



Midsomer Norton
Schools Partnership



RISK ASSESSMENT FOR SCHOOL OPERATION FROM SEPTEMBER 2020: Mendip Studio School

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: [16/07/20]

UPDATED: 08.01.21

Signed (headteacher):

Signed (Chair of governors):

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 students, teaching and support staff and should be adapted by each of 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 students 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.


HAZARD: Spread of Covid-19 Coronavirus

Who Might be harmed:

- Staff
- students
- 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

	<p>The Writhlington building has building works on site due to roof repairs. The areas in use by contractors will be marked off and out of bounds. Contractors will not come into contact with students. A separate entrance will be built for site traffic with access directly onto Knobsbury Lane</p>	CHO/DHA	31/08/20	
<p><u>First Aid</u></p> <p>The Headteacher or senior leader will issue a First Aider list and ensure that all staff are aware of the nominated person each day</p>	<p>First aider list will be prominently displayed at reception.</p> <p>First aiders will be briefed on handling suspected Covid19 illness that occurs in school.</p> <p>PPE will be available for first aiders including face masks and gloves. A visor will also be available if required. These will be located in the Mendip Studio School office.</p> <p>If a student needs first aid (definition below), then the staff member should send a student to reception to ask for the first aider to come to the student.</p> <p><i>First aid is promptly helping people who are suddenly sick (illnesses) or hurt (injuries or body damage). For example, first aid is used at accidents to help an injured person until they receive medical treatment (help by doctors, nurses or ambulances).</i></p> <p>If a student is unwell, they will be removed from their group and asked to wait in the Conference Room (this room has been set aside for this purpose) to ensure they are kept apart from others until a parent comes to collect them.</p> <p>The downstairs staff toilet will be used for the first aid provision and conference room.</p>	<p>NWI</p> <p>DTA</p> <p>NWI</p>	<p>31/08/20</p> <p>3/09/20</p> <p>31/08/20</p>	

	The cleaning team will be briefed on cleaning arrangements following first aid incidents and any suspected Covid 19 illness.	CHO	03/09/20	
<p><u>Staff working</u></p> <p>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.</p> <p>Advice for those who are clinically-vulnerable, including pregnant women, is available.</p> <p>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.</p> <p>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.</p> <p>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.</p>	<p>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.</p> <p>Consultation with staff in vulnerable groups to take place W/B 20/07/20 by HR and individual plans to be in place by 30/08/20.</p> <p>One BAME member of staff has individualized Risk Assessment.</p>	<p>BH/CHO/TFI</p> <p>CHO/TFI</p> <p>BH</p>	<p>ongoing</p> <p>30/08/20</p> <p>18.09.20</p>	
<u>Hand Washing</u>				

<ul style="list-style-type: none"> • Hand washing facilities with soap and water will be in place. • Regular hand washing 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 	<p>Staff and students will be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. 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. Bins will be emptied regularly.</p> <ul style="list-style-type: none"> • Posters (appropriate to setting) are displayed throughout the school reminding students to wash their hands for 20 seconds • students must wash/sanitize their hands on arrival, before and after break and having lunch, after sneezing/using tissue. (built into practices and procedures planned for students being in school). • There will be support for students who have trouble washing their hands independently • We will ask parents to send their child to school with their own small bottle of sanitizer. This will be communicated in a letter at the end of term. <p>Students will enter by a designated year group entrance where hand sanitiser stations will be placed. They will need to use the hand sanitiser provided at the entrance and then go straight to their tutor room. Alternatively, students who choose to, can wash their hands in the students’ toilets.</p> <p>When students do wash their hands at the toilets, paper towels will be used to dry hands and the school’s hot air hand dryers</p>	<p>CLE</p> <p>DHA</p> <p>NWI</p> <p>CLE</p> <p>CLE</p> <p>BH</p> <p>DHA</p> <p>DHA</p>	<p>Ongoing</p> <p>31/08/20</p> <p>31/08/20</p> <p>03/09/20</p> <p>31/08/20</p> <p>completed</p>	
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	<p>have been taken out of use. The following locations will be used for handwashing throughout the remainder of the day:</p> <p style="text-align: center;">Toilets</p> <p>Year 10, 11 and 12 Downstairs and upstairs toilets Year 13 Sixth Form Building</p> <p>Year 13 Sixth Form students will wash their hands on arrival in the main toilet block (ground floor) and will continue to use these toilets. (see separate risk assessment for Sixth Form for full details)</p>	KWA	31/08/20 Ongoing	
<p><u>Cleaning</u></p> <p>We will follow the COVID-19: cleaning of non-healthcare settings guidance COVID-19: cleaning of non-healthcare settings guidance</p> <p>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 books, desks, sinks, toilets and handrails. Doors can be left open to prevent the more frequent use of handles provided these are not fire doors.</p>	<p>Headteacher to check that cleaners are aware of guidance and have an appropriate regime</p> <p>We have organised cleaning to take place throughout the school day so that regularly touched surfaces can be wiped down and bins emptied more frequently. Other staff will also have access to antibacterial spray for wiping areas around workstations and quick wiping of surfaces in work areas.</p> <p>Business Manager will conduct an inspection of cleaning and review cleaning checklists on a daily basis.</p>	CHO CHO and DHA CHO	01/09/20 01/09/20 on going	
<p><u>Social Distancing for staff</u></p>		BH	Ongoing	

<p>Social Distancing: We will follow the relevant guidance on social distancing.</p> <p>Ideally, adults should maintain 2 metre distance from each other, and from children. This will not always be possible, particularly when working with younger children, 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. Social distancing may be more challenging for children and the onus is on the adults to model, to monitor and to maintain.</p>	<p>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</p> <p>Posters, leaflets and other materials will be displayed prominently https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Students and staff to be reminded every morning by “Safety First Reminder” briefings via Google Meet to every tutor group.</p> <p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. This will be communicated over email the week before the start of school using guidance from www.gov.uk and daily for staff in school during the morning before students arrive</p> <p>Management checks will take place to ensure this is adhered to.</p> <ul style="list-style-type: none"> • Daily checks for the required signage • Daily reminder email to all staff about Social distancing measures and cleaning requirements <p>If desks and computers must be shared in any room, these must be wiped between users with alcohol based wipe or other appropriate cleaner.</p> <p>Where needed, support staff will be allocated to break and lunchtime duties to ensure that government guidance is adhered</p>	<p>NWI</p> <p>BH</p> <p>SLO</p> <p>CHO</p> <p>SLO</p> <p>BH</p>	<p>30/08/20</p> <p>From 04.09.20</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
<p>As far as possible, desks, telephones and computers will not be shared. Where offices 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.</p> <p>Support staff may be asked to undertake tasks which may be different from normal day to day</p>				

<p>routine but which are commensurate with their job role or processes may need to change to incorporate social distancing.</p>	<p>to by students. This will be discussed with staff on an individual basis</p>			
<p>Social distancing also to be adhered to in canteen area and staff room and during any rest breaks.</p>	<p>TAs must endeavour to be two metres away from children, although this will not always be possible if children need support that requires closer supervision. The SENDCO will provide a briefing to TAs at the start of term.</p>	<p>BH</p>	<p>3/09/20</p>	
	<p>The office may be used to make tea and coffee (cleaning materials will be available). There will be a maximum occupancy stated on the door of the staff room and other staff workspaces.</p>	<p>BH</p>	<p>Ongoing</p>	
	<p>Break times will be different for different bubbles (MSS 10, 11 and 12) and (Year 13).</p>	<p>BH</p>	<p>Ongoing</p>	
	<p>Tables in the hub will be wiped in between bubbles.</p>	<p>GMO</p>		
	<p>Lunchtime will be staggered. Each bubble will have an allocated time in the Hub which must be adhered to. Students will have their own allocated outside space, or they can return to their tutor base lunchtime. Students may go into their tutor rooms at lunchtime.</p>	<p>BH</p>	<p>Ongoing</p>	
	<p>Hand sanitiser will be located at the entrance and exit of the dining hall.</p>	<p>DHA</p>	<p>2/09/20</p>	
	<p>Year 13 will have lunch at the same time as Years 7&8 and will purchase from the outside window of the MSS canteen.</p>			
	<p>The biometric payment system will be suspended. Students and staff will be issued with a contactless card. If someone doesn't</p>	<p>DHA/GMO</p>	<p>01/09/20</p>	

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.

Face-to-face meetings, if they must happen, should only include “absolutely essential” participants, who should remain two metres apart.

Staff at reception areas should be able to rearrange their work space to enable them to 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.

Volunteers regularly assist Orchid Project in the school greenhouses, shows and events. Volunteers will be restricted to helping outside school hours from September.

have a card we look them up manually.

Timing	Event	Year 13	Year 10, 11 and 12
8.30 onwards	Enter MSS	All students go straight to tutor room	
8.50 - 9.00	Tutor-coach	Registration in tutor bases	
9.00 - 9.50	Period 1		
9.50 - 10.40	Period 2		
10.40 - 11.50	Period 3	10.40-10.55 - Y13 Break	11.35-11.50 - Y10, 11, 12 Break
11.50 - 12.50	Period 4		
12.40 - 1.00	Lunch and PSHE	12.40-12.55 6th form outside window MSS servery	Tutor time in tutor base
1.00 - 1.25		Lunchtime in outside area/tutor room	PSHE in tutor base
1.25 - 1.45		PSHE in tutor base	Lunchtime in outside area/tutor room
1.45 - 2.35	Period 5		
2.30 - 3.25	Period 6		

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 students will be welcomed to site but expected to comply with rules in place. To be monitored by senior staff and line managers.

The school has a window barrier at the school reception.

Hand sanitiser station is at reception and visitors will be asked to either use their own pen to sign in, or the receptionist will make a note of their name.

BH

NWI

Ongoing

<p>Schools should also consider staggered break times and lunch times (and time for cleaning surfaces in the dining hall between groups).</p>	<ul style="list-style-type: none"> Y13 with Writhlington Y12 and Y13 (Sixth Form Bubble) 	All	03/09/20	
<p>We will ensure that students 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.</p>	<p>Children will remain in these <i>bubbles</i> throughout each school day and until further notice.</p>	All		
	<p>Children in these <i>bubbles</i> will only mix with children in their group as far as possible.</p>	All		
	<p>Children will have limited access to the usual school equipment.</p>	All		
	<p>Children will be given a pack of individual resources/stationery which only they will use.</p>	Parents & Carers		
	<p>Children will have staggered breaks and lunch within their <i>bubbles</i>. Children will have their lunch with their <i>bubble</i> in class and not in the dining hall.</p>	All		
	<p>Parents will not be able to congregate in the carpark or speak to teachers at the gate.</p>	Parents & Carers		
	<p>Social distancing will continue to be promoted at all times whenever possible; inside the building, the classroom and outside.</p>	All		
	<p>Children will be seated in rows, facing forward towards the teacher. Children will not change seats during the school day so that the school can support the Track and Trace if necessary.</p>	All	03/09/20	
<p>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</p>	<p>Teachers and other staff will use age appropriate ways to encourage children to follow social distancing, hand-washing and other guidance. We will encourage parents/carers to reinforce these messages at home, by asking them to remind their children.</p>	All	03/09/20	

<p>of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</p> <p>Groups should be kept apart, so there will be no large gatherings including assemblies with more than one group.</p> <p>For individual and very frequently used equipment, such as pencils and pens, staff and students will have their own items and these will not be shared.</p> <p>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.</p> <p>Practical lessons where these take place will need to have their own risk assessments in place and regularly reviewed.</p>	<p>Practical lessons will have the risk assessment reviewed to identify if necessary cleaning of equipment can be managed.</p> <p>Special additional provision will be made for Writhlington Year 12 students attending applied science:</p> <ul style="list-style-type: none"> ● They will be escorted to the lesson by the teacher - who will pick them up from the front of the Sixth Form 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. <p>There will be two curriculum air-bridges: in Y12 Applied science and Y10 D(M)IT, there will be both MSS and guest students from Writhlington. There will also be one pastoral air-bridge for the Y13s to attend R26 during tutor periods with SWO supervising.</p> <p>In these circumstances, risk is mitigated by:</p> <ul style="list-style-type: none"> ● guest students will be escorted to the lesson by the teacher - who will pick them up from the front of the Writh sixth building. ● guest students will sit socially distanced from the rest of the class. ● tables and chairs need to be cleaned after they leave <p>Staggered breaks and lunches will be in place with students via tannoy, at their allotted time.</p>	<p>LBA/SPJ</p> <p>SPJ/TBA</p> <p>MRG/SPJ/SWO</p>	<p>03/09/20</p> <p>03/09/20</p> <p>03/09/20</p>	
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2.30 - 3.25	Period 6		

Equipment and surfaces should be cleaned and disinfected more frequently. We will limit the amount of equipment used.

Only IT keyboards and musical keyboards will be used in lessons and cleaning procedures for these items will be put in place.

In line with the current guidance, we will not hold assemblies in the Hub - however, these will be carried out virtually where possible.

Each student will bring essential equipment to school: pen, pencil, ruler, rubber, calculator, digital device. They must not share this equipment with other students. Student exercise books will be kept in the classrooms where they are taught and will not be taken home. Teachers will view student books, but not mark. Assessments only to be marked.

All teachers

All

All Teachers

BH/MRG

	<p>Further advice to parents/carers that students' clothes should be washed regularly at high temperatures, where appropriate to reduce risk. This includes PE kits, when worn.</p> <p>The information about equipment will be communicated to parents.</p>	<p>Parents & Carers</p> <p>BH</p> <p>BH</p>		
<p><u>Arrival at school</u></p> <p>We will review entrances and exits to identify where a class has its own discrete entrance/exit that avoids contact with other groups. We will review entrances and exits and nominate who should use each one in order to restrict the numbers at any one time. Consideration will be given as to whether any different arrangements are necessary for the arrival of contractors to site.</p> <p>We will have a process for removing face coverings when students and staff who use them arrive at school. students 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</p>	<p>Classes will use different entrances: R2, 3, 28, 21, 22, 23,: Main entrance. R4, 6, 25, 26: R4 entrance</p> <p>Entry into school</p> <p>Hand sanitiser stations will be set up. Student timetables will show the rooms that they are assigned to and clear signage will be in place to direct students to their correct place.</p> <p>End of School Routines</p> <p>At the end of the day, Years 10, 11 and 12 will leave from 3.20pm from the MSS building and Y13 from the Sixth Form block. Students will be directed to leave the site via the pedestrian gate. The pick up point for cars is the Sports Centre car park. Students will need to maintain social distancing while</p>	<p>BH</p> <p>BH</p> <p>BH/KWA</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	

<p>arrival (as is the case for all students), 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.</p>	<p>waiting for collection or to board a bus.</p> <p>The Site Manager will give instructions to expected contractors about their arrival on site. The roofing contractor currently on site will have a new, discrete entrance/exit directly onto Knobsbury Lane.</p> <p>A parent/student information video will be prepared to ensure that students know how to manage a disposable face mask or their own washable/reusable face mask.</p>	<p>DHA</p> <p>BH/SPJ</p>	<p>Ongoing</p> <p>30/08/20</p>	
<p><u>Movement around the school</u></p> <p>Lessons will be planned to reduce the movement around the school and avoid groups (bubbles) mixing.</p> <p><i>*unless medical reasons suggest that health of the subject would be compromised by wearing a mask</i></p>	<p>Staff to be reminded when planning work that children should, as much as possible, remain at their desks to reduce possible transmission.</p> <p>Staff and students must wear masks when:</p> <ul style="list-style-type: none"> ● At all times, unless eating/drinking* ● moving around the school ● moving from one building to another ● moving from one classroom to another ● queueing for refreshment at the canteen ● when in a mixed bubble curriculum provision (applied science Y12, D(M)IT Y10, maths resit and core maths Y12. <p>Students and staff must wipe down surfaces with which they have come into contact at the end of a lesson because classrooms may be used by more than one bubble throughout the day and within three days.</p> <p>Lessons can be taught in other parts of the school (hub/Snug) and these will be booked through NWI.</p>	<p>All</p> <p>All</p> <p>Leaders</p> <p>All</p>	<p>03/09/20</p> <p>09.11.20</p> <p>03/09/20</p> <p>03/09/20</p>	

	<p>Where we cannot eliminate the need to queue, there is signage/markings on the floor to delineate distance to be maintained. Staff and children should be reminded of their personal responsibility to maintain distances, where possible.</p> <p>We will specify that the route to R28, R21, R22, R23 is via the stairs near the toilets and that the route to R25, R26/7 is via the stairs leading from Engineering.</p>	BH/CLE		
<p><u>Use of toilets</u></p> <p>Different groups do not need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and students must be encouraged to clean their hands thoroughly after using the toilet</p>	<p>Students can use the toilets in MSS, whether they have been having a lesson in the building or not, to maintain the integrity of the bubble. They will need to wash their hands for 20 seconds or more. These same toilets can be used during breaks and lunch time.</p> <p>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.</p>	NWI	03.09.20	
<p><u>Use of outdoor space</u></p> <p>When possible, we will use outdoor space as this can limit transmission and allow distance between children</p> <p>Outdoor equipment will be regularly cleaned and not used by multiple groups at the same time.</p>	<p>Outdoor spaces will be allocated to individual bubble groups. The site team will rope off/mark off separate areas. We will have to amend this as the building works / scaffolding move around the school.</p>	DHA	31/08/20 and ongoing	
<p><u>PPE: gloves</u></p> <p>When possible, spillages etc. should be cleared by the cleaning staff. If these staff are not available, then disposable gloves must be worn.</p>	<p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing and that gloves can also spread the virus by:</p>	SLO		


<p>Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p> <p>Gloves will be worn for the administration of all First Aid and for support children with toileting.</p> <p><u>PPE: Face masks</u></p> <p>In non-health care settings there is currently no requirement to wear face masks for staff or students - however; on 25.08.20, Government has stated that in areas of locally rising infection rates, those in year 7 and over, at the discretion of the Headteacher, guidance that face masks can be worn in school. 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. Those staff who wish to wear a face mask may request one.</p> <p>UPDATE as of 04.01.21: due to National Lockdown phase 3, all staff and students need to wear masks at all times*, unless eating or drinking.</p> <p>Staff should remember that current guidance emphasises good distancing and handwashing behaviours above all else.</p>	<ul style="list-style-type: none"> • Daily email to all staff about hand washing expectations • Signs in all classrooms, toilet areas and canteen <p>Face masks will be worn by all students and staff at all times*, unless eating or drinking. Staff and students alike have the responsibility to challenge any one who does is not wearing a mask*. Visors are also available in school (liaise with Covid Coordinator) and in the designated First Aid room. Staff will follow current guidance on how to fit, use and dispose of face masks. For BAME or other staff over-represented in Covid-19 infection pathogenesis, HT will discuss regularly and make appropriate recommendations.</p> <p>Due to the rising number of outbreaks in the locality (January 2021), HT to inform parents/carers, staff and students that, face masks must be worn at all time by members of the school community*. This is to be reviewed regularly as the local and National picture develops, with the CEO and all HTs in the Trust.</p> <p>Students are advised to wear face coverings on transport (see separate section)</p>	<p>CHO</p>		
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<p><u>Symptoms of Covid-19 – staff Now superseded by Government Guidance to include both Lockdown phase 3 guidance and Risk Assessment regarding Lateral Flow Testing in schools.</u></p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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 10 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</p>	<p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected by:</p> <ul style="list-style-type: none"> • Weekly contact through phone call to ensure staff member is not in need of any support • Where there are symptoms, the location will need to be cleaned and left for 72 hours before further use (track, trace, cleanse, isolate) <p>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.</p> <p>The school will keep a record of students and staff associated with each group (bubble) to assist the trace process.</p> <p>All staff will be regularly reminded at briefings and via emails of their responsibilities in terms of track and trace and what actions they will need to take if they have symptoms, are in contact with someone who has had symptoms or who has tested positive.</p> <p>If unwell, and symptoms are covid related, staff are sent home immediately and should do test as per guidance. If test results are positive we take advice from relevant authority. They decide who is then isolated based on information we give them. That's why we have to be clear about groups and who has been in contact with whom.</p>	<p>CHO</p> <p>CHO/BH</p> <p>SLO</p> <p>SLO</p> <p>BH/CHO</p>		

<ul style="list-style-type: none"> • Areas used by unwell students who need to go home will be thoroughly cleaned once vacated. • Unwell students 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 	<p>showing symptoms of Covid-19.</p> <p>This room and the staff toilets will be cleaned once the child has left.</p> <p>Cleaning staff to be made aware at short training session of the requirements following a potential infection (separate guidance)</p> <p>The child who has shown symptoms will need to self -isolate for 10 days. The expectations to be communicated to parents/carers following pick up via email and call. If the child shows symptoms in school, they will be removed to the conference room and await pick up. 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 the student returns to school.</p> <p>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 14 days.</p> <p>Where there are symptoms, the location will need to be cleaned and left for 72 hours before further use (track, trace, cleanse, isolate)</p>	<p>CHO/DHA</p> <p>CHO/DHA</p> <p>CLE/BH</p> <p>CLE</p> <p>CHO</p>	<p>Ongoing</p> <p>2/09/20</p> <p>Ongoing, as required</p> <p>Ongoing, as required</p>	
<p><u>Confirmed Covid-19 and Riddor reporting</u></p> <p>There may be a requirement for RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) if:</p>	<p>Headteachers or senior leaders will seek advice prior to making Riddor reports. This will be through the Services Director.</p>	<p>BH/CHO</p>	<p>Ongoing, if required</p>	

<ul style="list-style-type: none"> • 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 	<p>If reports are needed these will be made on our behalf through B&NES.</p>			
<p><u>Transport arrangements</u></p> <p>We will encourage parents and children to walk or cycle where possible and will signpost to government guidance.</p> <p>We will make any necessary arrangements and communications in relation to start and finish times</p> <p>The MAT senior leadership will engage with transport providers in relation to the appropriate steps they will take to mitigate risk:</p>	<p>This will be done in communications from Trust CEO to parents.</p> <p>Trust CEO and senior leaders will liaise with local authority regarding transport arrangements.</p> <p>Students will be able to use transport provided by the Local Authority, the school (Frome and Leigh-on Mendip) or public transport. Students on any form of transport should wear a face covering provided by parents. In communications with parents we will encourage students to walk or cycle if possible.</p> <p>We will have a process for removing face coverings safely when students who use them arrive at school. This will be communicated in a briefing</p> <p>We will create seating plans on buses to allow for year group bubbles to sit near each other.</p>	<p>AWI</p> <p>AWI/BH</p> <p>BH</p> <p>NWI</p> <p>CLE/CEN</p>	<p>Ongoing</p> <p>Ongoing</p> <p>02/09/20</p> <p>02/09/20</p> <p>02/09/20</p>	
<p><u>Communications</u></p> <p>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.</p>	<p>Trust CEO communicates regularly with parents and staff</p>	<p>AWI</p> <p>BH</p>	<p>Ongoing</p>	

<p>The school will effectively communicate local arrangements for school regarding arrival/departure times and arrangements for transport.</p> <p>The school will communicate with parents regarding the arrangements for drop off and collection in order to avoid gatherings outside of school.</p> <p>We will tell parents that only one parent should attend if their child needs to be accompanied.</p> <p>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.</p>	<p>Letter to all staff and parents</p> <p>Letter to all staff and parents</p> <p>Letter to all staff and parents</p> <p>Site Manager will brief all expected contractors</p>	<p>BH</p> <p>BH</p> <p>DHA</p>	<p>16/07/20 and ongoing</p> <p>16/07/20 and ongoing</p> <p>19/07/20 and ongoing</p> <p>Ongoing</p>	
<p><u>Environmental issues</u></p> <p>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.</p> <p>Where lights need to be turned on, these should be left on (frequent touching of switches to be avoided)</p>	<p>The site manager has identified where aircon exists on the site and this has already been turned off. The one exception is the IT server rooms</p>	<p>DHA</p>	<p>completed</p>	
<p><u>Mental Health</u></p> <p>Management will promote mental health and wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever</p>	<p>Headteacher and Business Manager will oversee this by:</p> <ul style="list-style-type: none"> All staff to be made aware of the employee assistance helpline 	<p>TFI</p>	<p>2/09/20</p>	

<p>support they can to help. Staff can call the Employee Assistance Helpline at any time (0800 030 5182)</p> <p>Other guidance: https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</p>	<ul style="list-style-type: none"> ● Ensuring that all line managers are regularly touching base with their staff ● Where staff are presenting as vulnerable or in crisis then they need to be signposted to appropriate support. <p>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.</p> <p>Regular communication of mental health information and open door policy for those who need additional support. Also senior leaders will refer to MAT Central HR team when in doubt.</p>	<p>BH/CHO</p> <p>CHO/TFI</p>	<p>Ongoing</p> <p>Ongoing</p>	
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