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| **RISK ASSESSMENT FOR**:  School activities during COVID 19 outbreak.  **During this evolving situation please monitor and follow government guidance given in the web links provided** | |  | |
| **Establishment:**  CHAUNCY SCHOOL | **Assessment by:**  STEVE WALTON | | **Date:**  04/09/2020 |
| **Risk assessment number/ref:**  **RA-003** | **Manager Approval:**  DENNIS O’SULLIVAN | | **Date:**  04/09/2020 |

| **What are the hazards?** | **Who might be harmed and how?** | **What are you already doing?** | **What further action is necessary?** | **Action by who?** | **Action by when?** | **Done** |
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| **Individual risk factors** | Staff,  Students / pupils / wider contacts  Spread of COVID 19 | All staff and students who have underlying health conditions to be discussed  with the Head teacher prior to them entering the school.  Existing individual Health care plans in place for students and to be  reviewed.  **Students & Parents**  Clear message sent to parents that students should not be sent into school if  unwell for both Covid-19 and any other illnesses/symptoms.  Check list sent home to all parents 01.09.2020  **Staff**  Vulnerable individuals to have a risk assessment undertaken on their role and  ability to maintain 2m social distancing.  Any existing individual risk assessments to be reviewed.  See [COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19) | E-mail to parents \ students \ staff  Staff Briefing  E-mail to parents \ students \ staff  E-mail to parents \ students \ staff \ Social Media \ Website \ Edulink  E-mail to staff | DOS \ SWN \ LS  LS \ HCC \  DOS \ SWN  DOS | 04/09  04/09  03/09  03/09  13/08 | YES  YES  NO  YES  YES |
| **Suspected case whilst working on site** | Staff,  Students / pupils / wider contacts  Spread of COVID 19 | If a person displays symptoms of coronavirus:   * A temperature over 38°C * A persistent dry cough * A lack of taste or smell   they should:  Ensure Reception Staff, Site Manager & SLT are notified.  Go home immediately (if awaiting collection by their parent, isolate child in a room behind a closed door, or an area at least 2m away from others, open a window for ventilation), self-isolate and arrange a test. If more than one child is ill use the Hall, with external doors and windows open and seat with an excess of 2 metres distance.  See <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#additional-questions>  Clear message to parents that if a student is unwell at school they are to be sent home or collected immediately and a test organised.  **Students who feel unwell with COVID-19 symptoms:**   * Any student who feels feeling unwell will see a first aider. * If a student reports being unwell with any of the symptoms of COVID-19 they will be isolated. * The first ad staff will collect a PPE pack from Reception which will include a fluid resistant face mask, a visor, latex gloves and an apron. * The child will be placed in the School Hall where there is adequate ventilation and social distancing can be maintained. * Parents will be informed and asked to collect the child and book a coronavirus test. * The child will need to self-isolate for ten days unless a negative test result is produced. * The school will need to see a copy of the test result before the child can return to school.   Areas occupied and equipment used by the affected person are to be thoroughly cleaned and disinfected. (see PHE cleaning advice <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>)  **Staff who feel unwell with COVID-19 symptoms:**  Symptomatic staff should be excluded for 10 days from when symptoms started, unless a negative test result is produced.  **Household Member with COVID-19**  Staff or students who have a household member who have been tested positive for COVID-19 must stay at home and self-isolate for 14 days. The 14-day period starts from the day when the first person in the house became ill. If the student or staff member develops symptoms during this period, they must arrange a test. They can return to work 10 days after their symptoms started if tested positive. See <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>  **Testing**  As part of national programme for essential workers, school staff with symptoms should book a test confirming the results to the school ASAP.  All staff aware of protocol for sick students and staff. | E-mail to parents \ students \ staff  Staff Briefing  Parent check list circulated  Social Media \ Website \ Edulink  Care Packs made available for First Aid Staff  PPE \ Cleaning products \ hand sanitizer \ stock audit  E-mail to staff  Staff Briefing  E-mail to parents \ students \ staff  Staff Briefing  Parent check list circulated  Social Media \ Website \ Edulink  Staff Briefing  Parent check list circulated  Social Media \ Website \ Edulink | DOS \ SWN  First Aid Staff  MW  MW  MW  Cleaning Team  Staff  DOS \ SWN  DOS \ SWN  DOS \ SWN | 03/09  03/09  03/09  03/09  13/08  03/09  03/09 | YES  YES  YES  YES  YES  YES  YES |
| **General Transmission of COVID-19**  **Maintenance of social distancing;**  **Effective hygiene protocols** | Staff,  Students / pupils / wider contacts  Spread of COVID 19 | **Social Distancing:**  All staff to maintain 2 metre social distancing in line with PHE guidance as far as is reasonable whilst in lessons, in transit around the school, on duty and at break and lunchtime.  Staff must maintain a 2 metre social distance from each other and students.  Students cannot adhere to social distancing whilst in lessons or in transit around school. Other control measures have been implemented to reduce transmission of COVID-19.  Students should keep to Year Group Zones during social times and maintain a 2 meter social distance between themselves and staff, and students from other year groups. ***PLEASE REFER TO PAGE 21 FOR YEAR GROUP ZONES MAP.***  **Phased return from Thursday 3rd September:**  **WEEK ONE**  ***Thursday 3rd September 2020***  Year 7 and Year 12 only  ***Friday 4th September 2020***  Years 7, 10, 11, 12, 13 only ***(no Year 8 or 9 - remote learning)***  **WEEK TWO**  ***Week Commencing Monday 7th September 2020***  Years 7, 10, 11, 12, 13 only ***(no Year 8 or 9 – remote learning)***  **WEEK THREE**  ***Week Commencing Monday 14th September 2020***  Year 7, 8, 9, 11 & 13 ***(no Year 10 & 12 – remote learning)***  **Remote Learning for those students not in school:**   * We will still teach students who are not in school via Zoom lessons in the allocated lesson slot on the timetable. * Face to Face Zoom lessons are to be approximately 30 mins with self-study activities set. * For example:  1. Review of work set 2. Introduce new work 3. Q & A session to check understanding 4. Go through new work set  * All resources should be put in a Classwork task in Google Classroom and posted on Edulink so students and parents have access to the task description. * Staff to post Zoom meeting details on Edulink as a separate homework, so students and parents can access log in codes quickly.   **Hand Hygiene & Respiratory Hygiene:**   * Students will be taught about thorough and regular hand washing using E-Bug website resources as recommended by the DfE. * Posters highlighting hand hygiene routines are placed around the school, near sinks and in all toilets. * Students will be taught about respiratory hygiene using the ‘Catch It, Bin, It, Kill It’ campaign publicised by Public Health England. * Posters reminding students about the ‘Catch It, Bin, It, Kill It’ campaign have been placed around the school and will be displayed in every classroom. * A box of tissues and anti-bacterial hand sanitiser will be placed in every sanitisation station in every room in the school. These stations will be checked and topped up daily by cleaning staff. * Welfare facilities are provided which contain suitable levels of soap and paper towels. * Alcohol hand sanitiser provided at reception / entrance / exit / all classrooms and should be used by all persons when entering/leaving. * Non-alcoholic anti-bacterial gel available in Science Labs and Cooking areas due to risks from naked flames. * All persons to wash hands with soap regularly and thoroughly, for at least 20 seconds. * Use alcohol hand sanitiser, if soap and water is not available, hand washing technique to be adopted as directed by NHS guidance. * Site staff to regularly clean the hand washing facilities and check soap and sanitiser levels. * Tissues will be provided for classrooms. Staff to replenish as needed. * Staff / students to use tissues when coughing or sneezing and then place the used tissue in the bin before washing hands – Catch It, Bin It, Kill It Campaign. * Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. * Ensure adequate supplies of soap, hand sanitiser and paper towels and these should be securely stored. * All persons are reminded to not touch their eyes, nose or mouth if their hands are not clean. | E-mail to parents \ students \ staff  Staff Briefing  Social Media \ Website \ Edulink  E-mail to parents \ students \ staff  Staff Briefing  Social Media \ Website \ Edulink  E-mail to parents \ students \ staff  Staff Briefing  Student Briefing  Social Media \ Website \ Edulink  Update Display Posters  Plan sessions around the ‘Catch It, Bin, It, Kill It’ campaign  Maintain stock of sanitiser \cloths \ anti-bacterial spray \ tissues etc.  Plan sessions around the NHS Hand Hygiene resources. | DOS \ SWN  Staff  Students  DOS \ SWN  DOS \ DC \ SWN \ CBU  Staff  SWN  LCOs & Tutors  MW  SITE TEAM  LCOs & Tutors | 03/09  13/08  13/08  12/06  03/09  03/09  Weekly Review  03/09 | YES  YES  YES  YES  YES  ONGOING  YES |
| **Access to & egress from site** | Staff,  Students / pupils / wider contacts  Spread of COVID 19 | **The School Day -** Communicate the following changes and allocated times to parents**:**   * 8.15am ‘Catch Up’ Clubs will run for Year Seven from September to help stagger the start of the school day. Computer rooms will be cleaned prior to Lesson One. * No morning registration. * Period One will start promptly at 8.50am. * The AM Register will be taken by the Period One class teacher before 9.00am. * The PM registration will take place in a tutor session at the end of the day at 3.25pm. * Travel time will be increased to 10 minutes to allow students to use the one-way system effectively.   8.15am - YEAR SEVEN CATCHUP CLUBS  8.50am - PERIOD ONE – 60 mins (AM register taken during P1)  9.50am - Travel Time – 10 mins  10.00am - PERIOD TWO – 60mins  11.00pm - Break – 20 mins  11.20am - PERIOD THREE – 60 mins  12.20pm - Travel Time – 10 mins  12.30pm - PERIOD FOUR – 60 mins  1.30pm - Lunch – 45 mins  2.15pm - PERIOD FIVE – 60 mins  3.15pm - Travel Time – 10 mins  3.25pm - Tutorial – 10 minutes (PM register taken in PM Tutorial)  3.35pm - School finishes   * Staff are encouraged to leave promptly at the end of the school day and work from home.   **One Way System:**   * We have adopted a one-way system for moving around the school. * Please see the map attached. * Where classrooms have an external door, this should be an exit only. * From 3rd September 2020 this one-way system will be highlighted by green floor markers. * Staff should follow the one-way system and insist that students always follow the designated route. * We will be preparing a short video explaining the one-way system to students prior to their return to school. * ***PLEASE REFER TO PAGE 20 FOR ONE-WAY SYSTEM MAP.***   **Staff:**   * On arrival all staff are also required to use the sanitiser provided at each entry point.   **Parental Enquiries:**   * Any parent enquiries to be via the school email address in the first instance. * Staff must reply to parental e-mails in a prompt and professional manner. * Telephone calls to Reception will be handled in the usual manner. * Parents are discouraged from attending the school site unless they are picking up an unwell child.   **Visitors:**   * Only essential visitors are allowed onto the school site. * Ensure all visitors / building users are aware of expectations. They must follow social distancing, hand washing / use of sanitiser on entry and adhere to any restrictions on accessing parts of the building stipulated by the school. * Signage in reception regarding good respiratory and hand hygiene.   **Reception Area:**   * A plastic barrier screen is to be put up on the desk in Reception. * Parents picking up or dropping off items such as PE kit or cooking ingredients will have to use the hatch in the Reception Foyer area. We will discourage parents from visiting the school however. * Visitors will sign in at the Reception Foyer area and wait on the sofa until collected by the relevant member of staff. | E-mail to parents \ students \ staff  Staff Briefing  Student Briefing  Social Media \ Website \ Edulink  Signage ordered from HDPrint in Ware  Video instructions available via social media & website  E-mail to parents \ students \ staff  Staff Briefing  Student Briefing  Social Media \ Website \ Edulink | DOS \ SWN  Staff  SWN \ MW & SITE TEAM  SWN  KD \ JF \ KC  MW \ DOS  KD \ JF \ KC  MW \ DOS  KD \ JF \ KC  MW \ DOS | 13/08  03/09  03/09  03/09  03/09  03/09 | YES  YES  YES  YES  YES  YES |
| **Contact points**  **Equipment use printers, workstations, apparatus, machinery etc.** | Staff,  Students / pupils / wider contacts  Spread of COVID 19 | **Water Fountains:**   * Parents to ensure children have their own water bottles in school to reduce contact with water fountains. Water fountains to be regularly cleaned.   **Offices:**   * Regularly clean and disinfect common contact surfaces in reception, offices, * access controls etc. (screens, telephone handsets, desks).   **Curricular Activities and Resources**   * Re-plan lessons / activities to avoid shared resources. * Limit practical work in DT, Science where resources or space is shared. * Further consideration to be given to the teaching of curriculum in practical subjects and how this can be amended to ensure minimum contact with equipment. Equipment to be properly cleaned after use. * For secondary [science](http://science.cleapss.org.uk/Resource-Info/GL343-Guide-to-doing-practical-work-in-a-partially-reopened-school-Science.aspx) and [DT](http://dt.cleapss.org.uk/Resource-File/GL344-Guidance-on-practical-work-in-a-partially-reopened-school-in-DT.pdf) also consider CLEAPPS advice (GL343 & * GL 344) for suggested considerations in undertaking practical work * All shared resources to be cleaned after use (including computers, PE * equipment etc). Build into end of lesson activity routines.   Schools to ensure anti-bacterial wipes are available in all ICT rooms.  Cleaners will clean ICT rooms in between change of lessons.   * Try to avoid working with paper/other materials that are shared in a way that may aid transmission, i.e. consideration to be given to marking work (done electronically), photocopying, etc.   **Staff Room**:   * Staff must keep 2 meters social distance whilst they are in the staff room. This will include the sink area. * The floor will be marked out around the sink to remind staff to keep distance. * Seats will be marked to ensure staff sit a 2 meter distance from each other in the staff room. * Chairs will face the same direction facing the whiteboard. * Staff should use the staff room toilets or the visitor toilets by Reception. * Social distancing should be maintained in the toilet areas. * Staff may wear masks if they prefer. | E-mail to parents \ students \ staff  Staff Briefing  Student Briefing  Social Media \ Website \ Edulink  Staff Briefing  Staff E-mail  Additional cleaning products for workshops & computer rooms  Staff Briefing  Staff E-mail | DOS \ SWN  CBU\KB  HC\JC\DN  MW  SITE TEAM  Staff  MW  SITE TEAM | 03/09  03/09  03/09  13/08  03/09 | YES  YES  YES  YES  YES |
| **Proximity of students/ staff** | Staff,  Students / pupils / wider contacts  Spread of COVID 19 | * Apply Year Group Zones for Wet \ Break and Lunch. * Limit contact between year group ‘Bubbles’. * Limit the number of persons in each room or area and follow social distancing guidance where possible. * Staff to maintain 2 meter social distance from other adults and children. * Consider marking out areas to help staff and students visualize and maintain 2m distancing. * Rooms to be kept as well ventilated as possible (opening windows) or via ventilation units. * Consider opportunities for outdoor learning to assist in social distancing. * Staff to follow social distancing guidance in offices, staff rooms, close working in rooms etc. and should not use rooms where 2m distancing cannot be maintained without other controls being applied e.g. masks and screens.   **Meetings & Staff Training:**   * Staff can meet if they maintain a social distance of 2 metres. * Face masks may be worn. * Large rooms or outdoor space should be used. * No large meeting can take place, these should be carried out via Zoom etc.. * This is to include Staff Briefings.   **Offices / ICT suites etc**   * Workstations acceptable 2 meter distance apart. * Screens used to separate staff where 2 meter distance cannot be applied. * One side of banks of desks used to avoid face to face contact across desks. * ICT resources regularly cleaned by cleaning staff.   **SEND:**   * Due to rules on proximity Teaching Assistants cannot work effectively in the classroom. * Teaching Assistants will withdraw students from classes and work in LSR or SEN Room 2, maintaining social distance where possible and using face masks and visors, where required.   **Stairs & Corridors**  One-way system introduced to minimise transitions as far as possible and ensure brief contact.  Stagger use and numbers using circulation spaces at the same time.  Avoiding multiple groups queuing in same shared areas and narrow corridors etc.  **Changing rooms**  Timetabled so that only students of the same year group bubble will use changing rooms at the same time.  Changing Rooms cleaned after every use.  Enhanced cleaning of all changing facilities at the end of each day.  Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.  **Toilets**   * Toilets cleaned regularly throughout the day. * Enhanced cleaning of all toilet facilities at the end of each day. * Restricted number of people using toilet facilities at any one time e.g. use a welfare attendant on duty outside. * Year group specific toilets allocated where possible.   **Break & Playgrounds**   * Avoid any group activities that require pupils to be in close physical contact with each other. * Zoned Year Group areas for wet break and lunch. * Increased supervision from duty team to aid enforcement of social distancing as far as is reasonable. * Reduce use of outdoor equipment, ensure it is cleaned between groups of children people using it, and that multiple year groups do not use it simultaneously, e.g. football goals.   **Structure of Lessons:**   * Students must not be lined up outside the classroom, entry straight into the room is required to facilitate the one-way system. * All students must use hand gel upon entry to the room in all lessons throughout the day. * A starter on the board is essential to get students engaged with the lesson straight away as travel time will lead to a staggered start as students arrive from various parts of the school. * Desks should all face the front. Students should not be sat facing each other. * Please plan lessons carefully so that sharing of resources is minimal and that regular cleaning of shared items takes place. * Small group work in subjects such as Drama should insist upon social distancing. * Teachers are expected to wipe desktops and chairs at the end of each session. Anti-bacterial spray and cloth wipes are available in the sanitisation station provided in each classroom. Cloth wipes will be removed and replaced at the end of each day.   **Curriculum Modification:**   * We aim to teach a high quality, broad and balanced curriculum without reducing subjects at KS3, KS4 or KS4. * We await further clarification from the DfE on what activities are permitted where proximity or group work is usual, however some guidance is available for **PE** and **Music**:   **PE – from latest DfE guidance 07.08.2020**   * Schools have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls. Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided. * Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise. External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities. * Students do not have to come to school in PE kit, we will separate PE changing rooms by Year group and will clean the changing rooms in between use. * No extra-curricular activities initially, this is to include sporting fixtures, drama clubs etc. to reduce mixing and proximity.   **Music – from latest DfE guidance 07.08.2020**   * Schools should note that there may be an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments or shouting. This applies even if individuals are at a distance. * Schools should consider how to reduce the risk, particularly when pupils are playing instruments or singing in small groups such as in music lessons by, for example, physical distancing and playing outside wherever possible, limiting group sizes to no more than 15, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. * Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies. Further detailed DfE guidance will be published shortly.   **Other Departments**   * Each Department should look at the DfE guidance document before planning activities: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>   **Marking**   * At present use online learning systems to assess student progress. * If paper-based work must be handled e.g. coursework, it must be left untouched in a box for 72 hours before being handled by staff.   **Cover Lessons:**   * Staff will be asked to cover colleagues who are ill or self-isolating. * No online ‘Zoom’ lessons for Core PE lessons for students not in school initially, PE staff will be on cover during these lessons if there is a need. | Maps prepared for students  Copy posted on Edulink  Screens placed in areas where 2m distancing is difficult  Additional rooms to be mapped on timetable for extraction. LSR & Room 2 to be left for this purpose only.  Signage ordered from HDPrint in Ware  PE Staff to direct students to correct changing room  Staff to review return to school lesson plans against up to latest guidance and pending guidance on specific subjects  PE staff to review return to school lesson plans against up to latest guidance and pending guidance on specific subjects  Music staff to review return to school lesson plans against up to latest guidance and pending guidance on specific subjects  Staff create a storage area for untouched paperwork. MW to retain cardboard boxes for storing work. | SWN / DOS  DC / CBU  Staff  Staff  Staff  DN  MW  LS / DOS  DC  TAs  SWN  MW  SITE TEAM  PE STAFF  SITE STAFF  SITE STAFF  DUTY STAFF  DUTY STAFF  STAFF  MW  SITE STAFF  DC  STAFF  MM  PE STAFF  MM  PE STAFF  STAFF  MW  CBU \ HF  STAFF  PE STAFF | 03/09  13/08  03/09  03/09  03/09  03/09  03/09  03/09  03/09  03/09  03/09  03/09  03/09  03/09  03/09  03/09 | YES  YES  YES  YES  YES  YES  YES  YES  YES  ONGOING  YES  YES  YES  YES  YES  YES  YES |
| **Canteen use / lunchtimes** | Staff,  Students / pupils / wider contacts  Spread of COVID 19 | **Dining Hall use & Food:**   * The Dining Hall will be closed at breaktime and lunchtime. * We will not be serving food initially. * A packed lunch will be provided for students entitled to Free School Meals. This will consist of a sandwich, a yoghurt, a piece of fruit and a bottle of water. * Sandwiches provided for staff at lunchtime. * Drinking water should be provided with enhanced cleaning measures of the fountain tap mechanism introduced. * Students will be placed in year group specific geographical zones for wet breaks & lunches, classroom space and corridor space will be used with a separate wet break duty team and staff volunteers supervising. * All rubbish and waste should be put straight in the bin by the user and not left for someone else to clear up. * All indoor areas used for eating must be thoroughly cleaned at the end of each break and lunch, including chairs, door handles, water fountains etc. * All persons should be required to stay on site once they have entered it and not use local shops etc. * Reinforce handwashing prior to eating food. * Hand sanitiser should be available at the entrance of any room where people eat and should be used by all persons when entering and leaving the area. * All persons should be kept as far apart as possible 2 metres whilst eating.   Food operators continue to follow Food Standard Agency’s (FSA) [guidance on good hygiene practices](https://www.food.gov.uk/business-hygiene) in food preparation and their Hazard Analysis and Critical Control Point (HACCP) processes.  **Handling Cash:**   * We are now cashless. * The finance office will not accept cash payments. * All payments should be made via WisePay. * Guidance will be e-mailed to parents and carers before the start of term and support is available from the Finance Office to assist parents in accessing WisePay.   **Duties:**   * Two duty rotas will be employed - a dry day rota and a wet day rota. * Whilst the weather is fine, we will ask all students to go outside. Staff duties will be mainly on access doors and supervising fields and playgrounds. * When the weather is inclement, we have organised the school into Year Group zones. Staff duties will be mainly on corridors and in areas where we have allowed students to sit in their year group. * During wet breaks and lunched staff are asked to open and supervise in their classroom. * An e-mail will advise staff of which duty rota is to be employed before break or lunchtime. | E-mail to parents \ students \ staff  Staff Briefing  Student Briefing  Social Media \ Website \ Edulink  E-mail to parents \ students \ staff  Staff Briefing  Student Briefing  Social Media \ Website \ Edulink  Staff self-select duties | DOS \ SWN \ HR \ MW \ SITE TEAM  JG \ CW  SW Staff | 03/09  03/09  20/08 | YES |
| **Travel** | Staff,  Students / pupils / wider contacts  Spread of COVID 19 | **Travel to school:**   * Travel is only required for essential purposes. * No offsite visits or sporting fixtures until further notice. * All persons to limit their use of public transport where possible. * Students who arrive via school bus must wear a face mask whilst they travel. Students must also keep a social distance when on the school bus. * We encourage students and staff to walk, cycle and scoot to school if they can. * Students should not walk in large groups to school and should not congregate at shops or parks on the way to school. A two-meter social distance is encouraged. * Parents should not enter school premises or wait at the school gates for their child to finish school. * Where staff have to travel it should be for essential purposes only, using private single occupancy where possible. | E-mail to parents \ students \ staff  Staff Briefing  Student Briefing  Social Media \ Website \ Edulink  No trips to be booked for the remainder of 2020  Ongoing review | SWN \ DOS  HF \ JG  PARENTS  STUDENTS  STAFF | 03/09  03/09 | YES  YES |
| **Cleaning** | Staff,  Students / pupils / wider contacts  Spread of COVID 19 | **Enhanced Cleaning**   * The school will employ four cleaners to work throughout the school day. * They will target key rooms such as computer rooms where desks, chairs, keyboards, mice, door handles and light switches will be thoroughly cleaned. * Cleaners will also do a general clean around school during the day and will target bannisters, door handles, toilets, changing room benches, flush handles and hooks. * Enhanced cleaning of rooms at the end of the day. * There will be a sanitation station in each classroom, this will include anti-bacterial hand gel, antibacterial spray, a cleaning cloth that will be replaced daily and a box of tissues. * The majority of teachers will clean their own classroom, targeting desks and chairs in between lessons. Teachers who have known vulnerabilities will not be asked to clean their rooms and cleaning staff will cover this duty. * Any equipment that is shared in lessons such as science and technology equipment should be removed and cleaned before it is used by another student. * PE equipment will be cleaned regularly throughout the session by the teacher if there is student contact e.g. balls and racquets etc.   **Cleaning protocols:**   * Hard surfaces to be cleaned using standard cleaning products and disposable cloths / paper towels throughout day. * For a deep clean / disinfection (e.g. following a suspected case) use a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) **or** a neutral purpose detergent followed by disinfection (1000 ppm av.cl.). * See PHE advice the [COVID-19: cleaning of non-healthcare settings guidance](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings) * Manufacturer’s instructions for dilution, application, PPE and contact times for all detergents and disinfectants to be followed.   **Cleaning a Contaminated Area:**  Cleaning staff to:   * Wear disposable gloves and apron * Wash their hands with soap and water once they remove their gloves and apron * Fluid resistant surgical mask if splashing likely * Hands should be washed with soap and water for 20 seconds after all PPE has been removed. * PPE to be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished. * Any cloths and mop heads used must be disposed of as single use items. * Hand towels and hand wash are to be checked and replaced as needed by site / cleaning staff. * Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc. * Only cleaning products supplied by the school / contract cleaners are to be used. | Cleaning plan \ rota developed that gives priority to toilets, frequently used areas, ICT rooms and changing rooms.  Additional training for cleaning staff.  Sanitisation station in every room.  Maintain stock levels.  Additional training for cleaning staff.  Additional training for cleaning staff. | MW  SITE TEAM  MW  SITE TEAM  MW  SITE TEAM  STAFF  STAFF  MW  SITE TEAM  MW  SITE TEAM | 31/08  31/08  31/08  03/09  03/09  31/08  31/08 | YES  YES  YES  YES  YES  YES  YES |
| **Contractors & Lettings** | Contractors, Staff,  Students / pupils / wider contacts,  Spread of COVID 19 | **Contractors:**   * Only contractors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site and will read and comply with signs in reception regarding good hygiene. * Staff and contractors are to maintain a safe distance between themselves and others (2 metres). * All contractors are to wash their hands or use alcohol-based hand sanitiser upon entering the site. * Agree approach to scheduled / ongoing building works. * Site inductions are to be carried out following social distancing principles (2m separation). * School’s to seek confirmation of the contractor’s method statement / risk assessment.   **External Lettings:**   * No indoor lettings until further notice. * Outdoor lettings may be permitted from September 2020 (but there will be no access to toilet or changing facilities). * All lettings must have a risk assessment and be approved by Site Manager Mick Wathen. | All access to the school agreed by site manager and Headteacher  Review lettings list. | MW  DOS  DOS \ SWN \ MW | 31/08  07/09 | YES  YES |
| **Lack of awareness of PHE / school controls** | Staff,  Students / pupils / wider contacts  Spread of COVID 19 | * Posters will be displayed in the reception, welfare areas and in suitable places around site for contractors and visitors. * Clear briefing for all personnel on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance.   **Signage:**   * Catch it, Bin it, Kill it posters placed around school. * E-Bug Hand Hygiene posters placed around school. * Social Distancing posters placed around school. * One-way signage indicated on floor, walls and access point entry & exit doors.   **Behaviour Expectations**   * Expectations of behaviour remain high. * Procedures will be explained to all students prior to returning to school. * Procedures will be explained during an induction briefing with tutors upon return to school. * Use of rewards, praise and encouragement is expected. * After school detentions are encouraged as we do not wish to mix students of different years in a room during the lunch or break time. We wish to have students outside as much as possible during break and lunch. * Students placed in detention should be in their own year group in a room or kept at a strict two-meter social distance if not in the same year group. * Students who cannot follow the safety measures put in place will face fixed term exclusion. | Posters reprinted and placed around school.  E-mail to parents \ students \ staff  Staff Briefing  Student Briefing  Social Media \ Website \ Edulink  Planned welcome back tutorial  Staff Briefing | MW  SWN  DOS \ SWN  LCOs & Tutors  SWN \ LCOs | 03/09  03/09  03/09  03/09 | YES  YES  NO  NO |
| **Provision of first aid** | Staff,  Students / pupils / wider contacts  Spread of COVID 19 | **First Aid:**   * It is accepted that a 2 meter social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum e.g. pupils apply cold pack, wipe, plaster where able to do so. * Those administering first aid should wear PPE appropriate to the circumstances. Wash hands and ensure the affected area is cleaned upon completion. * See also ‘provision of personal care’ and ‘Suspected case whilst working on site’. * The Hall to be used as a COVID-19 First aid room. * Reception will be used for all other non COVID-19 ailments. | List of First Aid Staff updated, distributed and posters placed in staff areas. | SB | 03/09 | YES |
| **Provision of personal care** | Staff,  Students / pupils / wider contacts  Spread of COVID 19 | **PPE:**   * Additional PPE in place if required e.g. for intimate care, to be risk assessed and to be based on nature of task and level of contact (e.g. disposable apron, gloves, fluid resistant surgical mask and if there is a risk of splashing to the eyes, coughing, spitting, vomiting then eye protection should be worn.) * Wear PPE if a child falls ill with Coronavirus symptoms whilst on site (new continuous cough, high temperature or loss of taste or smell) then school staff supervising the child while they await collection should wear PPE (a fluid resistant surgical mask) **if** a distance of 2m cannot be maintained. * If direct care (such as for a very young child or a child with complex needs) is required then staff giving care to wear a fluid resistant surgical mask, disposable apron and gloves. | Care Packs made available for First Aid Staff | MW  SITE STAFF  KD\JF\KC | 03/09 | YES |
| **Emergency procedures (Fire alarm activations etc)** | Staff,  Students / pupils / wider contacts  Spread of COVID 19 | **Evacuations:**   * Emergency evacuations are to take place following year group zoning and social distancing principles as far as is reasonably practicable (this will be impacted during evacuation but will be for short period). * Staff to maintain 2-meter separation from colleagues and students at assembly areas (where space permits). | Year Group Zoned Assembly Points on Bottom Yard. | DOS  SWN  MW | 03/09 | YES |
| **Deliveries & Waste collection.** | Staff,  Students / pupils / wider contacts  Spread of COVID 19 | * Do not approach delivery staff, allow packages to be left in a safe place. * Hands are to be thoroughly washed after handling all deliveries or waste materials. * Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours). | Sanitisation station at all entry \ exit points | MW  SITE | 31/08 | YES |
| **Staffing levels** | Staff,  Students / pupils  Spread of COVID 19  Wider safeguarding / safety risks | * Options such as supply staff, splitting classes, SLT cover, partial closure may be required in event of staff shortages due to COVID-19. | Local decisions on partial closure or closure to be made in event of insufficient classrooms or space or if there are insufficient available teachers or staff to supervise the groups safely.  Take advice from local health protection team. | DOS \ DC \ SWN \ CBU | 03/09 | ONGOING |
| **Premises safety** | Staff,  Students / pupils  Wider safeguarding / safety risks | * Ensure all ‘normal’ tasks / compliance checks are being carried out/planned such as fire alarm testing, legionella controls, servicing of equipment, PAT testing etc. * Ensure all key services are operational * Flush all water outlets thorough in areas of the school which have been closed for period of time. * Ensure key fire doors are not being compromised / wedged open (those protected stairwells, cross corridor, on single directional routes etc.) | Schedule of maintenance check as usual for the start of a new academic year. | MW  SITE TEAM | 03/09 | YES |
| **Phased Return to School – Students working from home** | Students at home:  Unable to access curriculum  Safeguarding  Online Safety  Safeguarding - Keeping Safe  Safeguarding  Wellbeing | **We have written to all students and parents \ carers explaining:**   * The dates in which we expect their child to work from home. * Details of how we will deliver ‘Live Lessons’ via Zoom in the published lesson slot. * Information on the website helping with online learning resources and passwords. * How to get help via [password@chauncy.org.uk](mailto:password@chauncy.org.uk) for students and families having difficulty logging into online learning websites.   We have written to all students and parents \ carers explaining:   * Where to get up to date online safety advice e.g. UK Safer Internet Centre, Net-aware and ThinkUKnow etc.   We have written to all students and parents \ carers explaining:   * How to contact the school with a safeguarding concern. * Who the Designated Safeguarding Lead staff are and how to contact them via [safeguarding@chauncy.org.uk](mailto:safeguarding@chauncy.org.uk) * How to contact Hertfordshire County Council via 0300 123 4043 or Hertfordshire Police via 999 if the safeguarding concern is immediate and serious.   We have written to all students and parents \ carers signposting:   * How to contact Learning Coordinators or the Safeguarding team with wellbeing concerns. * A list of online and telephone support available to young people and their families covering | Teachers take a register of students who attended the live lesson and e-mail to Learning Coordinator who will liaise with families where the child is not attending.  Remind staff to report any Records of Concern via the ROC tab in Behaviour Watch.  Remind LCOs, PSOs and Tutors of the list of approved external support available, collated on the school website: <http://chauncyschool.com/safe-space-secondary-school-information-pack-for-students-and-parents/> | Teachers  LCOs  SLT  DSLs  Staff  SLT  LCOs  Tutors  Pastoral Support | 04/09  04/09  04/09 | YES  YES  YES |

Due the volume of guidance documents and frequency of updates, please refer to <https://www.gov.uk/coronavirus> for latest advice and guidance.



