

# Kirkham Grammar School Risk Assessment Form 2021

Risk assessment for whole school and Boarding House

Hazard	<b>Covid-19 (Coronavirus) Boarding House in lockdown.</b>
Activity	<b>All pupils</b>

Signed: SL/ABR/DHB  
 12/08/2020  
 Reviewed 09.11.20  
 Reviewed 21.12.20  
 Reviewed 04.01.21  
 Agreed 05.01.20  
 Updated  
 08.03.21

What are the hazards	Who might be harmed	What are you doing already
Infection from Coronavirus	Pupils Staff Wider school community	<p><b>Documentation:</b></p> <ul style="list-style-type: none"> <li>• Where necessary, policies and practice have been updates to reflect changes due to the Covid 19 crisis and restrictions.</li> <li>• Risk assessments have been written to superseded policies and practice where necessary.</li> <li>• This risk assessment has been written and school routine adapted in line with guidance sort from the various government departments, local authority guidance and educational bodies (DfE, Public Health England, Lancashire Safeguarding board and Early Years Centre, Boarding Schools Association, AGBIS, ASCL, SOH, HMC.</li> <li>• Updates and requirements for EYFS children considered and actioned where appropriate for our settings.</li> <li>• Gov. guidance for <i>Full opening of schools (updated 30 December 2021)</i>  <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></li> <li>• Coronavirus (COVID-19) contingency framework for education and childcare settings (updated 31 December 2021)  <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-contingency-framework-for-education-and-childcare-settings?utm_source=c2dc1d6f-6bed-49ab-9545-882df7da7598&amp;utm_medium=email&amp;utm_campaign=govuk-notifications&amp;utm_content=daily">https://www.gov.uk/government/publications/coronavirus-covid-19-contingency-framework-for-education-and-childcare-settings?utm_source=c2dc1d6f-6bed-49ab-9545-882df7da7598&amp;utm_medium=email&amp;utm_campaign=govuk-notifications&amp;utm_content=daily</a></li> </ul>

[Quantities: <1litre/500g = low(L)   <10Litres/1.5kg=medium(M)   >10litres/1.5kg=high(H)]

		<ul style="list-style-type: none"> <li>• Departments and individuals are required to consider and implement any necessary changes to their practice in order to comply with the guidance set out to minimise the risk of COVID-19 transmission. Such changes and control measures must be recoded in 'updated' risk assessments.</li> </ul> <p><b>Communication</b></p> <ul style="list-style-type: none"> <li>• Roles and responsibilities for SLT Exec. have been amended to reflect necessary changes at this time.</li> <li>• Necessary information is disseminated via SLT / Junior School SLT / Heads of department / Heads of year / Support staff leads, to all staff and departments of the school.</li> <li>• The Senior Critical Incident Team communicate daily to monitor, plan and action developments.</li> <li>• Covid19 Liaison Officers (KGS - Mr S Taylor : KGJS Mrs K O'Donoghue) have been appointed as primary points of contact for Covid19 related issues for each site.</li> <li>• SLT Exec. communicate regularly (weekly) and whenever deemed necessary to monitor, evaluate and action developments as required.</li> <li>• The COVID-19 Health &amp; Safety communicate weekly to assess and plan action and developments for the school community.</li> <li>• SCIT. Feedback to Governors weekly to discuss, update and plan.</li> <li>• School families kept informed of measures taken and the necessary information that guidance stipulates.</li> <li>• Through the usual school line management systems, active monitoring will take place to ensure that the controls are: effective, working as planned and are updated appropriately considering any issues identified and changes in public health advice.</li> </ul> <p><b>Access to school site</b></p> <ul style="list-style-type: none"> <li>• During the period of 'National Lockdown' the school sites will only be open to the following groups of pupils: boarders, Pre-School and KWC (vulnerable pupils and those of Critical workers).</li> <li>• Access to school sites is mainly restricted to staff and 'KGS' families.</li> <li>• Access to school buildings is predominantly restricted to staff and pupil.</li> <li>• Where urgent, guests and contractors will be invited onto site. See details of information to be obtained and provided to guests and contractors at Reception.</li> <li>• Specific entrance / exit routes identified.</li> <li>• Staff pupils and parents will be instructed as to which entrance and exit points are to be used.</li> <li>• Only invited, essential and authorised persons will be allowed onsite or to enter buildings.</li> <li>• Hand sanitizers located at each entrance / exit point.</li> <li>• Pupils and staff, or anyone in their household, who displays COVID-19 symptoms must not attend school and should follow the public health advice on self isolating and testing.</li> </ul>
--	--	---

[Quantities: <1litre/500g = low(L) <10Litres/1.5kg=medium(M)

>10litres/1.5kg=high(H)]

		<ul style="list-style-type: none"> <li>A central list of staff and pupils classed as ‘vulnerable’ kept by DCP.</li> </ul>
<b>1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school</b>		
What are the hazards	Who might be harmed	What are you doing already
Infection from Coronavirus (COVID-19)	Pupils Staff Wider school community	<ul style="list-style-type: none"> <li>Pupils and staff, or anyone in their household, who displays COVID-19 symptoms must not attend school and should follow the public health advice on Symptoms of COVID-19, self isolating and testing. <a href="https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus">https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus</a></li> <li>All staff and school families are made aware of this essential guidance.</li> <li>If anyone within school becomes unwell with COVID-19 symptoms they will be sent home and advised to follow the stay at home guidance which suggests they stay at home for 10 days and have a test. Other members of the household, including siblings, should self-isolate for 10 days. <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a></li> <li>Persons awaiting collection, will be ‘isolated’ with appropriate supervision, dependent on their age and symptoms. This is preferably within a ventilated or at least in an area 2m from others.</li> <li>When monitoring and dealing with persons who have COVID-19 symptoms, appropriate PPE will be worn especially in instances where a 2m distances cannot be maintained – Gloves, face mask &amp; / or Shield, and apron if necessary. <a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</a></li> <li>Areas where persons have been waiting or visited whilst waiting to be collected, such as toilets, will be cleaned in line with the guidance below prior to being used further.</li> <li>Members of staff who have cared for a systematic pupils, or peers who have been in close contact should be alert to developing symptoms and follow the advice of NHS test &amp; trace and advice from the person testing positive.</li> <li>A record of the person, times, dates, symptoms and test will be recorded.</li> <li>Should a member of the Boarding House develop symptoms They will be isolated, either in school or be sent home, in line with the government guidance for residential settings and the Boarding Schools Association guidance. <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-isolation-for-residential-educational-settings/coronavirus-covid-19-guidance-on-isolation-for-residential-educational-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-isolation-for-residential-educational-settings/coronavirus-covid-19-guidance-on-isolation-for-residential-educational-settings</a></li> <li>The school have adopted the Boarding School’ Association COVID-SAFE Charter. <a href="https://www.boarding.org.uk/userfiles/bsa/Covid%20documents/Covid%20Safe%20Charter.pdf">https://www.boarding.org.uk/userfiles/bsa/Covid%20documents/Covid%20Safe%20Charter.pdf</a></li> <li>If someone is seriously ill or injured, 999 should be called immediately as is usual in an emergency.</li> </ul>

[Quantities: <1litre/500g = low(L) <10Litres/1.5kg=medium(M) >10litres/1.5kg=high(H)]

		<ul style="list-style-type: none"> <li>In line with government guidance KGS will be undertaking 'Mass asymptomatic testing'. Please see separate appendix for the risk assessment and standard operating procedures for this testing. <a href="https://www.gov.uk/guidance/asymptomatic-testing-in-schools-and-colleges?utm_source=2c8df6c1-9568-4681-8e3f-502411e4e27b&amp;utm_medium=email&amp;utm_campaign=govuk-notifications&amp;utm_content=daily#history">https://www.gov.uk/guidance/asymptomatic-testing-in-schools-and-colleges?utm_source=2c8df6c1-9568-4681-8e3f-502411e4e27b&amp;utm_medium=email&amp;utm_campaign=govuk-notifications&amp;utm_content=daily#history</a></li> </ul>
--	--	--

## 2. Clean hands thoroughly more often than usual

What are the hazards	Who might be harmed	What are you doing already
Transmission and subsequent Infection from Coronavirus (COVID-19)	Pupils Staff Wider school community	<ul style="list-style-type: none"> <li>Additional sanitizers placed at high volume areas, entrance / exit points to buildings and areas of school.</li> <li>Proactive message to the whole school community to promote a routine regarding cleaning hands to prevent spread of infection; through notices, verbal reminders, and continuous monitoring.</li> <li>As well as use of hand sanitizer, washing hands for at least 20 sec. is strongly encourage, especially for those pupils who hand gel is an issue for.</li> <li>Younger pupils will be monitored closely during hand cleaning to ensure efficient technique and to supervise possible ingestion.</li> <li>Older pupils encouraged to have and make regular use of their own hand sanitizer.</li> <li>Pupils and staff are encouraged to wash their hands-on entering school, when changing rooms, prior to and when returning from breaks and prior to and after eating.</li> <li>E-bug links for teaching resources used and the proactive message of regular good hand cleaning is part of our normal school routine promoted.</li> <li>A strong message of following government public health guidance on <u>HAND – FACE –SPACE-REPLACE(air)</u> is promoted amongst the whole school community.</li> </ul>

## 3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach

What are the hazards	Who might be harmed	What are you doing already
		<ul style="list-style-type: none"> <li>An increased supply of tissues, that are readily available around school, have been provided along with numerous bins.</li> <li>Good respiratory hygiene is promoted as a now routine way of school life.</li> <li>Younger pupils and those with specific difficulties (such as those who spit uncontrollably or use saliva as a sensory stimulant, should be identified by staff through the school 'line management' systems and specific needs and controls assessed.</li> </ul>

[Quantities: <1litre/500g = low(L) <10Litres/1.5kg=medium(M)

>10litres/1.5kg=high(H)]

		<ul style="list-style-type: none"> <li>• E-bug links for teaching resources used and the proactive message of ‘Catch-it, Bin it, Kill it’, promoted. <a href="https://e-bug.eu/eng_home.aspx?cc=eng&amp;ss=1&amp;t=Information%20about%20the%20Coronavirus">https://e-bug.eu/eng_home.aspx?cc=eng&amp;ss=1&amp;t=Information%20about%20the%20Coronavirus</a></li> <li>• Pupils on school coaches (except those under 11) must wear a face covering.</li> <li>• The use of faces coverings by all staff, and senior school ages pupils is in place for public areas such as corridors, library, and staff rooms. There is an expectation, and parents are encouraged to wear face coverings when dropping off and collecting pupil.</li> <li>• See point 6 for use of PPE in specific situations.</li> </ul>
--	--	---

#### 4. Introduce enhanced cleaning, including cleaning frequently touched surfaces

What are the hazards	Who might be harmed	What are you doing already
		<ul style="list-style-type: none"> <li>• Cleaning of school has been carried out prior to re-opening and during holiday periods.</li> <li>• Contract cleaners, have been employed (2 x at KGS / 1 x at KGJS) to work throughout the school day to enhance and provide continuous cleaning throughout the working day. This will include: shared areas, such as toilets; high touch point areas, such as door plates; Shared rooms and resources.</li> <li>• The ‘usual’ daily cleaning routine of school will continue with an increased emphasis on high touch point areas and shared spaces such as: door plates, desks, chairs and surfaces.</li> <li>• Classroom furniture and additional resources have been cleared from classrooms as much as is feasibly possible whilst still allowing for a simulating educational environment.</li> <li>• Surfaces in classrooms are to be left clear to enable efficient cleaning.</li> <li>• Cleaning wipes are available and used for communal use areas and equipment, such as keyboards (ICT), PE, music, art, DT resources. Risk assessments for such equipment and activities will be updated and adopted to promote a COVID-Safe environment with in these subject areas.</li> <li>• All staff and pupils encouraged to play an active role in promoting and facilitating a clean and as Covid-safe an environment as possible around school.</li> </ul>

#### 5. Minimise contact between individuals and maintain social distancing wherever possible

What are the hazards	Who might be harmed	What are you doing already
		<p>Reduction of Contacts</p> <ul style="list-style-type: none"> <li>• Children will be grouped in to specified groups (Year group bubbles and sections of school for some specific situations).</li> </ul>

[Quantities: <1litre/500g = low(L) <10Litres/1.5kg=medium(M)

>10litres/1.5kg=high(H)]

- Whilst some pupils and staff may need to be a part of a different ‘bubble’ such as for wraparound care, coach travel, boarding house, the emphasis will remain on maintaining social distancing and promoting the prevention of transmission COVID-19 by the using the control measure outlines elsewhere in this risk assessment.
- Amongst younger pupils, the emphasis is on remaining in bubbles due to pupils finding it difficult to self-distance. Whilst for older pupils, they will be encouraged to promote and support an environment of socially distancing as much as is feasibly possible.
- Contact between groups should be avoided as significantly as is reasonably possible.
- Classroom are arranged with forward facing desks.
- Classroom furniture and additional resources have been cleared from classrooms as much as is feasibly possible whilst still allowing for a simulating educational environment.
- For practical subject specific consideration and arrangements will be made to ensure covid-safe distancing and practice, that is inline with advice from the professional bodies associated to the activities / subject. Eg. CLEAPS, Sports Governing bodies.
- Staff are to maintain a 2m distance from each other and from pupils. However, it is recognised that this will be difficult amongst younger pupils and in such instances, a greater emphasis on other control measures such as hand and respiratory hygiene, cleaning and remaining in groups will be of even greater emphasis.
- At KGJS, pupils will have designated entrance and exit points from the building. The playground will be divided into three zones. Three sittings will operate for lunch times.
- At KGS: Year groups will have specific lunch times slots; staff patrol at break times to monitor and encourage physical distancing / cross over between groups; Year groups allocated specific toilet facilities.
- Staffrooms are limited to 6 people chairs being removed.
- Staff offices and workspaces have been moved and rearranged so as to adhere to social distancing advice.
- Perspex shields have been installed / located in reception areas.
- Gathering such as assemblies, staff meetings and school events have been limited / removed from the school diary. There is a greater emphasis video conferencing and online formats. Where it is necessary for groups of people to meet, this is done in large spaces with minimal numbers present. For pupil groups this is conducted with the groups (bubbles).
- Table surfaces will be cleaned in dining rooms frequently and between sittings.
- For KGS the dinning hall has been rearranged to keep groups separate when they may be in the room at the same time. Staff will be provided with packed lunches that will be delivered to the staff room to avoid additional congestion in the dining room. Staff will stagger the collection of lunches from the staff room in order to adhere to the above mentioned restrictions on the number of people in the staff room at any one time.
- Parents and families will be encouraged not to gather at collection / drop off points and to keep to adhere to social distancing measure. If necessary, some car parking spaces on the KGJS playground will be allocated for parents guardians to wait.

[Quantities: <1litre/500g = low(L) <10Litres/1.5kg=medium(M)

>10litres/1.5kg=high(H)]

		<ul style="list-style-type: none"> <li>• Staff and pupils will be instructed on how to safely remove and wear face coverings on arrival to school and if they choose to wear them at any point during the school day. Key points are: not to touch the front of the mask; wash hands on arrival into school and after removing face coverings; dispose of temporary face coverings in a covered bin or place reusable coverings in a plastic bag. <a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care</a></li> <li>• Pupils with SEN and SEND will be given specific support as may be identified in supporting them adapt to new routines and practice.</li> <li>• Peripatetic staff will continue to teach remotely at the start of term. Teaching in these areas will be phased in and planned for prior to this happening.</li> <li>• External providers for co-curricular activities will be phased in from September and planned for prior to this happening.</li> <li>• Visitors to school will be limited. Should visitors need to come to school, the member of staff with whom they are meeting, should ensure they adhere to the controls set out in the risk assessment to prevent and respond.</li> <li>• Staff and pupils are encouraged to have their own supply of stationary for their own use and are not shared.</li> <li>• Classroom based resources can be used within bubbles though these should be cleaned regularly.</li> <li>• Resources that are used between bubbles, such as sports, science. Art, DT equipment, will be cleaned frequently and meticulously between use by different bubbles; or rotated to allow 48 hours (72 hours for plastics) between being used by different bubbles.</li> </ul>
--	--	--

## 6. Where necessary, wear appropriate personal protective equipment (PPE)

What are the hazards	Who might be harmed	What are you doing already
		<ul style="list-style-type: none"> <li>• PPE is available for staff to use in specific situations when a 2m distance cannot be maintained such as when providing first aid or specific personal care.</li> <li>• PPE is available for staff to use when caring for a person who is displaying COVID-19 symptoms or is generally unwell and a 2m distance cannot be maintained.</li> <li>• <a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care</a> will be used to guide staff on how and when to use PPE and what type of PPE should be used.</li> </ul>

## Response to any infection

## 7. Engage with the NHS Test and Trace process

		<ul style="list-style-type: none"> <li>• The school is following the BSA Covid-safe Charter which requires: <ul style="list-style-type: none"> <li>○ Keep appropriate social distancing in all areas of school</li> <li>○ Guarantee availability of soap and disposable paper towels in all washing areas</li> <li>○ Regular hand washing by pupils and staff.</li> </ul> </li> </ul>
--	--	---

[Quantities: <1litre/500g = low(L) <10Litres/1.5kg=medium(M)

>10litres/1.5kg=high(H)]

		<ul style="list-style-type: none"> <li>○ Provide pupils and staff the opportunity to raise any concerns</li> <li>○ Ensure appropriate PPE for any staff performing roles which require it</li> <li>○ Implement enhanced daily cleaning procedures in the boarding house and school ensuring all relevant staff have appropriate PPE</li> <li>○ Allow pupils and staff to wear face masks or face coverings (other than for activities where this is not advised)</li> <li>○ Display clear notices explaining new procedures</li> <li>○ Ensure safe occupancy levels of all facilities and areas including classrooms, dining room, bedrooms and bathrooms</li> <li>○ Explain clearly, any measure required when pupils are allowed to leave site</li> <li>○ Ensure equipment is not shared between pupils, other than when appropriate cleaning has taken place</li> <li>○ Allocate appropriate recreation areas (inside and out) for use by designated years and ensure that they are aware of any new procedures and safe occupancy levels</li> <li>○ Where possible, conduct regular temperature checks of pupils, staff and visitors</li> <li>○ Be very clear that any bullying related to the pandemic will not be tolerated</li> <li>○ Ensure daily monitoring and track and trace is in place</li> </ul>
		<ul style="list-style-type: none"> <li>● Covid-19 Liaison officers will keep SCIT informed of suspected cases and confirmed cases.</li> <li>● SCIT will contact the local Public Health Team (Rebecca) on 01257 246486 <a href="https://www.gov.uk/guidance/contacts-phe-health-protection-teams">https://www.gov.uk/guidance/contacts-phe-health-protection-teams</a></li> <li>● Staff and parents are aware that they will need to be ready and willing to undertake a test <a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a> and comply with NHS and government guidance relating to track and Trace and Self isolation (as outlines above).</li> <li>● It has been requested that Staff and families inform the school immediately of any positive test results.</li> <li>● School will support staff and families in accessing a test.</li> <li>● Staff and families are expected to adhere to guidance in relation to symptoms, generally being unwell and returning a negative as well as positive test result.</li> </ul>
<b>8. Manage confirmed cases of coronavirus (COVID-19) amongst the school community</b>		
		<ul style="list-style-type: none"> <li>● SCIT will contact Local Public Health Team as soon as they are made aware of a positive case with the school community and follow their advice.</li> <li>● School is aware of the advice that the health protection team will advice on who will need to be sent home having had close contact with the person receiving the positive test.</li> <li>● The school will not share the names or details of people with COVID-19 unless it is essential to protect others.</li> <li>● School will support staff and families in understanding the guidance in relation to self-isolation, as outlines on page 14 of ‘Guidance for full opening: Schools – Gove.uk</li> </ul>
<b>9. Contain any outbreak by following local health protection team advice</b>		

[Quantities: <1litre/500g = low(L) <10Litres/1.5kg=medium(M)

>10litres/1.5kg=high(H)]



		<ul style="list-style-type: none"> <li>• The school will work with and follow the advice of the local health protection team and the local Director of Public Health should an outbreak be suspected.</li> </ul>
		<p><b>Transport</b></p> <ul style="list-style-type: none"> <li>• The school has a dedicated coach provider for journeys to and from school.</li> <li>• Coach users will be expected to wear face coverings (unless they are under 11 year of age) and adhere to social distancing of 2m or 1m if this is not possible.</li> <li>• On busy routes, where social distancing is not possible, pupils should group with their ‘bubble’ peers.</li> <li>• Pupils are encouraged to sanitise their hands prior to boarding the coach and when departing.</li> <li>• Pupils are monitored by staff when boarding and exiting coaches. Pupils will be supported in not gathering or crowding whilst waiting to board when on school premises.</li> <li>• School works collaboratively with the coach provider to ensure a safe and covid-safe service. Concerns can be raised by drivers through the coach company and bursarial team as is usual practice.</li> <li>• Use of school minibus, school car and coach travel for purpose other than travel to/from school, will be assessed and review as necessary when these modes of transport are required later in the term.</li> </ul>
		<p><b>General</b></p> <p>The school will support all members of the school community through the usual pastoral and academic challenges as necessary in fulfilling the guidance advice as is needed. All staff should read the full guidance for full opening of schools – Gov. especially closely for those areas relating to their roles and responsibilities around school. Updated risk assessments and practice should reflect changes to practice in order to comply with guidance from government agencies and professional bodies. This includes:</p> <ul style="list-style-type: none"> <li>• Attendance / absence for various reasons</li> <li>• School work force – including clinically vulnerable, pregnant</li> <li>• New and expectant mothers should pay particular attention to the guidance relating to pregnancy and Covid19. Staff should speak to an appropriate line manager should they have any questions or concerns relating to the above.</li> <li>• Quarantine resulting in travel abroad for pupils and staff <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk">https://www.gov.uk/government/publications/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk</a></li> <li>• Safeguarding</li> <li>• Catering</li> <li>• Estates</li> <li>• Educational Visits</li> <li>• Co-Curricular provision</li> <li>• Curriculum, behaviour and pastoral support</li> <li>• Practical subjects such as PE, music, art, DT, Drama</li> <li>• Contingency planning for remote learning</li> </ul>

[Quantities: <1litre/500g = low(L) <10Litres/1.5kg=medium(M)

>10litres/1.5kg=high(H)]

Notes added:

Dynamic Risk Assessment changes since August 20<sup>th</sup>.

- Change entry to year group only
- Marking PPE kit order issued
- Updated Google Classroom advice (staff well being)
- Increase common room space
- Any action to undermine Covid 19 guidance in school and during school day serious offence
- Cleaning routines updated
- Pupils must wear masks in smaller classrooms with restricted ventilation if instructed to by staff
- Additional staffing agreed for Seniors/Juniors to ensure staff avoid excessive cover/hours
- Pg12 flow chart given to suspected ill staff/pupils
- Updated vulnerable list
- Updated vulnerable advice
- Face masks compulsory for pupil's staff in indoor movement.
- Fire evacuation test. Review muster points and masks trial next week.
- Updated SLT roles regarding reporting cases
- Latest Govt guidance read and incorporated
- Assembly next week all years on Covid 19
- Mini-bus RA and changes made for use
- Test and trace cards issued
- New gates/site security reviewed
- Updated Track and trace list.
- Listened to HMC advice on reporting to Public Health.
- Continue with masks.
- Swimming and school fixtures still suspended
- Contact made with Public Health, DFE, LCC. Update given and no further action required.
- Letter out to parents and staff with new lockdown plans
- Reviewed with ST and SLT (SCIT) 9.11.20
- KWC risk assessment reviewed 4<sup>th</sup> January 2021
- New testing regime put in place 6<sup>th</sup> January 2021 (see separate RA)
- Added information regarding changes from previous document 6<sup>th</sup> January 2021.
- Updates for return 8<sup>th</sup> March 2021 discussed and shared 22<sup>nd</sup> February 2021.
- **MASKS TO BE COMPULSORY IN ALL INDOOR AREAS, EXCEPT EATING AREAS (not KGJS).**

[Quantities: <1litre/500g = low(L) <10Litres/1.5kg=medium(M)

>10litres/1.5kg=high(H)]

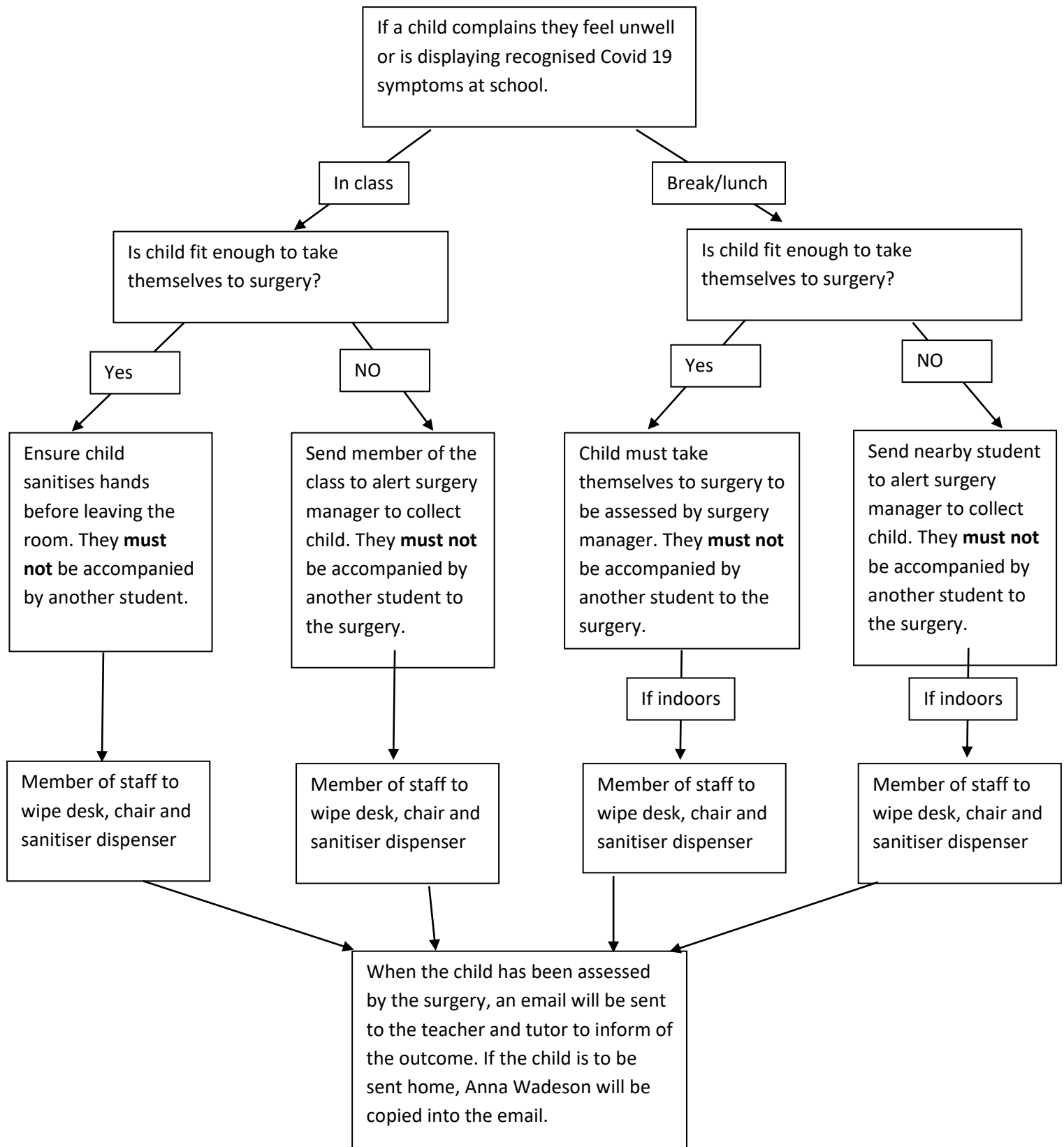
		<ul style="list-style-type: none"><li>• <b>Mask check on 8<sup>th</sup> March and spares given out.</b></li><li>•</li></ul>
--	--	---

[Quantities: <1litre/500g = low(L) <10Litres/1.5kg=medium(M)

>10litres/1.5kg=high(H)]

Parents have been informed that any child who feels under the weather, must remain off school until symptoms abate and follow they should follow the [‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#).

Should a child start to feel unwell at school, please follow the guidance below:



[Quantities: <1litre/500g = low(L) <10Litres/1.5kg=medium(M)

>10litres/1.5kg=high(H)]