

# Maplewell Hall School:

## Coronavirus risk assessment: National Lockdown 2.0

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This risk assessment documents the risk control measures in place at school during National Lockdown 5<sup>th</sup> November – 2<sup>nd</sup> December 2020. It will be reviewed and updated at the end of the lockdown period to reflect the latest national guidance.

This risk assessment is based on government guidance as of 5 November 2020

- › [Education and childcare settings: new national restrictions from 5 November 2020](#)
- › [Guidance for full opening: schools](#)
- › [Guidance for full opening: special schools](#) (this includes guidance on pupils with EHC plans that should be useful for mainstream schools as well)
- › [Actions for early years and childcare providers during the coronavirus outbreak](#)
- › [Safe working in education settings](#)
- › [Face coverings in education](#)
- › [COVID-19 contain framework: a guide for local decision makers](#)
- › [How schools can plan for tier 2 local restrictions](#)
- › [Critical workers who can access schools or educational settings](#)

Staff should note that when working with vulnerable pupils with identified special needs, they retain a duty of care at all times and may need to ignore some of the advice set out in this risk assessment to keep pupils, themselves and other adults safe from emotional and physical harm. If REASONABLE, staff retain the power to use force.

Staff should also be aware that failure to comply with the guidance provided by this risk assessment without reasonable justification may result in disciplinary proceedings being taken against them. Health and Safety is everyone's responsibility and you are responsible for the health and safety of yourself, your colleagues, the students, and anyone else who comes on the school site.

**In writing this Risk Assessment, school leaders have taken into account:**

- The concerns of staff, students, parents and carers
- Staff and pupil numbers
- Individual risk assessments for staff and students
- The needs of our pupils as identified on their EHC plans
- The size and layout of the school premises
- The resources we have in stock and can order easily (e.g. PPE, soap, cleaning products)

Summary of main changes to the document Maplewell Hall School Re-opening: Risk Assessment

**Following DfE advice, the school have taken the following additional approaches (in this order) to reducing risks in the school:**

**1. Elimination:**

- Live Head of Department meetings on Thursday lunchtimes have stopped
- Large groups of students mixing in the dining room and in social areas have stopped
- All Trips and visits have stopped
- Unnecessary crossing of zones and bubbles have stopped
- Pigeonholes will no longer be used to distribute post and information
- INSET on Tuesdays has been stopped and staff are encouraged to work from home where possible at this time.

**2. Substitution:**

- In all but a few cases, live annual reviews have moved online
- Staff training and staff meetings have moved online
- A hot meal a day has been replaced by 2 hot meals a week with sandwiches and soup provided on the other days
- Where pupils cannot access education in school, education is provided via Google Classrooms with some live lessons now being delivered.

### 3. Engineering controls:

- Zones and Bubbles have been strengthened
- The use of facemasks, hand hygiene and social distancing are displayed and taught, at tutor times and at the start and end of all lessons
- The one-way system has been revised
- Covid Seating Buddies have been introduced
- Additional breaktime and Lunchtime measures have been introduced.

### 4. Administrative controls:

- Rob Cooper (Deputy Head) has been identified as the leader for all covid related matters
- Signage and markings have been reviewed
- The procedure for the management of cars, taxis and buses on arrival and departure has been reviewed
- All parents and carers have been contacted to ensure any students with a condition that means they are clinically extremely vulnerable are identified and asked to work from home
- All staff have been contacted to ensure any staff with a condition that means they are clinically extremely vulnerable are identified and asked to work from home
- All BAME staff have been contacted to ensure that measures are in place to keep this vulnerable group safe
- New fire procedures have been implemented.

### 5. PPE:

- Staff and students are advised to wear facemasks and/or face shields/visors around the site. Staff wear facemasks and/or face shields/visors at all times in class and when supervising pupils. The wearing of facemasks in lessons is now optional for pupils.
- Disposable gloves are now provided to teaching and support staff.

**This is a live document and will be regularly updated to reflect best practice and new guidance. It will be thoroughly reviewed at the end of National Lockdown. Each section is rag-rated to help staff tasked with leadership or management responsibility for sections to easily identify areas for development. The Rag-Rated colours indicate:**

- **Red:** this measure cannot be put in place in school.
- **Amber:** this measure isn't in place yet but will be in place by the date stated.
- **Green:** this measure is already in place.

**To help staff make full use of this risk assessment, it is divided into sections covering:**

1. General Site Management
2. Arrivals and Departures: Adults
3. Arrivals and Departures: Pupils
4. Teaching and Learning: Adults and Pupils in the Classroom
5. Extra-Curricular: Assemblies, Interventions, Therapy Sessions, Morning Breaks, Lunchtime Activities and Mealtimes, And After-School Clubs
6. Movement around the Site
7. Illness: Symptomatic Adults and Pupils
8. Managing Positive Cases: Adults and Pupils
9. Contingency Planning: Partial and Whole-School Closure, and Remote Learning
10. Extremely Clinically Vulnerable: Staff
11. Extremely Clinically Vulnerable – Pupils
12. BAME Staff.

# 1. GENERAL SITE MANAGEMENT

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
<p>Virus transmission causing harm to health or education.</p> <p>A person comes into contact with the virus and becomes ill.</p> <p>A person comes into contact with the virus and individuals or groups have to self-isolate.</p>	<p>Everyone including:</p> <ul style="list-style-type: none"> <li>• Drivers and Escorts</li> <li>• Parents and Carers</li> <li>• Staff</li> <li>• Pupils</li> <li>• Contractors</li> <li>• Visitors</li> </ul>	<ul style="list-style-type: none"> <li>• The school will be divided into zones and pupils assigned to bubbles to limit movement around site and protect education.</li> <li>• Everyone in school will:               <ul style="list-style-type: none"> <li>○ Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using NHS guidelines, or use hand sanitiser to cover all parts of their hands</li> <li>○ Clean their hands-on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing</li> <li>○ Be encouraged not to touch their mouth, eyes and nose</li> <li>○ Use a tissue or elbow to cough or sneeze, and use bins for tissue waste</li> </ul> </li> <li>• Supplies for soap, hand sanitiser and disposable paper towels and tissues, visors, face masks, and disposable gloves and aprons will be topped up regularly and monitored to make sure they're not close to running out.</li> <li>• Bins will be emptied regularly throughout the day.</li> <li>• All staff will bring mugs, plates cutlery and crockery from their rooms at the end of the day to be washed at Butler's pantry.</li> <li>• Anyone self-isolating with symptoms will be advised to access testing and engage with the</li> </ul>	<p>Leadership: Rob Cooper</p> <p>Management: Matt Whitsey</p> <p>Implementation: All staff</p>	<p>Already in place</p>	<p>Rag-rated green as these measures are already in place</p> <p>Alcohol based hand sanitiser will not be allowed in school. There is a risk to students and staff related to the use of oxygen to manage health conditions.</p> <p>The widespread access to alcohol-based sanitiser across the site poses a risk of ingestion to students with identified special educational needs including but not limited to: ADHD; a lack of impulse control; self-harm, suicidal ideation and intent; sensory needs; and pica</p> <p>School Zones and Bubbles.pptx</p>

# 1. GENERAL SITE MANAGEMENT

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
		<p>NHS Test and Trace process.</p> <ul style="list-style-type: none"> <li>• Cleaning staff will regularly clean frequently touched surfaces and equipment using standard cleaning products (e.g. bleach, detergent), including:               <ul style="list-style-type: none"> <li>○ Banisters</li> <li>○ Classroom desks and tables</li> <li>○ Bathroom facilities (including taps and flush buttons)</li> <li>○ Door and window handles</li> <li>○ Furniture</li> <li>○ Light switches</li> <li>○ Reception desks</li> <li>○ Teaching and learning aids</li> <li>○ Books and games and other classroom-based resources</li> <li>○ Computer equipment (including keyboards and mouse)</li> <li>○ Sports equipment</li> <li>○ Hard toys</li> <li>○ Telephones</li> <li>○ Fingerprint scanners</li> <li>○ Outdoor play equipment</li> </ul> </li> <li>• Items that need laundering (e.g. towels, flannels, bedding) will be washed regularly in accordance with the manufacturer's instructions, on the</li> </ul>			<p>Maplewell Hall COVID Fire Evacuation Pack PDF</p>

## 1. GENERAL SITE MANAGEMENT

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
		<p>warmest water setting. These items will not be shared between children between washes.</p> <ul style="list-style-type: none"> <li>• Pupils and parents/carers will be asked to limit the amount of equipment they bring into school each day to essentials like bags, lunch boxes, hats, coats, books, stationery and mobile phones.</li> <li>• Areas of the school that are used by pupils will be cleaned thoroughly at the end of the day.</li> <li>• Any resources shared between groups, such as sports, art and science equipment, will be either:               <ul style="list-style-type: none"> <li>○ Cleaned frequently and meticulously, and always between groups using them; or</li> <li>○ Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups</li> <li>○ The same rules will be followed for books and other shared resources that pupils or staff take home. However, unnecessary sharing will be avoided, especially where it doesn't contribute to pupil education and development.</li> </ul> </li> <li>• Therapy equipment, such as physiotherapy or sensory equipment, will be cleaned between each use. If this is not possible or practical, it will be:               <ul style="list-style-type: none"> <li>○ Restricted to one user: or</li> </ul> </li> </ul>			

## 1. GENERAL SITE MANAGEMENT

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
		<ul style="list-style-type: none"> <li>○ Rotated so it can be unused for 48 hours (72 hours for plastics) between use by different individuals</li> <li>● Shared rooms, such as halls and dining areas, will be cleaned between different groups using them.</li> <li>● If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following decontamination guidance.</li> <li>● Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out.</li> <li>● The photocopy room in the main school will only be used by teachers, the cover manager and supervisors, and admin staff. Only 1 person should be in the photocopy room at any one time. Teachers and admin staff wanting to enter the photocopy room should observe social distancing while waiting.</li> <li>● The photocopier in the loft should only be used by teachers and they should observe social distancing while waiting.</li> <li>● Cleaning materials at each photocopier should be used by every staff user after using a copier.</li> <li>● No pupil should be sent to use either copier.</li> <li>● The school will follow any Track and Trace advice or advice from the East Midlands Health Protection Team.</li> </ul>			

## 2. ARRIVALS AND DEPARTURES: ADULTS

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
<p>Virus transmission causing harm to health or education.</p> <p>A person comes into contact with the virus and becomes ill.</p> <p>A person comes into contact with the virus and individuals or groups have to self-isolate.</p>	<p>Everyone including:</p> <ul style="list-style-type: none"> <li>• Drivers and Escorts</li> <li>• Parents and Carers</li> <li>• Staff</li> <li>• Pupils</li> <li>• Contractors</li> <li>• Visitors</li> </ul>	<p>No adult should come on to the school site if they have covid symptoms (High Temperature; Persistent cough; Loss/Change of taste or smell.</p> <p>Driver and Escorts, Parents and Carers, Staff, and Pupils, will be asked not to come into school if they need to self-isolate under current guidance. Regular reminders will be given about this by letter, WEDUC and other social media.</p> <p>Drivers and Escorts, and Parents and Carers dropping off and collecting pupils will not be allowed into school buildings. Unless by arrangement to meet individual pupils' needs, all Drivers and Escorts, Parents and Carers will remain in their vehicles.</p> <p>On arrival, any adults entering the main school building will enter via main reception and sign-in. They will have to sign a covid declaration as they sign in to say they are symptom free. If not, they will be asked to leave. They will have their temperature checked.</p> <p>On arrival, staff who do not work in the main school building should go straight to their zones.</p> <p>Every adult will be advised to wear a face covering, unless exempt, while they are on the school site. Adults may be refused entry if they are exempt.</p> <p>Social distancing signage and markings will be</p>	<p>Leadership: Rob Cooper</p> <p>Management: Andrew Patterson, Mandy Paris and Matt Whitsey</p> <p>Implementation: All staff</p>	<p>Already in place</p>	<p>Rag-rated green as these measures are already in place.</p> <p>Transport Guidance for Vehicles.docx</p>

## 2. ARRIVALS AND DEPARTURES: ADULTS

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
		<p>displayed in all areas of the school and around the site.</p> <p>Hand sanitizer to be available reception.</p> <p>The school will follow any Track and Trace advice or advice from the East Midlands Health Protection Team.</p>			

### 3. ARRIVALS AND DEPARTURES: PUPILS

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
<p>Virus transmission causing harm to health or education.</p> <p>A person comes into contact with the virus and becomes ill.</p> <p>A person comes into contact with the virus and individuals or groups have to self-isolate.</p>	<p>Everyone including:</p> <ul style="list-style-type: none"> <li>• Drivers and Escorts</li> <li>• Parents and Carers</li> <li>• Staff</li> <li>• Pupils</li> <li>• Contractors</li> <li>• Visitors</li> </ul>	<ul style="list-style-type: none"> <li>• No pupil should come on to the school site if they have covid symptoms (High Temperature; Persistent cough; Loss/Change of taste or smell.</li> <li>• Drivers and Escorts will follow their employers guidance to reduce the risks to pupils and themselves and ensure that pupils do too.</li> <li>• Drivers and escorts will follow the procedures put in place by the school to stagger arrival and departure times, and to help ensure social distancing.</li> <li>• Pupils, unless exempt, will wear face coverings on the journey to school unless travelling exclusively with members of their own household.</li> <li>• Pupils will wear face coverings, unless exempt, from their drop-off point to their classroom.</li> <li>• Pupils will go to their classroom by the shortest route, avoiding the main building where possible.</li> <li>• At the end of the day, pupils will go to their transport by the shortest route, avoiding the main building where possible.</li> <li>• Staff will be allocated duties to remind and enforce the wearing of face coverings, hand hygiene and social distancing.</li> <li>• Pupils will have a temperature before entering their registration room.</li> <li>• Hand sanitizer to be available at reception.</li> </ul>	<p>Leadership: Rob Cooper</p> <p>Management: Craig Palmer and Jacqui Tarry</p> <p>Implementation: All staff</p>	<p>9<sup>th</sup> November</p>	<p>Rag-rated amber as most controls are already in place but the use of disposable gloves for delivering breakfast is to be introduced on Monday 9<sup>th</sup> November and has not been observed</p> <p>Transport Guidance for Vehicles.docx</p>

### 3. ARRIVALS AND DEPARTURES: PUPILS

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
		<ul style="list-style-type: none"><li>• Pupils requiring breakfast on arrival will order from their classroom. Tutor team staff will ring through their order and the food will be delivered to the door. Staff delivering food should wear disposable gloves.</li><li>• The school will follow any Track and Trace advice or advice from the East Midlands Health Protection Team.</li></ul>			

#### 4. TEACHING AND LEARNING: ADULTS AND PUPILS IN THE CLASSROOM

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
<p>Virus transmission causing harm to health or education.</p> <p>A person comes into contact with the virus and becomes ill.</p> <p>A person comes into contact with the virus and individuals or groups have to self-isolate.</p>	<p>Everyone including:</p> <ul style="list-style-type: none"> <li>• Drivers and Escorts</li> <li>• Parents and Carers</li> <li>• Staff</li> <li>• Pupils</li> <li>• Contractors</li> <li>• Visitors</li> </ul>	<ul style="list-style-type: none"> <li>• All pupils will be put into bubbles to limit the number of contacts whilst protecting the quality of their education and allowing them access to specialist subject teachers where possible. Each bubble will have allocated to them classrooms and tutor rooms, toilets and drinking water facilities, IT equipment and areas for eating a socialising with people from their bubble..</li> <li>• All pupils will be allocated a small number of 'covid seating buddies'. In classrooms, pupils will only be allowed to sit alongside one of their 'Covid Buddies.</li> <li>• Staffing of bubbles will remain as consistent as possible whilst ensuring adequate and appropriate supervision. Support staff will be allocated to bubbles.</li> <li>• Teachers who have to cross over bubbles to protect the quality of education will: Teach from an allocated and marked space at the front of the classroom; wear a face covering at all times; maintain social distancing where possible.</li> <li>• Support staff working directly with pupils will: Wear a face covering at all times; maintain social distancing when not directly supporting; support from the side when direct support is required.</li> <li>• All staff will wear disposable gloves or use cleaning materials when handing out or collecting</li> </ul>	<p>Leadership: Rob Cooper</p> <p>Management: Kasia Glinka</p> <p>Implementation: All staff</p>	<p>Most measures are already in place. Seating buddies will be introduced on Monday 9<sup>th</sup> November and should be established by the start of school on Wednesday 11<sup>th</sup></p>	<p>This is rag-rated amber as covid seating buddies have not yet been observed to be in place</p> <p>Covid Template.PPT</p>

#### 4. TEACHING AND LEARNING: ADULTS AND PUPILS IN THE CLASSROOM

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
		<p>in equipment or books.</p> <ul style="list-style-type: none"> <li>• Practical activities should continue to protect the quality of pupils' education, but staff should ensure that all other relevant measures laid out in this risk assessment are not compromised.</li> <li>• Close staff supervision.</li> <li>• Regular reminders of social distancing and hand hygiene. Tutor time and all lessons will include reminders about hand hygiene and social distancing.</li> <li>• Hand sanitizer to be available at the entrance to every classroom.</li> <li>• Cleaning materials will be provided for every classroom: All shared surfaces and equipment will be wiped down at the end of each lesson.</li> <li>• The school will follow any Track and Trace advice or advice from the East Midlands Health Protection Team.</li> </ul>			

## 5. EXTRA-CURRICULAR – ASSEMBLIES, INTERVENTIONS, THERAPY SESSIONS, MORNING BREAKS, LUNCHTIME ACTIVITIES AND MEALTIMES, AND AFTER-SCHOOL CLUBS

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
<p>Virus transmission causing harm to health or education.</p> <p>A person comes into contact with the virus and becomes ill.</p> <p>A person comes into contact with the virus and individuals or groups have to self-isolate.</p>	<p>Everyone including:</p> <ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> </ul>	<ul style="list-style-type: none"> <li>• There will be no physical assemblies where pupils are placed groups larger than the size of a class group. There will be no mixing of pupils across bubbles unless this is to meet identified needs</li> <li>• Wave 2 and Wave 3 interventions and therapy sessions, including golf, music, dance and yoga will continue for pupils with identified needs to protect their education. Staff working with pupils for an intervention will adhere to and enforce:               <ul style="list-style-type: none"> <li>○ hand hygiene.</li> <li>○ face coverings for both staff and pupils unless exempt and where the activity permits the use of face coverings.</li> <li>○ and social distancing.</li> </ul> </li> <li>• Wave 2 and Wave 3 interventions and therapy sessions, including music, dance and yoga will be held outdoors if possible and appropriate, or in a well-ventilated and suitable sized room.</li> <li>• Interventions and therapy sessions, including music, dance and yoga can be conducted via Teams if they can be done so and still meet the pupil's needs.</li> <li>• Sensory and breakout rooms and rooms used for therapy and interventions should be wiped down and equipment cleaned after each session. Where</li> </ul>	<p>Leadership: Rob Cooper</p> <p>Management: Kasia Glinka, Jacqui Tarry Craig Palmer Georgina Smith Jo Bell</p> <p>Implementation: All staff</p>	<p>Most measures are already in place.</p> <p>New procedures for the delivery of meals will be introduced on Monday 9<sup>th</sup> November and should be established by the start of school on Wednesday 11<sup>th</sup></p>	<p>This is rag-rated amber as the new procedures for the delivery and collection of meals have not yet been observed to be in place.</p> <p>Maplewell Golf Risk Assessment.doc</p> <p>Risk Assessment COVID19 JAM.pdf</p> <p>Risk Assessment Moving Together.doc</p> <p>Revised Break and Lunch Nov 2020.xlsx</p>

## 5. EXTRA-CURRICULAR – ASSEMBLIES, INTERVENTIONS, THERAPY SESSIONS, MORNING BREAKS, LUNCHTIME ACTIVITIES AND MEALTIMES, AND AFTER-SCHOOL CLUBS

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
		<p>rooms are not big enough to ensure social distancing, student numbers should be limited, unless students are with their Covid Seating Buddy.</p> <ul style="list-style-type: none"> <li>• Pupils will remain in their bubbles for morning breaktimes.</li> <li>• Year 7 students will continue to be able to use the play equipment with the following additional measures in place:               <ul style="list-style-type: none"> <li>○ Students must wash their hands thoroughly for at least 20 seconds before using the equipment and after using it</li> <li>○ No more than 6 students may use the equipment at any one time.</li> </ul> </li> <li>• Any social time equipment used by students to play and socialise must be cleaned before being handed out and when collected.</li> <li>• Play equipment that encourages students to break social distancing guidelines should not be handed out.</li> <li>• Staffing of morning breaks and lunchtime activities will be kept as consistent as possible to reduce the number of staff breaking bubbles. However, our duty of care and the safety of staff and pupils will always be prioritised.</li> </ul>			

## 5. EXTRA-CURRICULAR – ASSEMBLIES, INTERVENTIONS, THERAPY SESSIONS, MORNING BREAKS, LUNCHTIME ACTIVITIES AND MEALTIMES, AND AFTER-SCHOOL CLUBS

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
		<ul style="list-style-type: none"> <li>• Close staff supervision – staff will remind pupils of, and enforce, hand hygiene and social distancing.</li> <li>• Numbers eating in the school dining hall and room 1 will be limited. A hot meal will be provided to each zone twice a week. Pupils will be sat exclusively with members from their zone at either end of the dining room and in room 1. Each end of the dining room and room 1 will be supervised where possible by staff from their bubble. However, our duty of care and the safety of staff and pupils will always be prioritised.</li> <li>• There will be two lunch sittings, with tables, chairs and shared equipment cleaned between sittings.</li> <li>• Pupils timetabled for soup and sandwiches will eat in their tutor rooms.</li> <li>• Pupils will sit with their covid seating buddies when eating.</li> <li>• Pupils not timetabled for a hot meal will remain in their bubble. School sandwiches and soup will be collected from the back door of the kitchen by one member of staff from the bubble and then distributed within the bubble. Staff collecting and distributing food should wear disposable gloves.</li> <li>• Staff will wear face-coverings when supervising or working with pupils.</li> <li>• Staff will collect their hot dinners from the back</li> </ul>			

## 5. EXTRA-CURRICULAR – ASSEMBLIES, INTERVENTIONS, THERAPY SESSIONS, MORNING BREAKS, LUNCHTIME ACTIVITIES AND MEALTIMES, AND AFTER-SCHOOL CLUBS

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
		<p>door to the kitchen to avoid a bottleneck in the corridor when the one-way system is in operation and busy.</p> <ul style="list-style-type: none"> <li>• After-School clubs will be suspended for the period of National Lockdown.</li> <li>• The school will follow any Track and Trace advice or advice from the East Midlands Health Protection Team.</li> </ul>			

## 6. MOVEMENT AROUND THE SITE

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
<p>Virus transmission causing harm to health or education.</p> <p>A person comes into contact with the virus and becomes ill.</p> <p>A person comes into contact with the virus and individuals or groups have to self-isolate.</p>	<p>Everyone including:</p> <ul style="list-style-type: none"> <li>• Drivers and Escorts</li> <li>• Parents and Carers</li> <li>• Staff</li> <li>• Pupils</li> <li>• Contractors</li> <li>• Visitors</li> </ul>	<ul style="list-style-type: none"> <li>• Timetabling and staffing to be used to keep movement between bubbles an absolute minimum</li> <li>• Unless exempt, everyone should wear a face covering.</li> <li>• Everyone should practice hand-hygiene and observe social distancing.</li> <li>• During the following times, a one-way system will be in operation in the main building for all staff:               <ul style="list-style-type: none"> <li>○ 08:40 – 9:00</li> <li>○ 9:45 – 9:55</li> <li>○ 10:35 – 10:45</li> <li>○ 11:15 – 11:40</li> <li>○ 12:20 – 12:30</li> <li>○ 13:10 – 14:20</li> <li>○ 15:00 – 15:35.</li> </ul> </li> <li>• Kitchen staff and site team staff are exempt from these timings due to the nature and location of their work.</li> <li>• Outside of these times, any adult using the corridor in the main building should make use of the doorways to step aside to allow others to pass safely.</li> <li>• Staff will not collect their dinners from the kitchen door in the corridor. Instead they will collect from the back door.</li> <li>• All pupils will observe the one-way system at all</li> </ul>	<p>Leadership: Rob Cooper</p> <p>Management: Kasia Glinka, Craig Palmer, Jacqui Tarry Georgina Smith</p> <p>Implementation: All staff</p>	<p>9<sup>th</sup> November</p>	<p>Rag-rated amber as most controls are already in place but the timings for the one-way system are to be introduced on Monday 9<sup>th</sup> November and have not been observed yet</p>

## 6. MOVEMENT AROUND THE SITE

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
		<p>times.</p> <ul style="list-style-type: none"> <li>• Staff will remind pupils of, and enforce hand-hygiene, face coverings and social distancing.</li> <li>• Close staff supervision.</li> <li>• The school will follow any Track and Trace advice or advice from the East Midlands Health Protection Team.</li> </ul>			

## 7. ILLNESS: SYMPTOMATIC ADULTS AND PUPILS

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
<p>Virus transmission causing harm to health or education.</p> <p>A person comes into contact with the virus and becomes ill.</p> <p>A person comes into contact with the virus and individuals or groups have to self-isolate.</p>	<p>Everyone including:</p> <ul style="list-style-type: none"> <li>• Drivers and Escorts</li> <li>• Parents and Carers</li> <li>• Staff</li> <li>• Pupils</li> <li>• Contractors</li> <li>• Visitors</li> </ul>	<ul style="list-style-type: none"> <li>• If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be picked up. Pupils will be isolated in Woodland View until they are able to go home.</li> <li>• If a pupil displays symptoms or appears ill, staff working or supervising the pupil will take their temperature using the infra-red device. If this displays amber or red, then staff should use a tympanic device to check the reading. If the temperature is 37.8 or higher, then the pupil must be isolated. Staff supervising the pupil should contact Claire Welch who will oversee their isolation and return home.</li> <li>• If a pupil is ill, but not symptomatic, call Claire Welch for advice. First Aiders should only cross into bubbles if necessary. Staff supervising pupils can be guided remotely by Claire Welch as to the appropriate course of action for each case.</li> <li>• In the event of a serious injury or illness, or another medical emergency, staff should contact reception and ask for a first aider to attend immediately.</li> <li>• In the case of a symptomatic pupil who needs to be supervised before being picked up: <ul style="list-style-type: none"> <li>○ Supervising staff will wear a fluid-resistant surgical mask.</li> </ul> </li> </ul>	<p>Leadership: Rob Cooper</p> <p>Management: Claire Welch</p> <p>Implementation: All staff</p>	<p>All measures are already in place.</p>	<p>This is rag-rated green as all measures are already in place</p>

## 7. ILLNESS: SYMPTOMATIC ADULTS AND PUPILS

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
		<ul style="list-style-type: none"> <li>○ Supervising staff will also wear disposable gloves and a disposable apron.</li> <li>○ If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection.</li> <li>○ Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up.</li> <li>● Parents will be advised that their child needs to be tested for Covid-19. Home testing kits will be given to parents/carers collecting symptomatic children, and to staff who've developed symptoms at school, if providing one will increase the likelihood of them getting tested.</li> <li>● The child will not be allowed to return to school for at least 10 days unless they provide confirmation of a negative result.</li> <li>● Only in exceptional circumstances will staff take symptomatic children home themselves, and in this case one of the following steps will be taken:               <ul style="list-style-type: none"> <li>○ Use of a vehicle with a large school minibus (i.e. the driver is as far away as possible from the symptomatic child).</li> <li>○ The driver and passenger will maintain a distance of 2m from each other; or</li> </ul> </li> </ul>			

## 7. ILLNESS: SYMPTOMATIC ADULTS AND PUPILS

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
		<ul style="list-style-type: none"> <li>○ The driver will use PPE (the same PPE as when supervising a symptomatic pupil, as explained above) and the passenger will wear a face mask if they are old enough and able to do so.</li> <li>● Staff members who fall ill whilst at school should report to Claire Welch. If Claire Welch believes that staff may have covid-19 then they will be sent home immediately advised to self-isolate and told to book a test. Staff cannot return to school until the results of their test are known and they have completed any self-isolation period as instructed</li> <li>● Staff must inform Rob Cooper of their test result as soon as possible (Out of hours: email or 07549 288253).</li> <li>● A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following decontamination guidance.</li> <li>● 999 will be called if anyone is seriously ill or injured or their life is at risk.</li> <li>● The school will follow any Track and Trace advice or advice from the East Midlands Health Protection Team.</li> </ul>			

## 8. MANAGING POSITIVE CASES: ADULTS AND PUPILS

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
<p>Virus transmission causing harm to health or education.</p> <p>A person comes into contact with the virus and becomes ill.</p> <p>A person comes into contact with the virus and individuals or groups have to self-isolate.</p>	<p>Everyone including:</p> <ul style="list-style-type: none"> <li>• Drivers and Escorts</li> <li>• Parents and Carers</li> <li>• Staff</li> <li>• Pupils</li> <li>• Contractors</li> <li>• Visitors</li> </ul>	<ul style="list-style-type: none"> <li>• In the event of a positive test result, Rob Cooper must be informed immediately (Out of hours email or 07549 288253).</li> <li>• Rob Cooper will contact the local health protection (LHP) team on 0344 2254524. The LHP team will carry out a rapid risk assessment to confirm who has been in close contact with the person.</li> <li>• Close contact means: <ul style="list-style-type: none"> <li>○ Direct close contact – face-to-face contact with an infected person for any length of time, within 1 metre, including: <ul style="list-style-type: none"> <li>▪ Being coughed on</li> <li>▪ A face-to-face conversation, or</li> <li>▪ Unprotected physical contact (skin-to-skin)</li> </ul> </li> <li>○ Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person</li> <li>○ Travelling in a small car with an infected person.</li> </ul> </li> <li>• Anyone identified as a close contact will be informed immediately and their return date confirmed verbally. Parents and Carers will be</li> </ul>	<p>Leadership: Rob Cooper</p> <p>Management: Rob Cooper</p> <p>Implementation: SLT and Claire Welch</p>	<p>All measures are already in place.</p>	<p>This is rag-rated green as all measures are already in place</p>

## 8. MANAGING POSITIVE CASES: ADULTS AND PUPILS

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
		<p>reminded that if their child is well, then they are expected to access all learning on Google Classrooms.</p> <ul style="list-style-type: none"> <li>• Details of any self-isolation will be confirmed in writing at the earliest opportunity.</li> <li>• If there are 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school will work with the local health protection team to decide if additional action is needed.</li> <li>• Any and all advice given by the team will be followed.</li> <li>• The school will follow any Track and Trace advice or advice from the East Midlands Health Protection Team.</li> </ul>			

## 9. CONTINGENCY PLANNING: PARTIAL AND WHOLE-SCHOOL CLOSURE, AND REMOTE LEARNING

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
<p>Staffing levels due to illness and self-isolation mean pupils can't be safely supervised</p> <p>Pupils are not able to attend school and their access to education is put at risk..</p>	<p>Everyone including:</p> <ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> </ul>	<ul style="list-style-type: none"> <li>• The cover manager will assess staffing levels each morning against the pre-agreed minimum staffing numbers. If a bubble or a zone falls below the agreed numbers, the cover manager will call Rob Cooper (out of hours 07549 288253)</li> <li>• Cover manager and Rob Cooper will discuss staffing arrangements and if adequate staffing for the safe supervision of pupils cannot be identified, then the decision to reduce numbers in or close bubbles or zones will be taken.</li> <li>• The fewest number of pupils will be asked to stay off school to ensure adequate supervision and protect education.</li> <li>• Pupils identified as particularly vulnerable will not be sent home; Pupils unable to access Google Classrooms will not be sent home.</li> <li>• In the event of a whole-school closure, the school will remain open to the most vulnerable pupils and the children of keyworkers.</li> <li>• If a bubble or zone has to be closed and pupils are already on site and therefore waiting for transport home, pupils will remain in their zone areas with available staff delivering an alternative curriculum appropriate to the weather, staffing levels and numbers of pupils.</li> <li>• The school will follow any Track and Trace advice</li> </ul>	<p>Leadership: Rob Cooper</p> <p>Management: Deb Phipps and Andrew Patterson</p> <p>Implementation: SLT</p>	<p>Start of the day, Wednesday 11<sup>th</sup> November</p>	<p>This is rag-rated green as all measures are in place</p> <p>Remote Learning Contingency Plan September 2020.docx</p> <p>Staff Numbers.xlsx</p>

**9. CONTINGENCY PLANNING: PARTIAL AND WHOLE-SCHOOL CLOSURE, AND REMOTE LEARNING**

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
		or advice from the East Midlands Health Protection Team.			

## 10. CLINICALLY EXTREMELY VULNERABLE STAFF

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
<p>Staffing levels due to illness and self-isolation mean pupils can't be safely supervised</p> <p>Pupils are not able to attend school and their access to education is put at risk.</p>	<p>Everyone including:</p> <ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> </ul>	<ul style="list-style-type: none"> <li>• All staff who have a condition that means they are clinically extremely vulnerable will be supported to work from home for the period of lockdown.</li> <li>• Staff who are unsure if their condition makes them clinically extremely vulnerable will be supported to stay away from school until they have confirmation from their GP or consultant that it is safe for them to return.</li> <li>• Staff who have a condition that means they are clinically extremely vulnerable and wish to ignore government guidance and continue working in school, will need to sign a copy of this risk assessment to confirm that they are happy that the control measures are adequate to keep them safe. If they cannot sign this risk assessment, then they must work from home unless, and until, an individual risk assessment is completed. Either risk assessment will need to be authorised by the Local Authority and they will need to approve the return to work.</li> <li>• The school will follow any Track and Trace advice or advice from the East Midlands Health Protection Team.</li> </ul>	<p>Leadership: Rob Cooper</p> <p>Management: Rob Cooper</p> <p>Implementation: Andrew Patterson and Claire Welch</p>	<p>All staff have been contacted. Staff who have been identified as clinically extremely vulnerable are working from home from Monday 9<sup>th</sup> November until the end of lockdown</p>	<p>This is rag-rated green as all measures are in place</p> <p>Remote Learning Contingency Plan September 2020.docx</p>

## 11. CLINICALLY EXTREMELY VULNERABLE PUPILS

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
<p>Staffing levels due to illness and self-isolation mean pupils can't be safely supervised</p> <p>Pupils are not able to attend school and their access to education is put at risk..</p>	<p>Everyone including:</p> <ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> </ul>	<ul style="list-style-type: none"> <li>• All pupils who have a condition that means they are clinically extremely vulnerable will be supported to work from home for the period of lockdown. Support may include 1 to 1 tuition if appropriate and safe.</li> <li>• Pupils whose parents/carers are unsure if their condition makes them clinically extremely vulnerable will be supported to stay away from school until they have confirmation from their GP or consultant.</li> <li>• Parents/Carers of pupils who have a condition that means they are clinically extremely vulnerable and wish to ignore government guidance and continue working in school, will need to sign a copy of this risk assessment to confirm that they are happy that the control measures are adequate to keep them safe. If they cannot sign this risk assessment, then their child must work from home unless, and until, an individual risk assessment is completed. If the risks cannot be mitigated and the risk assessment is rag-rated red in any area, then the child will not be allowed to return to school.</li> <li>• The school will follow any Track and Trace advice or advice from the East Midlands Health Protection Team.</li> </ul>	<p>Leadership: Rob Cooper</p> <p>Management: Rob Cooper</p> <p>Implementation: Andrew Patterson and Claire Welch</p>	<p>All parents and carers have been contacted. Pupils who have been identified as clinically extremely vulnerable have been asked to work from home from 9<sup>th</sup> November to 2<sup>nd</sup> December.</p>	<p>This is rag-rated green as all measures are in place</p> <p>Remote Learning Contingency Plan September 2020.docx</p>

## 12. BAME STAFF

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
<p>Staffing levels due to illness and self-isolation mean pupils can't be safely supervised</p> <p>Pupils are not able to attend school and their access to education is put at risk.</p>	<p>Everyone including:</p> <ul style="list-style-type: none"> <li>• BAME Staff</li> </ul>	<ul style="list-style-type: none"> <li>• All BAME staff are invited to ask for an individual risk assessment if they feel the control measures set out in this risk assessment are not sufficient</li> <li>• BAME staff who wish to continue working in school but require an individual risk assessment will be supported to work from home until an individual risk assessment is completed and agreed.</li> <li>• The school will follow any Track and Trace advice or advice from the East Midlands Health Protection Team.</li> </ul>	<p>Leadership: Rob Cooper</p> <p>Management: Rob Cooper</p> <p>Implementation: Andrew Patterson and Claire Welch</p>	<p>All staff have been contacted. Staff who have been identified as clinically extremely vulnerable are working from home from Monday 9<sup>th</sup> November until the end of lockdown</p>	<p>This is rag-rated amber as all staffing numbers for bubbles and zones have not yet been agreed</p>