering staff to maintain strict levels of hygiene in food preparation areas and follow whole staff guidance in reporting illness
- Pupils who bring a packed lunch to eat in sandwich rooms as much as possible to reduce movement and maintain some social distancing for lunchtime supervisors,
- Face coverings could be reintroduced if we have an outbreak.

As a result, the risk of infection during unstructured time is reduced.

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
Spread of infection in classrooms/shared areas.	H6	• Pupils to be directed to specific seats in classrooms and to maintain similar seating from week to week, as far as possible. • Tissues, hand sanitiser, sanitising cleaning spray and cloth to be located in each classroom/learning space	M3	L2	GPR and staff	10/09/21	RCP

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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
		• Bins to be emptied daily in classrooms. • Contact with communal surfaces, such as door handles etc to be minimised. Doors to be kept open apart from fire doors. • Where possible, windows to be opened to provide ventilation. • Inform all the pupils that they must bring the required equipment to school (stationery, calculators etc) to reduce the risk of infection • Pupils/staff to clean IT equipment (esp keyboards) with anti-bacterial wipes before and after each use • Shared telephone handsets/photocopiers/ keyboards to be cleaned with anti-bacterial wipes before and after each use using the buckets of wipes provided. • 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 • Guidance issued to staff on the use of the staff room and staff toilet are. Staff asked to adhere to the limits given on each toilet, staffroom and workroom. • Staff must wash and dry their own cups, plates and utensils, using disposable towels. As a result, the risk of infection to staff and pupils in classrooms is reduced.					

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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
Poor pupil behaviour increases the risk of the spread of the infection.	M4	• Pupils are reminded of the behaviour policy on their return to school • 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 • Pupils' individual behaviour plans are reviewed and specific control measures identified and shared with pupils and staff where necessa As a result, pupils and staff understand the behaviour policy/individual plans in context.	L2	L2	CMR, HOYs	06/09/21	RCP
Vulnerable pupils and pupils with SEND do not receive appropriate support.	M3	• Appropriate planning is in place to support the mental health of pupils returning to school • Agree what returning support is available to pupils with SEND in conjunction with families and other agencies. • Phone calls to families should continue every few weeks to monitor progress. As a result, pupils with SEND and those concerned about returning to school are well supported.	L1	L2	JRE	03/09/21	JCN
Increased number of safeguarding concerns reported after lockdown.and the summer holidays	M4	• Agree safeguarding provision to be put in place to support returning pupils • Ensure that key staff (DSL and deputies) have capacity to deal with any arising concerns	L2	L2	HBY	06/09/21 and ongoing	RCP

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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
		• Follow up any referrals made by staff swiftly, while maintaining social distancing. As a result, safeguarding remains of the highest priority and practice.					
Contractors, deliveries and visitors increase the risk of infection.	M3	• Agree arrival and departure times with contractors to ensure that there is no contact with staff or pupils • All contractors/visitors to sanitise/ wash hands on entry to the school site • Contractors and visitors are directed to specific/designated handwashing facilities • All areas in which contractors work are cleaned in line with government guidance • Contractors to bring own food, drink and utensils onto site. • Staff who receive deliveries to the school to wash hands in line with government guidance after handling • Deliveries are placed in foyer between automatic doors to avoid contact with reception staff. Drivers are not permitted to enter the school premises when making deliveries. • If drivers have to enter school site, ensure that they are asked to use hand sanitiser before entering the building • Surfaces to be cleaned after any deliveries have been made. As a result, any external visitors/contactors are kept safe and the risk to other members of the school is minimised.	L1	L1	PTR	06/09/21	RCP

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School-specific arrangements relating to risk assessment that may need additional detail:

Capacity and organisation of teaching spaces- all teaching spaces have been rearranged to increase amount of space given for students' desks and to ensure there is 2m distancing between staff and students. All spaces used by staff and students will be well-ventilated with windows and doors open when possible. PE changing rooms, where ventilation is more limited, will have strict numbers and a one-way system applied and students doing Dance will change in the Dance Studio instead.

Year Group Social Time Zones

Year 7 toilets	A block
Year 7 Support	Office by D1, 2, 3 and room in between A11 and 13
Year 7 Break	Area in front of main reception and behind Maths block
Year 8 toilets	A block
Year 8 Break	In between A and D
Year 9 toilets	Downstairs in H block- enter through double doors
Year 9 Break	Space between F and E
Year 10 toilets	Upstairs in H block
Year 10 Break	On field- first half-term then in front of H block
Year 11 toilets	D block- accessed from Science staircase in lesson time.
Year 11 Break	Netball courts

Timetable arrangements: Timings of the school day

	All year groups
Reg	8.50 – 9.05
1	9.05 – 10.05
2	10.05 – 11.05
B	11.05 – 11.20
3	11.20 – 12.20
4 and lunch	12.20 – 2.00
5	2.00-3.00

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Movement around the school

H and A block have a one-way system.

We will continue to monitor movement at changeover times. Staff are asked to meet and greet to get students into classrooms as quickly as possible. Apart from some Y7 lessons. Most lessons are in teacher's classrooms. Some start and end times of lessons have been slightly adjusted to prevent crossover on the stairs and in corridors. Face coverings further reduce the concerns about transmission during busier changeover times.

Role of teaching assistants

Because of the need for social distancing for adults, teaching assistants will do less work side-by-side with students. Seating plans for SEND students will reflect some need for social distancing doing any face-to-face work with children. Should a child need more support, TAs will work with the outside the classroom for a short while. TAs will be attached to specific year groups and will work alongside teachers and the Support and Guidance Officer for that year group.

Learning Support will be available at lunchtime for children who prefer to spend their lunch there. Students will be able to be in mixed year groups in Learning Support and the Library.

Breaktime plan

All year groups have their own zones and their own toilets apart from Y7 and 8 who share toilets because the numbers are lower.

Lunchtime plan

Year Group(s)	Lunchtimes	A Block (Hall and Sandwich Rooms)	Netball Courts
7	12.55-1.30	12.55	1.10
8	12.55-1.30	1.10	12.55
9	12.20-12.55	12.20	12.35
10	12.20-12.55	12.35	12.20
11	1.25-2.00	1.30	1.30

Lunchtime occurs during lesson 4 for staff and students so that it can be staggered. Staff will escort students to the right starting point at the beginning of their lunch. Students will be directed when they should be in Block and when they move to the netball courts. A one way system will operate in A block with the new entrance being the entrance and the exit out the back doors. The two paths between A and D blocks will have one way systems at lunch time.

Catering staff

The catering staff have been divided into shifts and the hot food and sandwich counters have been separated into different areas. Their areas will be well ventilated and they will work behind counters to maintain social distancing.

Cleaning

Cleaners have been using 'deep clean' approaches for many months already. Normal cleaning includes additional tasks such as cleaning door plates, all work surfaces, places on chairs where hands would be put. Extra cleaning has been arranged during the day to ensure door plates, toilet flush handles, taps etc receive extra cleaning. The PE changing rooms will also receive extra cleaning during the day. Teachers in specialist rooms will ensure desks and chairs are wiped over between classes. All shared equipment for specialist subjects will be cleaned thoroughly between classes or quarantined in line with COSH guidance.

Toilets

Students are assigned separate toilets. Staff should ensure that they do not exceed the limits for staff toilets.

Staffroom and offices

Staffrooms have clearly signposted limits for the number occupants at any one time. They also have buckets of sanitising wipes so that staff can wipe down shared equipment. There are numerous fridges, kettles and refreshment areas scattered around the school so that staff do not need to gather in one place.

Shared offices have been rearranged, in consultation with staff, to support adequate social distancing. Reception is screened and the number of visitors restricted. This will be monitored to prevent overcrowding.

Transport

Most students walk to school with some being dropped off by parents. Parents will be asked to stay in cars and to pick up from one of the roads near the school rather than from Park Road West to prevent overcrowding. A small number of students catch buses. Parents have been reminded to check with TfWM and to ensure that all children taking buses wear masks on board.

Classroom expectations

Student behaviour is normally good and we expect students to follow the changed guidelines to fit in with our normal school expectations of Ready, Respectful, Safe.

Pupil expectations

Students will also expected to bring their own equipment rather than borrowing from staff. All students will use Microsoft Teams for their homework. This will also support learning if there are any further lockdowns.

Useful links:

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Updated September, 2021

The links below should have been updated to take into account the new regulations for schools September 2021. Some may be applicable if there are further restrictions reintroduced.

- 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-stressParents: 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
- 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/
- DfE https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19
- Information re testing: https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested

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