

Safety, Health and Environment (SHE)

GCC COVID-19 RISK ASSESSMENT PROCESS FOR

ALDERMAN KNIGHT SPECIAL SCHOOL

Updated in light of new national guidance for school and introduction of COVID-19 Rapid Lateral Flow testing from January 4th 2021



The original COVID 19 Risk Assessment was written in May 2020 and was then reviewed and revised for all pupils to return to school in September.

It was revised again in November 2020 as England entered a second national Lockdown. It has been revised (January 4th 2021) in the light of the new Tier 4 measures in place across Gloucestershire and to reflect the introduction of COVID-19 Rapid Flow testing, that is to be carried out in school from January 4th 2021

Apart from the introduction of the LFD testing as an additional protective measure, there are only minor changes to this Risk Assessment. The school is reinforcing with the whole school community the need to follow government guidance re 'Hands, Face and Space'. The recent DfE update (30th December 2020) included an update re the safe removal of face coverings. This has been included. The whole document can be accessed within the Guidance for full opening: special schools and other specialist settings and can be accessed through this link.

[special schools, specialist colleges and alternative provision with secondary age pupils on the national asymptomatic mass testing programme.](#)

Please note:

The school believes that the Risk Assessment and internal operational plan is robust and includes all expected preventative measures and so provides an environment that is as safe as it can be and the risk of spreading the COVID-19 virus is very small. The school also believes that its management plan for dealing with potential cases is effective.

As a Community school a copy of our Risk assessment is shared with the Local Authority.

This risk assessment supplements the school's existing risk assessments.

The school will continue to ensure the assessment and plans are kept under review and amendments will be made if risk level changes.

This updated Risk Assessment is available on the school website

Clare Steel,

Head teacher

January 3rd 2021

COVID-19 Risk Assessment for Alderman Knight School – January 4th 2021

ASSESS

This part of the RA is to decide appropriate control measures for the school's senior team and all teaching and support staff to implement under a 'Plan', 'Do', 'Review' cycle.

Who may be at risk: Employees, pupils and young people, families (parents, carers and siblings), visitors, contractors, members of public.

Vulnerable groups – this risk assessment considers vulnerable groups which the NHS lists as 'people at high risk (clinically extremely vulnerable)'; and 'people at moderate risk (clinically vulnerable)'. Individual risk assessments have been carried out with staff who are considered vulnerable and those who are very anxious about returning to school at this time.

PLAN		DO			REVIEW
Prepare Building, timetables and lessons, policies and procedures	Prepare staff, parents, carers, pupils and other site users	Control Access and visitors	Minimise contacts and social distancing	Infection Control Measures	Communicate and Review Arrangements
<ul style="list-style-type: none"> All health and safety compliance checks are undertaken following a rigorous schedule (e.g. fire alarm, emergency lighting, water hygiene, etc.). Emergency and evacuation procedures have been reviewed (e.g. exit routes, taking of register, assembly areas etc.) and updated information provided for all staff and teaching bases. There is good ventilation around school. The school does not have air 	<ul style="list-style-type: none"> The school has identified with staff and parents, those classed as clinically extremely vulnerable (CEV) CEV staff will work from home (WAH) from Monday 4th January 2021 until the restrictions are lifted. Pupils who are CEV will not be in school from Monday 4th January 2021 until the restrictions are lifted. These pupils will receive their education, remotely. The school continues to work with staff and 	<p>Access</p> <ul style="list-style-type: none"> The school has installed electronic gates and outside arrival and departure times access is through contact with the school office on arrival. Once in school the entry point to the school is via the main reception and the reception staff will control access (including deliveries). 	<p>Minimising contacts</p> <p>'Bubbles'</p> <ul style="list-style-type: none"> The school has grouped pupils and staff into 4 Bubbles. Pupils have been grouped to allow the provision of a broad, balanced curriculum while minimising unnecessary social interaction. Apart from some KS4 option groups and Post 16 groups, other class groups will be kept together for teaching and will be taught in their tutor rooms/ classrooms for most of their lessons. 	<p>Minimise contact with individuals who are unwell:</p> <ul style="list-style-type: none"> The school has taken note of all updated Government guidance to support its planning. Anyone with COVID-19 symptoms, or who has someone in their household who does, should not attend school, and must follow the guidance re self-isolation. If anyone becomes unwell while at school, they will be 	<ul style="list-style-type: none"> This Risk Assessment will be available to all staff, Governors and parents/carers. It is a working document and can be amended and will be revised in light of changes/new advice received. The Risk Assessment will be published on the school website and T drive. All staff have a responsibility to ensure the expected behaviours are

<p>conditioning but windows and doors are being opened as much as possible to ensure effective ventilation.</p> <ul style="list-style-type: none"> • COVID-19 posters/ signage is displayed around school reminding all of symptoms and what to do if displaying symptoms. These are updated as the advice changes. • Provision has been identified to be able to isolate children who display COVID-19 symptoms/ become ill during the day. This is in the school flat. The medical room will continue to be used for any non- COVID related medical issues. • The school reception entrance has been modified to maintain social distancing. The office hatch will be kept shut and there are clear floor markings. • There are designated routes to classrooms and a keep left system, to ensure social distancing, 	<p>undertake dynamic risk assessments to ensure staff can work safely in school.</p> <ul style="list-style-type: none"> • Personal risk factors such as: age, obesity, pregnancy, existing health conditions and ethnicity have all been considered. • Staff who are CV but not CEV are attending school and individual staff can discuss specific needs directly with senior team and appropriate additional measures put in place if necessary. • Pupils who are CV but not CEV are able to attend school although discussions and individual risk assessments may be drawn up in consultation and discussion with parents and cares. • Individual risk assessments for staff and pupils at special risk (taking account of medical advice) will support and inform how needs can be safely met in school. 	<p>However, parents and visitors cannot just turn up and cannot come into school unless arranged previously and deemed to be absolutely necessary.</p> <ul style="list-style-type: none"> • The building access rules are clearly communicated through signage on the entrance door. • The protocol for parents and taxi drivers re drop-off and pick-up is in place to minimise contact between pupils in different Bubbles. • Parents/ carers and taxi drivers are expected to stay away from the main area in front of the school. The pupils will be collected by their staff. • School start times and finish times have been staggered for 	<ul style="list-style-type: none"> • Each class group is part of a Bubble and pupils will only interact during the school day with other pupils in their Bubble. However, it is still expected that pupils follow social distancing and remain for the majority of the time, with pupils in their teaching group. • The school buildings have been divided into 4 zones so tutor bases/classrooms for each Bubble are in the same part of the school. • A plan of the school is available that shows clearly the different zones and will be shared with staff and pupils. • Daily records of pupils and staff in each Bubble and teaching groups will be kept by office staff. • Rooms are accessed directly via outside doors where possible. • Walkie talkies or internal phones are provided to communicate between different parts of school to 	<p>isolated, sent home and provided with information on what to do next.</p> <ul style="list-style-type: none"> • An unwell pupil awaiting collection, will be isolated in one of the rooms in the school flat. Two members of staff will be in the flat to support them. • Staff caring for any pupil waiting to be collected will keep a distance of 2 metres. • PPE will be worn by staff caring for the pupil if 2 metres distance cannot be maintained. • Staff will wash their hands after caring for a child with symptoms. • All areas where a person with symptoms has been isolated, will be thoroughly cleaned after they have left. • If there has been a need to have close hands-on contact with a poorly pupil, then staff should monitor themselves for 	<p>being followed by pupils, staff and visitors to the school. Any breaches of the rules must be reported to senior leaders and site manager .</p> <ul style="list-style-type: none"> • Members of staff on duty at break and lunchtimes will ensure compliance with rules and report any concerns to senior team. • The senior team will monitor the effectiveness of prevention measures and feedback to Governors. • This Risk Assessment will be reviewed if the risk level changes (e.g. following local/national lockdown or cases or an outbreak) and in-light of updated guidance.
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<p>during movement around the building.</p> <ul style="list-style-type: none"> • Floor markings have been put in place to remind all of 2m social distancing expectation where possible. • In areas, such as reception, where queues may form, again, floor markings are in place to indicate distancing. • Staff will continue to observe social distancing coming in and out of building. • All internal teaching doors are propped open (to limit use of door handles and aid ventilation) taking account of fire safety and safeguarding. However please note internal fire doors will automatically close if the alarm goes off and staff will shut classroom doors if evacuating the building. • Pupils will access rooms through outside doors, where possible, to avoid shared use of corridors. • Different Bubbles will use different doors in and out of the building 	<ul style="list-style-type: none"> • All staff are kept fully briefed about the plans and protective measures identified in the risk assessment. • There are twice weekly, morning staff briefings + additional staff meetings each week to inform, update and discuss emerging issues with all staff. • Full staff meetings will be carried out by Zoom. • For some smaller staff meetings, they will be held in large rooms with good ventilation and staff present will maintain social distancing. • The 2m rule will be adhered to for all meetings / discussions between staff of more than 15 minutes. • Where staff and pupils are not in school/ working from home, then a plan for keeping in touch and supporting them, including their welfare, mental and physical health and personal security, will be put in place. 	<p>Bubbles. Two Bubbles will arrive/ depart at the same time.</p> <ul style="list-style-type: none"> • Parents and taxi drivers must not arrive early for either drop off or pick up. They must stick to the times given. • Staff will be on duty at drop off and pick up times to monitor that protection measures are being adhered to and taxis and parents are exiting the site as soon as possible. • Floor markings have been put in place outside the school building to indicate distancing expectations if queuing is required during peak times. • The glass hatch in reception will be kept closed to help protect reception staff. • Hand sanitiser is provided at all entrances for 	<p>revent unnecessary movement.</p> <p>Minimisation of mixing</p> <ul style="list-style-type: none"> • Mixing between Bubbles will be kept to a minimum during arrival, lunchtime, breaks and departure. This is to be achieved through staggered timings. • The Transport team is following Government guidance re transporting pupils to school. Guidance has been issued to providers and parents. • Groups will stay within a specific “zone” of the site as much as possible, to minimise mixing. • Class groups will be using the same classroom and areas each day (apart from some lessons). • Pupil movement around the school site, either in groups or as individuals, will be managed by staff to limit contact and mixing. • Staff and pupils in Y7 and above will wear face coverings when 	<p>symptoms of possible COVID-19 over the following 14 days.</p> <p>Hand washing</p> <ul style="list-style-type: none"> • Frequent hand washing will be encouraged and expected of all adults and pupils (following guidance on hand cleaning). • The school has sufficient handwashing facilities including sinks in most of the tutor rooms and classrooms. Those without sinks will use those in the toilets in their zone • Hand sanitiser will also be provided in all classrooms and outside all toilets. • Skin friendly cleaning wipes will be available for use as an alternative to hand washing or sanitiser. • Any pupil who is allergic/ sensitive to certain chemicals in hand gel can and will be expected to bring in their own and 	
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<p>(to avoid crossing paths).</p> <ul style="list-style-type: none"> All classroom spaces will be organised to maximise space between seats and desks. However 2m is not required between desks. All AKS classrooms are of sufficient size to accommodate the number of pupils plus staff in each class group. Some items that are harder to clean and are deemed non essential have been removed from classrooms e.g. soft furnishings, some toys/ resources. There is a sanitation station outside each block of toilets. Door signs have been placed on toilet doors to identify a max number of 2 pupils in the pupil toilet blocks at one time. Staff sanitise toilets/ washbasins and door handles after pupil use and personal use. Laminated picture signs have been placed in toilets and classrooms in front of sinks showing how to 	<ul style="list-style-type: none"> For staff this will include being supported by their tutor teams and each will have a designated person to phone and chat with them at least weekly to check on their personal wellbeing and provide support. Pupils at home will also be supported by their tutor teams and will be included in Teams sessions. If teaching or teaching support staff do need to work at home, then they will liaise with and support staff in school There will be regular communications with any staff or families that have coronavirus symptoms, or who have someone in their household who does. These people should not attend school. Anyone showing symptoms will be provided with information about testing. Where there are appropriate sources of guidance for 	<p>everyone coming into school.</p> <ul style="list-style-type: none"> Staff should sign in using the 'Sign In' Companion App on their smart phone or by using the Touch screen iPad device in reception. Staff should clean after use and spray/ wipes will be available. Wearing a face covering or face mask in schools is now required of all pupils Y7 and above and staff when in corridors or communal spaces or where social distancing cannot be effectively managed. (it is recognised that some pupils cannot wear face coverings) Face coverings will be worn by pupils coming in taxis, in line with GCC guidance and will not be 	<p>moving around the school.</p> <ul style="list-style-type: none"> The number of pupils in shared spaces (e.g. halls, dining areas and internal and external sports facilities) for lunch and exercise will be limited to specific Bubbles. Large gatherings such as assemblies with more than one Bubble will be avoided. Only one Bubble will use the outdoor equipment at any one time. There will be a rota for use of the Monster play and the outside gym equipment. In Post 16 there will be a rota for the use of the Post 16 gym which will only be used by pupils and students in Bubble 4. In the toilet blocks no more than two pupils will go in at any one time. Staff will escort during lesson time to ensure measures are adhered to. Staff will supervise toilets at break and lunch time to prevent crowding. Where 	<p>use it in line with guidance for all pupils. A list of these pupils will be kept by the pastoral team and shared with all staff.</p> <ul style="list-style-type: none"> Pupils will clean their hands when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Staff will help support pupils who have trouble cleaning their hands independently (e.g. small children and pupils with complex needs). <p>Face coverings/ masks</p> <ul style="list-style-type: none"> Wearing a face covering or face mask in schools is now recommended for all pupils Y7 and above and staff when in corridors or communal spaces or where social distancing cannot be 	
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<p>wash hands effectively.</p> <ul style="list-style-type: none"> • Pupils will wash their hands/use sanitising gel on arrival at school and before leaving as well as before break/ lunchtime. Timers/ and clocks with second hands are near sinks to teach pupils to wash for 20 seconds. Staff teams support and remind pupils how to wash hands. • Arrangements are in place with the school's cleaners to stagger room cleaning after school to allow staff to do preparation work undisturbed but ensuring cleaners have time to finish all areas. The cleaners will wear face coverings in school unless working on their own in classrooms. • There is an enhanced cleaning schedule in place that includes frequent cleaning of rooms, shared areas that are used by different groups and frequently touched surfaces. This includes an additional 	<p>specific subjects (e.g. Food/ PE/ Science/ DT/IT/ Music), subject leaders / lead teachers should refer to curriculum specific guidance when planning schemes of work.</p> <ul style="list-style-type: none"> • Subject Leaders/ Lead teachers will identify shared resources and how to prevent mixed contact (e.g. cleaning between Bubbles or rotas for equipment use). • Staff will identify and plan lessons that could take place outdoors. • Remote education will be put in place to support any pupils who are unable to return due to health reasons and on advice from a consultant paediatrician. This will involve keeping in touch with their class and linking teaching with class learning where possible. • The Remote Education policy is on the website and information has been sent to all parents 	<p>taken off until in their classrooms.</p> <ul style="list-style-type: none"> • Those visitors who do come into school will need to wear face coverings and follow the Visitor policy. • Pupils in Y7 and above and staff will need to keep a face mask with them during the day for when they are moving around the school <p>Visitors</p> <ul style="list-style-type: none"> • Wherever possible meetings will be kept on a virtual platform. • Parents/carers and visitors coming onto the site without an appointment will not be permitted. • Visits to the school will be kept to a minimum and must be deemed essential to support the ongoing work of the school 	<p>possible pupils will use toilets in their zone.</p> <ul style="list-style-type: none"> • Staff will teach across the Bubbles to ensure high quality specialist teaching. These staff will endeavour to keep their distance from pupils and other staff not in their main Bubble. • Pupils will eat their snack and lunch with pupils in the same Bubble as them and in the allocated space. classroom or hall. • There are different arrangements for each Bubble. All prevent mixing of Bubbles or sharing the same eating space. • Arrangements are in place so hot meals can be provided to all pupils who want them. However again mixing of pupils is minimised. Primary pupils eat in their own classrooms and secondary share tables with pupils in their class as far as possible. • Lunch times are staggered but 	<p>effectively managed.</p> <ul style="list-style-type: none"> • Face coverings will be worn by pupils coming in taxis, in line with GCC guidance and will not be taken off until in their classrooms. • Those visitors who do come into school will need to wear face coverings and follow the Visitor policy. • Covered bins are provided on entrances to dispose of temporary face coverings. • Pupils in Y7 and above and staff will need to keep a face mask with them during the day for when they are moving around the school <p>Safe wearing and removal of face coverings</p> <ul style="list-style-type: none"> • Tutor teams will support pupils with the safe removal of face coverings when those who use them arrive at 	
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<p>2 hours cleaning per day has been put in place over lunchtime to support with spot cleaning.</p> <ul style="list-style-type: none"> • A COVID-19 message is displayed on screens when locked. • The business manager and site manager monitor carefully, quantities of PPE to ensure there are sufficient supplies including cleaning materials and hand washing/sanitising liquids that meet DfE/PHE requirements. • There are lidded bins in classrooms/ staff areas and toilets to support pupils and staff to follow the 'catch it, bin it, kill it' approach. • Tissues are kept stocked in all rooms • The school site has been zoned to allow for 4 Bubbles where groups of pupils can remain for the majority of the time, to minimise mixing. • A plan of the building showing areas where Bubbles do not mix (e.g. classrooms/ playground) and where 	<p>and carers informing them of how this will work.</p> <ul style="list-style-type: none"> • Pupils have been taught in school how to access their learning on line in case they need to self-isolate at any point. • Staff are carefully considering how the wide range of online resources can be used to support remote learning and advise accordingly. • Teams of staff are predominantly attached to each Bubble and each Bubble has its own staff area so to prevent mixing of staff more than necessary. • Staff will be extremely mindful of the need to keep space between themselves. • Staff will minimise mixing and will eat in their own bases. • Staff will wear masks whenever outside their class bases and will make sure they do not have meetings in rooms where they 	<p>before being agreed.</p> <ul style="list-style-type: none"> • Site guidance on physical distancing and hygiene will be explained to visitors on arrival. Visitors they will sent a copy of the Visitor policy prior to their visit if possible or given one to read on arrival. • A record will be kept by the office of all visitors to assist NHS Test and Trace, including: <ul style="list-style-type: none"> ○ the name; ○ a contact phone number; ○ date of visit; ○ arrival and departure time; ○ the name of the assigned staff member. 	<p>Bubbles eat in different areas, so dinner halls do not need to be cleaned between sittings.</p> <ul style="list-style-type: none"> • Break and lunch duties will be carried out, as far as possible by staff from each Bubble. • There are not any after school clubs at this time. <p>Distancing</p> <ul style="list-style-type: none"> • Staff will be extremely mindful of the need to keep space between themselves. • Staff will minimise mixing and will eat in their own bases. • Staff will wear masks whenever outside their class bases and will make sure they do not have meetings in rooms where they cannot be at least 2 metres apart. • Staff will make sure they do not spend more than 15 minutes in the company of another member of staff without a mask unless they are more than 2m apart. • Staff will be mindful of the 'close contact rule' and be extremely 	<p>school, and when face coverings are worn at school in certain circumstances.</p> <ul style="list-style-type: none"> • Pupils will be reminded that they need to clean hands before and after touching their face – including to remove or put them on. Face coverings should be stored in individual, sealable plastic bags between use. • Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully. • Pupils must be instructed not to touch the front of their face covering during use or when removing it and they must dispose of temporary face coverings in a 'black bag' waste bin (not recycling bin) or place reusable face coverings in a plastic bag they can take home 	
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<p>mixing is more likely, and so where distancing is required, has been produced.</p> <ul style="list-style-type: none"> • Break and lunchtime arrangements have been amended to provide separate areas for eating and playing. For some Bubbles, break and lunchtimes are staggered. • Although the Primary Bubble is classed as one bubble for arrival and departure, pupils do not all play together and snack and lunchtimes are in their own classrooms to minimise 'close contacts'. <p>Timetabling and lessons</p> <ul style="list-style-type: none"> • Staggered starts and finishing times have been set for Bubbles to help reduce numbers of pupils and taxi drivers/ parents arriving/ departing the school site at the same time and to keep groups apart as they arrive and leave school. • Break times and lunch times have been staggered to reduce numbers of pupils 	<p>cannot be at least 2 metres apart.</p> <ul style="list-style-type: none"> • Staff will make sure they do not spend more than 15 minutes in the company of another member of staff without a mask unless they are more than 2m apart. • Staff will be mindful of the 'close contact rule' and be extremely vigilant in following this rule to reduce the number of staff who would have to self-isolate if a member of staff tests positive. • Teaching assistants will support with the delivery of sessions with specific groups or individual pupils, working under the direction of a teacher. • Assessment of pupils' across the curriculum with a particular focus on literacy and numeracy has helped to identify those that may need additional or different help, support and teaching to fill gaps in learning as a result of being out of school. 		<p>vigilant in following this rule to reduce the number of staff who would have to self-isolate if a member of staff tests positive.</p> <ul style="list-style-type: none"> • Where possible teaching staff will maintain distance from their pupils, staying at the front of the class but not at the expense of high quality, teaching and learning. • All teaching and support staff need to support pupils effectively, at all times, and this will inevitably require supporting at the pupil's desks/ side. However, staff will be mindful of how they position themselves and minimise time next to each pupil. • Staff will avoid close face to face contact and minimise time spent within 1 metre of anyone. • Other professionals that come into school to work with pupils will follow the same rules as staff. • Staff in Bubbles have been allocated specific staff spaces 	<p>with them, and then wash their hands again before heading to their classroom.</p> <ul style="list-style-type: none"> • Adults and pupils will be encouraged and reminded to use a tissue to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it') • Tissues will be provided in all classrooms and other spaces used by staff and/ or pupils. • Lidded bins for tissues are provided in all teaching bases, toilets and staff areas. They will be emptied twice each day. <p>Music in school.</p> <ul style="list-style-type: none"> • The restrictions regarding the teaching of music in school have changed and music lessons, playing instruments and singing is encouraged in school as long as 	
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<p>eating/ playing at same time. Different groups are eating and playing in different places.</p> <ul style="list-style-type: none"> • A full timetable is being offered but Bubbles are being kept apart and most lessons will be in pupils' tutor bases with specialist teachers moving to the rooms rather than the pupils moving to the specialist rooms. This will ensure that corridors and other spaces do not become crowded. • The school is using WEDUC – to support effective communication with home. • The school is using Teams to support remote learning. <p>Policies and procedures</p> <ul style="list-style-type: none"> • Policies to reflect changes brought about by COVID-19 have been updated (as appropriate) This includes: <ol style="list-style-type: none"> 1. Safeguarding/child protection 2. Behaviour 3. Curriculum 4. NQTs 	<ul style="list-style-type: none"> • Teaching teams will identify appropriate interventions to support these pupils and liaise with parents/ carers re plans. • The pastoral team is also identifying with tutor teams any pupils, who need additional and different social and emotional support at this time and these too will be provided with focused intervention support. • Each Bubble has access to outside space and different parts of the school allocated to them at different times of the day so pupils can have sessions outdoors. • Movement around the school has been significantly reduced as the great majority of lessons will be in same classroom. (Except some Food technology, DT, IT, PE, Science and Art lessons) • Food technology is timetabled for secondary pupils in one of the food 		<p>so that the occupancy of staff rooms and offices is limited.</p> <ul style="list-style-type: none"> • Staff in shared spaces (e.g. offices) will arrange seating to minimise close interaction and will avoid where possible working face-to-face. • The school's 'no touching' rule will be reinforced with all pupils to help them understand the need to maintain distance between themselves and others. • Seating plans will be used (where appropriate) to ensure pupils sit at the same desks. However, pupils can share desks and sit side by side and can be grouped to support effective teaching and learning. • During any Fire evacuation the procedures will stay the same but pupils in Bubble lines will be 2m apart and the space between Bubbles will be 4m apart. <p>Minimising contact</p> <ul style="list-style-type: none"> • Doors will be propped open, where safe to 	<p>precautions are put in place.</p> <ul style="list-style-type: none"> • In school these precautions include; • Maintaining social distancing when singing • avoiding sharing of instruments; • ensuring good ventilation. • Peripatetic music lessons will take place during this national lockdown period. <p>Cleaning</p> <ul style="list-style-type: none"> • Every classroom and teaching base will have a cleaning caddy to be used by members of staff. This will include supplies of hand gel, anti bacterial wipes and spray, soap, paper towels and gloves. The caddy will be topped up daily as necessary. • Staff will support with cleaning down equipment that is shared and at the end of lessons. • If lessons are in specialist rooms 	
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<p>5. Visitors to school</p> <ul style="list-style-type: none"> The school website is compliant with regards to the publishing of policies. A visitors' protocol has been written so that parents, contactors, professionals working with individual children are clear about the infection control measures that the school has in place. The Governors and senior team are working to ensure staff work-life balance and wellbeing is effectively managed. Information is shared about the extra mental health support for pupils and teachers is available. <p>Response to any infection</p> <ul style="list-style-type: none"> The senior team understand the NHS Test and Trace process and how to contact the local Public Health England Health Protection team. The school is introducing LFD testing from 04.01.21 in line with government expectations. This is 	<p>rooms. There is a separate RA for this.</p> <ul style="list-style-type: none"> Food room 2 is being decommissioned at start of term 2 to allow for the LFD testing. Food lessons will be taught in Food room 1. After the first two weeks it is planned to move testing (serial and weekly staff testing) to the flat. Pupils in Y7 and above + staff will continue to wear face coverings around in corridors and communal spaces as well as to and from the taxi. Breaks and lunch times are staggered so that all pupils are not moving around the school at the same time or out on the playground at the same time. Pupils must follow the social distancing guidance (2m distance) at all times when moving around the school or in the playground. All staff will continually reinforce the 'no touching' rule 		<p>do so to limit use of door handles.</p> <ul style="list-style-type: none"> Pupils can take books and other shared resources home although this will be limited and where possible items will not be shared. They will be wiped down with anti-bacterial wipes on return by staff. Staff will have their own supply of frequently used resources such as pencils and pens and not share with other staff or pupils. Pupils will also have their own equipment, either from home or provided by school. Equipment from home must be limited to essentials, such as pens, pencils, rubbers, rulers, and crayons. If equipment is shared then it will be wiped down between different pupils/ staff using it – e.g. laptops, computers, calculators. All rooms will have antibacterial spray and wipes to support staff do this. 	<p>(e.g. PE, Art, Food Technology, IT, Design Technology and Science) then the subject leader/ lead teacher in that subject area, will provide written risk assessment with advice and guidance to staff on cleaning needed between use by different Bubbles.</p> <ul style="list-style-type: none"> Shared materials, resources and surfaces will be cleaned frequently. Class staff will be expected to support with cleaning of items across the day as necessary. Staff will help pupils clean personal items such as glasses and glasses cases when they arrive at school and before they go home. Staff providing close hands-on contact with pupils will increase their level of self-protection, such as minimising close contact and having 	
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<p>intended to identify people who are asymptomatic and are carrying the virus but are displaying no symptoms.</p> <ul style="list-style-type: none"> • The school has developed a 7 step plan for rapid testing shared with all staff. • The school has a core team of staff to carry out the testing. • All staff have had INSET and will undertake training for specific to their roles and involvement in the process. • The school's COVID co-ordinator and team leaders will ensure competency checks are carried out. • The school will carry out serial testing for close contacts and weekly testing of staff to try and ensure the school does not have to send pupils home to self-isolate or because of lack of staff. • Guidance remains for management of potential COVID cases and includes an expectation that staff will take a test if they are displaying symptoms and inform 	<p>and ensure playtime games do not include the children getting too close to each other.</p> <ul style="list-style-type: none"> • The staff teams will reinforce with pupils daily, the rules and measures in place re hygiene and social distancing.(Hands/ Face/ Space) • The school's behaviour policy has had some revisions to its basic classroom expectations and behaviours to support pupils understand the new rules, including the need for social distancing. Staff will discuss any pupils for whom this is extremely difficult with parents/carers and discuss how best to manage this. <p>Parents and pupils</p> <ul style="list-style-type: none"> • Parents are aware of the plan for rapid testing and consent has been requested. • Parents will be kept fully informed about • the outcome of the LFD tests. • Tutor teams will support the pupils undertake the test. 		<p>Physical education/ PE</p> <ul style="list-style-type: none"> • Pupils will be taught in their Bubbles during PE. • On the day(s) pupils have PE lessons they will come in PE kit. This will prevent the need for sharing of changing rooms. (If parents/ pupils wish to change into uniform after or shower /wash for hygiene reasons this can be accommodated.) • Sports equipment will be thoroughly cleaned between each use. The Subject Leader will provide a risk assessment with advice and guidance to staff on what is required and will monitor usage of equipment and cleaning. • There will not be any contact sports played until the Government guidance changes. • Outdoor sports will be prioritised where possible but will clearly be weather dependent. • The main hall and yellow hall may be used when it is not 	<p>more frequent hand-washing and other hygiene measures, and regular cleaning of surfaces.</p> <ul style="list-style-type: none"> • The site manager and an additional 2 hours cleaning during the school day, will help with more general cleaning including toilets. • Outside equipment (Monster play/ gym equipment) will be used on a rota by different Bubbles. The Site manager will be responsible for ensuring appropriate and frequently cleaning. • Glenn Cleaning will ensure thorough cleaning of all rooms at the end of each day. <p>PPE</p> <ul style="list-style-type: none"> • Staff will not require PPE beyond what they would normally need for working with the pupils in their care. 	
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<p>the school immediately of the results of a test. They will also provide details of anyone they have been in close contact with in line with the requirements of the system. They will self-isolate if necessary.</p>	<ul style="list-style-type: none"> • Parents and pupils will be updated as necessary with any changes about how the school day is working and the measures in place to support all pupils except those classed as CEV to be in school at this time. • This will include making sure all pupils know about the need to stay apart from others and expectations around hygiene. • The school has a COVID Home School agreement to support with this. • Parents will be provided with this Risk Assessment to inform them of the preventative measures being taken. • Information sheets have been written specifically for pupils of each Bubble so they are clear of the way the day will work and expectations on them to support the school run effectively. These will be updated as changes are made. 		<p>possible to go outside with appropriate measures being put in place regarding cleaning between use by different Bubbles.</p> <ul style="list-style-type: none"> • Sporting activities can still be delivered by external coaches if the subject leader is confident it can be done in line with the school's expectations and this Risk Assessment. <p>Educational visits and journeys</p> <ul style="list-style-type: none"> • As Gloucestershire is in Tier 4 from 04.01.21 there will not be any educational day visits and trips. 	<ul style="list-style-type: none"> • PPE is only needed in a very small number of cases, including: • where an individual pupil becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained • where a pupil already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used. <p>Please note the arrangements for staff involved in LFD Rapid testing is different and different roles require different levels of PPE. All staff involved have done relevant training.</p> <p>First Aid</p> <ul style="list-style-type: none"> • The school is confident it has sufficient staff trained in Basic First aid and 	
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	<ul style="list-style-type: none"> • Parents know they can contact the senior leadership team via the office or email directly for reassurance as to the plans put in place. • Parents will support the school by making sure pupils only bring essential items to school. • Pupils should only come to school with a bag with lunchbox/ snacks, drink/ water bottle, coat, hat, mobile phone or other electricals used in taxi (to be handed in as normal) and trainers or plimsolls for outdoor play. PE kit will be worn to school on days when PE is timetabled to prevent need for changing in school. • Pupils can bring in anything they personally need while in school such as glasses, hearing aids, personal care items etc. • Pupils must not bring in toys and other play items from home. • All pupils will have their own personal equipment (pens, 			<p>Advanced First Aid across the school.</p> <ul style="list-style-type: none"> • Each Bubble, where possible, will have a minimum of two staff trained in First Aid linked to it. However, there are also senior team and pastoral staff trained, who are not attached to a pupil Bubble, that can support across the school. • First aid trained staff providing first aid to pupils, will not be expected to maintain 2 metres distance. The following measures will be adopted: • washing hands or using hand sanitiser, before and after treating injured person • wearing a mask • wearing gloves or covering hands when dealing with open wounds • if CPR is required on an adult, attempt compression only CPR and early defibrillation until the ambulance arrives 	
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	<p>pencils, crayons, rulers etc.) to ensure no shared use in class. Pupils can bring their own or the school will provide packs of equipment for them.</p> <ul style="list-style-type: none"> • In the information shared, all parents and pupils will be informed about the process that has been agreed for drop off and collection. • If parents are bringing their child to school, they will be requested to ensure only one parent brings them in (unless there are exceptional reasons related to pupil's needs why both parents should travel in with the child.) • Parents whose children come by taxi, will help their child adhere to the expectations provided within the Local Authority Transport guidance. • Parents and taxi drivers will be made aware of staggered drop-off and collection times and requested to comply 			<ul style="list-style-type: none"> • if CPR is required on a child, use a resuscitation face shield if available to perform mouth-to-mouth ventilation • All waste will be disposed of safely and in line with government guidelines. • Posters explaining how to dispose of waste are provided in relevant area of the school including testing area/ first aid room. 	
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	<p>with these times and exit the school site as quickly as possible.</p> <ul style="list-style-type: none"> • Parents and taxi drivers and escorts will be made aware that they must not gather at the school entrance and must leave the site as soon as pupils are passed over to school staff. • All people coming to school will be expected to wear face coverings when on the school grounds and ensure they social distance at all times. • Parents must not come into reception but phone school and make telephone appointments if they wish to discuss any issues relating to their child (to avoid face to face meetings). • Meetings with parents, where possible, will continue to be held on a 'virtual platform' or by telephone. • The school is using the communication app called WEDUC to support effective 				
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	<p>communications with parents (and young people).</p> <ul style="list-style-type: none"> • Annual EHCP reviews will continue but will be held on a virtual platform. <p>Others</p> <ul style="list-style-type: none"> • There will be close communication with contractors and suppliers on how it is expected they will work with the school. (e.g. cleaning, catering, food supplies, hygiene suppliers). • Caterlink have specific Risk Assessments that show they are complying with the guidance for food businesses on COVID-19. • Plans for staggered lunches have been discussed with the catering team to ensure Bubbles do not mix. • The Local Authority transport providers are aware of the plans for the Bubbles and staggered start and finish times and will support this as much as possible. 				
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	<ul style="list-style-type: none"> • Guidelines have been issued by Transport teams to providers regarding protocols expected to ensure high level of hygiene in taxi and while transporting pupils. • The school is not hiring out the school building during this academic year. • There is a Visitors policy giving information regarding the management of visitors to school and expectations on visitors to school. • Visitors to school will be limited to essential visits only. This may include social workers, therapists, emergency repair people, delivery drivers and officers from the Local authority. • Prospective parents cannot visit the school at this time. • This COVID Risk assessment will be published on the school website. 				
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