



Midsomer Norton
Schools Partnership

RISK ASSESSMENT FOR TEACHING AND SUPPORT STAFF

THIS IS A WORKING DOCUMENT AND WILL BE UPDATED REGULARLY

Date of Risk Assessment: [15/05/20] Most recent update 04/09/20

Signed: Gordon Green (Headteacher)

Signed: Andrew Sinden (Chair of Governors)

Covid-19 is an illness that can affect your lungs and airways. Symptoms can be mild, moderate, severe or fatal. Staff who are unable to work at home or who are supervising pupils can continue in their work place provided it is safe to do so and this means taking precautions against the transmission of Covid-19 and following the Government's "Social Distancing" guidelines and *Coronavirus (COVID-19): Implementing protective measures in education and childcare settings*. This risk assessment is for teaching and support staff and is specifically adapted for Norton Hill School. Specialist staff, eg site and cleaning staff, will have a separate 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

	<p>Year 7 - leave via the front of the school and enter year 7 tennis courts via the carpark and line up on the silver street side of the courts</p> <p>Year 8 will leave the English block and go straight to their new courts (normal year 10 courts across coach road). Duty staff to close coach road whilst children are crossing.</p> <p>Year 9 will use courts behind Quantock</p> <p>Year 10 will use the courts behind Blackdown</p> <p>Year 11 will use music courts but opposite side and entrance from the year 7</p> <p>Sixth form will use the field on the coach road side of the buildings if dry and the 3G astro if wet weather.</p> <p>Temporary signs of named groups will be made and brought out by Senior leaders responsible for each year group. Current teacher will bring them out and the tutor will take the register.</p>			
<p><u>First Aid</u></p> <p>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</p>	<p>First aider list will be prominently displayed in the Staffroom and available from KAhmet's office and it will have those present onsite highlighted each day of the week and hence will need updating on a weekly basis by KAh. Key</p>	GGr/KAh	18/05/20 Definitive list	Ongoing and will start up again after the summer break 17/07

	<p>nominated person so availability is always assured.</p> <p>First aiders will be briefed on handling suspected Covid19 illness that occurs in school. Training meeting during the Inset days in the first week of September to ensure coverage begins prior to any children being on site.</p> <p>If a pupil needs first aid (definition below) then the staff member should send a student to the AHOH Year bubble to ask for the first aider to come to the pupil.</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>PPE will be available for first aiders including face masks and gloves PPe for first aiders will be available from the first aid room and some will be available from house offices/reception. A log will be kept and TGi will be responsible for ensuring supplies are topped up by informing AWy/CHo when we are running low.</p> <p>The cleaning team will be briefed on cleaning arrangements following first Aid and suspected Covid 19 illness</p>	<p>AWy</p> <p>TGi</p> <p>AWy</p> <p>AWy</p>	<p>Daily updates to follow from 01/06/20 By 05/06/20 and again upon return in Sept</p> <p>02/06/20</p> <p>03/06/20 repeated again at</p>	<p>PPE set up in rooms and available 17/07/20</p>
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			start of September	
<p><u>Staff working</u></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>Staff who are in vulnerable groups (extremely clinically vulnerable) will now be consulted with by Headteacher and an agreed plan to come back to work assuming sufficient safeguards are in place. Schools will follow the government guidelines and try to ensure staff are confident with all procedures to ensure their safety.</p>	<p>All staff that are clinically extremely vulnerable will be asked to contact the Headteacher to arrange a discussion about coming back. This will also be extended to any staff who feel particularly anxious and would like the opportunity to discuss the arrangements.</p> <p>Google form to go out to staff asking about their mental well-being and will include question about what category they are in with relation to vulnerability to Covid 19</p> <p>It will be made very clear to staff that no one should attend school who is unwell or who has an covid-type symptoms.</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, including pregnant and BAME staff, to take place W/B 20/07/20 and individual plans to be in place by 02/09/20 if required following appointments</p>	<p>GGr</p> <p>GGr</p> <p>GGr</p> <p>GGr</p>	<p>ongoing</p> <p>01/06/20</p> <p>20/08/20</p> <p>05/06/20</p> <p>24/07/20</p>	<p>Google form sent and received replies and information used to design teaching timetables for year 10 and 12 and no teacher was forced to come back into school against their will. TGi signposted others to additional support where necessary. Booklet to staff as well as</p>

	with the Headteacher/Deputy Head to discuss individual circumstances.			Parents explains this
<p><u>Hand Washing</u></p> <ul style="list-style-type: none"> • Hand washing facilities with soap and water will be in place. • Hand sanitiser will be available in every room and key areas in the school along with all entrances to the school. • 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 where possible • https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/ 	<p>Staff and pupils 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.</p> <ul style="list-style-type: none"> • Posters (appropriate to setting) are displayed throughout the school reminding pupils to wash their hands for 20 seconds • Pupils must wash/sanitise their hands on arrival, and regularly throughout the day e.g. before and after break and having lunch, after sneezing/using tissue, after entering a new room or following contacting any frequently touched surface. These will be built into practices and procedures planned for pupils being in school • We will advise parents to send their child to school with their own small bottle of sanitiser. This will be communicated in a 	<p>GGr</p> <p>GGr/AWy</p> <p>GGr/TGi</p>	<p>05/06/20</p>	<p>This was in place for all the classrooms in use and now will be extended to the whole school. Ready by September and in hand</p> <p>GGr 17/07/20</p> <p>booklet sent with updated info 1st Sept GGr</p>

	<p>letter in the week before term starts along with a summary of the plans and procedures</p> <p>Students will enter by a designated year group entrance where hand sanitiser stations will be placed. They will be able to use the hand sanitiser provided at the entrance and then go straight to their bubble room/lesson 1 room.</p> <p>They will not have to wash their hands in the toilets as this would take too much time to get the students into school.</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 have been taken out of use where possible.</p> <ul style="list-style-type: none"> ● There will be support for pupils who have trouble washing their hands independently 	<p>GGr</p> <p>TGi/RLe</p>		
<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 desks,sinks,</p>	<p>Headteacher/senior leader to check that cleaners are aware of guidance and have an appropriate regime. All cleaners will watch the how to clean areas video prior to the larger reopening.</p> <p>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. Cleaning checklist produced by CHo will be specialised for</p>	<p>AWy/GGr</p> <p>AWy/GGr</p>	<p>08/06/20</p> <p>01/06/20</p>	<p>Arranged in two sessions in the hall AWy 08/06</p> <p>checklist completed although new</p>

<p>toilets and handrails. Doors can be left open to prevent the more frequent use of handles provided these are not fire doors. Currently investigating the use of automatic door closers for some key fire doors.</p>	<p>each area in use and cleaners will complete checklist on a regular basis as per guidance.</p> <p>New cleaning rotas will be in place to allow for whole school opening these rotas will be published prior to the opening of school in September.</p> <p>Each school will prepare a checklist which can be ticked and monitored by the senior leader responsible. AWy and GGr will split these responsibilities for monitoring when the roomings are complete.</p> <p>We will place additional bins in key areas to ensure bins do not overflow. Other staff will also have access to antibacterial wipes for wiping areas around workstations and quick wiping of surfaces in work areas.</p> <p>Students in certain year groups will be asked to wipe their own desks when they arrive at a new lesson and again bins will be provided to dispose of the wipes (currently investigating the use of sprays as an alternative to children wiping their own tables)</p> <p>GGr also investigating fogging equipment as an addition to the end of the day clean to try to minimise the possibility of any missed cleaning spots)</p>	<p>AWy</p> <p>and GGr to meet on exam results day to confirm arrangements</p> <p>MFo/AWy</p> <p>Decision to be made early September</p> <p>Foggers now purchased for each zone and hopefully will speed up</p>	<p>22/08/20</p>	<p>areas now need to be undertaken.</p>
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	Key senior leaders will inspect areas on a regular basis to ensure standards are high at all times	process of cleaning equipment/rooms		
<p><u>Social Distancing for staff</u></p> <p>Social Distancing: We will reduce the number of persons in any area to comply with the 2-metre (6.5 foot) gap recommended by Public Health England the Public Health Agency https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</p> <p>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.</p> <p>In non-health care settings there is currently no requirement or guidance for face masks to be worn in school. However, the schools will have disposable masks available for use for situations where an it is not possible to social distance and the member of staff wishes to wear a mask</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 alternative space to relocate the work.</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>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Daily briefing notes/standing item.</p> <p>AWy and GGr to meet on results days to check all offices to ensure social distancing measures allow for a full staff return and if not a phased return</p>	<p>GGr</p> <p>AWY/GGr</p>	<p>22/05/20</p> <p>05/06/30</p> <p>ongoing</p>	<p>GGr letter sent out 22/05/20</p> <p>Posters are prominent around the school 17/07/20</p> <p>Perspex screening in place 18/0520 GGr</p>

<p>We will ensure that rooms are arranged with COVID secure measures in place for staff.</p> <p>We will ensure that there are spaces for staff to work whenever they are not teaching that enable them to distance from each other</p> <p>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 or processes may need to change to incorporate social distancing.</p>	<p>will be put in place if additional measures cannot be put in place. 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. Checks need to be carried out by site managers, Business Managers or other senior leader</p> <p>Desks will be placed in rows facing the front of the class but not closer than 2 metres from the teacher who will be encouraged to remain at the front of the room. If staff wish to circulate around the room at any time they will be provided with a visor and/or face covering should they choose to wear them.</p> <p>Staff room will be split into discrete work stations screened off, many with access to a PC to enable staff to have somewhere to work between lessons.</p> <p>Some communal areas will be allocated for staff to eat break/lunch</p> <p>Corridor guardians on rota for class transitions</p> <p>Support staff to be informed of changes to their roles during INSET day at the latest.</p>	<p>SLT</p> <p>DPH/GGr</p> <p>DPh</p> <p>GGr</p> <p>GGr/TGi</p>		<p>all rooms complete GGr 28/08</p> <p>Staffroom has now been set out with 14 PC's and individual workstations 20/07/20 New gym/hall used as overflow space for staff to eat.</p> <p>Some key staff e.g. librarians already informed of changes to working</p>
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<p>Social distancing also to be adhered to in the canteen area and staff room and during any rest breaks.</p> <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.</p> <p>Face-to-face meetings, if they must happen, should only include “absolutely essential” participants, who should remain two metres apart.</p> <p>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.</p>	<p>No hot meals in school for staff and they will need to come equipped with their own food/drink for the day. This will be reviewed after a full timetable cycle. Staff on duty in the canteen will be advised to wear visors/face covering for their own protection</p> <p>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.</p> <p>All necessary visitors should be expected and reminded ahead of their visit that social distancing arrangements will be in place.</p> <p>Where possible (and appropriate), the school will have erected a Perspex barrier at the reception area. Current conditions should allow for front office staff to return to work</p> <p>If desks and computers must be shared due to reception rota, or because teachers are moving</p>	<p>GGr/AWy</p> <p>GGR TO REMIND STAFF during first briefing</p> <p>GGr/AWy</p>	<p>18/05/20</p>	<p>practices for the first term in the first instance. GGr met with CFo.</p> <p>Perspex screening in place 18/0520 GGr</p>
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	<p>between classes for example, these should be wiped both by the person leaving and the person entering using alcohol based wipe or other appropriate cleaner which will be provided</p> <p>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.</p> <p>Also see details in previous section around vulnerable staff and BAME staff.</p>			<p>Perspex screening in place 18/0520 GGr</p>
<p><u>Social Distancing and reduction of mixing – pupils</u></p> <p>We will follow the guidance set out in <i>Coronavirus (Covid-19): implementing protective measures in education and childcare settings and also the guidance published on July 2nd for full school opening</i></p>	<p>Children will be arranged in year group bubbles and in years 7,8 and 9 the risk of transmission will be lowered further by having bubble classes within the overall year bubble. The bubble classes will only come together as part of the year group bubble during break/tutor and lunchtime or in</p>	<p>GGr</p>	<p>Already being followed</p>	

<p>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.</p> <p>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.</p>	<p>the case of year 9 when they go to their option subjects.</p> <p>Year 10 and 11 will be in separate whole year group bubbles and the sixth form will form their own bubble.</p> <p>The school will be arranged in zones as follows:</p> <p>Year 7 - maths block</p> <p>Year 8- English block</p> <p>Year 9 MFL and PB blocks</p> <p>Year 10 Geography, Business and History blocks</p> <p>Year 11 Art, Technology and Science classrooms S1,S2,S8,S9 and S10</p> <p>Sixth form - Sixth form centre (study area), Library split into two classrooms, Science rooms S3,S4,S5,S6 and S7 and SEM rooms</p> <p>Each year group bubble will have allocated outdoor spaces for breaktime and another one for lunchtime (lunch is staggered) and designated toilets as outlined in section about toilets</p> <p>(see additional diagrammatic representations)</p> <p>Specialist rooms - pupils will be escorted to and from these rooms and appropriate cleaning</p>	<p>GGr</p> <p>DPh/GGr</p>	<p>05/06/20 Or week prior to starting</p> <p>21/05/20</p>	
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<p>We will make adaptations to the classroom to support distancing where possible. This will include seating pupils side by side and facing forwards, rather than face to face or side on.</p> <p>We will remove unnecessary furniture out of classrooms to make more space.</p> <p>The timetable will be adjusted to keep groups apart and movement around the school to a minimum.</p> <p>Schools should also consider staggered break times and lunch times (and time for cleaning surfaces in the dining hall between groups).</p> <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 of reach for a period of 48</p>	<p>equipment to be used at the start and end of each lesson where equipment has been used (keyboards, both IT and musical etc).</p> <p>Corridor Guardians will be appointed to monitor pupils' behaviour as staff move from room to room.</p> <p>Desks will be arranged in rows in classrooms so that children are facing forwards and not face to face</p> <p>Break times will be staggered alongside tutor time ie. CEB1 will have tutor time at 10:30-10:45 and QMB2 10:45-11:00</p> <p>Lunchtime will be staggered as years 7,8 &9 will have lunch from 11:50 to 12:50 (with twenty minute slots available in their food outlets)</p> <p>During this time years 10,11 and sixth form will be in period 4. From 12:50-1:45 pm year 7,8 &9 will attend period 4 and years 10,11 and sixth form will be at lunch in their designated slots. This will be communicated via powerpoint in</p>	<p>GGr to plan rooms</p> <p>DWi to organise kit and seating plans</p>	<p>05/06/20</p> <p>21/05/20</p> <p>05/06/20</p>	<p>Outline timetable complete GGr 21/05/20</p> <p>all rooms arranged 28/08 GGr</p>
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<p>hours (72 hours for plastics) between use by different bubbles.</p> <p>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.</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>Parents of pupils who are in vulnerable groups, including BAME, will be contacted to discuss our mitigations and to see if anything further is required</p> <p>We will consider the best place and timings for lunch. If it is not possible to provide sufficient</p>	<p>tutor time on the first day</p> <p>Each student will bring essential equipment to school: pen, pencil, ruler, rubber, calculator, iPad. They must not share this equipment with other students. Student exercise books will be kept in the classrooms where they are taught (for year 7-9 and years 10 and above will carry their books with them. Teachers will view pupil books, but not mark. Assessments only to be marked.</p> <p>The information about equipment will be communicated to parents in the booklet prior to the end of the summer term</p>	<p>GGr to liaise with HOD</p> <p>GGr to liaise with HOD</p> <p>GGr</p> <p>GGr /SGD</p> <p>GGr</p>	<p>05/06/20</p>	<p>Booklet sent home 16/07/20</p> <p>Letter sent 24/7 GGr</p>
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<p>distance and in order to prevent mixing of groups, lunch may be brought into the classroom.</p> <p>Practical lessons will have the risk assessment reviewed to identify if necessary cleaning of equipment can be managed.</p> <p>Carefully consider assemblies as they can occur in year group bubbles</p>	<p>No Science practicals in the lower school during the first term</p> <p>Letter written by GGr and sent out by 24th July to all students identified as BAME on SIMS and parents welcomed to discuss any concerns.</p> <p>Continuous cleaning will occur over this extended canteen period so that the risk of cross contamination between bubbles is minimised.</p> <p>Norton Hill will only have virtual assemblies,</p>	<p>Individual Departments have written risk assessments where necessary and GGr will check AWy</p> <p>TGi to coordinate</p>		
<p><u>Arrival at school</u></p> <p>To support social distancing and to avoid gatherings we will stagger the arrival of pupils (and staff) at school).</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.</p> <p>We will review entrances and exits and nominate who should use each one in order to restrict the numbers at any one time.</p>	<p>On arrival at school, students will not congregate in groups.</p> <p>School Opening times</p> <p>Students will arrive in school before the start of lesson 1 (8.50am) and should leave promptly at the end of the school day. There will be no after school extra curricular activities in Term 1 although there will still be opportunities for academic catch ups. There will still be detentions given as a necessary sanction. Students should go to their lesson 1 room when they arrive at school and should not wait outside or in corridors.</p>	<p>GGr and SLT</p> <p>GGr</p>	01/06/20	GGr updated 04/06

<p>Consideration will be given as to whether any different arrangements are necessary for the arrival of contractors to site.</p>	<p>As there are six year group bubbles we will use 5 different entrances in the morning and afternoon.</p> <p>Year 7 entrance: main school student entrance at the front of the school Year 8 entrance: side gate on the coach road Year 9: side gate (silver street end, by the bike store) Year 10: Maths fire escape at the front of the school (coach road end) Year 11: double doors of the main school hall</p> <p>Sixth Form: currently looking at using the same entrance as year 8 although sixth form will arrive 10 minutes later.</p> <p>Sixth form will all enter via the back entrance into the sixth form and will park at the back of the school. All staff will enter via the main reception and will park out the front of school.</p> <p>If they arrive by coach , face coverings must be kept on until children arrive at their zone via the designated route allocated to them on the first day back.</p> <p>All contractors to use two main entrances at the front of school but report to reception</p>		<p>01/06/20</p>	
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	<p>(contractors discouraged to arrive between 8:30 and 9:00am and 3:00-3:30pm to avoid mixing with children)</p> <p>End of School Routines There will be a stagger to the end of the day as follows: Week A 3:20pm Year 8 and year 9 3:25pm Year 7 and 10 3:30pm Year 11 and the sixth form</p> <p>Week B 3:20pm Year 11 and the sixth form 3:25pm Year 7 and 10 3:30pm Year 8 and year 9</p> <p>Children must not loiter around the school site and if parents are picking up late then this needs to be in an agreed place away from the school</p>			
<p><u>Movement around the school</u></p> <p>Lessons will be planned to reduce the movement around the school.</p> <p>The school will need to be zoned for year group bubbles</p>	<p>In the vast majority of cases, staff will be moving around as opposed to children.</p> <p>Routes will be shared with children prior to arrival where they are going to break bubbles.</p> <p>Classrooms will remain unlocked and hence science rooms will need to have no hazardous equipment available within the classroom. All</p>	GGr	01/06/20	<p>routes all now in place and children will be sent copies of their route the week before the begin.</p> <p>GGr</p>

<p>We will avoid queues (eg outside of classrooms)</p>	<p>staff trained about hazards in science and Tech rooms</p> <p>Where we cannot eliminate the need to queue we will put up signage or mark the floor to delineate distance to be maintained.</p>			
<p><u>Use of toilets</u></p> <p>Staff should remember to tell children to wash hands after they request to go to the toilet</p> <p>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</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> <p>Each year group will have a designated set of toilets for their exclusive use</p> <p>Students going to the toilet will have a route already in place and will be advised not to go into the toilets if they appear to be busy. Sanctions will be put in place for children abusing the system</p> <p>Signage in each designated area of the school and at each toilet area will clearly show which pupils should use which entrance/exit and which toilets to use</p> <p>Year 7 toilets - current Mendip toilets Year 8 toilets - current Cotswold toilets upstairs Year 9 toilets - current Quantock toilets Year 10 toilets - current Blackdown toilets Year 11 toilets - current Exmoor toilets</p>	<p>All staff</p> <p>GGr</p> <p>GGr</p>	<p>03/06/20</p> <p>03/06/20</p>	

	<p>Sixth form - Current Cotswold toilets downstairs</p> <p>Staff toilets are as usual and will be cleaned regularly according to the cleaning schedule</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 will be out of service where possible (some integrated systems of water and dryer will not be able to be switched off).</p> <p>Bins will be provided to place the hand towels in and these will be monitored and emptied by cleaning staff during the day if required. Additional bins will be located in key areas.</p>	AWy/GGr		
<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 should not be used unless the school can clean appropriately between groups of children and multiple groups do not use it simultaneously.</p>	<p>Outdoor spaces will be allocated to each year group for both break time and lunchtime as shown in additional diagrammatic guidance</p> <p>Barriers will be put in place to segregate areas and no ball games will be allowed until further notice</p> <p>https://drive.google.com/file/d/1nFI36RYtGVVx2clmEQTn5ni_JKrz86hY/view?usp=sharing</p>	GGr	01/06/20	

Play time will take place in discrete groups. Where necessary the playground will be marked out into designated areas				
<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. 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, nappy changing etc</p> <p><u>PPE: Face masks</u></p> <p>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.</p> <p>Staff should remember that current guidance emphasises good distancing and handwashing behaviours above all else.</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. Staff will also be advised how to remove gloves properly.</p> <p>Staff are not forced to wear face coverings although this will be a personal choice. Visors will be provided for staff and again they will be a personal choice although they will be encouraged if a teacher needs to circulate around a room or when moving around the site. They will be compulsory when carrying out any first aid including when covid 19 symptoms are suspected. Gloves and face coverings and aprons will also need to be worn in this latter instance.</p> <p>Guidance on how to dispose of face masks will be given.</p> <p>Other homemade face coverings are optional and again may have benefits when walking through corridors etc.</p>	<p>TGi</p> <p>TGi</p>	<p>15/06/20</p> <p>15/06/20</p>	
<u>Symptoms of Covid-19 – staff</u>				

<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 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.</p>	<p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected. Line manager/SLT link will contact person affected and check well-being and offer support where required. This will be logged and TGi will keep a record.</p> <p>The person who has shown symptoms will need to self-isolate for 10 days. If anyone in their household has symptoms then they should isolate for 14 days.</p> <p>Line managers/SLT will offer support to staff who are affected by Coronavirus or have 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 <p>GGr will 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 14 days since they were last in close contact with that person when they were infectious.</p> <p>All staff will be regularly reminded at briefings and via emails of their responsibilities in terms of</p>	<p>DWi to keep records and follow guidance</p>		
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	<p>test 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>DPh will keep a record of pupils and staff associated with each group (bubble) to assist the trace process.</p>	DPh		
<p><u>Symptoms of Covid-19 – pupils</u></p> <ul style="list-style-type: none"> • 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 <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>Additional precautions will be taken when administering first aid and clearly if a pupil becomes unwell in school, staff caring for the child while we wait for Parents/Carers, will need PPE. Any child with Covid symptoms will be placed in isolation in a room set aside for such eventuality and therefore kept away from other children and staff until they can be collected.</p> <p>The Outside (former) Sportscentre office and outside changing room toilets available will be used as an isolation point prior to collection by the parents, when a child is identified as showing symptoms of Covid-19. They are to use the nominated disabled toilet in PE. These toilets will then be out of bounds to others. This room and the toilets will be cleaned once the child has left.</p> <p>Cleaning staff to be made aware at a short training session of the requirements following a</p>	GGr		

<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 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.</p>	<p>potential infection (separate guidance). Note that in situations where someone has had Covid-19 symptoms, guidance advises storing personal waste for 72 hours as an additional protection.</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 outside (old) sportscentre office 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 pupil 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 Covid-19 is confirmed, the rest of the class or group may be sent home and advised to self-isolate for 14 days. If more than two cases of covid-19 are confirmed within a fortnight then the local health protection team will advise on measures that may affect either a year group bubble or the whole school.</p>			
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<u>Confirmed Covid-19 and Riddor reporting</u> There may be a requirement for RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) if: <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 	Headteachers or senior leaders will seek advice prior to making Riddor reports. This will be through the Services Director. If reports are needed these will be made on our behalf through B&NES	GGr	ongoing if required	
<u>Transport arrangements</u> We will encourage parents and children to walk or cycle where possible and will signpost to government guidance. The MAT senior leadership will engage with transport providers in relation to the appropriate steps they will take to mitigate risk. <i>(We await the issuing of Government guidance on this topic).</i> Dedicated buses put on by the MAT	This will be done in communications from Trust CEO to parents. Trust CEO and senior leaders will liaise with local authority regarding transport arrangements. Groups of students coming in on coaches may need a seating plan on the bus into year bubbles..... awaiting numbers Letter explaining price rises and explanation of how and when to sign up for a place will be detailed	AWi FSi AWy	22/05/20 12/07/20	Letter sent 22/05/20 Seating plans will be in place after the first few days Letter sent and trust looking at the prices again

(Price increases may affect numbers and correspondence to ascertain take up will need to go out before the end of term)	Pupils will be able to use transport provided by the Local Authority, the school (BANES) or public transport. Pupils on any form of transport may wear a face covering provided by parents. In communications with parents we will encourage students to walk or cycle if possible.			as many parents struggling to pay it GGr 16/07/20 updated guidance going to parents 23/07
<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>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 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>Trust CEO communicates regularly with parents and staff</p> <p>Headteacher to send out arrangements for September opening</p> <p>This is only applicable if walking child to school</p> <p>All contractors advised to report only to the reception entrance and not between the times 8:30 and 9:00am, or 3:15 and 3:50pm</p>	<p>AWi/GGr (Kwa for sixth form)</p> <p>GGr</p> <p>AWy</p>	<p>Booklet to be sent out on 16/07/20</p>	<p>Booklet of arrangements sent 16/07/20 GGr</p> <p>Updated version sent 1st Sept</p>

We will limit any visitors to the school site to emergency services, social services or MAT personnel and a small number of contractors required for essential maintenance/services.	Site Manager will brief all expected contractors	PNe		
<u>Environmental issues</u> 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. (HSE update now suggested ventilation systems remain on (August 2020)). Where lights need to be turned on, these should be left on (frequent touching of switches to be avoided) Use of disposable cutlery/packaging rather than dishes being washed up could cause excess waste and litter.	The site manager has identified where aircon exists on the site and this can remain on where it can take in a fresh supply of air. Rooms will also have windows open where possible. Staff to open windows and hence there is no need for children to do this children again ensuring they are wiped before and afterwards No children should need to turn lights on or off. Staff are reminded where they do need to do this then hand sanitising is essential afterwards. MAT catering manager to look at materials and whether they can be recycled. GGr to invest in more bins and extra vigilance and education around the issues of littering and environmental impact of non- biodegradable waste.	GGr/Site staff	From 1 st June in any new rooms used	All checked GGr June 1st
<u>Mental Health</u>				

<p>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)</p> <p>Other guidance: https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</p>	<p>Leaders, as relevant to your school setting will be required to oversee this. Staff sent a short google form inquiring about their general mental health and then how they are feeling about coming back. Plans will be put in place to alleviate any concerns and they will have an opportunity to put forward any ideas they have to make things even safer.</p> <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> <ul style="list-style-type: none"> • All staff to be made aware of the employee assistance helpline • 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>GGr/TGi</p>	<p>19/05/20</p>	<p>Sent out and responses collated GGr 19/05/20</p> <p>Some staff have now had meetings with senior leadership and no further support is required at this time</p> <p>GGr 20/07/20</p>
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