



## RISK ASSESSMENT RECORDING FORM

<b>Location:</b> The Birkenhead Park School CH43 4UY	<b>Date assessment undertaken</b> 10 July 2020	<b>Assessment undertaken by:</b> Helen Johnson
<b>Activity or situation</b> Full opening of school after lockdown	<b>Review date:</b> As required	<b>Signature:</b>

### Overview

Schools will reopen fully for all students in September 2020. Many controls implemented for the wider opening of the school for Year 10 students in June remain in place and have been extended for full school opening – details below. In line with government guidance for secondary schools, year group “bubbles” will be maintained through the implementation of a number of actions:

- Staggered start and end times to the school day for all year groups
- Two entry/exit points to the school building
- Year group teaching zones
- Staggered lunchtimes

A staggered start and end to the school day will be implemented and social interaction will be managed through the removal of a formal morning break.

All systems that operate across year groups have been reviewed and support staff have been redeployed to support the implementation of the school’s reopening plans.

Helen Johnson (Headteacher) and Peter Mee (Deputy Headteacher) will oversee the implementation of the full school opening plan with Dave Colley (Facilities manager). Lyndsey Weekes (Assistant Headteacher) will act as Compliance Officer.

Area of Control	Control Measures	Any further action/alterd measures/notes?	Implemented by: Initials
<b>Communication and ongoing review</b>	<ul style="list-style-type: none"> <li>• All staff, students and any persons likely to come onto the school site will be informed that they must not attend if they or anyone in their household are displaying any symptoms of Corona virus: <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> </ul>		SLT
	<ul style="list-style-type: none"> <li>• PHE/Government guidance for schools will be monitored and followed in all communications with staff, students, parents/carers, visitors and contractors. <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> </ul>		SLT

	<ul style="list-style-type: none"> <li>• Plans for full school opening have been drawn up in consultation with Wirral LA, supported by the latest local guidance from Public Health Wirral (July 2020).</li> <li>• Plans for full school opening incorporate risk assessments obtained from SPIE.</li> <li>• The school will implement Government guidance around test and trace and will promote details of this with staff and parents: <a href="https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works">https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works</a></li> <li>• The school will follow government guidance if someone who has attended school has tested positive for coronavirus.</li> <li>• Clear communication will be sent regularly to parents and students with a link on the school website.</li> <li>• Induction sessions will be held for all students at the start of the autumn term to share all necessary information including health and safety instructions, routines and expectations.</li> <li>• Staff, students and parents will be advised of recommendations on transport to and from School and directed to Guidance on safe travel <a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a> and local travel advice from Liverpool City Region Combined Authority.</li> <li>• Staff will be advised about the school re-opening plan and risk assessment via briefing sessions. Staff will be advised of all safety measures, operational changes and timetable implications as required.</li> <li>• Supply staff and any temporary or peripatetic teachers will be briefed on the school's safety measures upon arrival at the school.</li> <li>• There will be advance communication with any contractors and suppliers that will need to prepare to support the re-opening plan.</li> <li>• Notices will be displayed on the main reception front door advising that 'Business is by appointment only'.</li> <li>• There will be constant communication with cleaning staff about the additional cleaning requirements and additional capacity has been agreed to allow for this.</li> <li>• The compliance officer will check that the control measures in the risk assessment are fully implemented prior to full school opening. Weekly compliance checks will then be carried out by SLT and the facilities manager to ensure that any issues are communicated to site staff and addressed immediately.</li> <li>• School staff will be vigilant and will report any health and safety concerns to the facilities manager for follow-up action.</li> <li>• Emergency plans will be in place should the school be advised to close due to a localised spike in infection rates. These will include contingency plans for continued remote education.</li> </ul>		<p>SLT</p> <p>SLT</p> <p>SLT</p> <p>SLT</p> <p>SLT/Marketing</p> <p>SLT</p> <p>SLT</p> <p>SLT</p> <p>SLT</p> <p>DCo</p> <p>DCo</p> <p>DCo/Marketing</p> <p>DCo</p> <p>SLT</p> <p>Staff</p> <p>SLT</p>
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<b>Access to School</b>	<ul style="list-style-type: none"> <li>• The front car park and main reception will be the entry point for staff and visitors coming into school. All visitors will be required to sign in upon arrival.</li> <li>• The main reception area will be taped to give the requisite distance from visitors and 2 screens will be put up on reception desk.</li> <li>• All visitors/staff/students will be required to sanitise hands on arrival.</li> <li>• There will be two entry/exit points to the school for students: <ul style="list-style-type: none"> <li>○ Student entrance/exit for Years 8-9 and 10-11 (staggered times)</li> <li>○ Year 7 Base entrance/exit for Year 7</li> </ul> </li> <li>• Year groups will have a designated arrival time to support a staggered start to the day.</li> <li>• Year groups entering school via the student entrance will be segregated and directed to their teaching zone via the most direct route. Supermarket style queuing will operate as required to ensure adequate social distancing.</li> <li>• Year groups re-entering the school building after lunch will be instructed to sanitise or wash their hands and will be directed back to their year zone by the most appropriate route. Staff will be directed to support movement around the school.</li> <li>• Students arriving late to school will be directed by staff and segregated to support distancing.</li> </ul>		SLT DCo  SLT SLT  SLT SLT/Staff  Staff  Staff
<b>Infection control</b>	<ul style="list-style-type: none"> <li>• Parents and students will be informed not to attend school if they are displaying any symptoms of coronavirus (COVID-19).</li> <li>• Parental communication will be limited to phone/email to limit face to face contact.</li> <li>• Emergency face to face parental meetings in school will be limited to one member of family and will be by appointment only. Social distancing will be enforced and rooms will be cleaned between meetings.</li> <li>• Students will be encouraged to wash hands more often than usual during time in school. Use of paper towels will be promoted to replace hand dryers.</li> <li>• Hand sanitizer stations will be in place at all main entrances to the building and along key routes.</li> <li>• All staff and students will be directed via signage to: <ul style="list-style-type: none"> <li>○ frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Guidance on hand cleaning will be regularly reinforced.</li> <li>○ clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing</li> <li>○ not touch their mouth, eyes and nose</li> <li>○ use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')</li> </ul> </li> <li>• All classrooms will have a hygiene station which will include boxes of tissues, lidded bin, gloves, hand sanitizer and anti-bacterial wipes. Staff and students will be encouraged by signage to follow the 'If you use it-wipe it' principle.</li> </ul>		SLT  SLT  SLT  Staff  DCo  Marketing/DCo    DCo

	<ul style="list-style-type: none"> <li>• The number of contacts that students have each day will be minimised by implementing year group “bubbles”, taught in a dedicated suite of classrooms and minimising the use of shared classrooms across year groups.</li> <li>• Year groups will be taught in the following zones for most subjects: <ul style="list-style-type: none"> <li>○ Year 7 – Year 7 Base</li> <li>○ Year 8 – English</li> <li>○ Year 9 – Mathematics</li> <li>○ Year 10 – Humanities</li> <li>○ Year 11 - Science</li> </ul> </li> <li>• Students will sit at a designated desk within the same classroom each day for most subjects. A seating plan will be implemented. Student desks will face the front of the room in rows.</li> <li>• Where students move between rooms within the year group zone to enable setting or option subjects they will be instructed to wipe down surfaces.</li> <li>• A teaching zone will be marked out with tape in classrooms to ensure that teachers maintain adequate social distance from students.</li> <li>• Sets of student exercise books will be left for 48 hours before being taken by staff for marking and feedback.</li> <li>• Where classrooms have to be shared across year groups, e.g. music, IT, daytime cleaning staff will be deployed to wipe down key equipment and surfaces in between classes. Individual risk assessments will be undertaken for these rooms and a timetable for shared use will be implemented.</li> <li>• Personal hand sanitizer will be provided to all students and members of staff.</li> <li>• Fabric upholstery/soft furnishings, including teacher chairs, will be stored away and replaced to enable regular cleaning.</li> <li>• All spaces will be well ventilated using natural ventilation (opening windows) as far as possible.</li> <li>• All doors will be propped open, where safe to do so, to limit use of door handles and aid ventilation.</li> <li>• Air conditioning units will be turned off.</li> <li>• Water fountains will be closed – parents to supply bottled water if required.</li> <li>• All students will be provided with their own stock of equipment to ensure no sharing of stationery, books etc and this will remain in school. Students will bring a bag to school.</li> <li>• Shared resources, e.g. science and PE equipment, will be cleaned frequently and meticulously between use by year group bubbles.</li> </ul>		<p>SLT</p> <p>Staff</p> <p>Staff</p> <p>DCo</p> <p>Staff</p> <p>DCo</p> <p>SLT</p> <p>DCo</p> <p>DCo/Staff</p> <p>DCo/Staff</p> <p>DCo</p> <p>DCo</p> <p>SLT</p> <p>DCo</p>
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	<ul style="list-style-type: none"> <li>• There will be split lunchtimes to avoid contact between year group bubbles. Where two year groups share a lunch break they will be segregated in the canteen via barriers and seating arrangements. Year groups will access separate outdoor space.</li> <li>• Cleaning staff will be deployed to wipe down tables in the canteen between lunch breaks.</li> <li>• Year groups will access the canteen for breakfast club on a staggered basis and through separate entrances/exits. Segregation will be in place between year groups and surfaces will be cleaned between breakfast sessions.</li> <li>• Year groups will have designated toilets available within or close to their teaching zones. Toilet cubicles available for breakfast club and at lunchtime will be marked for different year groups to minimise cross contamination.</li> <li>• The staff room will remain open for access to vending machines and a staff work area. Occupancy will be limited.</li> <li>• Staff toilets will remain open.</li> </ul>		<p>SLT/Staff</p> <p>DCo SLT/DCo</p> <p>DCo</p> <p>SLT</p>
<p><b>Social distancing</b></p>	<ul style="list-style-type: none"> <li>• Year groups entering school via the student entrance will be segregated and supermarket style queuing will operate as required to ensure adequate social distancing.</li> <li>• Social interaction will be minimised through the removal of a morning break, with split 30-minute lunch breaks for year group bubbles.</li> <li>• The canteen will be divided into distinct year group spaces with physical barriers in place to segregate students.</li> <li>• Students will enter/exit the canteen via separate routes to support distancing.</li> <li>• Staff will maintain 2m social distancing from students through a taped teaching area marked out in each classroom.</li> <li>• 2m social distancing will be maintained between adults.</li> <li>• Classroom support staff will be re-allocated outside of classrooms.</li> <li>• Spare equipment and furniture will be removed or stored at the back of classrooms to support distancing.</li> <li>• No close-contact activities will be built into the PE programme.</li> <li>• Students will be encouraged to attend school in full PE kit on the days they have PE to minimise numbers of students in the changing rooms.</li> <li>• Risk assessments will be carried out by HOFs for practical subjects and these will incorporate subject specific guidance.</li> <li>• There will be no assemblies or activities that require large groups of staff or students in enclosed spaces.</li> <li>• Signage will be in place to promote social distancing to staff and students.</li> </ul>		<p>SLT</p> <p>SLT</p> <p>DCo</p> <p>SLT/Staff</p> <p>DCo</p> <p>SLT DCo</p> <p>Staff SLT</p> <p>HOFs</p> <p>SLT</p> <p>Marketing/DCo</p>

	<ul style="list-style-type: none"> <li>• Signage will direct staff and students to turn their heads when passing each other on the corridor and allow as much room as possible.</li> <li>• Staff and students will be directed to observe social distancing when using toilet facilities.</li> <li>• Use of staff rooms and offices will be managed to ensure limited occupancy. Additional staff work areas will be allocated.</li> <li>• Students will be encouraged to walk or cycle to school where possible.</li> <li>• No overnight educational visits will take place within the UK or overseas.</li> <li>• Any non-overnight educational visits and trips will have a full risk assessment that incorporates COVID controls to ensure they can be carried out safely.</li> </ul>		<p>Marketing/DCo</p> <p>SLT</p> <p>SLT SLT</p> <p>SLT</p>
<p><b>Clinically vulnerable students</b> - classed as clinically vulnerable due to pre-existing medical conditions</p>	<ul style="list-style-type: none"> <li>• These students can return to school from the start of the autumn term.</li> <li>• School will communicate clearly with parents to reinforce that attendance is compulsory for all students.</li> <li>• School will monitor PHE/HMG updates.</li> <li>• Individual risk assessments will be carried out for students' needs where appropriate.</li> </ul>		<p>SLT</p> <p>SLT</p> <p>SLT SLT</p>
<p><b>Behaviour and SEND</b></p>	<ul style="list-style-type: none"> <li>• Behaviour policy to be reviewed in line with social distancing and infection control advice from PHE, and shared with staff, students and parents.</li> <li>• Staff and students will have induction sessions to introduce new routines and expectations and these will be regularly revisited.</li> <li>• Year Leader roles will be amended to support in year group zones and the Return to Learn function.</li> <li>• Reasonable adjustments will be considered for students with SEND or vulnerabilities.</li> <li>• Pastoral and TA support will be implemented to manage student anxieties and to assess any hidden vulnerabilities as a result of school closure.</li> <li>• Individual risk assessments will be carried out for students' needs where appropriate.</li> <li>• Staff will be vigilant to any potential escalation in students' behaviour and seek support from SLT at an early stage as required.</li> <li>• Support staff will be deployed to manage and support year group zones.</li> <li>• PPE equipment will be available in teaching rooms for use by staff in the unlikely event of having to restrain a student.</li> <li>• Revised guidelines and advice to staff on managing behaviour incorporates latest guidance from Wirral LA (June 2020).</li> </ul>		<p>SLT</p> <p>SLT</p> <p>SLT SLT</p> <p>SLT</p> <p>SLT Staff</p> <p>SLT</p> <p>DCo</p> <p>SLT</p>

	<ul style="list-style-type: none"> <li>Students on AP will continue their placement and Wirral LA will oversee risk assessments for AP settings.</li> </ul>		SLT
<p><b>Shielded and clinically extremely vulnerable staff</b></p> <p>Clinically extremely vulnerable individuals are advised not to work outside the home. Advised by clinician or by letter.</p>	<ul style="list-style-type: none"> <li>Staff in this position are advised that they can return to work from 1st August 2020: <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a></li> <li>School will maintain regular contact with staff in this position prior to September to check on health and wellbeing.</li> <li>Individual risk assessments will be undertaken with staff in this category and reasonable adjustments will be made as required.</li> <li>Strict social distancing will be maintained for these staff.</li> </ul>		<p>HR</p> <p>HR/SLT</p> <p>HR</p> <p>Staff</p>
<p><b>Clinically vulnerable staff</b></p> <p>who are at higher risk of severe illness (for example, people with some pre-existing conditions)</p>	<ul style="list-style-type: none"> <li>Identified staff will be advised that they can return to work: <a href="https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing#clinically-vulnerable-people">https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing#clinically-vulnerable-people</a></li> <li>Staff with specific concerns about the definition of clinically vulnerable should raise these concerns with SLT and all concerns will be reviewed on an individual basis.</li> </ul>		<p>HR</p> <p>Staff</p>
<p><b>New and/or expectant mothers –</b></p> <p>deemed clinically vulnerable</p>	<ul style="list-style-type: none"> <li>Expectant mothers will be advised that they can return to work: <a href="https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing#clinically-vulnerable-people">https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing#clinically-vulnerable-people</a></li> <li>Individual risk assessments will be carried out for these staff.</li> <li>Guidance from GP and mid-wife will be followed.</li> <li>High standards of hygiene must be maintained.</li> <li>Staff must inform line manager if circumstances change.</li> <li>Staff with specific concerns should raise these with SLT and all concerns will be reviewed on an individual basis.</li> </ul>		<p>HR</p> <p>HR</p> <p>Staff</p> <p>Staff</p> <p>Staff</p>

	<ul style="list-style-type: none"> <li>• Strict social distancing will be maintained for these staff.</li> </ul>		Staff
<p><b>Black and Asian Minority Ethnic staff and students</b></p> <p>Evidence from the ONS shows a greater impact of Covid-19 on BAME communities with a disproportionate number of deaths being recorded.</p>	<ul style="list-style-type: none"> <li>• Individual risk assessments will be carried out for these staff and reasonable adjustments will be made as required.</li> </ul>		HR
<p><b>Staff anxiety and stress returning to work post lockdown</b></p>	<ul style="list-style-type: none"> <li>• Staff surveyed prior to the wider opening of the school to establish levels of concern and inform planning and support.</li> <li>• Implementation of whole-school approach emphasising mental wellbeing, resilience and mutual support.</li> <li>• Appointments with a Cognitive Behavioural Therapist offered during the first two weeks of wider opening for staff with Covid related anxiety concerns.</li> <li>• Reasonable adjustments made if required.</li> <li>• Ongoing line manager and HR support for any emerging needs.</li> <li>• School re-opening plans incorporate actions to address staff workload.</li> </ul>		SLT SLT/HR HR HR/SLT HR SLT
<p><b>Home to School transport</b></p>	<ul style="list-style-type: none"> <li>• Students will be encouraged to walk or cycle to school where possible.</li> <li>• Staff, parents and students will be encouraged to follow government guidance on how to travel safely when using public transport: <a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a></li> <li>• Staff, parents and students will be encouraged to follow travel advice issued by Liverpool City Region Combined Authority.</li> <li>• Staggered start and end time to the school day will support safe travel to and from school.</li> </ul>		SLT SLT SLT SLT



<b>Cleaning</b>	<ul style="list-style-type: none"> <li>• The school will follow the COVID-19: cleaning of non-healthcare settings guidance: <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a> and will ensure that this guidance is being implemented by SPIE with all site/cleaning staff.</li> <li>• All areas and surfaces will be deep cleaned prior to the full opening of the school.</li> <li>• All hard surfaces - desks, tables, chairs and handrails will be cleaned more frequently throughout the day.</li> <li>• Surfaces that students are touching, such as books, desks, chairs, doors, sinks, toilets, light switches, bannisters, will be cleaned more regularly than normal.</li> <li>• All classrooms and areas used by staff and students will be cleaned once they have left the building.</li> <li>• Sanitizer stations will be located across the school site.</li> <li>• Toilets will be cleaned regularly and the supply of hand soap refilled.</li> <li>• Items used for lessons in all subjects will be wiped down. Eg books, computers, mice, workstations, tools, learning objects.</li> <li>• Shared classrooms will be cleaned between year groups in accordance with an established timetable.</li> <li>• Daytime cleaning staff will be deployed to clean surfaces in the canteen between breakfast and lunch sessions for different year groups.</li> <li>• All staff will have access to anti-viral wipes to clean surfaces that they or their students may touch, applying the principle 'If you use it-wipe it'.</li> <li>• Staff will be advised to report any concerns around cleaning to the facilities manager.</li> <li>• If there is suspected case of Covid 19 the school will follow the COVID-19: cleaning of non-healthcare settings guidance.</li> </ul>		DCo  DCo  DCo  DCo  DCo  DCo  DCo  DCo  DCo  DCo  Staff  Staff SLT
<b>Contractors on site</b>	<ul style="list-style-type: none"> <li>• Risk assessments will be required from contractors which include their social distancing and infection control protocols.</li> <li>• Zero tolerance will be applied to contractors found to be not following PHE social distancing guidelines.</li> </ul>		DCo  DCo
<b>PPE requirements</b>	<ul style="list-style-type: none"> <li>• The school will comply with government guidelines.</li> <li>• Government has advised that there is no need for staff or students to wear face coverings or face masks as a matter of course when in school. Staff or students who wear a face covering to travel to school will remove these upon arrival. Temporary face coverings will be placed in a covered bin. Re-usable face coverings will be placed in a plastic bag to be taken home.</li> <li>• Designated First Aiders will be supplied with full PPE including a full visor.</li> </ul>		SLT  SLT  DCo

	<ul style="list-style-type: none"> <li>If a student becomes unwell with symptoms of coronavirus in school and needs direct personal care until they can return home, a face mask will be worn by the supervising adult. If contact with the child or young person is necessary, then gloves, an apron and a face mask will be worn by the supervising adult.</li> </ul>		First Aid Staff
<b>Staff providing first aid</b>	<ul style="list-style-type: none"> <li>There will be a designated First Aider on site at all times who will deal with any incidents requiring first aid.</li> <li>First Aiders must follow updated first aid guidance including training in donning and removing PPE: <a href="https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures">https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures</a> Where possible, First Aiders must maintain 2m distance and assess ability to assist a conscious casualty with minor ailments or illnesses at 2 m separation i.e can the casualty help themselves, run wound under water, apply plaster?</li> <li>If not possible to keep 2m separation, the following PPE must be worn. Wash hands prior to donning: <ul style="list-style-type: none"> <li>Apron</li> <li>Gloves</li> <li>Fluid Resistant (IIR) surgical mask or face visor</li> </ul> </li> <li>First Aid staff will be advised how to safely don and remove PPE.</li> <li>PPE must be discarded in clinical waste.</li> <li>First Aiders must ensure that hand washing with soap and hot water for 20 secs minimum INCLUDES washing forearms if exposed.</li> </ul> <p><b>CPR guidance:</b></p> <ul style="list-style-type: none"> <li><b>Do not listen or feel for</b> breathing by placing your ear and cheek close to the patient's mouth.</li> <li>If in any doubt about confirming cardiac arrest start chest compressions until help arrives.</li> <li><b>Call ambulance.</b> If COVID 19 is suspected, tell them when you call 999.</li> <li>If risk of infection place a cloth/towel over the victims mouth and nose and attempt compression only CPR and early defibrillation until the ambulance arrives.</li> <li>See: <a href="https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov">https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov</a></li> </ul>		SLT  First Aid Staff
<b>Persons developing Coronavirus symptoms whilst on site</b>	<ul style="list-style-type: none"> <li>All staff or students who develop Coronavirus symptoms, however mild, will be sent home as soon as possible and they should then follow government guidance on self-isolating and testing. They should self-isolate for 7 days and arrange to have a test. Their fellow household members should self-isolate for 14 days. All staff and students attending the school will have access to a test if they display symptoms of coronavirus.</li> <li>Whilst awaiting pick-up, any staff/students will be isolated in the designated separate sanitary area (meeting room off main reception) and will be provided with a face-mask. PPE will be worn by staff caring for students who are awaiting pick-up.</li> </ul>		SLT  SLT/Staff

	<ul style="list-style-type: none"> <li>This area and any other rooms used by staff or students who display symptoms of Coronavirus will be left for 72 hours if possible and then a deep clean of those areas will be undertaken.</li> <li>If a member of staff, likely to be a First Aider, has helped someone who was unwell with coronavirus symptoms, they should wash their hands thoroughly for 20 seconds after any contact. The member of staff may choose to go home if they wish but there is no requirement for them to remain at home unless they develop symptoms themselves or the student or staff member subsequently tests positive. Core areas where the staff or student has been will be deep cleaned.</li> </ul>		DCo Staff/DCo
<b>Building management /readiness:</b>	<b>Working at height</b> <ul style="list-style-type: none"> <li>Operational checks will be carried out on all ladders on site.</li> </ul>		DCo
<b>Building management /readiness:</b>	<b>DSE</b> <ul style="list-style-type: none"> <li>All staff should review their workstations after the long absence and advise relevant staff of any concerns.</li> <li>Make sure set up correctly. Adjust chairs, monitor heights all to suit the individual.</li> <li>All staff should carry out the Display Screen Self-Assessment on return to school.</li> <li>If some staff are still home-working check with them that there are no issues with their set-up at home.</li> </ul>		Staff
<b>Building management /readiness:</b>	<b>Emergency procedures &amp; lockdown</b> <ul style="list-style-type: none"> <li>The fire evacuation and lockdown plans will be reviewed and any changes shared with staff and students.</li> </ul>		SLT
<b>Building management /readiness:</b>	<b>Legionella</b> <ul style="list-style-type: none"> <li>During lockdown, appropriate measures have been put in place to monitor and flush the complete system twice per week for all hot and cold water systems (including drinking water) and the water system will be certified as safe by SPIE before the buildings are reoccupied.</li> </ul>		DCo
<b>Canteen</b>	<ul style="list-style-type: none"> <li>Catering provision will operate as normal.</li> <li>Year groups will be segregated through 3 split lunch breaks.</li> <li>The canteen will be split into year group spaces through physical barriers and serving areas.</li> <li>Normal cleaning routines will be maintained by SPIE.</li> <li>Additional daytime cleaning will be implemented to clean surfaces between breakfast and lunch sessions for different year groups.</li> </ul>		DCo SLT  DCo DCo DCo

<b>Fire systems</b>	<ul style="list-style-type: none"> <li>• Prior to re-opening, the servicing of the fire alarm and emergency lighting will be checked.</li> <li>• Staff and students will be briefed to ensure everyone knows their roles and responsibilities and the fire alarms will be regularly tested.</li> <li>• Social distancing on evacuation and at assembly points will be implemented.</li> <li>• The needs of staff/students who require assistance in an emergency will be considered and resources available to carry this out.</li> </ul>		DCo SLT  SLT/Staff  SLT
<b>HS Checks</b>	<ul style="list-style-type: none"> <li>• All staff should carry out pre-use visual checks of their classrooms/areas as usual.</li> <li>• Daily visual whole site checks will be carried out.</li> </ul>		Staff
<b>Equipment</b>	<ul style="list-style-type: none"> <li>• Teachers will be required to check their own classrooms to ensure all is in good condition.</li> <li>• Any equipment which has not been used will need inspection, checking smooth operation of opening and wheeling.</li> <li>• Trolleys will be supplied to staff for transporting equipment and resources around school.</li> </ul>		Staff  SLT
<b>Security – Opening and locking up procedures</b>	<ul style="list-style-type: none"> <li>• Adequate numbers of key holders familiar have been briefed on how to open/lock up. Set and re-set the alarm.</li> <li>• Keys are easily accessible to unlock School gates in the event of evacuation away from the premises.</li> </ul>		DCo  DCo
<b>Heating/Boilers</b>	<ul style="list-style-type: none"> <li>• The boilers and heating systems have been serviced through lock down as required.</li> </ul>		DCo
<b>Medication</b>	<ul style="list-style-type: none"> <li>• Trained First Aiders will be available to administer medicines and maintain records.</li> <li>• Inhalers and epipens will be available to students if required.</li> </ul>		SLT/Staff SLT