Midsomer Norton Schools Partnership

THIS IS A WORKING DOCUMENT

RISK ASSESSMENT FOR SCHOOL OPERATION FROM SEPTEMBER 2020

This risk assessment is based on Guidance for Full Opening: Schools

https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools

Date of Risk Assessment: Updated 28th May 2021 with amendments relating to change in guidance from 17th May 2021; for Term 6 starting 7th June 2021.

Signed: KWA

Covid-19 is an illness that can affect your lungs and airways. Symptoms can be mild, moderate, severe or fatal. This risk assessment is for pupils, teaching and support staff and should be adapted by each of The MNSP schools. The document must be adapted to reflect the unique circumstances in your school. You need to add any additional controls and indicate who is responsible, by when and indicate when in place (ie you must complete the last 3 columns) There is an expectation that staff will work at a distance from each other and from pupils as much as possible. If staff are working totally alone in the school, please ensure that a lone-working assessment has been undertaken and safeguards put in place for that person. You will need to review other risk assessments you have in place, for example use of equipment and practical lessons.

This risk assessment covers the Writhlington and MSN Sixth forms and Year 13 students in Mendip. Year 12 Mendip students are covered by the Mendip risk assessment.

HAZARD: Spread of Covid-19 Coronavirus
Who Might be harmed:

- Staff
- Pupils
- Visitors to your premises
- Contractors
- Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions
- Anyone else who physically comes in contact with another person

Risk topics	**Additional Controls**	**Action by whom?** *[name]*	**Action by when?** [*insert date]*	**Done** *[initial and date]*	**Update**
<u>Building safety</u> ● The site team (or mobile team) will continue with all compliance checks (fire safety etc). ● Competent Contractors will continue to carry out specialist testing ● Site team (or mobile team) will carry out and record flushing for water outlets not having normal use. ● Where practicable, competent contractor inspections and any associated remedial works will continue to maintain the school.	Headteachers or delegated senior leader will inspect health and safety records to confirm that compliance checks have been carried out. Where the school has not been able to organise external competent contractor inspections, the Trust's Estates Manager will be notified and a further risk assessment will be put in place if required. We will review our arrangements for fire evacuation to determine if any changes are required regarding exits, assembly points, methods of assembly and so on. If required we will undertake a drill of new arrangements as soon as possible. Covered in each home school risk assessment **Covered in home school risk assessment**	N/A	N/A	N/A	N/A
<u>First Aid</u> The Headteacher or senior leader will issue a revised First Aider list and ensure that all staff are aware of the nominated person each day	First aider list will be prominently displayed **Covered in each home school risk assessment** First aiders will be briefed on handling suspected Covid19 illness that occurs in school. PPE will be available for first aiders including face masks and gloves Covered in each home school risk assessment The cleaning team will be briefed on cleaning arrangements following first Aid and suspected Covid 19 illness	N/A	N/A	N/A	N/A

Staff working All staff are expected to be able to work in school from September. Those in vulnerable or extremely vulnerable groups, including BAME, should discuss any changes to working practices to mitigate risk. Schools will follow the government guidelines. Advice for those who are clinically-vulnerable, including pregnant women, is available. Individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work from 1 August as long as they maintain social distancing. Advice for those who are extremely clinically vulnerable can be found in the guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19. Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report.	Headteacher/appropriate leader will be aware of members of staff in these vulnerable groups and will ensure safe working practices are implemented and additional measures are considered if these are needed. **See home school risk assessment for details.**	N/A	N/A	N/A	N/A
Hand Washing ● Hand washing facilities with soap and water or hand sanitiser will be in place.	Staff and pupils will be reminded on a regular basis to wash their hands for 20 seconds with water and soap or to cleanse their hands with hand sanitiser where these are not	Sixth Form staff to check facilities at regular	Each day	Process and check sheet in place - KWA 13/7/20	Checked 6.3.21

● Stringent hand washing or hand cleansing with hand sanitiser will be taking place. ● See hand washing guidance. ● https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ ● Drying of hands will be with disposable paper towels rather than dryers ● https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/ ● Gel (alcohol-based) sanitisers will be available in any area where washing facilities are not readily available including in classrooms, reception, staff rooms	readily available and the importance of proper drying with disposable towels where contactless dryers are not available. They will also be reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. ● Posters (appropriate to setting) are displayed throughout the Sixth Form centre/ building reminding pupils to wash their hands for 20 seconds or use hand sanitiser ● Pupils must wash their hands or use hand sanitiser on arrival, before and after break and having lunch, after sneezing/using tissue. ● Tissues to be available in sixth form centre ● Reminders given to students at start and end of every session. ● Students to be registered by a member of staff or sign in using their own pen, so thumbprint machine is not needed to minimise cross - contamination.	intervals throughout the day and ensure displays and reminders are there. Tutors and teachers to remind students on a regular basis.		6.3.21 Guidance sheet displayed in each teaching room & communal area rather than read out each lesson.	Checked 10.11.20 Students at MSN Sixth using contactless cards to sign in and out. Students at Writh & Mendip using QR codes.
Cleaning We will follow the COVID-19: cleaning of non-healthcare settings guidance COVID-19: cleaning of non-healthcare settings guidance There will be frequent cleaning and disinfecting of objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods. Also requiring more regular cleaning will be equipment, books, desks,sinks, toilets and handrails. Doors can	Headteacher/senior leader to check that cleaners are aware of guidance and have an appropriate regime Where possible, Headteachers will organise cleaning through the school day so that regularly touched surfaces can be wiped down regularly and bins emptied more frequently. **Covered in each home school risk assessment** Each school will prepare a checklist which can be ticked and monitored by the senior leader responsible.	N/A	N/A	N/A	N/A

be left open to prevent the more frequent use of handles provided these are not fire doors.	**Covered in each home school risk assessment**				
<u>Social Distancing for staff</u> Social Distancing: We will follow the relevant guidance on social distancing. Ideally, adults should maintain 2 metre distance from each other, and from children. This will not always possible, particularly when working with students with additional needs, but we will encourage adults to do this when circumstances allow. In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone else. As far as possible, desks, telephones and computers will not be shared. Where offices	To help reduce the spread of coronavirus (COVID-19) we will be reminding everyone of the public health advice - https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance Posters, leaflets and other materials will be displayed prominently https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19 Checks need to be carried out by site managers, Business Managers or other senior leader **Covered in each home school risk assessment** Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. **Covered in each home school risk assessment** Only First Aid incidents may require the 2M rule to be not maintained and in this situation please see guidance above on first aid procedures. Management checks will take place to ensure this is adhered to. **Covered in each home school risk assessment** **Covered in each home school risk assessment**	N/A N/A	N/A N/A	N/A N/A	N/A

are shared and the necessary distances are not possible then we will provide separation of these areas, with physical barriers or find alternatives space to relocate the work	If desks and computers must be shared due to reception rota, for example, these should be wiped between users with alcohol based wipe or other appropriate cleaner.				
Support staff may be asked to undertake tasks which may be different from normal day to day routine but which are commensurate with their job role. Processes may need to change to incorporate social distancing.	**Covered in each home school risk assessment**	N/A	N/A	N/A	
Social distancing also to be adhered to in the canteen area and staff room and during any rest breaks.	**Covered in each home school risk assessment**				
Staff are often required to meet parents and representatives from other organisations as part of day to day essential work. Staff must continue to follow social distancing during meetings, using larger airy spaces when possible. Non-essential meetings will not take place or may be held over the telephone or using Google Meet. If documents need to change hands during any essential meeting, care should be taken to wash hands afterwards.	Staff will not invite parents or other agencies to site unless it is absolutely essential and business cannot be satisfactorily conducted by telephone/on-line. All necessary visitors should be expected and reminded ahead of their visit that social distancing arrangements will be in place. Cover teachers and other agencies essential to supporting pupils will be welcomed to site but expected to comply with rules in place.	All Sixth form visitors to be arranged via AGR to ensure protocols are met.	By end of August 2020	Staff briefed and guidance email written to be sent to all visitors. 13/7/20 KWA	6.3.241 All potential meetings continue to be carried out remotely.
Face-to-face meetings, if they must happen, should only include “absolutely essential” participants, who should remain two metres apart.	If possible these meetings should take place using resources such as Zoom or Google Meet.				
Staff at reception areas should be able to rearrange their work space to enable them to				Screen to be ready by	Sept 202 screen

maintain a distance from visitors. Hand gel will be available on reception and should be used by all visitors to the school. Pens for signing in will not be shared.	Where possible (and appropriate), the school will have erected a Perspex barrier at the reception area. Sixth form reception at Norton Hill site will also have this. **Covered in each home school risk assessment**			August - KWa 14.7.20	installed in MSN /NH reception area

<u>Social Distancing and reduction of mixing – pupils</u> We will follow the guidance set out in *Coronavirus (Covid-19): implementing protective measures in education and childcare settings.* Consistent groups reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group. The timetable will be adjusted to keep groups apart and movement around the school to a minimum. Whatever the size of the "bubble", they should be kept apart from other groups where possible and older children should be encouraged to keep their distance within groups. Where possible, we will limit interaction, sharing of rooms and social spaces between groups. We will ensure that pupils only mix in a small, consistent group and that small groups will stay away from other people and groups. As far as possible the group will remain in the same area and avoid using areas already used by other groups. We will make adaptations to the classroom to support distancing where possible. This will	Staff should implement the recommended measures as far as they are able, whilst ensuring children are kept safe and well cared for Teachers and other staff will use age appropriate ways to encourage children to follow social distancing, hand-washing and other guidance. They should encourage parents/carers to reinforce these messages at home, by asking them to remind their children. Students will remain in social bubble for the duration of the time they are in school. Updated 28.05.21 Each Sixth Form will endeavour to act as its own social bubble. Students will attend lessons only with students within their own bubble. Students are encouraged to wear masks when moving outside the sixth form centre to reduce risk of transmission. At Somervale, students will use the visitors toilet if they require, which is not in use by any other bubble.	KWA to monitor and ensure these are enforced. Staff and students are reminded regularly. BHA to arrange and monitor	Sept 2020 Sept 2020	Posters to be displayed, guidance for staff to reinforce and parents updated with guidance July and again at start of term BHA sent guidance to students, KWA sent Writh guidance to MSS. Staff given guidance, staff given guidance,	6.3.21 Students & parents received guidance prior to return to site 28.05.21 Students & parents received updated guidance.

include seating pupils side by side and facing forwards, rather than face to face or side on. Schools should also consider staggered break times and lunch times (and time for cleaning surfaces in the dining hall between groups). We will consider the best place and timings for lunch. If it is not possible to provide sufficient distance and in order to prevent mixing of groups, lunch may be brought into the classroom.	A small number of students will need to attend the Year 12 Applied Science Writhlington class. They need to be escorted to the lesson by the teacher - who will pick them up from the front of the Writhlington sixth building. They then need to sit socially distanced from the rest of the class. The tables and chairs need to be cleaned after they leave. Updated 28.05.21 Sixth Form areas will be adapted to provide study areas with seating facing forwards and these together with the classrooms will provide social spaces for the sixth form. Due to smaller numbers with only Year 12 on site, additional home study is no longer required. Sixth form students will use an allocated area during lunchtime - Writh - the areas behind the sixth form centre and for NHill this will be the area outside English and the Sixth Form by the coach road. Students will have access to food facilities within their bubble at allocated times. All sixth form classrooms will be adapted to ensure desks are facing forwards. In the Writh Sixth Form atrium there are desks where students are facing each other but these allow students to sit two metres apart. In IT there is enough distance between the facing computers to allow for social distancing. Break and lunchtimes will be staggered as follows: Writh	Site team/ sixth form team KWA Site team	August 2020	Staff given guidance, students to be briefed in Sept Survey already completed to assess numbers; students given time to plan for this. Seating maximised to ensure maximum capacity and safety. Site team to move tables and layout in August. Confirmed with kitchen staff; student guidance updated for Sept	28.05.21 Students & parents received updated guidance. 10.11.20 Three students also attend Wri Core Maths class. They are picked up and separated in the class. Cleaning protocols are followed afterwards. Update 27.05.21 Students are no longer required to wear face masks, although they are encouraged to do so where social distancing is not possible

We will remove unnecessary furniture out of classrooms to make more space.Items that are difficult to clean will be removed from classrooms. For individual and very frequently used equipment, such as pencils and pens, staff and pupils will have their own items and these will not be shared. Classroom based resources, such as books and games, will be shared within the bubble but will be regularly cleaned along with all frequently touched surfaces	Break time: 11.15 - 11.30 Lunchtime: 1.00 - 1.45 Sixth form will get food from the external hatch of the Mendip Servery 1.00-1.25. Nhill: Updated 20.05.21 Break time: 10.40-11.00 Lunchtime: 1-1.45 Sixth Form will have allocated time for access to the dining room from 12:20-12:40 and 1:25 - 1:45 At Writhlington site, students will be able to use classrooms allocated to sixth form to have lunch, unless they are science labs. At MSN Sixth students can use the sixth form centre and allocated outside space. Seating which is fabric covered will be removed from the study areas in use to ensure all furniture in rooms can be effectively cleaned. Updated 28.05.21 There will be no access to vending machines due to risk of cross contamination. Updated 28.05.21 Students should also bring in their own equipment and resources. Teachers need to inform students before lessons if there is any specific equipment they need to bring with them. Students are to be issued with textbooks to be used for the duration rather than each session.	Site Team Head of Dept & Sixth Form Team Sixth form team/ teachers	July 2020 Sept 2020 July 2020	Fabric seating removed from communal areas and classrooms Guidance given to staff and students; reminders to be sent in Sept	and when travelling outside their bubble area.. 14.05.21 Water fountain on NH site can be used as it has a foot pedal. WRI water fountain to be used for filling water bottles only.

	When using a Chromebook, students will sanitise their hands first. Any practical lessons will maintain the 2 metre social distancing. If a teacher needs to meet with a student individually to provide additional subject support then this will be done either by video conference (following MAT guidelines), phone call or with socially distanced meetings. Updated 28.05.21 Students should wear lanyards and have them visible at all times in case they need to verify their identity to safeguard other students.	Sixth Form team		Chromebooks to be used only after hands have been sanitised. Lanyards issued to students. Tutors and students informed.	
Resources that are shared between classes or bubbles, such as sports, art and science equipment will be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.	Sixth Form students are expected to adhere to the social distancing guidelines where possible. Students must not deliberately break the social bubbles and if they do so or fail to comply with the guidance they will be sent home.	Sixth Form Team		Register process for arrival confirmed.	Updated 28.05.21 Sixth Form can use main entrance to access site but are encouraged to wear a face mask when outside their bubble area and moving around site.
	Equipment and surfaces should be cleaned and disinfected more frequently; covered in each home school risk assessment cleaning schedules.	N/A		Posters ready to be displayed in rooms/ tutor briefing/ parents informed. Remind in Sept	
Practical lessons where these take place will need to have their own risk assessments reviewed.	All subjects with specialist teaching areas will have their own risk assessment. Science lessons: If practicals are undertaken they will follow CLEAPSS guidelines for the conduct of practical work during COVID19 pandemic. This suggests each student will be given individual equipment and work in 'closed spaces' in the lab			All checked and discussed. Processes in	

Groups should be kept apart, so there will be no large gatherings including assemblies with more than one group.	(stations). This equipment will be trayed up individually for each student and removed after the students have left the labs. Where we don't have enough kit the practicals will not take place and a demonstration will be used instead. For Applied Science at Mendip students will have their own equipment this will be bubbled appropriately. All desks cleaned prior to/after all lessons Technology Lessons: Nhill - At the end of each lesson the equipment will be wiped down with sanitised wipes. There will be a set of goggles for each student so these will stay with them. Teachers will be wearing visors and students are to wear masks when completing practical as social distancing is more difficult. A more detailed subject risk assessment is available - see Appendix A. Updated 28.05.21 Assemblies will take place with Year 12 students only. At MSN Sixth this will be in the sixth form centre to limit travel across the site. Students transferring between sixth forms will complete two weeks out of the school environment before joining the new site.	KWA	Sept 2020	place. Final sign off with Headteacher of each site. Guidance to be added to website from Sept. Will confirm last day of attendance at previous school.	Completed
<u>Arrival at school</u> To support social distancing and to avoid gatherings we will stagger the arrival of pupils (and staff) at school).] We will review entrances and exits and nominate who should use each one in order to restrict the numbers at any one time.	Updated 28.05.21 At Writh site students will have exclusive use of the Sixth Form block but will use the communal gate but maintain social distancing when arriving. At SV they will go directly to lessons on the sixth form centre. Students are encouraged to wear face masks when moving across site or outside bubble areas. Writhlington: Students can use the Sixth Form building and they can use the Leisure centre car park. The centre will be open from 8.00am for students.	KWA/ COH/ CTA	Sept 2020	Parents/ students/ teachers informed - more detailed guidance to go out in Sept 14.7.20 kwa	17.05.21 Students no longer required to wear face masks but are encourage to do so.

We will have a process for removing face coverings when pupils and staff who use them arrive at school. Pupils must be instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom. Consideration will be given as to whether any different arrangements are necessary for the arrival of contractors to site.	Norton Hill: Car Parking - Students not to use cars where possible. Parking will be limited. Both sites will have an area in the foyer of the sixth form for students to remove masks with a bin for disposable masks. This will also have hand sanitiser. Updated 28.05.21 Both sites will have an area in the foyer of the sixth form with hand sanitiser and face masks available for students. **Covered in each home school risk assessment**	Sixth Form Team	Sept 2020	Area planned and ready for Sept 14.7.20 kwa	
<u>Movement around the school</u> Lessons will be planned to reduce the movement around the school. MSN Sixth - students to move to classrooms.	Update 28.05.21 Writh: Students will mainly use Sixth Form centre. Where they are going to specialist classrooms they will be encouraged to wear a face mask on the way there. There will be hand sanitiser at classroom entrances. Students also have their own allocated outside space.	KWA	Sept 2020	Guidance written and students/ parents/ staff informed. More detailed guidance sent out to all in	

We will avoid queues (eg outside of classrooms)	Students will be able to enter the classroom as they arrive.	KWA/ Sixth Form team		Sept. 14.7.20 kwa	
<u>Use of toilets</u> Different groups do not need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet	Staff should pay particular attention to handwashing before and after supporting children who need help with toileting (or eating), as well as avoiding touching their own face whilst at work. Only one student is allowed out of a lesson at a time to go to the toilet. Nhill - Sixth Form students to have exclusive use of downstairs Cotswold Toilets. Writh - Students will have exclusive use of toilets in the Sixth Form block SV - Students will have exclusive use of the visitors toilet During lesson time only one student from each class will be allowed to go to the toilet at any one time. Posters displaying reminders to wash hands and good practice for handwashing. Students are reminded at the end of each lesson when they leave for break or lunch to wash or sanitise their hands.	KWA/ Sixth Form Staff	Guidance for students and staff/ reminders carried out each day.	Posters displayed and guidance sent out - more specific guidance sent out in Sept briefing to parents and students 14.7.20	
<u>Use of outdoor space</u> When possible, we will use outdoor space as this can limit transmission and allow distance between children Break time will take place in discrete groups.	Students have an allocated outside space for both break and lunchtime. Sixth form will have allocated locations outside: Writh - space behind Sixth Form building NHill - Area by coach road next to Sixth Form block	KWA / Sixth Form Team	Sept 2020	Areas planned and students will be informed in parent/ student	

				briefing in Sept. 14.7.20	
<u>PPE: gloves</u> When possible, spillages etc. should be cleared by the cleaning staff. If these staff are not available, then disposable gloves must be worn. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely. Gloves will be worn for the administration of all First Aid and for support children with toileting, etc <u>PPE: Face masks</u> In non-health care settings there is currently no requirement or guidance for face masks. However, the schools will have disposable masks available for use should the guidance change and for situations where an urgent requirement to break the social distancing guidelines is required (in early years or primary setting or during first aid need for example). Those staff who wish to wear a face mask may request one. Staff should remember that current guidance emphasises good distancing and handwashing behaviours above all else.	Staff to be reminded that wearing of gloves is not a substitute for good hand washing and that gloves can also spread the virus. **Covered in each home school risk assessment**	N/A	N/A	N/A	
<u>Symptoms of Covid-19 – staff</u>		N/A	N/A	N/A	

If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance and get tested. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Staff in schools have priority access to testing. If a test is negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. Other members of their household can stop self-isolating. If a test is positive they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.	Line managers will offer support to staff who are affected by Coronavirus or has a family member affected. **Covered in home school assessment** Schools should contact the local health protection team to assess what actions need to be taken. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious. The school will keep a record of pupils and staff associated with each group (bubble) to assist the trace process. **Covered in home school assessment**				

<u>Symptoms of Covid-19 – pupils</u> ● The school will designate (if possible) a specific identified room (or area) to isolate someone who shows symptoms of Covid-19 ● Any pupil who displays signs of being unwell will be moved to the isolation room whilst awaiting collection (whilst still ensuring pupil is safe). ● Areas used by unwell pupils who need to go home will be thoroughly cleaned once vacated. ● Unwell pupils waiting to go home, should use different toilets (if possible) to the rest of the school to minimise the spread of infection. These facilities should then be cleaned prior to use by others	**Covered in each home school risk assessment** The child who has shown symptoms will need to self -isolate for 10 days and should be tested. The school will ensure that relevant guidance is followed before pupil returns to school. Where Covid-19 is confirmed, the school will contact the **local health protection team** for guidance. Those who have been in close contact will be required to self- isolate for 10 days.	N/A	N/A	N/A	
<u>Confirmed Covid-19 and Riddor reporting</u> There may be a requirement for RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurences Regulations 2013) if:	Headteachers or senior leaders will seek advice prior to making Riddor reports. This will be through Services Director. If reports are needed these will be made on our behalf through B&NES **Covered in home school assessment**	N/A	N/A	N/A	

● An incident at work as led to possible or actual exposure to Covid-19 ● A member of staff has Covid-19 caused by exposure at work					
<u>Transport arrangements</u> We will encourage parents and children to talk or cycle where possible and will signpost to government guidance. We will make any necessary arrangements and communications in relation to start and finish times The MAT senior leadership will engage with transport providers in relation to the appropriate steps they will take to mitigate risk. *(We await the issuing of Government guidance on this topic)*.	This will be done in communications from Trust CEO to parents. Trust CEO and senior leaders will liaise with local authority regarding transport arrangements. C**overed in each home school risk assessment**	N/A	N/A	N/A	
<u>Communications</u> The Trust will communicate with staff and parents to make it clear that those who have coronavirus symptoms or who have someone in their household who does, do not attend school. The school will effectively communicate local arrangements for school regarding arrival/departure times and arrangements for transport. The school will communicate with parents regarding the arrangements for drop off and	Trust CEO communicates regularly with parents and staff **Covered in each home school risk assessment** Sixth Form to contact parents and give guidance on entrances, drop off and pick up times. Students encouraged where possible to either walk or cycle to school and avoid using public transport.	KWA	July 2020	Guidance sent to parents & students	6.3.21 Reminder sent to parents & students

collection in order to avoid gatherings outside of school. We will communicate with contractors coming to site so they are aware of appropriate arrival times, entrances/exits to use and procedures that are in place.	**Cover in home school risk assessment**				
Environmental issues Schools with air conditioning will keep this turned off as much as possible to avoid the recirculation of air. Natural ventilation is encouraged and windows should be opened where it is safe and appropriate. Where lights need to be turned on, these should be left on (frequent touching of switches to be avoided)	In Sixth Form centres and classrooms - windows and doors will be kept open to maintain ventilation, providing this does not breach fire door guidance. If lights are not automatic they are to be turned on in the morning and to remain on the rest of the day. All air conditioning will be turned off.	KWA/ CTA/ COH	To be checked each day.	Checking sheet created to check completed each day 14.7.20 KWA	
Mental Health Management will promote mental health and wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help. Staff can call the Employee Assistance Helpline at any time (0800 030 5182) Other guidance: https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/	**Covered in home school risk assessment** Leaders, as relevant to your school setting will be required to oversee this. Covered in each home school risk assessment Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation. Regular communication of mental health information and open door policy for those who need additional support. Also senior leader will refer to MAT Central HR team when in doubt.	N/A	N/A	N/A	

Appendix A

Technology COVID Plan

Year 9-13

The same curriculum will be taught in Technology with minor changes to promote COVID safety. Technology will NOT be following CLEAPPS guidance. If required to do so we will not be able to conduct practical lessons.

To mitigate the risks of COVID we will put the following steps in place. These are in addition to school policy.

GENERAL

- Staff to wear visors and face masks when completing practical.
- Each teacher to have 5 visors so they can rotate and ensure COVID hygiene.
- Pupils are currently not allowed to wear masks but if government advice on this changes we would like them to for practical.
- COVID safety rules slide to be displayed at the beginning of each session.
- Golden rules lesson at the beginning of rotation so students have a clear understanding.
- Marking needs to be completed 72 hours after the lesson.
- Behaviour policy strictly followed for students not following department policy. Where the issue might be linked to SEN, teachers will seek advice and support from RLE.
- No practical planned for the first 2 weeks in September to allow a period to reflect on rule changes that may have occurred over the summer.

FOOD

- Practical sessions to be adapted to be an hour to allow plenty of time for cleaning. Wash when they come in and wash when they complete the practical.
- Teachers will perform extra visual checks on equipment to make sure it is safe.
- Food will have to be placed in a sealed container at the end of the lesson.
- Students to wash hands at the start of each sessions and then sanitise with alcohol gel.
- Students to only talk when necessary to avoid spread.
- Students who do not clean up properly will not be allowed to cook for the following session. They will then be given another chance.
- Students who forget ingredients will work from a textbook as is the case now.
- Linda to wear gloves and face masks when preparing PP student ingredients.

ALL OTHER AREAS:

- Sanitizing wipes for each classroom when entering - alcohol gel for each room. Pupils need to be responsible for cleaning their area before the start of the lesson. CST to make sanitising stations for each classroom.
- Special bins for sanitizing wipes to place in.

- All pupils to have their own goggles provided by the school – Students will not complete practical if they forget their goggles. If they lose them they need to replace them.
- Students to sanitise all equipment with wipes before and after use.
- Seating plans in place for workshop as well as classroom. Students to only move from these to get equipment or put it back.
- Need to provide a kit list for parents, colouring pencils, scissors and glue sticks etc. Then anything else needs to be sanitised after use.
- No to gloves unless using equipment that requires them.
- Minimise talking in a classroom.
- Textiles - All pupils have their own needle and pins which they keep in their book.
- If students lose a set of needles they will be given 1 replacement. If this is also lost they will be expected to provide their own and will not be allowed to do practical until they have done so.