



**KING HENRY VIII SCHOOL**  
**YSGOL BRENIN HARRI'R VIII**

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## **Control Measures for COVID-19**

### **Risk Assessment**

### **September 2020**

King Henry VIII School has completed the following risk assessment which applies to COVID-19. As a school we are required by health and safety legislation to, 'so far as is reasonably practicable', protect the health and safety of employees by removing or reducing workplace risks. While the school has undertaken an exhaustive assessment of the risks and identified control measures to 'remove or reduce' these, it is essential that everyone adheres to the actions designed to safeguard themselves and others.

When identifying hazards and determining controls the school considers all elements of the activity, access to the area, liaison with other members of staff or visitors and hazards outside the immediate area. In all cases the residual risk shall be reduced to as low as is reasonably practicable.

This assessment is based upon the knowledge of the individual school context and knowledge of the child and is continually reviewed. The way we score the risk is looking at the likelihood of it happening then the severity if it did. This gives score and places it into a risk level.

<b>Risk</b>	<b>Risk Level</b>
0-3 Low risk	0-3 is a low risk but action should still be taken to reduce these risks further within possible reasonable limits
4-6 High risk	4-6 is a high risk and will require an appropriate level of response/resources
7 Very high	7+ is a significant risk and may require the provision of considerable resources, which may involve the purchasing of special equipment, training, greater supervision and the implementation of effective control.

Identified risk	Person(s) at risk	Risk Level Before Control			Control measures	Risk Level After Control			Responsibility	Date
		0-3 Low risk	4-6 High risk	7 or more V High risk		0-3 Low risk	4-6 High risk	7 or more V High risk		
<b>Awareness of procedures and risk</b>	Staff and students		5		<ul style="list-style-type: none"> <li>Safeguarding and health and safety policies have been reviewed and updated where needed in light of the <a href="#">COVID-19 advice</a>. Updated policies have been shared with relevant staff;</li> <li>The most up to date Risk Assessment will be placed on the school website so all staff, parents/carers and students can access all the links and relevant WG documentation.</li> <li>Staff to receive guidance on actions to help minimise the spread of infection;</li> <li>Staff to be made aware of the school's infection control procedures in relation to coronavirus;</li> <li>The school keeps up-to-date with advice issued by local authority and Welsh Government;</li> <li>Parents informed of the procedures put in place to help keep children safe in school. 'Protect yourself and others from coronavirus' <a href="#">guidance</a> is made available for parents and staff to refer to and is accessible on the school website along with this risk assessment;</li> <li>Students are made aware of safe routines in school and what to do if they feel unwell, these can be located in our student/parent/carer/staff handbook which accessible on our school website;</li> <li>The school ensures necessary steps are taken to remove or reduce workplace risks so full school reopening is effectively planned, to protect the health and safety of employees 'so far as is reasonably practicable' in accordance with WG <a href="#">operational</a> guidance;</li> <li>Any cases of illness, including COVID-19 are to be treated with confidentiality. In these cases the school will: <ul style="list-style-type: none"> <li>a) Engage with the <a href="#">Test, Trace, Protect strategy</a>;</li> <li>b) Manage confirmed cases of COVID-19 among the school community and contain any outbreak by following the latest information on the <a href="#">Welsh Government Website</a>.</li> </ul> </li> <li>Staff and students are required to wear <a href="#">face coverings</a> when moving around the building or in the canteen. Staff and students should remove face coverings in the following way: <ul style="list-style-type: none"> <li>✓ Sanitise or wash hands before removing face covering;</li> <li>✓ Whilst removing the face covering, not touch their face;</li> <li>✓ Dispose of single use face coverings in the lidded bin in Main Reception or place reusable face coverings in a plastic bag and then in your bag;</li> <li>✓ Sanitise or wash hands before entering the corridors.</li> </ul> </li> <li>Sanitiser will be in every classroom and students will be expected to use this when removing face coverings or entering the classroom.</li> </ul>	3			Executive Headteacher / Head of School / All Staff	Ongoing
<b>Implementing Protective Measures</b>	Staff and students			7	<ul style="list-style-type: none"> <li>The <a href="#">operational</a> guidance (Autumn Term) on implementing protective measures in educational settings is made available with training to staff so that it is followed at all times;</li> </ul>		4		Executive Headteacher / Head of School	Ongoing

				<ul style="list-style-type: none"> <li>• The school will implement protective measures by: <ul style="list-style-type: none"> <li>a) Minimising contact between individuals wherever possible. In KS3 students will be placed in contact groups of approx. 30 students. In KS4 and KS5 students shall be in year size contact groups to allow for the delivery of the full curriculum;</li> <li>b) Minimising contact with individuals who are unwell by ensuring that those who have COVID-19 symptoms, or who have someone in their household who does, do not attend school.</li> <li>c) Having sanitisers on entry and exit to each corridor and soap in the toilets to encourage good hygiene. Every classroom will also have sanitiser.</li> <li>d) There will be visual guidance on display so staff and students are clear about how to sanitise/clean their hands;</li> <li>e) Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach;</li> <li>f) Continuing enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach;</li> <li>g) Where necessary, personal protective equipment (PPE) will be available;</li> <li>h) Where possible, ensuring appropriate ventilation.</li> </ul> </li> <li>• Classrooms (contact groups) and other learning environments are organised so students are forward facing and 2 metres from the staff member where appropriate;</li> <li>• The timetable has been revised to implement our safe routines: <ul style="list-style-type: none"> <li>a) There are only three 100 minute lessons per day to reduce contacts between staff and students;</li> <li>b) Year groups will have staggered break times so that all students are not moving around the school at the same time (identified contact groups at a time) with a designated canteen;</li> <li>c) Students will have allocated areas to eat outside, weather permitting;</li> <li>d) During break times students will meet with people in their Year group who could be outside their contact group, where this happens students will be expected to social distance;</li> <li>e) Parents'/carers' drop-off and pick-up protocols are planned so that they minimise adult to adult contact, including parents staying in cars where possible to avoid contact with others. The same will apply to any buses if there is home to school transport;</li> <li>f) Students will be in contact groups throughout the day to avoid social mixing with others.</li> </ul> </li> <li>• Unnecessary items are removed from classrooms and other learning environments where there is space to store them elsewhere;</li> <li>• Floor markings to be added to key areas to support 'social distancing' e.g. the main entrance, Main Hall, communal areas and corridors;</li> <li>• Soft furnishings and equipment, toys and parts, (e.g. Lego etc.) which are harder to clean are removed;</li> <li>• Fans have been removed to limit the spread of airborne infection;</li> <li>• Students will have identified toilets which will be cleaned regularly;</li> </ul>			/ All Staff	
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				<ul style="list-style-type: none"> <li>• Staff will be socially distanced from students;</li> <li>• Students use the same classroom or area of a setting throughout the day, with thorough cleaning of the rooms at the end of the day;</li> <li>• Students are seated at the same desk where possible;</li> <li>• Mixing between staff and groups of students in school is minimised by: <ul style="list-style-type: none"> <li>a) A one-way circulation, or marking the floor of the corridor to keep students apart as they move through the setting where spaces are accessed by corridors;</li> <li>b) Staggered breaks and allocated areas per contact groups;</li> <li>c) Students sanitising their hands before and after eating their food;</li> <li>d) The number of students using the toilet at any one time being limited;</li> <li>e) Post 16 students once on site will not be allowed off site until they finish their lessons. Post 16 students will be expected to work in allocated work areas if not in lessons;</li> <li>f) An enhanced cleaning regime;</li> <li>g) An identification of staff rooms or work areas will be highlighted to staff. These will have limited occupancy, and will be set up for social distancing.</li> </ul> </li> <li>• All students will begin to return to school as of September 3<sup>rd</sup>. All students will be supported back to school and the LA will not prosecute any family but will monitor and review this position over the first half term. If a student is unable to attend the physical setting of the school for any reason they must continue to engage regularly with the on-line learning. <a href="#">Learning guidance</a> is available.</li> </ul>				
Hygiene Practices	Staff and students		5	<ul style="list-style-type: none"> <li>• The cleaning of non-healthcare settings <a href="#">guidance</a> is understood by relevant staff and followed at all times. For example, all staff wash hands following any cleaning activity; where cleaning products are used, staff to wear appropriate PPE (e.g. vinyl or nitrile gloves and aprons); staff should wear goggles if decanting chemicals where there is a risk of splashing in the eyes;</li> <li>• Where students require first aid, staff members must wear appropriate personal protective equipment (gloves; face mask; goggles and/or face-shield) whilst administering treatment;</li> <li>• Any staff who administer first aid or have direct contact with students must immediately wash hands and avoid contact with face until hygiene practices have been observed;</li> <li>• If a symptomatic student is waiting to go home, they must use different toilets to the rest of the school to minimise the spread of infection. If this is not possible, toilets are to be deep cleaned immediately after use; <ul style="list-style-type: none"> <li>a) Supervising staff will wear a fluid-resistant surgical mask;</li> <li>b) Where contact is necessary, supervising staff will also wear disposable gloves and a disposable apron; and</li> <li>c) If there is a risk of splashing to the eyes, such as from coughing, spitting and/or vomiting, supervising staff will also wear eye protection.</li> </ul> </li> <li>• All tissues and wipes used are to be disposed of in the bins provided (with all contents of bins disposed regularly by the zone cleaner);</li> <li>• Where possible classroom doors will be kept open to reduce the need to touch regularly. Door handles will be a focus of the cleaning team;</li> </ul>	3		SLT / All Staff / Facilities manager / Caretaker / Cleaning staff	Ongoing

- Sufficient handwashing facilities are available. Where a sink is not nearby, fixed wall hand sanitisers can be located on entry and exit to each corridor (which are checked daily for supply);
- Surfaces that adults and students are touching, such as doors, desks, chairs, sinks, toilets, bannisters are cleaned often throughout the day;
- All adults and students are expected to
  - a) frequently wash their hands with soap and water for 20 seconds and dry thoroughly;
  - b) clean or sanitise their hands on arrival at school, before and after eating, and after sneezing or coughing;
  - c) avoid touching their mouth, eyes and nose
  - d) use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it');
  - e) ensure support is available for children who have trouble cleaning their hands independently e.g. those with an ALN (this may require staff to wear PPE).
- Bins for tissues are emptied throughout the day, and at the end of every day;
- Areas used by unwell staff or students who need to go home are thoroughly cleaned once vacated. Any waste material suspected of being in contact with someone showing symptoms of COVID-19 or confirmed as having COVID-19, should be placed in a waste bag held in a secure place for 72 hours and then disposed of with other waste;
- Each student should have their own stationery where possible;
- The use of shared resources such as laptops and other equipment is limited and disinfected where it is not possible to avoid it being shared;
- Where possible, ensure appropriate ventilation (opening windows);
- Posters are displayed throughout the school and on plasma screens reminding students and staff our safe routines that includes to wash their hands, e.g. before entering and leaving the school;
- Staff and students should clean their hands when entering or exiting the corridors;
- Staff and students should wash their hands with soap for no less than 20 seconds, following the suggested hand-washing schedule on posters displayed and detailed within spreading infection guidance;
- Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) is provided for use where social distancing cannot be adhered to;
- 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, these will be checked throughout the day by caretakers;
- Bar soap is not used – liquid soap dispensers are installed and used instead;
- Staff and students will be expected to clean their hands before eating their food;
- Staff toilets will have wipes so staff can wipe down the toilet before and after use;
- Cleaning will be increased throughout the day by:
  - a) The number of cleaners on site during the day being increased;
  - b) Cleaners will have identified Zones;
  - c) Cleaning will take place continually throughout the day.

				<ul style="list-style-type: none"> <li>• Thorough cleaning that follows national guidance and is compliant with the published guidance;</li> <li>• Executive Headteacher / Head of School / Facilities Manager arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from <a href="#">WG guidance</a>.</li> </ul>				
<b>Ill Health</b>	Staff and students		6	<ul style="list-style-type: none"> <li>• Staff, students, parents/carers to be informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing, high temperature and changes to taste and smell, and are kept up-to-date with national guidance about the symptoms and <a href="#">guidance</a> in relation to ‘stay at home’;</li> <li>• Where staff or students display COVID-19 symptoms overnight, parents/carers will be expected to contact the school before 7:30am the following day and the school will engage with the <a href="#">Test, Trace, Protect strategy</a>;</li> <li>• Any student who displays signs of being unwell is immediately asked to wait outside, and an SLT alert will be used to alert staff. This student will be taken to a quarantine room by the staff member on alert and a first aider will be called. While waiting for a first aider, students will be asked to wait in a designated quarantine room, with ventilation where possible. PPE equipment will be located in the designated quarantine room. Social distancing is to be maintained;</li> <li>• Students displaying symptoms of coronavirus do not come into contact with other students and as few staff as possible. Staff will ensure the student is safe;</li> <li>• The member of staff will radio for emergency assistance immediately if the student’s symptoms worsen;</li> <li>• The parents of an unwell student are informed as soon as possible of the situation by a relevant member of staff and asked to be taken home;</li> <li>• Areas used by unwell students who need to go home are thoroughly cleaned once vacated;</li> <li>• If unwell students are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection. If this is not possible, toilets are to be cleaned immediately after use;</li> <li>• Any medication given to ease the unwell individual’s symptoms, e.g. paracetamol, is administered in accordance with school policy;</li> <li>• If a member of staff displays symptoms of COVID-19, they will report to the quarantine room and inform Main Reception by radio, or email. The Executive Headteacher or Head of School will be informed by Reception and follow <a href="#">advice</a> given;</li> <li>• If a member of staff or student receives a positive test for COVID-19 they should isolate for 10 days. The school will engage the <a href="#">Test, Trace, Protect strategy</a>. A second contact tracer will then get in touch with those contacts and advise them to self-isolate for 14 days from their last contact with the person who tested positive during a period beginning up to two days before symptom onset and ending when the case entered home isolation. A close contact is defined as someone: <ul style="list-style-type: none"> <li>i. within one metre of the person who has tested positive and has been coughed on, had a face-to-face conversation, had skin-to-skin physical contact, or been in other forms of contact within one metre</li> </ul> </li> </ul>	3		All Staff	Ongoing

				<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>ii. within two metres of the person testing positive for more than 15 minutes</li> <li>iii. having travelled in a vehicle with the person who has tested positive</li> </ul> </li> <li>• Anyone displaying symptoms should stay at home for 10 days and should arrange to be <a href="#">tested</a>. Anyone who lives with someone displaying symptoms but remains well should stay at home for 14 days from the first day the person became ill; If they have received a negative test result they can return to school;</li> <li>• Students who have displayed symptoms of COVID-19 must self-isolate for 10 days before returning to school once they have been tested for COVID-19;</li> <li>• Guidance on PPE can be found <a href="#">here</a>;</li> <li>• No PPE is required when undertaking routine educational activities in classroom or school settings;</li> <li>• If someone is suspected of COVID-19 the following precautions should be taken: <ul style="list-style-type: none"> <li>a) Gloves, aprons and a fluid-resistant surgical mask should be worn if a child or young person becomes unwell with symptoms of COVID-19 and needs direct personal care;</li> <li>b) Eye protection should also be worn if a risk assessment determines that there is a risk of splashing to the eyes such as from coughing, spitting, or vomiting;</li> <li>c) Gloves and aprons should be used when cleaning the areas where a person suspected of having COVID-19 has been.</li> </ul> </li> <li>• For Intimate care the following should be used: <ul style="list-style-type: none"> <li>a) Gloves and aprons should continue to be used when providing intimate care to a child or young person. This can include personal, hands-on care such as washing, toileting, or first aid and certain clinical procedures such as assisted feeding;</li> <li>b) Fluid-resistant surgical masks and eye protection should also be worn if a risk assessment determines that there is a risk of splashing to the eyes such as from coughing, spitting, or vomiting;</li> <li>c) Gloves and aprons should be used when cleaning equipment or surfaces that might be contaminated with body fluids such as saliva or respiratory secretions.</li> </ul> </li> </ul>				
<b>Spread of infection</b>	Staff and students		5	<ul style="list-style-type: none"> <li>• Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately and disposed of in line with the guidance; <ul style="list-style-type: none"> <li>a) Students are instructed to cough or sneeze into their elbow and use a tissue to cover their mouths where possible, disposing of the tissue in waste bins;</li> <li>b) Students must wash their hands after they have coughed or sneezed;</li> <li>c) At KS3 students will be kept in contact groups of around 30, these will have reduced contact with wider groups;</li> <li>d) At Key Stage 4 and 5, the contact groups will be the size of a year group, enabling the delivery of a full range of curriculum subjects and for students to receive specialist teaching;</li> <li>e) Social distancing will be maintained by: <ul style="list-style-type: none"> <li>i. All students being encouraged to keep their distance</li> </ul> </li> </ul> </li> </ul>	3		All Staff	Ongoing

				<p>within contact groups;</p> <p>ii. All students being socially distanced from staff by 2 metres.</p> <p>f) Non-essential visits will be minimised.</p> <ul style="list-style-type: none"> <li>The school will engage with the <a href="#">Test, Trace, Protect strategy</a>.</li> </ul>					
<b>Management of infectious diseases</b>	Staff and students		5	<ul style="list-style-type: none"> <li><a href="#">Cleaning</a> in non-healthcare settings outside the home guidance is followed;</li> <li>Staff are vigilant and report concerns about a student to Main Reception;</li> <li>Staff apply consistent approaches in relation to the management of suspected and confirmed cases of coronavirus;</li> <li>'Social distancing' measures are implemented as far as is possible and practicable;</li> <li>There are plans in place for the movement of students around the school, this movement is limited for year groups;</li> <li>The timetable is adapted to stagger breaks (as outlined above) and provide longer lessons to minimise movement;</li> <li>The Facilities Manager monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing risk associated with the spread of coronavirus;</li> <li>The facilities manager will develop a hygiene 'check list' of the essential 'clean-down' of frequently touched surfaces using designated materials. These include: <ul style="list-style-type: none"> <li>a) Bannisters and/or balustrades;</li> <li>b) Classroom desks and tables;</li> <li>c) Toilet facilities;</li> <li>d) Door and window handles;</li> <li>e) Furniture;</li> <li>f) Light switches;</li> <li>h) Computer equipment;</li> <li>j) Telephones;</li> <li>k) Biometric scanners, where used.</li> </ul> </li> </ul>	3		All Staff	Ongoing	
<b>At risk staff/students</b>	Staff and students			7	<ul style="list-style-type: none"> <li>Under no circumstances are staff or students displaying any of the three identified symptoms of COVID-19 (a new continuous cough, a high temperature or loss of taste or smell) to attend school. Anyone displaying symptoms of COVID-19 should stay at home and begin to <a href="#">self isolate</a> for 10 days while making arrangements to be tested;</li> <li>If the test result is negative the individual will not be required to complete the full 10 days self-isolation period;</li> <li>Anyone who lives with someone displaying COVID-19 symptoms, or is in an extended household arrangement with someone displaying symptoms must stay at home for 14 days from the day the first person became ill or until the outcome of the COVID-19 test is known;</li> <li>Staff are to apply for COVID <a href="#">testing</a>;</li> <li>Vulnerable and disadvantaged learners will have an opportunity for enhance transition to support wellbeing and transition back into school in line with the <a href="#">Guidance for supporting vulnerable and disadvantaged learners</a>.</li> <li>Vulnerable and BAME staff are to complete the <a href="#">COVID-19 Workforce risk assessment</a> and inform their line manager if they are in a high category;</li> <li>Staff wellbeing will be monitored with the school addressing:</li> </ul>		4	All staff/ Parents / Carers	Ongoing

				<ul style="list-style-type: none"> <li>a) Workload of staff to be discussed with line managers to ensure they are reasonable and appropriate;</li> <li>b) SLT will consider the potential impacts on the health and well-being of staff and leaders, including work–life balance;</li> <li>c) Staff will have a staff wellbeing leaflet provided to them highlighting support that is available to them;</li> <li>d) All staff have access to employee assistance programmes and to <a href="#">Education Support Partnership</a>.</li> </ul> <ul style="list-style-type: none"> <li>• From 16 August, shielding for everyone on the shielding list will be paused (children and adults) unless the number of COVID-19 cases in the community starts to rise significantly. People who were shielding should do the following to stay safe: <ul style="list-style-type: none"> <li>a. Keep 2m or three steps away from other people.</li> <li>b. Regularly wash your hands with soap and water for 20 seconds.</li> </ul> </li> <li>• Students and/or staff who have been classed as ‘shielding’ owing to pre-existing medical conditions and have been advised, in <a href="#">writing</a>, to undertake specific ‘shielding’ measures. These individuals should not attend school/work and should work from home;</li> <li>• Students who are clinically vulnerable (but not shielding), including those who are pregnant, should attend school if parental consent is given and if stringent social distancing can be adhered to, with the student being able to understand and follow those instructions.</li> <li>• Students who live with someone who is clinically vulnerable (but not shielding), including those who are pregnant, should attend school if stringent social distancing can be adhered to, with the student being able to understand and follow those instructions.</li> <li>• Where a student lives in a household with someone who is ‘shielding’ (and have been advised, in writing, to undertake specific ‘shielding’ measures), they should attend school if parental consent is given and if stringent social distancing can be adhered to, with the student being able to understand and follow those instructions.</li> <li>• Staff who are clinically vulnerable (but not shielding), including those who are pregnant, should attend school if stringent social distancing can be adhered to. These staff must complete the COVID-19 Monmouthshire workforce risk assessment tool.</li> <li>• Staff who live with someone who is clinically vulnerable (but not shielding), including those who are pregnant, should attend school if stringent social distancing can be adhered to.</li> <li>• Where a staff member lives in a household with someone who is ‘shielding’ (and have been advised, in writing, to undertake specific ‘shielding’ measures), they should attend school if stringent social distancing can be adhered to.</li> <li>• Staff or students who are anxious about shielding ending will be made aware of the support lines that can help <a href="http://www.callhelpline.org.uk/">http://www.callhelpline.org.uk/</a> or by calling 0800132737.</li> </ul>					
<b>Parental engagement</b>	Staff and students		5	<ul style="list-style-type: none"> <li>• School will publish guidance to safeguard students and staff, supporting the management of infectious diseases;</li> <li>• School to communicate that all parents/carers meetings should only take place via telephone;</li> </ul>	2			SLT	Ongoing

				<ul style="list-style-type: none"> <li>The school communicates with parents via letter/email/twitter regarding any updates to school procedures which are affected by the COVID-19 pandemic</li> <li>Parents are informed of the schools safe routines;</li> <li>Where possible only one parent / carer should be present at collection point;</li> <li>Parents are informed that they cannot gather at entrance gates and/or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely).</li> <li>Parents must inform the school of any holiday abroad that they or members of their household are having. This must include the destination and dates of travel. Parents and students must adhere to the latest guidance from <a href="#">Welsh Government</a>.</li> </ul>				
<b>Building and property maintenance</b>	Staff and students		5	<ul style="list-style-type: none"> <li>The Facilities Manager/caretakers undertake a daily checklist of supplies and site security/health and safety to ensure compliance with latest <a href="#">guidance</a>;</li> <li>Any areas presenting increased risk to students and/or staff to be isolated;</li> <li>Soft furniture and fans have been removed from classrooms;</li> <li>Furniture is removed from individual classrooms to enable social distancing for staff and an appropriate layout for students (forward facing);</li> <li>Unused furniture to be stored in locked rooms (within close proximity to minimise need for lifting);</li> <li>Floor marking used to define one way system and no-go spaces within identified classrooms and/or corridors;</li> <li>All required doors are locked, including chemical/cleaning storage, electrical distribution cupboards and high risk areas/rooms;</li> <li>All outdoor building maintenance to be coordinated with the Facilities Manager and caretaker so that segregation from students and staff can be ensured (e.g. grass cutting);</li> <li>All contractors will have a planned reporting time that is known to Reception prior to the start of any work.</li> </ul>	3		Executive Headteacher / Head of School / Facilities manager/ Caretaker	Ongoing
<b>Communication</b>	Staff and students		5	<ul style="list-style-type: none"> <li>Students, staff, parents/carers or any visitors will be informed that they should not enter the school if they are displaying any <a href="#">symptoms</a> of COVID-19;</li> <li>The relevant member of staff reports immediately to Main Reception, if they are unwell;</li> <li>There is early communication with contractors and suppliers that support plans for opening. For example, cleaning; catering; food supplies; hygiene suppliers;</li> <li>Cleaning contractors or staff are briefed on the additional cleaning requirements and agree additional working hours to allow for this.</li> </ul>	3		SLT	Ongoing
<b>Decreasing or increasing operations</b>	Staff and students		5	<ul style="list-style-type: none"> <li>The school communicates with parents via letter/email/twitter regarding any updates to school procedures which are affected by the COVID-19 pandemic;</li> <li>Students working from home are assigned work to complete by their teacher;</li> <li>Senior AHT T&amp;L maintains plans for students' continued education if they are required to stay at home, including the monitoring of engagement;</li> <li>Clear, reinforced messages about expected student behaviour are made visible. These expectations are to be adhered to at all times, even while working remotely;</li> <li>Senior AHT T&amp;L / class teacher ensures all students have access to schoolwork and necessary reading materials at home;</li> <li>AHT Wellbeing / class teacher to ensure that technology used is accessible to</li> </ul>	3		SLT /Teachers	Ongoing

					<p>all students – alternative arrangements are put in place where required to ensure access;</p> <ul style="list-style-type: none"> <li>• The school follows guidance from the <a href="#">Test, Trace, Protect strategy</a>;</li> <li>• The school will have a number of timetable contingencies to enable swift action to be taken in increases or decreases (reduction plan) capacity due to COVID-19;</li> <li>• School to ensure that all teaching and relevant support staff have a school-issued device to support distance learning if required;</li> <li>• Leaders to review the school Professional Learning Plan to include suitable training opportunities to support staff in preparing distance learning opportunities for pupils;</li> <li>• Leaders and staff to identify appropriate E-Learning courses and/or virtual training to support delivery of distance learning;</li> <li>• Leaders to ensure that all staff communicating with students and parents have a school or Hwb email accounts where appropriate;</li> <li>• Leaders to set and implement clear expectations around the protocols for in school and out of school learning procedures. Ensuring that all staff understand that they are expected to follow these for their own safeguarding;</li> <li>• Ensure if staff have to work remotely they have the necessary equipment and work environment to deliver distance learning;</li> <li>• School to ensure that all students have access to equipment and resources necessary to engage in learning opportunities;</li> <li>• School to hold and maintain a list of students who will not be able to attend physical lessons due to medical reasons;</li> <li>• School to contact parents/cares of students who are unable to attend school due to medical reasons, providing help and support so that they can continue with their distance learning activities.</li> </ul>					
<b>Emergencies</b>	Staff and students			7	<ul style="list-style-type: none"> <li>• Emergency arrangements are in place for first aid support and availability;</li> <li>• The school will maintain a minimum number of 6 trained first aiders on site at any time when staff and students are in the school;</li> <li>• There will be availability of trained first aiders or emergency personnel;</li> <li>• First aid/Medical provisions should be fully stocked and monitored. Accident forms completed where required;</li> <li>• If a member of staff is diagnosed with COVID-19 as a result of being exposed in the workplace, this must be reported in line with RIDDOR guidance – in the same manner as any incident resulting in exposure to biological agents. The school will follow the <a href="#">Test, Trace, Protect strategy</a> guidance;</li> <li>• All students’ emergency contact details are up-to-date, including alternative emergency contact details, where required;</li> <li>• Students’ parents/carers are contacted as soon as practicable in the event of an emergency;</li> <li>• Students’ alternative contacts are called where their primary emergency contact is not available;</li> <li>• Fire Evacuation Plan is followed (The Fire Evacuation Plan has been updated and published to staff).</li> </ul>		4		Executive Headteacher / Head of School / All Staff	Ongoing
<b>Safeguarding</b>	Staff and students	3			<ul style="list-style-type: none"> <li>• Standard safeguarding procedures are reinforced with all staff and will be expected to be observed and followed;</li> <li>• There are appropriate security arrangements on-site;</li> </ul>	3			Executive Headteacher / Head of School	Ongoing

				<ul style="list-style-type: none"> <li>Staff rota and staffing levels take account of security arrangements;</li> <li>All students must stay on site during the school day.</li> <li>All staff/volunteers/supervisors must have valid enhanced DBS clearance and references;</li> <li>There will be a Duty Safeguarding Person (DuSP) as the DSP (designated Safeguard Person) may not be in on all days;</li> <li>A list of Level 2 safeguard trained staff will be shared with DuSP.</li> </ul>			/ Designated Senior Person (DSP) or Safeguarding?	
<b>Poor Behaviour</b>	Staff and students		4	<ul style="list-style-type: none"> <li>School to consider the impact of poor behaviour; bullying, or abuse of another student or a member of staff, being clear with parents/carers about the action that will be taken in response to this;</li> <li>Parents will agree to only send their child to school if they can adhere to social distancing and safe routines;</li> <li>Adequate supervision levels in place to support staff. This will include an SLT member or WBLSO on a support rota;</li> <li>Contact groups will be organised in KS3 and Year groups in both KS4 and KS5;</li> <li>Consideration of appropriate placement of students for their care and vulnerability to ensure their needs are met and to promote positive behaviours.</li> </ul>	3		SLT / All staff	Ongoing
<b>Managing school transport</b>	Staff and students		4	<ul style="list-style-type: none"> <li>Students are encouraged to walk or cycle to school where possible;</li> <li>The school will designate areas for bikes to be left;</li> <li>Where possible parents should be encouraged to transport their own children to and from school;</li> <li>School liaises with the local authority to ensure transport arrangements are organised to cater for any changes to start and finish times;</li> <li>Transport providers are advised that they do not work if they or a member of their household are displaying any symptoms of COVID-19 (if/where applicable);</li> <li>Transport providers, as far as possible, are advised of the need to follow hygiene rules and try to keep distance from their passengers (if/where applicable);</li> <li>Those parents/cares collecting student's should stay in cars where possible to avoid contact with others. The same will apply to any buses if there is home to school transport;</li> <li>Parents/carers of students travelling on public transport will be informed of the guidance and expectations by the LA, which will be in-line with the <a href="#">WG Guidance</a>: <ul style="list-style-type: none"> <li>a) School transport will not have general public on its journeys;</li> <li>b) It is not a requirement for students to wear face coverings on school transport;</li> <li>c) It is recommended that students traveling on public transport should where possible social distance by 2 metres from anyone not in your household, if this is not possible it is recommended that students should: <ul style="list-style-type: none"> <li>i. Limit the amount of time within two metres of other people;</li> <li>ii. Avoid physical contact;</li> <li>iii. Wear three layer face coverings;</li> <li>iv. Not rush the bus doors;</li> </ul> </li> </ul> </li> </ul>	3		Local Authority / Executive Headteacher / Head of School / AHT Timetable	Ongoing

				<ul style="list-style-type: none"> <li>v. Be aware of surfaces they touch, trying to touch as few as possible;</li> <li>vi. Face away from other people.</li> </ul> <ul style="list-style-type: none"> <li>d) Students on transport will be encouraged to wash or sanitise their hands before and after the journey;</li> <li>e) Students and staff will be reminded that if they remove face coverings they must sanitise their hands, in line with the school protocol;</li> <li>f) Staff or Post 16 students should not share lifts due to the small space and limited air flow. Where this is unavoidable appropriate face coverings should be worn.</li> </ul>				
<b>On-site traffic</b>	Staff and students		5	<ul style="list-style-type: none"> <li>• Facilities manager will ensure all deliveries and planned visitors are allowed on site at appropriate times when students are not in corridors or outside;</li> <li>• School will be running a clear one way system;</li> <li>• Leisure centre will only be open to the public but there will be: <ul style="list-style-type: none"> <li>a) A different entry and exit to the public</li> <li>b) A reduce capacity in the Leisure centre</li> <li>c) A clearly marked fire assembly place away from student and staff of KHS.</li> </ul> </li> <li>• Parents will be asked to remain in their cars while collecting their child.</li> </ul>	3		Executive Headteacher / Head of School / Facilities Manager / AHT Timetable	Ongoing
<b>Fire</b>	Staff and students	3		<ul style="list-style-type: none"> <li>• Fire Safety Plan shared with all staff and students;</li> <li>• Staff will be designated locations to supervise, or support in case of fire;</li> <li>• Fire alarm checks to be carried out as part of normal practice;</li> <li>• Fire Safety Plan will be reviewed and revised for emergency evacuation in line with latest COVID-19 guidelines;</li> <li>• Doors will be wedged open. In case of a fire alarm door wedges will be removed by the staff member and the door closed;</li> <li>• Caretakers will remove wedges at the end of each day and replace them at the start of each day.</li> </ul>	3		Executive Headteacher / Head of School / Facilities Manager / All staff	Ongoing

Signature:



Date:

2 September 2020

Position held:

Executive Headteacher