


Educational Setting	Ken Stimpson Community School
Activity / Task	COVID-19 Risk Management Assessment (Educational Settings)
Completed by & Date	July 2020
Review Date	September 2020

Proposed revised school day for September 2020 onwards


Ken Stimpson
Community School
WWW.KSCS.ORG.UK

Logistics: The School Day

55 minute lessons, break 1+2 split

Breakfast club by pre booking capacity limited

Current		September 2020 Model		Year	7	8	9	10	11	Post16
Unit	Timing	Unit	Timing	Arrive from	8.25am	8.25am	8.25am	8.35 am	8.35am	8.35am
Lesson 1	8.45-9.45	Lesson 1	8.45-9.40	Entrance & timing	Main gates	Astro Entrance	Library Gates (divide 1)	Turning Circle entrance	Library Gates (divide 2)	Library new entrance
Lesson 2	9.45-10.45	Lesson 2	9.40-10.35	Cycle area	Front of school	Back of block 2	Back of library & front of Block 3	Back of Dance studio	Back of 4L04	In front of library
Pastoral Care	10.45-11.05	Break 1 + Reading 10.35 - 11.35 30min: Reading & Oracy 30min: Social Break & Food provision		Timing Activity	10.35-11.05			11.05-11.35		
Break 1	11.05-11.35	Lesson 3	11.35-12.30	Canteen	Years 7 + 11 + Year 9			Years 8 +10 + P16		
Lesson 3	11.35-12.35	Lesson 4	12.30-13.25	Reading* Intervention**	Years 8* +10* + P16*			Years 7* + 11** + Year 9*		
Lesson 4	12.35-13.35	Break 2 + Pastoral 13.25 - 14.15 25min: Pastoral Care & social break 25min: Social break & Pastoral Care		Timing Activity	13.25-13.50			13.50-14.15		
Break 2	13.35-14.10	Lesson 5	14.15-15.15***	Pastoral Care	Years 7 + 11 + Year 9			Years 8 +10 + P16		
Lesson 5	14.10-15.15	Lesson 6	Year 11 catchup	Break (Social time only –no food provision)	Years 8 +10 + P16			Years 7 + 11 + Year 9		
				*** Staggered exit same as entrance, 5 minute intervals through 5 exits (as above)						

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
Prevention	Contact with individuals who are unwell and showing symptoms of COVID 19 or who have someone in their household who does, do not attend school	Additional isolation room has been created and staff monitors with PPE to bring to isolation room if necessary, whilst waiting for parent collection. Additional PPE has been purchased for first aid and wider community	Information is being issued to parents and staff for the start of September advising them to stay at home if they are feeling unwell, or showing symptoms Students/Parents advising they are showing symptoms will be referred to R.Mercuri for a follow up call and to keep a log.	RMI BEN	JULY 2020 July 2020 Repeated in September 2020	√ In Part
Prevention	Hand cleaning	Staff and students (March to August) currently are washing their hands on arrival. Anti-Bac is provided in all classrooms as a second measure	Staff and students (September onwards) have breaks throughout the day to allow them the opportunity to wash their hands. Classrooms with sinks in them students to wash their hands on arrival All classrooms/workspaces (including staff room) will be equipped with Anti-bac Gel	BEN/RMI	September 2020	√

Prevention	Catch it, Bin it, Kill it	Classrooms being used currently are all provided with tissues and bins, posters and teacher guidance has been issued and displayed	All workspaces across school will be provided with tissues and all workspaces are equipped with bins Students with complex medical needs will need a risk assessment to determine if any additional support is needed	RMI MWN/JTG	September 2020	v
Prevention	Enhanced Cleaning	Enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach has been implemented	BYES site management have already increased cleaning and this will continue moving forward Enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as	BYES – John Smith	September 2020	v

<p>Prevention</p>	<p>Minimise contact between individuals and maintain social distancing wherever possible</p>	<p>(March to August) classes in their bubbles have currently been allocated classrooms and limited to a maximum of 15 per classroom</p> <p>Staff are currently on a rota with limited staff coming into school</p> <p>During break time students have stayed within their bubbles</p>	<p>(September) Students are divided into their year group bubbles</p> <p>Students will arrive using different entrances - https://www.kscs.org.uk/reopening-info</p> <p>Government guidance suggest risk of infection is low with student moving in corridors, therefore Teachers will remain within their classroom and students will move to their lessons</p> <p>Breaks are staggered with specific areas identified for specific year groups.</p> <p>Two additional Day time supervisors recruited to patrol monitor corridors. Additional, four further lunch time supervisors will be supporting full time for the first month as part of the settling in period. Six support Staff in total recruited</p> <p>Reopening pack video link to be inserted here. Weekly snippets posted onto the school website and social media and sent to parents/students/staff and governors.</p>	<p>RMI and BEN</p>	<p>September 2020</p>	<p>v</p>
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Prevention	Personal Protective Equipment	<p>First Aid have been provided with visors, masks, gloves, and Aprons. A Covid First Aid policy has been updated. (June 2020)</p> <p>All classrooms, workspaces have been provided with Anti-bac, wipes, and tissues</p> <p>Mobile corridor monitors have been provided with a personal PPE pack in the event of an individual presents with symptoms to escort them to the isolation room.</p>	<p>First Aid to maintain stock levels and keeping staff informed of any changes</p> <p>Students with complex medical needs will need to have a personal risk assessment along with the teaching assistant caring for them to assess if PPE is required or additional support.</p> <p>All staff will be provided with an optional face shield. BAME risk assessments completed and staff formerly shielding will have contact in the run up to re-opening.</p>	RMI/JBN	June 2020	v
				MWN/JTG	September	v

<p>Response to any infection</p>	<p>NHS Test and Trace</p>	<p>School communicates any infection directly with Public Health England and supports the Test and Trace Process.</p>	<p>Information regarding Test and Trace to be shared with school stakeholders in September 2020 as part of the COVID training</p> <p>https://www.cambslearntogether.co.uk/asset-library/Corona-Virus-Schools/CCC-and-PCC-Test-and-Trace-Poster-for-schools.pdf</p> <ul style="list-style-type: none"> • had face-to-face contact of any duration (less than 1 metre away) with the case or • were coughed or sneezed on by the case or • had unprotected physical contact (skin to skin) with case or • Spent more than 1 minute within 1 metre of the case or • spent more than 15 minutes within 2 metres of the case or • travelled in a car or other small vehicle (even on a short journey) <p>Staff will be required through access to the re-opening materials (via Teams) to confirm they have read and understood the necessary changes.</p>	<p>RMI/BEN</p>	<p>March 2020</p> <p>Reviewed in June 2020</p>	<p>v</p>
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<p>Response to any infection</p>	<p>Confirmed cases of COVID 19</p>	<p>Any student or member of staff who have been confirmed COVID positive are reported to RMI.</p> <p>LA/Public Health England to be informed</p> <p>All staff/students who have been in contact will be advised to stay at home and isolate for 14 days, and if showing symptoms to contact https://www.nhs.uk/ask-for-a-coronavirus-test</p> <p>Test results need to be informed to RMI as soon as they are obtained.</p> <p>All areas will need to be closed for 72 hours and deep cleaned (Current Bubbles are a maximum of 15 in a specific classroom)</p>	<p>Protocols remain the same</p> <p>Bubbles now increase to Year Group</p> <p>Response to any infection:</p> <p>engage with the NHS Test and Trace process</p> <p>manage confirmed cases of coronavirus (COVID-19) amongst the school community</p> <p>contain any outbreak by following local health protection team advice</p> <p>Any decision to close the school remains with Public Health England and the LA</p>	<p>RMI/BEN</p>	<p>Review procedures after any confirmed case</p>	<p>v</p>
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<p>Response to any infection</p>	<p>School Closure</p>	<p>In the event of a local outbreak, the PHE health protection team or local authority may advise a school to close temporarily to help control transmission. Schools will need a contingency plan for this eventuality.</p> <p>Calls will need to be made to Public Health and LA and guidance taken regarding any further action</p>	<p>Covid Emergency Contingency Plan will need to be in place for September 2020 for all stakeholders.</p> <p>Flow chart of responsibilities for partial/full closure shown below</p>	<p>RMI/BEN</p>	<p>August 2020</p>	<p>✓</p>
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<p>Response to any infection/sickness</p>	<p>Attendance - Staff</p>		<p>Staff absence could pose a risk to the ability to keep the school open.</p> <p>Between September 2020 – March 2020 potentially both strains of COVID and Winter Flu will be circulating. Staff showing symptoms of the following conditions should book for a COVID test.</p> <p>More common symptoms are fever, a new and continuous cough, shortness of breath, fatigue, loss of appetite, anosmia (loss of smell) and ageusia (loss of taste). Non-specific symptoms include shortness of breath, fatigue, loss of appetite, myalgia, sore throat, headache, nasal congestion, diarrhoea, nausea and vomiting.</p> <p>staff where possible to be encouraged to take up the flu vaccine</p> <p>If the school is faced with as a minimum XXX staff absent from school and unable to provide sufficient supply/cover staff this could cause partial or full closure. All circumstances would need to be discussed with the LA</p>	<p>BEN</p> <p>RMI</p>		<p>v</p>
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<p>Response to any infection/sickness</p>	<p>Attendance - Pupils</p>		<p>https://www.gov.uk/government/publications/school-attendance/addendum-recording-attendance-in-relation-to-coronavirus-covid-19-during-the-2020-to-2021-academic-year</p> <p>Students absent due to COVID will be marked as an X code. X code can not be used in relation to any other absence</p> <p>Students absent due to isolating, will need to be provided with remote education so that it is integrated into school curriculum</p> <p>Department for Health and Social Care has outlined details of its expanded winter flu programme and the nasal spray flu vaccination for autumn 2020. The scheme has been extended to all school year groups up to and including Year 7</p> <p>Parents will be advised as soon as more information becomes available</p>	<p>Mr Abbott</p> <p>Mrs Blackledge</p> <p>Reception Team</p> <p>D Whales – Details links of how this will work</p> <p>J Boorman</p>	<p>Sept 2020</p>	<p>v</p>
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<p>Social distancing in school</p>	<p>Minimise contact between individuals and maintain social distancing wherever possible</p>	<p>Key Worker, Year 10/12 arrive on a staggered start and different entry points around school.</p> <p>Breaks are well managed keeping students in their designated bubbles and minimum staff in school</p> <p>Lunch provision is segregated keeping students in their bubbles</p>	<p>Whole school returning in September Year groups given separate entrances and exits to arrive and leave school.</p> <p>Breaks will have separate social/lunch break spaces to assist with social distancing – staff will need to understand within their areas they must maintain social distancing.</p> <p>Teachers’ desks will be marked with a 2m rule to maintain social distancing from students</p> <p>Meetings in school should take place using a virtual platform Teams. If a face to face meeting is required, the 2m rule should be observed.</p>	<p>BEN/RMI</p>	<p>August 2020</p>	<p>✓</p>
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<p>Social Distancing in School</p>	<p>Bubbles</p>	<p>March to Augustust Bubbles are maximum of 15 students per class set out to 2m rule for all</p>	<p>In order to maintain a broad a balance curriculum provision and due to the layout of the school students within their year group bubbles. See Page 1 for proposed school day for September.</p> <p>Split breaks will be in place along with Year Group social areas being clearly marked. Allocated toilet facilities shown on re-opening pack (slides 12+13) https://www.kscs.org.uk/reopening-infoStudents when going to a lesson will go straight into the classroom and there will be no queuing in corridors</p> <p>Partial one-way system around school will need to be fully adhered to, in order to assist with the flow of students traveling between one lesson and another.</p> <p>Teaching staff predominantly will remain in their designated classroom with minimum movement</p> <p>Additional staff are being recruited to support with student movement and breaks (see previous)</p>	<p>BEN/RMI</p> <p>RMI</p>	<p>August 2020</p> <p>August 2020</p>	<p>✓</p> <p>✓</p>
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Cleaning	Enhanced Cleaning	Byes have introduced enhancements to meet increased Hygiene needs including disinfection at contact points and collective spaces twice per day to include door handles, lift buttons, handrails, work tables catering areas which includes Reval machines and finger print readers.	<p>The school has consulted with their cleaning contractor BYES and agreed:</p> <ul style="list-style-type: none"> - More frequent cleaning procedures in place across the site, particularly in communal areas and at touch points including: - Taps and washing facilities, - Toilet flush and seats, - Door handles and push plates, - Handrails on staircases and corridors, - Lift and hoist controls, - Machinery and equipment controls, - All areas used for eating must be thoroughly cleaned at the end of each break, including chairs, door handles, vending machines and payment devices, - classroom desks and chairs. <p>COSHH Risk assessments and COVID training has been implemented and in place for all BYES Staff</p>	John Smith (BYES)	March 2020	✓
Cleaning	IT equipment/ Keyboards/phones/ photocopiers	All classrooms have, anti-bac wipes to allow all keyboards, phones, photocopiers to be wiped before use. In addition to daily cleaning.	<p>Network manager responsible to ensure at the end of everyday IT classrooms, keyboards and equipment is given a deep clean and all are fully stocked with anti-bac wipes ready for the next day lessons</p> <p>For shared offices where multiple staff use the equipment the Network Manager will provide cleaning solution along with anti-bac wipes to keep their equipment sanitised.</p>	LCS/RMI	August 2020	✓

Lunchtime Catering Facilities	Consideration should be made for food service and how this will be managed and how social distancing can be achieved in the school kitchen and dining areas	March to August students sit within their bubbles a maximum of 15	In September the canteen has been divided in two.	RMI/BEN	August 2020	✓
			<p>Breakfast will be through a booking system and only students who have booked will have availability to the canteen from 8:00 a.m.</p> <p>Lunch will be served 10:35-11:35 As a minimum for the first half term a grab and go service will be provided</p> <p>Lunch servings will be segregated to year groups with set areas to service their needs.</p> <p>Lunch provision to be reviewed during autumn term.</p> <p>Social areas will be clearly marked and designated to year groups</p> <p>Canteen will be cleaned in between sittings of different year groups</p> <p>Additional staff are being sourced to assist with student control</p> <p>Review of food provision is outlined in re-opening pack (slide 16)</p> <p>https://www.kscs.org.uk/reopening-info</p>	BYES	September 2020 onwards	✓

Fire Safety	<p>Personal Emergency Evacuation Plans (PEEPs) must continue to be in place for those staff that continue to work in the school and any pupils that access the school site, which should include lifts.</p> <p>Reminders to staff and pupils that if the fire alarm is activated that they must still keep 2m distancing when at the evacuation point.</p>	<p>June – July Key Worker/Year 10/12 are able to maintain the current fire evacuation procedures and maintain social distancing</p>	<p>To safeguard students and staff during a fire evacuation segregation will involve certain areas of the playground/hard play/AstroTurf/tennis courts for different year groups</p> <p>Due to the size of the location it will not be possible to maintain a 1 – 2m rule.</p> <p>Students will all face forward in a single file and the Teacher will face towards them maintaining the furthest distance away from them possible.</p> <p>Tool box talk will take place for all staff and details to be shared with students prior to any fire drill</p> <p>Fire Drill will be performed at the earliest available date in September 2020</p>	RMI/BEN	August 2020	✓
				BE	September 2020	✓

Fire Safety	Ensure all emergency escape routes / doors are fully operational and kept clear.	As part of BYES weekly checks all emergency escape routes, doors are monitored through normal checks	Monitoring and checks continue	BYES	Ongoing	✓
Access/Egress of school building	One way traffic through external doors to avoid face to face passing to be clearly marked, consider use of markings.	Students use designated entrances and rooms	School building allows parts of the school to be an entrance or exit only. Partial one-way system in place around the school to avoid congestions. Refer to September Re-opening presentation. Student/Staff expectations to be republished in September 2020 Additional staff being recruited to assist with corridor control	BEN/RMI	September 2020	✓
Access/Egress of school building	Where possible, these can be propped open to reduce the need for touch (fire protection measures must be adhered to).	Block 3 has automatic release on doors where students are being housed	Whole school measures do not allow for doors to be propped open apart from areas where automatic release is available. These doors will be opened in the morning when site officers unlock the building	RMI/BYES	September 2020	✓

Access/Egress of school building	Wipes and sanitiser available at both sides of doors.	Sanitisers/wipes and tissues are available in all classrooms. All students wash their hands on arrival into school and throughout the day	Students and staff on arrival into school will either wash their hands or be given antibacterial gel to sanitise before entering the school site and classrooms. Entrances across the school site will have anti-bac gel positioned for use. All classrooms/office spaces will have anti-bac gel, wipes, tissues.	RMI/BEN/Heads of Years/Teachers/Support Staff	September 2020	✓
Access/Egress of school building	Increased cleaning of handles and touch plates.	As part of BYES Enhanced cleaning arrangements, all are cleaned throughout the day	Day cleaners will be responsible for ensuring regular cleaning, between lesson changeover, breaks, start and end of the day	BYES	September 2020	✓
Access/Egress of school building	Allocated drop off and collection times	June -July Key worker students/Year 10 and 12 arrive at different point of the school and leave using the same access points	Students will be entering per year group to different allocated points in the morning at 8:30 they will then be directed to go straight to their classrooms The end of the day will involve students leaving 5 minutes apart using the same access points School Street application made to make Foxcovert Road pedestrian friendly	BEN/RMI	September 2020	✓

First Aid	Where there may be limited staff, the requirement to provide suitable first aid cover to all staff and students has been assessed with suitable first aid.	Staff are all suitably trained and sufficient to cover current needs March-August 2020	September 2020 additional staff will need to be trained to the 3 day first aid training to cover extreme absence	JBN/RMI	September 2020	✓
First Aid	Access to first aid facilities is maintained and the school suitably stocked with first aid sundries.	PPE has been provided with high level of gloves, mask, visors, and aprons, anti-bac gel, wipes, and tissues.	First aiders to monitor stock levels	JBN	On-going	✓

First Aid	Staff or pupils with medical needs have been assessed and relevant consents are in place. Staff have been trained in the use of medications and increased level of control applied, to include the use of PPE if required.	Students and staff have completed risk assessments	Line Manager to complete risk assessments on any member of their team with medical needs and refer to RMI any concerns SEN to ensure all new starters risk assessments are completed before 3 September 2020	Line Managers/ RMI September 2020 MWN/JTG	September 2020 August 2020	✓ ✓
First Aid	Review of the First Aid policy to include consideration of the risk of infection of covid-19.	Policy Reviewed May 2020	https://www.kscs.org.uk/sites/default/files/policies/3e_first_aid_1_policy_v1.00.pdf in conjunction with TEST & Trace Guidance for School See reopening snippet number 4 (https://www.kscs.org.uk/reopening-info)	BEN/RMI	Review as and when necessary in line with Government guidance	✓

Waste	Relocate waste bins to key strategic positions both in school buildings and in external areas that are in use in order that waste materials can be managed safely Bins should be emptied daily.	Each classrooms has waste bins, and externally there are bins placed in all social areas.	<p>BYES have set guidelines for staff, including the use of gloves, mask and disposal of waste including used PPE equipment.</p> <p>TA using PPE to be made aware of how to safely use and dispose of PPE equipment</p> <p>Dedicated social areas for years and a revised split break system. See re-opening pack slide 9</p> <p>https://www.kscs.org.uk/reopening-info</p>	RMI/BYES SENCo and lead First Aider	Ongoing September 2020	✓
Break/Lunch times	The school will stagger breaks/lunchtimes to achieve the social distancing.	Breaks are currently staggered with students remaining in the selected bubble	September 2020 Breaks will be split into 30 minute breaks See page 1 on proposed school day structure on page 1	BEN/LT	Monitor and review as and when necessary	✓

Staff/Pupils within the shielded group	Any member of staff or pupil that is within the Clinically extremely vulnerable group must have a risk assessment undertaken that includes how social distancing will be maintained in a Covid-19 safe workplace.	Staff and students within the extremely vulnerable group have been working/studying from home Risk assessment and reviews have taken place	Risk Assessments for returning staff will be completed Toolbox talk for whole school will be undertaken on the training days RA Students clinically/extremely vulnerable started during July. Completion of process by September.	August/September 2020 September 2020	RMI SENCO	v
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<p>Staff/Pupils within the shielded group</p>	<p>Staff/pupils that meet the criteria as clinically vulnerable people e.g. diabetics, those who are pregnant, should have a risk assessment completed to identify any suitable control measures that must be in place before returning to work/school.</p>	<p>Staff under the clinically vulnerable category have all been working from home, risk assessments have been completed</p>	<p>Staff returning in September have all been spoken to and kept in regular contact with their line managers.</p> <p>Students contacted regularly and risk assessments started ready for return in September</p> <p>Toolbox talks will take place in August/September regarding safety measures that have been put in place</p>	<p>RMI</p> <p>SENCO</p>	<p>August/September 2020</p> <p>July – September 2020</p>	<p>✓</p>
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Contractors	All contractors must provide a suitable and sufficient risk assessment for the activities they carry out which must include covid-19.	Contractors are all required to produce a full risk assessment including COVID before commencing any work. Toolbox talks also take place regarding school protocols	Standard working practice reviewed annually by BYES. BYES are compliant with Track and Trace and all details are taken of visitors entering the school	RMI/BYES	September 2019	✓
Contractors	All planned/reactive maintenance to be carried out during out of hours unless seen as an emergency.	Unless an emergency all works are completed outside of school hours as standard practice	Standard working practice reviewed annually by BYES.	RMI/BYES	September 2019	✓

Property Compliance	The school has ensured that relevant property statutory compliance checks have been completed and records updated.	Part of the BYES standard practice is to provide compliance checks and standard these are confirmed to LA	Standard working practice reviewed annually by BYES.	RMI/BYES	September 2019	✓
Property Compliance	Daily and weekly checks have been reinstated and pre-opening checklist completed.	Daily and Weekly checks continue during any period of the school being opened or closed	Standard working practice reviewed annually by BYES. Daily and Weekly checks continue as normal as the school has not been closed for any extended period of time.	RMI/BYES	September 2019	✓
Hygiene	The school has a suitable supply of soap and access to warm water for washing hands.	BYES are fully stocked		RMI/BYES	March 2020	✓

Hygiene	Appropriate controls are in place to ensure the suitable sanitisation of pupil's hands following breaks, before meals and following the use of toilets.	All students entering the building wash their hands on entry and continue to do so throughout the day. In addition hand sanitiser is available in school and in all classrooms.	<p>On arrival to school students will be able to hand sanitize their hands. Hand Sanitiser is also available at the entrance to every building and also in every classroom.</p> <p>Students will have access to the toilets throughout the day anti-bac gel in classrooms and on entrances to each building.</p>	RMI	March 2020	v
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<p>Accident reporting Covid-19 incidents</p>	<p>The Health & Safety Executive have recently updated the Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR) to include the requirement to report possible or actual exposure to the Covid-19 virus as a result of, or in connection with, a work activity.</p>	<p>All incidents of COVID are being reported to PRIME and reported as RIDDOR</p>	<p><u>ALL CASES TO BE REPORTED TO R MERCURI WHO WILL ACTION THE FOLLOWING:</u></p> <p><u>Reporting the incident to the Health Protection Team of Public Health England</u></p> <p>If you have a confirmed case in school, you must notify the Health Protection Team (HPT) of Public Health England as soon as possible on 0300 303 8537 (option 9) or via eoecrc@phe.gov.uk.</p> <p>They are likely to ask for:</p> <ul style="list-style-type: none"> • Setting Name & Address • Primary Contact at the setting • How many students in total attend the setting • How many are attending at the time of this discussion • Number of potentially at risk (total staff and children) e.g. how many within the child's 'bubble' • Number of possible/suspected cases • Number of confirmed cases <p>The HPT will work with the school to complete a risk assessment, help to identify contacts and advise on who, if anyone, needs to get tested.</p> <p>It is important that you follow the advice given by the HPT even if this differs to the flowchart. There may be intelligence or details of your scenario which means a different path is more suitable. The risk assessment will help to determine what is right in your situation.</p> <p><u>Parent/Carer communication</u></p> <p>The HPT will provide the school with letters to send to parents/carers to inform them of what to do next and where to seek further information.</p>	<p>RMI/Lead First Aider</p>	<p>On-going</p>	<p>v</p>
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			<p>Reporting the case to the LA You should inform the LA without delay using EmergencySchool.closure@cambridgeshire.gov.uk</p> <p>The LA will then make contact to ensure that you have access to the appropriate support.</p>			
Administrative Staff	Staff shift rota to be in place so as to keep social distances and allow school office to function.	Staff have been working on a rota	<p>Perspex screen is in place to protect Reception team from visitors entering the building</p> <p>Rota will not be possible to operate a full school. Office spaces have been created to offer social distancing and signs placed on the entrances to all offices to limit the number of persons entering.</p> <p>Reception Team to ensure there is always adequate social distancing applied in the reception office area</p> <p>Hand sanitiser, wipes, tissues have been provided in all areas</p> <p>Screen protection has been installed in the Reception area</p>	<p>RMI</p> <p>Reception Manager</p> <p>RMI</p>	<p>March 2020</p> <p>August 2020</p> <p>June 2020</p>	v

Personal Protective Equipment	Personal Protective Equipment should not be used as an alternative to social distancing, except where there is no other practical solution.	PPE has currently been provided to all first aiders, and staff who are monitoring corridors. Guidance currently suggests there is not a requirement for staff in school to wear masks	September – Food Technology students will be provided with visors as it will not be possible to accommodate the number of students facing forward in the class. Staff monitoring corridors, or Cover Supervisors will be provided with personal hand sanitiser, tissues etc Face Visors will be provided to all staff as an optional/additional measure should they choose to use them	RMI	March / September 2020	✓
Personal Protective Equipment	Where close proximity working (school Site Team) is required for longer than 15 minutes, assess the need to issue employees with appropriate Personal Protective Equipment.	Site Team under BYES have clear protocols regarding PPE in school	Risk assessment for Teaching assistants will be undertaken and for those Teaching Assistants who are working in close proximity will be issued with Visors for when they are working with students and to maintain distance is not possible	SENCO / RMI	September 2020	✓

Personal Protective Equipment	Re-usable PPE should be thoroughly cleaned after use and not shared between staff.	PPE equipment is disposal Visors – will be cleaned after use	First Aid and other staff who require PPE have been provided with their own personal supply	Lead First Aider /RMI	March 2020	✓
Behaviour	Staff/Pupil behaviour and cooperation will be the key to implementing all of the controls.	Students in bubbles have all been issued guidance on expectations	Students, staff and parents/carers to be issues with clear guidance on expectations prior to starting the new academic year. Infographics used to ensure clarity of communication All communication uploaded onto the school website. Still awaiting the information.	BEN + Vice Principal	July 2020 (first letter) August 24, 2020 (final communication)	✓
Behaviour	School will carry out inductions to inform staff and pupils of the changes.	All stakeholder have been informed of any changes, via email, website and letters.	Leadership and key staff will carry out induction session as part of the training days prior to re-opening in September. Behaviour infographic for students and staff still waiting for.	Principal and Vice Principal RMI Vice Principal	August 28, 2020 September 1 +2, 2020	✓
Behaviour	Encourage staff to cooperate with government plans for contact tracing.	Process in school for staff to report history of contact in the event of sickness	Training in August/September will include familiarisation of school and PHE track and trace procedures. All visitors entering the school will provide reception with contact numbers to support track and trace.	RMI	March 2020	✓

School Staffroom	Arrangements should be made to ensure the staffroom is not overcrowded and social distancing can be achieved e.g. stagger lunch times for staff.	Staff room has been reduced in size to allow social distancing and avoid overcrowding.	<p>Satellite faculty break out facilities are available</p> <p>Breaks due to the structure of the day are now staggered</p> <p>Staff to ensure they are responsible for their own utensil/plate and storage</p> <p>Removal of shared items eg. Utensils limited in availability</p> <p>A supply of disposable cups and utensils will be provided</p> <p>Antibac will be provided within the staff room</p>	September 2020	RMI	✓
Infection Control – Staff Pupils Handwashing	Staff and pupils have access at all times to water and soap for hand washing.	Hand washing is available throughout the day	<p>Students will have designated areas for the use of toilet facilities during break times.</p> <p>Hand Sanitiser will be available throughout the day</p> <p>Staff toilet facilities are available in all parts of the school site</p> <p>Toilet facilities will be checked, cleaned and re stocked throughout the day.</p>	RMI/BYES	September 2020	✓
Equality Impact Assessment		A equality impact assessment has been completed and can be found on the school website	https://www.kscs.org.uk/COVID19	RMI/BEN	August 2020	✓

Lack of staff – risk of supervision of students	Assessment of availability of staff for all activities during the school day, including break and lunchtimes		Staff rota will involve all staff being involved in duties throughout the day.	Assistant Principal (Timetabling)	September 2020	v
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<p>Increased risk of transmission</p>	<p>Staff and Pupils social distancing</p>	<ul style="list-style-type: none"> • 	<p>Behaviour Policy to be updated to reflect Government guidelines on student behaviour</p> <p>All staff will be on ROTA to assist with ensuring social distancing can be maintained</p> <p>Students will be placed as year groups for all social times and entering and leaving the school</p> <p>All classrooms have been set up to face forward except for Food technology where visors will be provided to students</p> <p>Teachers work areas will be marked with hazard tape to outline the 2m rule including whiteboard. – Toolbox talk will take place during the training days in September</p> <p>Contact between students will be minimal except at lesson changeover – increased supervision will be in place and students will not queue in corridors will enter the classroom immediately</p> <p>Students will be asked to bring in a pencil case with basic supplies, pens, pencils, calculator, Pritt sticks etc. (A stock supply should be maintained to provide a student with any missing supplies</p> <p>Books and resources used should be sanitised daily and Faculties should as part of their individual risk assessments put processes in place to ensure this happens.</p>	<p>Vice Principal</p> <p>Assistant Principal (timetabling) and Heads of Year</p>	<p>August 2020</p> <p>August 2020</p>	
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Dedicated school transport, including statutory provision	School Minibus		<p>Students using the minibus can only be from the same year group</p> <p>Hand sanitiser to be used upon boarding/and or disembarking</p> <p>After each use the designated driver to ensure all seats are wiped down using cleaning materials provided</p> <p>Minibus should not be over crowded</p> <p>Facemasks only need to be used in the event of an emergency and students from different year groups are travelling on the bus</p>	Amy Martin	September 2020	
Public Transport	Stagecoach		<p>Staff on duty at the bus stop to ensure all students are traveling with a mask.</p> <p>Guidance to parents to advise of the use of face masks and also carrying their own personal sanitiser in the event of using public transport</p>	Duty staff	September 2020 August 2020	
Learning outside the classroom (day trips, etc.)	Trips/learning		<p>All school trips students will only be able to travel within their designated Year group bubble</p> <p>If using outdoor space classes should remain within their year group bubble</p>	Vice Principal	September 2020	
Extra-curricular activities (coaches,	After/before school activities, internal and external coaches		<p>Any external provider using the school to offer extra-curricular activities will need to provide a COVID 19 risk assessment</p> <p>Students will need the offer of extra-curricular activities within their year group bubbles</p> <p>All risk assessments will need to be approved prior to the trip taking place via Evolve</p>	Vice Principal	September 2020	

Signage		Signage at the front of school entrances reminding visitors of COVID rules in school	Signage will be place around the school to remind staff and pupils to social distance where possible Signage to show social areas for year group bubbles One way systems clearly marked	RMI	March 2020 August 2020	
Physical Activity		Compliance with PE/Outdoor Policy	PE have adopted the Risk assessment development by Cambridgeshire. Policy to be uploaded on to COV19 section of school website Outdoor sports to be the main form of sporting activities Capacity of changing rooms to be reduced to apply social distancing and to keep to year bubbles. Enhanced cleaning in the areas Enhanced number of physical changing spaces factored into PE provision.	Head of PE and LT link	September 2020	
Community use of library facilities	Reducing the risk of infection		Students will not be using Library during the Library opening hours.			
Community use of sporting and library facilities	Reducing the risk of infection	All dual use facilities are currently closed and lettings terminated	Risk assessments by the current provider will need to be carefully reviewed by external H/S experts. The school will suspend all future lettings and dual use agreement until further notice	Vivacity/PCC/H&S advisor Principal	August 2020 Immediate effect	

Visitors	Reducing the risk of infection	Currently there are clear procedures involving personal hand washing and anti bac.	<p>Track and trace measures will be incorporated in to sign in system (record mobile details)</p> <p>Signage advising all visitors about COVID protocols in place</p> <p>Notification to parents that there will only essential reasons for visiting the school and be appointment only</p> <p>Staff to be advised to minimize face-to-face meetings and to make virtual meeting the preferred method of meeting all external stakeholders</p> <p>All visitors to be provided with a COVID19 handout to explain key procedures to follow and actions to follow.</p>	<p>Reception Manager</p> <p>RMI</p> <p>Principal</p> <p>Principal</p> <p>RMI</p>	<p>August 2020</p> <p>April 2020</p> <p>September 2020</p> <p>September 2020</p> <p>August 2020</p>	
Visitors-supply staff	Reducing the risk of infection		<p>Risk assessment to be requested from the supply agencies used by the school.</p> <p>Update supply agencies of school's guidance to manage COVID</p>	Pauline Greenwood	August 2020	
Misc faculty areas	Reducing the risk of infection		Faculties (e.g. Science, Food, D&T, Art, etc) have individual risk assessment to manage and reduce the risk of infection	RMI + Heads of Faculty	July 2020	