

	<ul style="list-style-type: none"> • Staff, students and parents will be encouraged to follow Government guidance around test and trace and will be asked to inform school should they or anyone in the household be asked to self isolate as a result: https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works • Clear communication will be sent regularly to parents and students with a link on the school website. • Year 10 students will be briefed on their first day back in school on all necessary information including health and safety instructions, routines and expectations. • Staff, students and parents will be advised of recommendations on transport to and from School and directed to Guidance on safe travel: https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers • Staff will be advised about the school re-opening plan and risk assessment via remote briefing sessions. Staff will be advised of all safety measures and timetable changes as required. • There will be advance communication with any contractors and suppliers that will need to prepare to support the re-opening plan. • Notices will be displayed on the main reception front door advising that 'Business is by appointment only'. • There will be constant communication with cleaning staff about the additional cleaning requirements and additional capacity has been agreed to allow for this. • The compliance officer will check that the control measures in the risk assessment are fully implemented prior to wider school opening. Daily 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. • School staff will be vigilant and will report any health and safety concerns to the facilities manager for follow-up action. 		<p>SLT</p> <p>SLT</p> <p>SLT</p> <p>SLT</p> <p>SLT</p> <p>DCo/SPIE</p> <p>DCo/SPIE</p> <p>DCo/SPIE</p> <p>SLT</p> <p>Staff</p>
<p>Access to School</p>	<ul style="list-style-type: none"> • The front car park and main reception will be the main entry point for staff and visitors coming into school. • All staff will check in with reception upon arrival in the building each day (or as soon as possible thereafter) to ensure accurate attendance records in case of emergency evacuation. • Year 10 teaching staff will be on site from 8.15-11.00am to ensure a safe and orderly entrance and exit by students. Year 10 teaching staff wishing to remain in the school building after this time will inform reception staff to ensure accurate staff attendance records are maintained. 		<p>SLT</p> <p>SLT/Staff</p> <p>SLT/Staff</p>

	<ul style="list-style-type: none"> • Year 10 students will enter and exit school via the Year 7 entrance and this route will be staffed at the start and end of the morning session to ensure social distancing. • Children of key workers and vulnerable children accessing daily provision will enter the building through the student entrance and will be escorted to their zone by staff. • The car park and route to the Year 7 entrance will be marked out with waiting areas 2m apart. • The reception desk area will be taped to give the requisite distance from visitors and 2 screens will be put up on reception desk. • All visitors/staff/students will be required to sanitise hands on arrival. 		SLT/Staff SLT DCo/SPIE DCo/SPIE SLT
Infection control	<ul style="list-style-type: none"> • Parents and students will be informed not to visit school if they are displaying any symptoms of coronavirus (COVID-19). • Parental communication will be limited to phone/email to limit face to face contact. • Emergency face to face parental meetings in school will be limited to one member of family and will be by appointment only. • Parents will be encouraged to take the temperature of their children before leaving home as raised temperature is an indication of COVID-19. • Students will be encouraged to wash hands more often than usual during time in school. • All staff and students will be directed via signage to: <ul style="list-style-type: none"> ○ frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Guidance on hand cleaning will be regularly reinforced. ○ clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing ○ not touch their mouth, eyes and nose ○ use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it') • Daily provision for Year 10 will be limited to 2 hours to eliminate social times e.g. break and lunch time. • Year 10 provision will be limited to dedicated suite of classrooms, ensuring deep cleaning can take place every afternoon. • Use of paper towels will replace hand dryers, which will be disabled. • Personal hand sanitizer will be provided to all students and members of staff • Hand sanitizer will be provided in all classrooms. 		SLT SLT SLT SLT Staff Marketing/ DCo/SPIE SLT DCo/SPIE DCo/SPIE DCo/SPIE DCo/SPIE

	<ul style="list-style-type: none"> • Hand sanitizer stations will be in place at all main entrances to the building and along key routes. • Boxes of disposable tissues will be provided in each classroom. • Lidded bins for tissues will be emptied throughout the day. • Gel sanitiser and wipes will be provided in all classrooms, offices and non-teaching work areas and staff and students will be encouraged by signage to follow the 'If you use it-wipe it' principle. • Fabric upholstery/soft furnishings, including teacher chairs, will be stored away and replaced to enable regular cleaning. • Daytime cleaning staff will wipe down key equipment e.g. keyboard, mouse and desk prior to teaching staff "crossing over" to teach the same group of students in a classroom (between periods 1 and 2). • All spaces will be well ventilated using natural ventilation (opening windows) • All doors will be propped open, where safe to do so, to limit use of door handles and aid ventilation. • Air conditioning units will be turned off. • Water fountains will be closed – parents to supply bottled water if required. • Students will attend school in school trousers/skirt, shirt or blouse and black shoes. Blazers will not be worn to support infection control. • Parents will be advised to wash students' clothing daily where possible and requested to ensure students change clothes daily. • All students will be provided with their own stock of equipment to ensure no sharing of stationery, books etc. Students will be instructed not to bring a bag to school. • The staff room will remain open for access to vending machines. Toilets will remain open. • Staff will be encouraged to bring in own drinks/food. 		<p>DCo/SPIE</p> <p>DCo/SPIE DCo/SPIE</p> <p>DCo/SPIE Marketing</p> <p>DCo/SPIE</p> <p>DCo/SPIE</p> <p>DCo/SPIE</p> <p>DCo/SPIE SLT</p> <p>SLT</p> <p>SLT</p> <p>SLT</p> <p>DCo/SPIE</p> <p>SLT</p>
<p>Social distancing</p>	<ul style="list-style-type: none"> • "Supermarket style" 2m queue system will be in operation at the start of the day for Year 10 students/key worker cohort to ensure safe entrance to classrooms. • Entrance and exit of Year 10 classrooms and school building will be staggered to ensure 2m social distancing is maintained. • No close-contact activities will be built into the Year 10 tuition programme • Class sizes will be reduced to a maximum of 8 students per classroom to ensure 2m distance between desks. 		<p>DCo/SPIE</p> <p>SLT</p> <p>SLT</p> <p>SLT</p>

	<ul style="list-style-type: none"> • Surplus desks and chairs will be stored at the back of classrooms to create space and minimise physical touch points. • Students will sit at a designated desk within the same classroom each day. • Y10 will remain in the same cohort or 'bubble' every day with the same teacher/ staff member as far as possible. • Risks of social interaction at lunch and break time will be removed through the school's 2-hour tuition model. • Teachers will maintain social distancing - keep out of students' sneeze/breathe/cough zone. • Message to implement 2m social distancing at all times will be regularly reinforced with staff and students. • Classrooms will be accessed directly from outside, using Year 7 entrance, for Year 10 tuition programme. • Signage will be in place to promote 2m social distancing. • Signage will direct staff and students to turn their heads when passing each other on the corridor and allow as much room as possible. • The number of students who use the toilet facilities at one time will be limited. • Staff and students will be directed to observe social distancing when using toilet facilities. • Use of staff rooms and offices will be managed to ensure limited occupancy. • Students will be encouraged to walk or cycle to school where possible. 		<p>DCo/SPIE</p> <p>SLT/Staff SLT</p> <p>SLT</p> <p>Staff</p> <p>Marketing/Staff DCo/SPIE</p> <p>SLT</p> <p>DCo/SPIE</p> <p>DCo/SPIE</p> <p>SLT/Staff</p> <p>Staff</p> <p>SLT SLT</p>
<p>Clinically vulnerable students - classed as clinically vulnerable due to pre-existing medical conditions</p>	<ul style="list-style-type: none"> • These students will be directed to stay at home during isolation period. • School will maintain remote learning programme and regular contact via email and/or phone. • School will supply materials suitable for continuing education or meaningful work at home. • School will monitor PHE/HMG updates. 		<p>SLT</p> <p>SLT</p> <p>SLT</p> <p>SLT</p>
<p>Behaviour and SEND</p>	<ul style="list-style-type: none"> • Behaviour policy to be reviewed in line with social distancing and infection control advice from PHE, and shared with staff, students and parents. • Staff and students will have induction sessions to introduce new routines and expectations. 		<p>SLT</p> <p>SLT</p>

	<ul style="list-style-type: none"> Reasonable adjustments will be considered for students with SEND or vulnerabilities. Pastoral and TA support to be implemented to manage student anxieties and to assess any hidden vulnerabilities as a result of school closure. Individual risk assessments will be carried out for students' needs where appropriate. Staff will be vigilant to any potential escalation in students' behaviour and seek support from SLT at an early stage as required. PPE equipment to be available in teaching rooms for use by staff in the unlikely event of having to restrain a student. 		SLT SLT SLT Staff DCo/SPIE Staff
Shielded and clinically extremely vulnerable staff Clinically extremely vulnerable individuals are advised not to work outside the home. Advised by clinician or by letter.	<ul style="list-style-type: none"> Identified staff will rigorously follow shielding measures in order to keep themselves safe. Staff in this position are advised not to attend work: 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 School will maintain regular contact with staff in this position to check on health and wellbeing. 		HR HR HR
Clinically vulnerable staff who are at higher risk of severe illness (for example, people with some pre-existing conditions)	<ul style="list-style-type: none"> Identified staff will be advised that they should continue to work from home if possible: https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing Individuals who cannot work from home will be advised to take extra care in observing social distancing and be offered the safest available on-site roles. Individual risk assessments will be undertaken for clinically vulnerable staff working on site. Staff living with someone who is clinically vulnerable (but not clinically extremely vulnerable), can attend school. Individual risk assessments will be undertaken for these staff. 		HR HR/SLT HR HR

	<ul style="list-style-type: none"> 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. 		Staff
<p>New and/or expectant mothers – deemed clinically vulnerable</p>	<ul style="list-style-type: none"> Expectant mothers should work from home wherever possible: https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing If new and expectant mothers cannot work from home, they should be offered the safest available on-site roles. Individual risk assessments will be carried out for these staff. Guidance from GP and mid-wife will be followed. High standards of hygiene must be maintained. Staff must inform line manager if circumstances change. Staff living with someone who is clinically vulnerable (but not clinically extremely vulnerable) including those who are pregnant, can attend school. Staff with specific concerns should raise these with SLT and all concerns will be reviewed on an individual basis. 		<p>HR</p> <p>HR</p> <p>HR Staff Staff</p> <p>Staff</p>
<p>Black and Asian Minority Ethnic staff and students</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"> Any staff member or student within the shielding or vulnerable categories should follow the guidance: 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 If the staff member can work for home this will be considered to minimise risk where practical. If this is not practical the following considerations will be made: <ul style="list-style-type: none"> Individual risk assessments will be carried out for these staff. Job role may be amended to enable staff to maintain social distancing more easily. Consider access to rest areas, toilets etc. to minimise contact with others where possible. Suitable PPE may be provided such as face visors, masks, – this will depend on job role. Timing of hours in school may be reviewed if appropriate to minimise interaction with other staff and students. Working location may be reviewed to enable staff to be placed in a different office or area if appropriate. 		<p>SLT/HR</p> <p>SLT/HR</p>

	<ul style="list-style-type: none"> Staff will be advised to report any concerns around cleaning to the facilities manager. If there is suspected case of Covid 19 the school will follow the COVID-19: cleaning of non-healthcare settings guidance. 		Staff SLT
Contractors on site	<ul style="list-style-type: none"> Risk assessments will be required from contractors which include their social distancing protocols. Zero tolerance will be applied to contractors found to be not following PHE social distancing guidelines. 		DCo/SPIE DCo/SPIE
PPE requirements	<ul style="list-style-type: none"> The school will comply with government guidelines. 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 may make an individual choice to wear an appropriate face covering or face mask. Designated First Aiders will be supplied with full PPE including a full visor. 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. 		SLT Staff SLT/ DCo SLT
Staff providing first aid	<ul style="list-style-type: none"> There will be a designated First Aider on site at all times who will deal with any incidents requiring first aid. First Aiders must follow updated first aid guidance including training in donning and removing PPE: https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures 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? If not possible to keep 2m separation, the following PPE must be worn. Wash hands prior to donning: <ul style="list-style-type: none"> Apron Gloves Fluid Resistant (IIR) surgical mask or face visor 		SLT SLT/First Aiders

	<ul style="list-style-type: none"> • First Aid staff will be advised how to safely don and remove PPE. • PPE must be discarded in clinical waste. • First Aiders must ensure that hand washing with soap and hot water for 20 secs minimum INCLUDES washing forearms if exposed. <p>CPR guidance:</p> <ul style="list-style-type: none"> • Do not listen or feel for breathing by placing your ear and cheek close to the patient's mouth. • If in any doubt about confirming cardiac arrest start chest compressions until help arrives. • Call ambulance. If COVID 19 is suspected, tell them when you call 999. • 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. • See: 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 		
Persons developing Coronavirus symptoms whilst on site	<ul style="list-style-type: none"> • 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 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. • 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. • 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. • 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. 		SLT/HR SLT DCo/SPIE DCo/SPIE
Building management /readiness:	<p>Working at height</p> <ul style="list-style-type: none"> • Operational checks will be carried out on all ladders on site. 		DCo/SPIE

Building management /readiness:	DSE <ul style="list-style-type: none"> • All staff should review their workstations after the long absence and advise relevant staff of any concerns. • Make sure set up correctly. Adjust chairs, monitor heights all to suit the individual. • All staff should carry out the Display Screen Self-Assessment on return to school. • If some staff are still home-working check with them that there are no issues with their set-up at home. 		Staff
Building management /readiness:	Emergency procedures & lockdown <ul style="list-style-type: none"> • The fire evacuation and lockdown plans will be reviewed and any changes shared with staff and students. 		SLT
Building management /readiness:	Legionella <ul style="list-style-type: none"> • 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. 		DCo/SPIE
Kitchens	<ul style="list-style-type: none"> • Catering facilities will remain available for vulnerable children and children of key workers. • During this period , normal cleaning routines will be maintained by SPIE. 		DCo/Chartwells
Fire systems	<ul style="list-style-type: none"> • Prior to re-opening, the servicing of the fire alarm and emergency lighting will be checked. • Staff and students will be briefed to ensure everyone knows their roles and responsibilities and the fire alarms will be regularly tested. • Social distancing on evacuation and at assembly points will be implemented. • The needs of staff/students who require assistance in an emergency will be considered and resources available to carry this out. 		DCo/SPIE SLT
HS Checks	<ul style="list-style-type: none"> • All staff should carry out pre-use visual checks of their classrooms/areas as usual. • Daily visual whole site checks will be carried out. 		Staff DCo/SPIE
Equipment	<ul style="list-style-type: none"> • Teachers will be required to check their own classrooms to ensure all is in good condition. 		Staff

	<ul style="list-style-type: none"> Any equipment which has not been used will need inspection, checking smooth operation of opening and wheeling. 		
Security – Opening and locking up procedures	<ul style="list-style-type: none"> Adequate numbers of key holders familiar have been briefed on how to open/lock up. Set and re-set the alarm. Keys are easily accessible to unlock School gates in the event of evacuation away from the premises. 		DCo/SPIE
Heating/Boilers	<ul style="list-style-type: none"> The boilers and heating systems have been serviced through lock down as required. 		DCo/SPIE
Medication	<ul style="list-style-type: none"> Trained First Aiders will be available to administer medicines and maintain records. Inhalers and epipens will be available to students if required. 		SLT