EOTAS Swindon – All sites

Risk assessment for: Full Returning to school following Coronavirus Pandemic

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Staff and key stakeholders are responsible for reading this whole document carefully and in addition make reference to the latest government guidance. https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools.

If at any time, on the advice of Public Health England, the Head of Service and/or the Management Committee feel that it is not safe to open the school as a whole, to groups or individuals, parents and staff will be informed immediately. This RA should be referred to in addition to all other EOTAS policies, which are updated as appropriate, appendices added to accommodate the latest guidance. (Stakeholders are advised of changes as they occur)

Item, place, or circumstance to be risk assessed	Risk rating (before measures)	Actions taken to minimise risks	Risk rating (after action taken)	Person responsible
Whole school environment, Minimise Contact where possible				
Distancing in corridors	Med	2m distancing tape will remain in place to act as a visual reminder. Whenever possible this will be adhered to with a minimum of 1m distance and staff vigilant to remind each other and students of the requirement Once students are in school, due to low numbers each site will operate as one bubble. Movement around the site	Low	All staff, visiting professionals and invited visitors All students

		and interaction will be minimised, supervised and monitored by staff. Staff will re-enforce the message of social distancing when required.		
Assemblies and staff meetings	High	There will be minimal group gatherings. When these are required eg: staff meetings they will be held in contained groups and social distancing will be practiced. Large spaces will be utilized ie: conference room, activities hall. Prior to any planned activity in these areas numbers have to be verified with the site team in order to determine if the activity can be safely accommodated and safe movement has been considered. Hand washing and sanitizing will be encouraged before and after meeting with no social gathering taking place post meetings. Virtual meetings will take place where appropriate to further mitigate risks	Medium	All staff All students

Students Arrival and Leaving, Classroom protocols	High	All students will enter and leave school sites following a pre -communicated system conveyed by the heads of college. A flexible start to the day, before formal registration will be facilitated, and overseen by staff to ensure students are admitted and directed appropriately. The heads of college will identify the entrances to be used. These will be staffed and appropriately signed for students. The length of the teaching day will not be reduced the arrival and leaving procedure has been made to accommodate this. Upon arrival the students will wash and/ or sanitise hands. Supervised by staff. Wand searches where required will take place by use of wands on lengthened poles. Items that need to be collected in will be placed in individual secure lockers by the student. Items will be returned to students upon leaving and the lockers wiped down, Students will be issued with a plastic wallet and they will place the items in the wallet. At the end of use the wallets will be sanitized, use will be rotated to further reduce risk of virus transmission. Face coverings will be worn in all communal areas if social distancing cannot be maintained. Face covering can be removed when seated in lessons. Face covering will be worn for all 1:1 lessons and meetings. Any further changes to this advice will be communicated to all staff, students parents/carers • Where students have worn face coverings on their way to school. Students will be instructed not to touch the front of their face covering during use or when removing them.	Med/Low	All staff All students

		• Disposal of temporary face coverings must be into a covered bin or place reusable face coverings in a plastic bag they can take home with them, please do not place on desks. Following guidance it is encouraged for anyone in school to wear face coverings to conduct normal duties when moving around the building in communal areas, and social distancing cannot be maintianed. If a student has not got a mask then a small supply will be made available from reception, where their name will be added to the mask for identification purposes. A charge for continual requests may be made for further replacements of 50p per mask The encouragement of Hands, Face Space will be made at all times. Good respiratory hygiene will be promoted by staff and via signage around school. The school will deploy the system of 'catch it, bin it, kill it'. Designated lidded bins are placed around the school for this waste and will be securely removed. Cover hand with additional tissue before pushing and lids. Frequent handwashing will be encouraged, alongside the respiratory requirements. This will be communicated to the students and parents/carers in advance via telephone call/letter/ school comms.		

		The numbers of students in each college is small enough to ensure each college operates on a single bubble basis. The timetable has been designed to minimize the amount of movement around the buildings. Staff will be vigilant and separate any groups or gatherings that occur within the building. Staff are responsible for ensuring this takes place. If a student fails to follow instruction the behavior policy is to be followed and implemented. Any student who fails to comply may be excluded following the EOTAS full protocols for safeguarding, and overseen by the head of each college. Students will use hand sanitiser when entering a classroom. Wipe down kits will be in place in each room for staff to utilise, wipe downs to take place between am and pm sessions all waste to be placed in bags and tied. Additional bins have been sourced in which to place this waste. Cover hand with additional tissue to avoid contact with any lids. There will be an additional cleaning on site each day to ensure an additional clean of frequent touch points are attended to. These areas have been agreed between the cleaning company and site manager and a record of these will be maintained.		

		At end of the school day students to be released at staggered times as per their allotted time to avoid congregating. Staff will oversee this and instruct students. The behavior policy will be followed, students who fail to observe instructions and policy, will have parents contacted following the safeguarding protocols and future sessions/interaction will be discussed via a follow up telephone call with parents/carers.		

Lunchtime and break time	HIgh	Lunch and break will be supervised by staff. Hand washing will take place prior to and at the end of the relevant break. Social distancing will take place and students will eat food in the designated areas as directed by the head of college. At the end of the break staff will be ensure a full wipe down takes place utilizing the kit provided and bagging the waste. Students will not exchange food or try each other's food or drinks. Free school meals will be provided and will resume the previous format of packed lunches, supplied by an outside catering company. The delivery and storage procedure will be overseen by the site team and TA's to ensure minimized potential for transfer of Covid 19. Weather permitting this may take place in the outside spaces and supervised by staff. Visual reminders in the form of the Covid19 poster demonstrating the sequence of hand washing will be in washrooms and around the site. For physical activity, (this will continue in outside spaces whenever possible.) food technology or art scheduled there is a separate risk assessment in place for this. FSM will continue to be provided in school. In the event of a positive case result FSM will be provided via a bagged delivery services on a weekly basis. Hard surfaces in classrooms and other used areas (including resources and computers) will be sprayed and	Medium/Low	All staff All Students

		wiped before and after use with disinfectant spray and paper rolls. Waste disposed in the bags provided. All work areas, teaching room, meeting rooms, social and office spaces will be ventilated as much as possible with the opening of windows.		

Taking Registers	Low	Students will receive in advance via letter/communication from staff containing instructions and expectations for attendance which is now compulsory Staff will be responsible to enter SIMS attendance and session marks in the normal way. Attendance will be monitored and followed up following the school policy including safeguarding calls.	Low	All staff
Office space/Reception/Visitors	Med	Social distancing will be maintained, where possible and staff will be encouraged to ensure all work areas are kept sanitized in addition to the cleaning by use of the kits provided. Staff movement will be limited as far as possible and communication to other areas of the schools will be made via telephone or email as much as possible. Staff who need to enter the office areas will only do so by invite and in limited numbers to ensure social distancing and limit the potential transfer/contamination. The doors will remain accessible via the suited key system as normal. Reception area to display signage for visitors/students to remind them of social distancing guidelines. Floor markers	Low	Office Staff, pastoral and behavior staff, Head of Service, Head of Colleges

		to be used to establish 2 metre space from reception desk area. A record of all visitors via the scanning of the QR code or physical signing in (including contact telephone numbers) and staff will be maintained daily to assist with any track and trace that maybe required. Hand sanitizer is available for use prior to walking through doors to hand washing facility. Cleaning of touch areas will take place during the day to minimize risk of transfer. Including intercoms. Visitors will be greeted via the intercom and signed in. If a remote meeting via telephone or communication via email is not able to take place visitors will be met by staff observing the social distancing rules and hand sanitizing will take place before proceeding through the building. Signage and institutions are in place. If pens are required these will be wiped down by staff wearing gloves before and after use. Visitors and other professionals will be welcomed to site in order to support the students in our care, this will be by prior arrangement and appointment, in order that college heads can monitor the amount of footfall to keep this to a minimum. This will be reviewed and discussed by the SLT and staff encouraged to raise any concerns via their line manager. Visitor badges will be issued to all visitors, all staff are encouraged to make visits pre- arranged and inform the BST team that a visitor is expected. Badges will be wiped		

		down before and after use and only passed to visitors via a plastic basket which will also be wiped down to mitigate transfer of the virus.		
Movement around school	Med	Once students are in classes, movement around and through the school will be managed under guidance of staff and only where necessary. Staff will be briefed via staff briefing and FAQ sheet on expectations. Staff will re-enforce expectations with students upon arrival and throughout the session if required. Whilst moving around face covering are to be worn. Walking to the left is encouraged and as indicated with floor marking in corridors and at social distancing Doors hold backs to be used where installed and door wedges to be used elsewhere to reduce touch points within school. Fire doors and doors for segregation and safety will be maintained and closed. Classroom doors when practical will remain open, to allow for additional ventilation, with the use of small kick plate wedge, which can be removed immediately if the fire alarm is activated.	Low	All staff All students

		(all doors will be checked and closed at the end of the day in accordance with the fire risk assessment). **Fire Alarms:** If the fire alarm sounds the evacuation points are as normal. Each room has this indicated on the posters within the room. It is important that the building is evacuated as quickly as possible with distancing where possible. A practice evacuation will take place of staff during the training days in Sept on each site and a full evacuation will take place including staff and students during the 1st week of term for students. This will be overseen by the premises manager and reviewed for any follow up actions which may be necessary in conjunction with SLT. All occupants are to leave the buildings using the nearest fire escapes, maintain as much distancing as possible in stairwells. When the building has been given the all clear additional time will be given to re-enter with social distancing in place. Vulnerable staff should proceed to the assembly point but remain away from the main groupings and other staff will step into take registers as directed by the college heads. Whilst moving around school signage will be displayed to remind students of social distancing guidelines. Staff should also ensure they are at various points to supervise and remind students where necessary.		

Class Based Activities	**Overview** High	The curriculum content has been agreed and designed by the SLT and Faculty leads. This is communicated and agreed with teaching staff and will include core and key subjects depending on the individual student's options. Students are encouraged to bring in limited equipment to site. Bags are allowed and items such as lunch boxes coats books and writing implements will return home daily with the students. Mobile phones will be placed in secure areas such as lockers. Classrooms are to be arranged with single student desks facing forwards, two pupils sitting side by side will be permitted. Staff will ideally remain at the front of the room maintaining as far as possible the 2m distance. Staff will avoid close face to face contact and minimise time spent within 1 metre of anyone. **However, movement around the classroom cannot be guaranteed at 2m.** If protocols are not maintained, then the behavior policy will be followed if students fail to follow this and in line with safeguarding procedures parents will be contacted and arrangements for the student to return home will be made. Vulnerable staff are able to remove themselves from any situation they feel uncomfortable with and a separate risk assessment is in place to provide for this. Other staff will step into cover.	Medium	Staff Students Parents/Carers

		Laptops for remote learning have safeguarding software and students will need to bring laptops in for their allocated week so they can be checked and carry out updates. Agreements and protocols are in place for remote online learning – staff and students Curriculum staff have produced specific protocols for their subject area. Specifically Art, Food Tech and PE. For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within a group bubble; these should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes such as sports, art and science equipment should be cleaned frequently and meticulously and always between groups, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different groups		
Educational Visits	High	Educational visits are now permitted on a day basis, with no overnight stays. However during the national restrictions between 5 Nov and 2 Dec venues may not be available. Risk assessments with the venue will be carried out in accordance with the educational visits policy and venues will be assessed for measure they have in place for the safe participation of students and staff. The risk	Medium	

		assessments will be overseen by the educational visits coordinator and reviewed by the business manager before the go ahead is given.		
Ventilation	High	Classrooms will have doors and windows open for ventilation as much as possible. Fire integrity has been considered and site staff will ensure safety measures are maintained. The behavior policy will be adhered to and students are clear upon these expectations.	Med/Low	All staff All students
Library Resources	Med	Students are now able to use school library. Student are able to borrow books and return to school. All books exchanges will be supervised and strict handwashing and wiping down will be adhered to. With 48-72 hours between contact usage being put into place.	Low	Teachers Students
Transportation /Bicycles	Med	Students are encouraged to ride bicycles to school to limit the use of public transport, bring their own lock. Staff will assist students and families in identifying cycle routes and refer to the local authority cycle routes in order to assist with this planning. Bicycles will be stored in designated areas safe area. As far as possible these will be kept 2m apart. Helmets and gloves will be wiped down and kept at the student entrance. Students will wash hand immediate upon arrival and met by staff. If in a fenced area the fencing will be wiped down at the end of each day by site staff. Students who do have to travel on public transport will be briefed by staff in the safe way to access this, and staff will	Low	All staff Students

		explain the routines they have to follow as laid down by government guidance. If students are utilising public transport they are advised they must follow the current guidance and requirements on the use of face coverings.		
Clothing	Med	Students will be required to wear uniform Parents have been asked to ensure clothes are washed in line with guidance, to maintain good health and hygiene.	Low	All students
Alternative Provision/ Attendance at Multiple sites Visiting Music teachers	High	Students and staff will be permitted to attend other sites, to allow access to education. In the case of alternative provision the providers will be requested to supply their Covid RA in advance to the college for review. Multi-site placements will be kept to a minimum and safe practices will be followed and monitored as far a practical. Alternative providers will be required to notify the college of any known or suspected Covid 19 cases in order that the college heads can monitor the situation. There is specific guidance in place for the delivery of music and playing of instruments and singing. College heads must discuss this and make specific arrangements with visiting professionals in order to do this safely. Any concerns must be referred to the business manager and no lessons are to take place until the specific risk assessment provided by the visiting teacher and agreed by the school are in place.	Medium	All students and staff

		Staff moving between sites will be kept to an operational minimum and safe practices of sanitising will be adhered to.		
Parents & Carers				
Drop off and pick up	High	Parents and carers are discouraged from remaining on site Parents can enter the car park to drop and collect only and to be at least 2m from doors, the staggered start and end of day will reduce the potential for gatherings. Staff will encourage students' parents and carers not to break the social distancing rules or congregate. Staff have been advised we have no legal powers of enforcement and they should not enter any protracted conversations. If a wider issue or concern arises and in line with current protocols the police will be contacted for further assistance. Designated staff to be present at arrival and leaving times, ensure social distancing is adhered to and pupil leaves site with parent/carer where appropriate.	Medium/Low	Parents/carers Staff
Wellbeing				

Staff Deployment & Staff Meetings	High	If a member of staff becomes unwell with COVID 19 symptoms whilst at work, they must be sent home and follow the current guidance relating to testing and isolation. Full staffing levels will be maintained. Staff are required to notify of any absence and the reason for their absence by speaking to designated staff personally by 7.15am each morning of their absence and in line with the absence policy. If a member of staff displays symptoms of Covid 19 they are to remain at home, notify the school and ensure they seek a Covid 19 test as soon as possible, via contact with their health professionals. If a member of their family display symptoms staff are to notify the school and follow the relevant guidance from the government and Public Health England. SLT will monitor availability and deploy staff accordingly. The use of supply staff is permitted but will be kept to a minimum however ensuring safe operation for teaching. Visiting professionals and peripatetic teachers will be welcomed into the school, they will be briefed upon arrival on the schools measures to mitigate risk. In the case of music arrangements for the delivery of these sessions will be discussed and documented by the college head and the service provider before commencement of sessions.	Med/Low	All staff

		SLT hold a detailed list of any staff where additional arrangements will be in place due to a member of staff being identified in groups , as per government guidance: · Staff who are clinically vulnerable or extremely clinically vulnerable · Staff who are pregnant · Staff who may otherwise be at increased risk from coronavirus (COVID-19) An individual risk assessment will be in place for these staff, this will be reviewed by the line manager with the member of staff at the start of term, and periodically thereafter in line with any notified changes to circumstances. Reference to relevant guidance will be made to guide both the line manager and the member of staff ie: Gov.uk, SBC information, BAME Ed. In addition if the member of staff has any additional concerns they are encouraged to bring this to the attention of the line manager, head of college, business manager or head of service as soon as possible. Staff will take breaks and lunch as appropriate but are encouraged to adhere to guidance on social distancing and to respect others wishes. Staff are encouraged to use the staff rooms to a minimal amount and to remain in their classrooms for breaks minimizing interactions. Breaks will be taken ensuring social distancing is observed and where possible outside. Staff are responsible for washing up and clearing their own crockery, staff may bring in their own utensils,		

		dishwashers in staff rooms can be utilized but must be run on a frequent basis at east daily to ensure through cleaning of contents. Please keep sinks and draining boards clear for cleaning Kettles, microwaves, and hot water boilers staff will be requested to wipe down after use and will be additionally cleaned during the daily cleaning regime.		

Mental Health and Well-Being – Students	High/Med	Visual reminders will be displayed to remind students of appropriate contact. Also sent periodically on communications to student emails and home. Students will have access to the Pastoral team where required. The school has additional access to other professionals to support for those students who need additional emotional support. This may be done remotely this will be arranged via the pastoral team and DSL following the safeguarding protocols. If a student had identified health conditions a separate risk assessment will be made to ensure that all precautions a followed especially for their condition and at this point a decision will be jointly made between the school, parents /carers and other professionals on the best place for education to take place. Students or families may be anxious about returning to school or attending if a new student. Arrangements will be made by the college head to facilitate visits to ensure that the student feels comfortable and their questions answered to allow for them to return and access education, this will also be extended to low attenders prior to the pandemic to ensure that they can fully access education. If a student displays symptoms on arrival, arrangements will be made to send them home following the	Med/Low	All staff Students and parents/carers

		safeguarding protocols and contacting parents to agree the best method to return home safely. Students with identified SEND will be monitored by staff and work alongside the SENDCO to ensure access to education is maintained. If a student becomes unwell with Covid 19 symptoms or other illness during their learning time they will be provided with a mask. A designated isolation room will be identified by the college head and this will be made know to staff at the start of each week. Whilst arrangements are being made the student will be monitored by staff, staff attending to them will wear PPE. The kit contents and locations has been communicated to staff in the briefing and FAQ sheet. Following the use of the room the room will be cleaned down by the cleaning team using the designated disinfectant and wearing of PPE. Additionally see link to DfE Guidance on this specific area: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/928841/Symptomatic_children_action_list_SCHOOLS_FINAL_22-10.pdf In consultation with the parent in line with the safeguarding protocols they will be collected if too unwell or situation deteriorates an ambulance will be called. Parents will be requested to notify the school or a suspected or confirmed case of the virus. The school will not request evidence of a negative test result before welcoming the student back into school.		

		If a positive test for Covid-19 is confirmed the staff and any other students, the student has been in contact will be advised and testing will be arranged utilizing the government scheme. Reference will be made to the latest government guidance by SLT, the local authority, chair of the management committee will be advised, and if required Public Health England. The track and trace system will also be utilized, and the school will work with the relevant medical services in implementing this. Confidentiality will be maintained, and only personnel on a need to know basis will be informed. and any data received will be destroyed in line with GDPR requirements. The school will make references to all the latest protocols and guidance to ensure the safety of others is the upmost priority, this may result in advice being received that the school may need to close. In this instance the Head of Service or Deputy will co-ordinate with SLT the follow up actions required.		

Mental Health and Well-being - Staff	High/Med	Staff are encouraged to discuss any concerns with their line manager, head of College, or Business Manager. SLT and DSL have regular meetings in which to be able to monitor and support staff. Additional help and support can be gained here: https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers Access to formal supervision through the school's retained professionals can be arranged. All staff have access to Care First which offers a counselling service This is free to staff and confidential. Information on how to access has been circulated and posted around all buildings. In addition, Managers can also access support and help from Care First in dealing with problems that are unfamiliar or complex. Regular emails and messages of encouragement will be sent via email and/or phone/Teams. Planning and marking is monitored and addressed via the head of college to ensure work life balance and line management meetings/discussions are held in all areas of the business with all staff. Staff working 1:1 with children will sit 2m apart. All adults will remind each other if necessary, of social distancing Planning	Med/Low	All staff SLT All staff Head of Service/Management Cttee SLT/Staff All staff All staff All staff/SLT

		Staff working with students who find the student cannot adhere to sneezing/coughing advice will be able to wear a face mask. The reason for the coughing sneezing will be established ie: hay fever, tissues are provided and the use in bin it protocol will be followed. If the reason for the coughing or sneezing is a deliberate act and an assessment will be made on the frequency of when the student will be invited in for sessions will be reviewed, in line with the behavior policy and guidance relating to exclusion. Any staff in a vulnerable group will not be required to support a student who is not following protocol or becomes unwell with C19 symptoms, or requiring 1st aid treatment. Each team has designated ON CALL and First Aid staff. If staff are exposed to any additional risk, they will be advised to seek a Covid 19 test. Staff who develop symptoms must seek immediate Covid test and advise SLT remaining at home until the test result is received. The track and trace system will also be utilized, and the school will work with the relevant medical services in implementing this. Confidentiality will be maintained, and only personnel on a need to know basis will be informed. and any data received will be destroyed in line with GDPR requirements.		

		The school will make references to all the latest protocols and guidance to ensure the safety of others is the upmost priority, this may result in advice being received that the school may need to close. In this instance the Head of Service or Deputy will co-ordinate with SLT the follow up actions required		

Hygiene, first aid, health and safety, response to Covid 19 outbreak				
Students and adults requiring 1st Aid	High	The 1st aid room at Fernbrook is only to be used for 1st aid, please do not use it for any other purpose. Further to any specific staff briefings further guidance can be located here: First aid guidance **First aid during the coronavirus (COVID-19) outbreak** https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm There will be a designated 1st area within Riverside identified and communicated to staff by the college head. Those administering 1st aid will wear surgical gloves, face shield and aprons which will be provided and available in the 1st aid area. This is in situ in the Fernbrook 1st Aid Room An appropriate box has been sourced and equipment placed in it with clearly identifiable labelling for Riverside, this is for the storage of the additional PPE equipment (aprons, masks, gloves, additional sanitizer, disinfectant). 1st aid equipment is in place and locations labeled. Any person showing symptoms of Covid 19 will be taken to a dedicated area of isolation and supervised. Parents / partners family members will be contacted in line with	Med	Trained 1st Aiders Staff

		already agreed procedures when person affected will collected by a parent/ carer. This area will be cleaned thoroughly daily and as appropriate after use. College heads will designate a suitable room and advise staff during briefing. Vulnerable staff must remove themselves from this area in order to protect themselves.		

Response to any infection	High	Upon receipt of a confirmed case the school will work with the local authority and local health protection team for guidance and support. The school will report any notified cases to the health protection team Contact details for the protection teams will be placed on the schools shared drive for readily available access also relevant posters will be placed around school. The Headteacher and college heads along with the Business manager will monitor the situation and provide all information upon request to the public health teams.	Low	Staff Students Parent/ Carers

Cleaning	High	The building is cleaned every day including, periodically during the day by daytime cleaning staff. An enhanced cleaning schedule has been agreed. This is monitored by the site manager. Disinfectant sprays and blue cleaning tissue and bags are supplied in all rooms for use by staff between sessions, All devices and equipment will also wiped down. Where possible additional hand sanitisers, hand towels, to provide alternatives to hand dryer use, and lidded bins have been placed around the colleges. All contents in bins should be sealed in the bags provided and will be removed by cleaning staff All additional computers and photocopiers, guillotines, laminators etc and any other commonly used equipment must be wiped before and after use. As many doors as possible will be propped open using door wedges during the day (no other heavy items to be used) to reduce need to touch door handles/push plates. (Not fire doors) These will be frequently cleaned to minimise potential transfer of virus. Hand sanitiser is available for staff as they enter the building and to allow for them to pass through the inner entrance doors before handwashing takes place as the next step. Students to hand wash on arrival	Med/Low	Cleaners Staff All staff All staff Supervising staff

Handwashing	High	Students to be encouraged to handwash frequently and a must do so upon arrival. Washrooms have been designated and appropriate signage added to ensure safe distancing, and handwashing guidance is adhered to. Additional posters will be placed around all buildings with instructions to act as reminders.	Low	Students Site Staff
Sneezing	Med	Tissues will be available in every classroom and students will be encouraged to use these then asked to dispose of the tissue in the bins provided following the "catch it, bin it, kill it" advice, and double bagging will be in place. The cleaning team will then remove the bags to the designated external bin areas. Some children suffering from hay fever may prefer/be encouraged to wear a mask to avoid social isolation.	Low	All students All staff
Toilets	Med	Students will only be able to use the designated washroom areas time, this will be overseen by staff. Handwashing to take place before returning to the classroom Staff to be on hand to supervise. Staff toilets staff to use designated toilets.	Low	All students Supervising staff All staff
Water	Med	Students that bring a drink bottle will be permitted into school. They will be permitted to refill under supervision and any touching parts between the bottle and the taps will be wiped down after use. All disposable items must be placed in the designated bins. Bottled water has been purchased staff can provide this to a student if required,	Low	Supervising staff Students

		the bottle is. This they then take home with them or place in the bin after use.		
Use of equipment Kitchens Food Prep for Teaching	High	Sanitiser spray and blue roll will be provided for cleaning before and after use of any classroom-based equipment. Within each rooms kit, bags are provided in which to place used items these will be removed by the cleaning team. Students will not be required to bring equipment into school, staff will wipe down equipment after each usage. If items not required are brought in these will be quarantined at the point of arrival bagged, sealed, and labeled for return to the student upon leaving. Kitchen facilities and food preparation comply with latest Covid19 guidance to reduce risk of infection/contamination https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak#kitchen-equipment A specific risk assessment is in place for this work. Additional equipment has been purchased to ensure that through cleaning of items can be implemented between sessions.	Med/Low	Classroom based staff Supervising staff Designated food room staff in conjunction with site manager, to ensure robust monitoring

Use of masks/face coverings	No scientific evidence	Although guidelines says these are not necessary in school, at the current time. The school will request face coverings are removed. Unless staff and children display anxiety or have specific reasons for wishing to wear a mask, this will be allowed if it provides reassurance and attendance in school. A small mask or clear shield must be worn in these circumstances rather than a full face covering in order to maintain as much clear communication between staff and students as possible. Expectations will be communicated to students and parents and failure to adhere to this will result in the behavior policy being followed. Face masks are available for staff for medical use. If staff/children choose to wear a mask, it is important these are not regularly taken on and off and left on surfaces. Mask must be taken from the building the individual at the end of their session/day. Any masks found in the building will be removed by the site team utilizing PPE equipment	No scientific evidence	Staff Students Site team
Holidays & Leave	High	Staff and students who have been on holiday should refer to the latest guidance on isolation requirements upon return. If a restriction is in place prior to the holiday commencing the holiday should not be undertaken if there is a risk of not being able to attend school immediately upon return and term has commenced.	Low	Staff Students Parents/carers

		If a situation changes during the duration of the holiday the staff member must contact at the head, or business manager to advise them immediately. Parents will be advised via a schools communication on the expectations upon them to ensure their child attends schools as legally required. Arrangements for remote education will be made. Parents may face a fine for nonattendance if is it known the situation could have been avoided.		
Positive Handling (Team Teach)	Med	On the rare occasion where we need to enforce positive handling of a pupil for their safety or the safety of others, a member of staff may have to come into direct contact with a pupil. If this is the case, parents will be informed. Both parties to wash hands as soon as possible. Record incident as per usual procedure. The positive handling policy will be updated to reflect the protocols in place during Covi19. In the first instance, if the student is in the classroom, all other students will remain within their classroom. Contact with the pupil will only be made if they pose a serious threat to themselves or others	Low	Positive handling (Team Teach) trained staff Pupil Parents

Recruitment	High	If it becomes necessary to recruit staff this will be conducted as far as possible by remote means or if a face to face initial interview is necessary strict social distancing , hand washing and saintising will be put in place before welcoming a prospective member of staff to attend the school building. DfE blog available here to assist. https://teaching.blog.gov.uk/2020/05/29/recruiting-during-lockdown-how-we-did-it/ If appointed the new member of staff will be required to attend the school as a visitor in order to complete the pre employment checks.	Low	Staff, Management Cttee members, and prospective employees Students
Contractors	High	Contractors will only be permitted onto site by prior arrangement with the premises manager. This will take place outside of school teaching hours unless in an emergency. This will follow the schools policy for KCSIE. Additionally contractors will be requested to follow the schools procedures for mitigating risk of spreading the virus. The premises manager will undertake an information collection process in order to assess the level of risk and refuse entry is not satisfied by the information provided. All contractors will be required to sign in and provide contact detail sin case of need for track and trace.	Medium	Staff, Students, Contractors

Contingency planning for outbreaks
Swindon Covid 19 outbreak management plan - https://www.swindon.gov.uk/lomp

If a local area sees a spike in infection rates that is resulting in localised community spread, appropriate authorities will decide which measures to implement to help contain the spread. The Department for Education will be involved in decisions at a local and national level affecting a geographical area, and will support appropriate authorities and individual settings to follow the health advice.
In developing these contingency plans, Government expect schools to: Follow the 4 tiers in the CONTAIN Guidance. Please note that as an AP setting unless otherwise directed it is the government's intention to provide full time education for all our students. If it then becomes necessary the procedures below are laid out in readiness for swift implementation to the appropriate levels required,
Use a curriculum sequence that allows access to high-quality online and offline resources and teaching videos, and that is linked to the school's curriculum expectations
Give access to high quality remote education resources
Select the online tools that will be consistently used across the school in order to allow interaction, assessment and feedback, and make sure staff are trained in their use
Provide printed resources, such as textbooks and workbooks, for pupils who do not have suitable online access
Recognise that younger pupils and some pupils with SEND may not be able to access remote education without adult support, and so schools should work with families to deliver a broad and ambitious curriculum.

Theme/key actions/measures	Action/mitigations and Risk measure (low, medium high)	By when/whom
School goes into partial lockdown provision for key staff and vulnerable children ie: if staffing levels cannot be maintained due to illness	The school is committed to remain open and continue to provide education for key workers, as directed by the local authority and for vulnerable identified children. The school will refer to the guidance received and with particular reference to the link to the Local authority as above. The school will re-instate the system of identifying at risk staff and will ensure that all guidance issued by	SLT & Management Committee Previously used set up plans will be instigated upon notification by the local authority and in line with the

	the public health authority is followed to mitigate the risk of infection as far as possible to these staff. The staff will operate and deliver lessons on hours by agreement between the head teacher and management committee. Protective measure for control of the virus will continue to be in place ie additional cleaning and enhanced sanitising. Lessons and attendance at school will be agreed and put into place by the ST and staffing numbers will be allocated to accommodate this.	time frames communicated to the school
School goes into full lockdown (provision for key staff and vulnerable children)	The school is committed to remain open and continue to provide education for key workers, as directed by the local authority and for vulnerable identified children. The school will re-instate the system of identifying at risk staff and will ensure that all guidance issued by the public health authority is followed to mitigate the risk of infection as far as possible to these staff. The staff will operate and deliver lessons on hours by agreement between the head teacher and management committee, for the limited numbers identified.	

	Protective measure for control of the virus will continue to be in place ie additional cleaning and enhanced sanitising. Lessons and attendance at school will be agreed, if necessary further reduction of numbers in school will be made in order to comply with guidance, and periodical reviewed to ensure the protection of all is priority.	
Education Delivery Plan Education via Remote education support Schools are expected to have the capacity to offer immediate remote education. When teaching pupils remotely, government expects schools to: Set assignments so that pupils have meaningful and ambitious work each day in a number of different subjects Teach a planned and well-sequenced curriculum so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to be taught and practised in each subject Provide frequent, clear explanations of new content, delivered by a teacher in the school or through high quality curriculum resources and/or videos Gauge how well pupils are progressing through the curriculum, using questions and other suitable tasks and set a clear expectation on how regularly teachers will check work Enable teachers to adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding Plan a programme that is of equivalent length to the core teaching pupils would receive in school, ideally including daily contact with teachers	Home learning will be instigated., for all students with lessons in school maintained for vulnerable and key worker children as required and agreed via the head teacher and management committee. Education will be provided by the use of the online learning platform. Laptops and connection to the internet will be provided to students as far as practically possible. Home learning will also be facilitated by teachers via video links as agreed with the head teacher. The school will also ensure that other online learning schemes are accessed and tailored to the individual students learning. For students unable to access IT, work will be provided via printed learning packs where required. Safeguarding protocols will be re-instated via telephone calls.	SLT and Faculty leaders are responsible to ensuring the curriculum delivery is in place. Line managers will oversee the teachers in delivering the lessons. SLT, Line Managers and Teachers will work collaboratively to ensure classroom support staff are allocated to students to

	Tutors will resume calls with parents and students in order to check on welfare and also to ensure learning continues, offering support and guidance. Assessment on the amount of learning undertaken will be made and those in need of additional support will be allocated appropriate staff in order that this can be facilitated. Leaning will be set at an appropriate level for the student to be able to access and staff will additionally link with the SENDCO to ensure the lesson is at an appropriate level. Schemes of learning will be referred to and preparation for exams will be accommodated, and reflect the expectations of the exam boards. Logs of interactions with students and parents will be kept and available on the MIS (SIMS) system alongside logs made available by the DSL. Pastoral support staff will be allocated students to support and will liaise with teaching staff to ensure students can access learning and identify pastoral concerns affecting the student's ability to access this learning. Pastoral staff will ensure the appropriate channels are followed to escalate concerns if and when required.	support learning. Response times will be agreed with the head teacher and in line with the direction received from the local authority