



Midsomer Norton
Schools Partnership

RISK ASSESSMENT FOR SCHOOL OPERATION FROM SEPTEMBER 2020: Writhlington School

This risk assessment is based on Guidance for Full Opening: Schools

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Date of Risk Assessment: [13/07/20]

Signed (headteacher): Alun Williams

Signed (Chair of governors): Chris Dando

Covid-19 is an illness that can affect your lungs and airways. Symptoms can be mild, moderate, severe or fatal. This risk assessment is for pupils, teaching and support staff and should be adapted by each of MNSP schools. The document must be adapted to reflect the unique circumstances in your school. You need to add any additional controls and indicate who is responsible, by when and indicate when in place (ie you must complete the last 3 columns) There is an expectation that staff will work at a distance from each other and from pupils as much as possible. If staff are working totally alone in the school, please ensure that a lone-working assessment has been undertaken and safeguards put in place for that person. You will need to review other risk assessments you have in place, for example use of equipment and practical lessons.

HAZARD: Spread of Covid-19 Coronavirus

Who Might be harmed:

- Staff
- Pupils
- Visitors to your premises
- Contractors
- Vulnerable groups – Elderly, Pregnant workers, BAME and those with existing underlying health conditions
- Anyone else who physically comes in contact with another person

Key: AWI = Alun Williams (CEO Headteacher), CEN = Clare England (Deputy Head), MBU = Mike Burr (Deputy Head), MBR = Mark Bridges (Assistant Head), CHO = Chris Hobbs (Business Manager), KWA = Director of Sixth Form, DHA = Dan Harding (Site Manager), LZU = Linda Zuanella (SENDCO), TFI = Tania Finch (Human Resources), SLO = Sue Lock (Head's PA), GMO = Gary Monger (Catering Manager)

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

	The cleaning team will be briefed on cleaning arrangements following first aid incidents and any suspected Covid 19 illness.	CHO	03/09/20	
<p><u>Staff working</u></p> <p>All staff are expected to be able to work in school from September. Those in vulnerable or extremely vulnerable groups, including BAME, should discuss any changes to working practices to mitigate risk. Schools will follow the government guidelines.</p> <p>Advice for those who are clinically-vulnerable, including pregnant women, is available.</p> <p>Individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work from 1 August as long as they maintain social distancing.</p> <p>Advice for those who are extremely clinically vulnerable can be found in the guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19.</p> <p>Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report.</p>	<p>It will be made very clear to staff that no one should attend school who is unwell or who has an covid-type symptoms.</p> <p>Headteacher/appropriate leader will be aware of members of staff in these vulnerable groups and will ensure safe working practices are implemented and additional measures are considered if these are needed.</p> <p>Consultation with staff in vulnerable groups, including pregnant and BAME staff, to take place W/B 20/07/20 by HR and individual plans to be in place by 30/08/20.</p>	<p>AWI/CHO/TFI</p> <p>CHO/TFI</p>	<p>ongoing</p> <p>30/08/20</p>	

<p><u>Hand Washing</u></p> <ul style="list-style-type: none"> • Hand washing facilities with soap and water will be in place. • Regular hand washing will be taking place. • See hand washing guidance. • https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ • Drying of hands will be with disposable paper towels rather than dryers • https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/ • Gel (alcohol-based) sanitisers will be available in any area where washing facilities are not readily available including in classrooms, reception, staff rooms 	<p>Staff and pupils will be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. They will also be reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands.</p> <ul style="list-style-type: none"> • Posters (appropriate to setting) are displayed throughout the school reminding pupils to wash their hands for 20 seconds • Pupils must wash/sanitize their hands on arrival, before and after break and having lunch, after sneezing/using tissue. (built into practices and procedures planned for pupils being in school). • There will be support for pupils who have trouble washing their hands independently • We will ask parents to send their child to school with their own small bottle of sanitizer. This will be communicated in a letter at the end of term. <p>Students will enter by a designated year group entrance where hand sanitiser stations will be placed. They will need to use the hand sanitiser provided at the entrance and then go straight to their tutor room. They will not have to wash their hands in the toilets as this would take too much time to get the students into school.</p> <p>When students do wash their hands at the toilets, paper towels will be used to dry hands and the school's hot air hand dryers</p>	<p>CEN</p> <p>CEN</p> <p>LZU</p> <p>CEN</p> <p>DHA</p> <p>DHA</p>	<p>Ongoing</p> <p>31/08/20</p> <p>31/08/20</p> <p>17/08/20</p> <p>31/08/20</p> <p>01/04/20</p>	<p></p> <p></p> <p></p> <p>Completed</p> <p></p> <p>Completed</p>
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	<p>have been taken out of use. The following locations will be used for handwashing throughout the remainder of the day:</p> <table border="0" data-bbox="792 325 1487 517"> <thead> <tr> <th></th> <th>Entry/Exit</th> <th>Toilets</th> </tr> </thead> <tbody> <tr> <td>Years 7&8</td> <td>Main Entrance</td> <td>Lower ST toilets</td> </tr> <tr> <td>Year 9</td> <td>Doors by canopy</td> <td>Year 7 Toilets</td> </tr> <tr> <td>Year 10</td> <td>Doors at end of CO corridor</td> <td>Upper HU toilets</td> </tr> <tr> <td>Year 11</td> <td>Doors at end of ST corridor</td> <td>Upper ST toilets</td> </tr> </tbody> </table> <p>Signage in each designated area of the school and at each toilet block will clearly show which pupils should use which entrance/exit and toilets.</p> <p>Sixth Form students will wash their hands on arrival in the main toilet block (ground floor) and will continue to use these toilets. (see separate risk assessment for Sixth Form for full details)</p> <p>Bins will be monitored and emptied by cleaning staff during the day if required. Additional bins will be located in key areas.</p> <p>We will ensure that we have safe methods of disposal for bin waste. The cleaning team have already received training on double-bagging and disposal and this training will be repeated in September</p>		Entry/Exit	Toilets	Years 7&8	Main Entrance	Lower ST toilets	Year 9	Doors by canopy	Year 7 Toilets	Year 10	Doors at end of CO corridor	Upper HU toilets	Year 11	Doors at end of ST corridor	Upper ST toilets	<p>CEN</p> <p>KWA</p> <p>DHA</p> <p>DHA</p>	<p>31/08/20</p> <p>Ongoing</p> <p>Ongoing</p> <p>02/09/20</p>	
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<p><u>Cleaning</u></p> <p>We will follow the COVID-19: cleaning of non-healthcare settings guidance COVID-19: cleaning of non-healthcare settings guidance</p>	<p>Headteacher/senior leader to check that cleaners are aware of guidance and have an appropriate regime</p>	<p>CHO</p> <p>CHO and DHA</p>	<p>01/09/20</p> <p>01/09/20</p>																

<p>There will be frequent cleaning and disinfecting of objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception areas using appropriate cleaning products and methods. Also requiring more regular cleaning will be toys, books, desks, sinks, toilets and handrails. Doors can be left open to prevent the more frequent use of handles provided these are not fire doors.</p>	<p>We have organised cleaning to take place throughout the school day so that regularly touched surfaces can be wiped down and bins emptied more frequently. We will place additional bins in key areas to ensure bins do not overflow. Other staff will also have access to antibacterial spray for wiping areas around workstations and quick wiping of surfaces in work areas.</p> <p>We will ensure that we have safe methods of disposal for bin waste. The cleaning team have already received training on double-bagging and disposal and this training will be repeated in September</p> <p>Business Manager will conduct an inspection of cleaning and review cleaning checklists on a daily basis.</p>	<p>CHO</p> <p>CHO</p>	<p>02/09/20</p> <p>Ongoing</p>	
<p><u>Social Distancing for staff</u></p> <p>Social Distancing: We will follow the relevant guidance on social distancing.</p> <p>Ideally, adults should maintain 2 metre distance from each other, and from children. This will not always be possible, particularly when working with younger children, but we will encourage adults to do this when circumstances allow. In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone.</p> <p>In non-health care settings there is currently no requirement or guidance for face masks to be worn in school. However, the schools will have disposable masks available for use for situations</p>	<p>To help reduce the spread of coronavirus (COVID-19) we will be reminding everyone of the public health advice - https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance</p> <p>Posters, leaflets and other materials will be displayed prominently https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. This will be communicated over email the week before the start of school using guidance from www.gov.uk and daily for staff in school during the morning before students arrive</p>	<p>CEN</p> <p>CHO</p> <p>SLO</p>	<p>Ongoing</p> <p>30/08/20</p> <p>Ongoing</p>	

<p>where an it is not possible to social distance and the member of staff wishes to wear a mask</p>	<p>Management checks will take place to ensure this is adhered to.</p> <ul style="list-style-type: none"> • Daily checks for the required signage • Daily reminder email to all staff about Social distancing measures and cleaning requirements 	CHO	Ongoing	
<p>As far as possible, desks, telephones and computers will not be shared. Where offices are shared and the necessary distances are not possible then we will provide separation of these areas, with physical barriers or find alternative space to relocate the work.</p>	<p>If desks and computers must be shared due to reception rota, for example, these should be wiped between users with alcohol based wipe or other appropriate cleaner.</p>	SLO	Ongoing	
<p>Support staff may be asked to undertake tasks which may be different from normal day to day routine but which are commensurate with their job role or processes may need to change to incorporate social distancing.</p>	<p>Where needed, support staff will be allocated to break and lunchtime duties to ensure that government guidance is adhered to by students. This will be discussed with staff on an individual basis</p>	CEN/CHO	Ongoing	
<p>Social distancing also to be adhered to in the canteen area and staff room and during any rest breaks.</p>	<p>TAs must endeavour to be two metres away from children, although this will not always be possible if children need support that requires closer supervision. The SENDCO will provide a briefing to TAs at the start of term</p>	LZU	3/09/20	
	<p>The staff room may be used to make tea and coffee (cleaning materials will be available). There will be reminders about social distancing on the door of the staff room and other staff workspaces.</p>	CHO	Ongoing	
	<p>Break times will be staggered. Lesson 3 and break time are merged to allow for each bubble to be taken, one after the other, to the dining hall for a 15 minute break. The students will remain in the dining hall with their teacher. Pupils will have a chance to use their designated toilets and will then return to lesson 3 with their teacher.</p>	CEN	Ongoing	

	<p>Tables will be wiped in between bubbles.</p> <p>Lunchtime will be staggered. Years 7,8 and 6th form have the first lunch followed by tutor time. Years 9-11 have tutor time first followed by lunch. Each bubble will have an allocated time in the dining hall which must be adhered to. Each year group will have its own allocated outside space, or they can return to their designated area of the school for the remainder of their lunchtime. Students may go into their tutor rooms at lunchtime.</p> <p>Hand sanitiser will be located at the entrance and exit of the dining hall.</p> <p>The 6th form will have lunch at the same time as Years 9, 10 and 11 and will purchase from the outside window of the Mendip Servery.</p> <p>The biometric payment system will be suspended. Students and staff will be issued with a contactless card. If the card is lost or not available, the records can be manually accessed by the operator.</p>	<p>GMO</p> <p>CEN</p> <p>DHA</p> <p>CTA</p> <p>CHO</p>	<p>Ongoing</p> <p>2/09/20</p> <p>01/09/20</p> <p>02/09/20</p> <p>02/09/20</p>	
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Staff are often required to meet parents and representatives from other organisations as part of day to day essential work. Staff must continue to follow social distancing during meetings, using larger airy spaces when possible. Non-essential meetings will not take place or may be held over the telephone or using Google Meet. If documents need to change hands during any essential meeting, care should be taken to wash hands afterwards.

	Years 7&8	Year 9	Year 10	Year 11 (& Mendip 10-12) and Sixth Form
8.30 onwards	All students go straight to tutor room			
8.50 - 9.00	Registration in tutor bases			
P1 9.00 - 9.50	Lesson 1	Lesson 1	Lesson 1	Lesson 1
P2 9.50 - 10.40	Lesson 2	Lesson 2	Lesson 2	Lesson 2
P3 10.40 - 11.50	Lesson 3 10.40-10.55 - Pupil Break Y7&8	Lesson 3 11.00-11.15 - Pupil Break Y9	Lesson 3 11.20-11.35 - Pupil Break Y10	Lesson 3 11.35-11.50 - Pupil Break Y11
P4 11.50 - 12.50	Lesson 4	Lesson 4	Lesson 4	Lesson 4
12.40 - 1.00	12.40-12.55 Year 7&8 dining hall 6th form outside window Mendip servery	Tutor time in tutor base	Tutor time in tutor base	Tutor time in tutor base
1.00 - 1.25	Lunchtime in Allocated outdoor space /tutor room	13.00-13.15 Year 9 dining hall	Allocate outside space / tutor room	Allocate outside space / tutor room
1.25 - 1.45	Tutor time in tutor base	Allocate outside space / tutor room	13.15-13.30 Year 10 dining hall Allocate outside space / tutor room	13.30-13.45 Year 11 dining hall
P5 1.45 - 2.35	Lesson 5	Lesson 5	Lesson 5	Lesson 5
P6 2.30 - 3.25	Lesson 6	Lesson 6	Lesson 6	Lesson 6

Staff will not invite parents or other agencies to site unless it is absolutely essential and business cannot be satisfactorily conducted by telephone/on-line. All necessary visitors should be expected and reminded ahead of their visit that social distancing arrangements will be in place. Cover teachers and other agencies essential to supporting pupils will be welcomed to site but expected to comply with rules in place. To be monitored by senior staff and line managers

All SLT

Ongoing

<p>Face-to-face meetings, if they must happen, should only include “absolutely essential” participants, who should remain two metres apart.</p> <p>Staff at reception areas should be able to rearrange their work space to enable them to maintain a distance from visitors. Hand gel will be available on reception and should be used by all visitors to the school. Pens for signing in will not be shared.</p>	<p>The school has erected a perspex barrier at the school reception</p> <p>Hand sanitiser station is at reception and visitors will be asked to either use their own pen to sign in, or the receptionist will make a note of their name.</p>	<p>DHA</p> <p>SLO</p>	<p>In place</p> <p>Ongoing</p>	
<p><u>Social Distancing and reduction of mixing – pupils</u></p> <p>Consistent groups reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group.</p> <p>Whatever the size of the “bubble”, they should be kept apart from other groups where possible and older children should be encouraged to keep their distance within groups. Where possible, we will limit interaction, sharing of rooms and social spaces between groups.</p> <p>We will make adaptations to the classroom to support distancing where possible. This will include seating pupils side by side and facing forwards, rather than face to face or side on.</p>	<p>Summary of mitigation used:</p> <ul style="list-style-type: none"> ● Year group Bubbles ● 2m marker reminders for movement around the school site ● Ties, blazers and jumpers will not be compulsory in term one. PE kit to be worn on a day when PE is timetabled. ● No sharing of equipment ● Different year group exits to be used ● Staggered break and lunch ● Allocated break and lunch areas ● Wash hands before and after break and lunch ● Hand sanitizer in all classrooms and at all entrances/exits ● Computer wipes in relevant classrooms ● Regular cleaning of spaces used by students (especially toilets) ● Specialist rooms - pupils will be escorted to and from these rooms and appropriate cleaning equipment to be used at the start and end of each lesson where 			

We will remove unnecessary furniture out of classrooms to make more space.

The timetable will be adjusted to keep groups apart and movement around the school to a minimum.

Schools should also consider staggered break times and lunch times (and time for cleaning surfaces in the dining hall between groups).

We will ensure that pupils only mix in a small, consistent group and that small groups will stay away from other people and groups. As far as possible the group will remain in the same area and avoid using areas already used by other groups.

equipment has been used (keyboards, both IT and musical only).

- Corridor Guardians will be appointed to monitor pupils' behaviour as staff move from room to room.
- Change to classroom layout.

Students will be in Year group bubbles. Years 7 and 8 will be classed as one Bubble. We need to prevent bubbles from mixing to minimise the spread of virus. The 6th form will be a discrete bubble, including Mendip Year 13. Mendip years 10, 11 and 12 will be classed in the year 11 Writhlington bubble to allow for mixed groups to be taught.

In order to prevent casual mixing of bubbles, students will be allocated to one area of the school and will not be moving from classroom to classroom, as would normally be the case. Each bubble will be timetabled in their area. They will also have a designated toilet block and entrance/exit door.

Year group	Designated area of school	Entrance /Exit	Toilets	Outside space
Year 7	Lower BE	Main entrance	Lower ST toilets	TBC depending on building works - to be updated in August
Year 8	Upper BE	Main entrance	Lower ST toilets	
Year 9	Lower CO	Doors by canopy	Year 7 toilets	
Year 10	Upper HU/CO	Doors at end of CO corridor	Upper HU toilets	
Year 11	Upper and Lower ST	Doors at end of ST corridor	Upper ST toilets	
6th form	6th form block	6th form entrance	6th form toilets	

Staff will move to the students who will be based in defined areas of school and only where there are specialist rooms required, will students themselves move around the site. Any movement around the site to a specialist room (eg IT, Music) will be led by a member of staff and will start in the timetabled

MBU

31/08/20

room.

Teachers and other staff will use age appropriate ways to encourage children to follow social distancing, hand-washing and other guidance. They will encourage parents/carers to reinforce these messages at home, by asking them to remind their children. The school will provide a briefing video for staff to share with students regularly and parents have been written to with the key messages.

Staggered breaks and lunches will be in place with students being tannoyed at their allotted time.

	Years 7&8	Year 9	Year 10	Year 11 (& Mendip 10-12) and Sixth Form
8.30 onwards	All students go straight to tutor room			
8.50 - 9.00	Registration in tutor bases			
P1 9.00 - 9.50	Lesson 1	Lesson 1	Lesson 1	Lesson 1
P2 9.50 - 10.40	Lesson 2	Lesson 2	Lesson 2	Lesson 2
P3 10.40 - 11.50	Lesson 3 10.40-10.55 - Pupil Break Y7&8	Lesson 3 11.00-11.15 - Pupil Break Y9	Lesson 3 11.20-11.35 - Pupil Break Y10	Lesson 3 11.35-11.50 - Pupil Break Y11
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12.40 - 1.00	12.40-12.55 Year 7&8 dining hall 6th form outside window Mendip servery	Tutor time in tutor base	Tutor time in tutor base	Tutor time in tutor base
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P5 1.45 - 2.35	Lesson 5	Lesson 5	Lesson 5	Lesson 5
P6 2.30 - 3.25	Lesson 6	Lesson 6	Lesson 6	Lesson 6

Resources that are shared between classes or bubbles, such as sports, art and science equipment will be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out

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

MBR

31/08/20

CEN

Ongoing

<p>of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</p> <p>Groups should be kept apart, so there will be no large gatherings including assemblies with more than one group.</p> <p>For individual and very frequently used equipment, such as pencils and pens, staff and pupils will have their own items and these will not be shared.</p> <p>Classroom based resources, such as books and games, will be shared within the bubble but will be regularly cleaned along with all frequently touched surfaces.</p> <p>Practical lessons where these take place will need to have their own risk assessments in place and regularly reviewed.</p> <p>Parents of pupils who are in vulnerable groups, including BAME, will be contacted to discuss our mitigations and to see if anything further is required.</p>	<p>Only IT keyboards and musical keyboards will be used in lessons and cleaning procedures for these items will be put in place.</p> <p>in line with the current guidance, we will not hold assemblies in the Theatre, however these will be carried out virtually where possible.</p> <p>Each student will bring essential equipment to school: pen, pencil, ruler, rubber, calculator, iPad. They must not share this equipment with other students. Student exercise books will be kept in the classrooms where they are taught and will not be taken home. Teachers will view pupil books, but not mark. Assessments only to be marked.</p> <p>The information about equipment will be communicated to parents.</p> <p>PLs will contact all vulnerable and BAME families to review mitigations.</p>	<p>CHO</p> <p>MBR</p> <p>CEN</p>	<p>31/08/20</p> <p>31/08/20</p> <p>31/08/20</p>	
<p><u>Arrival at school</u></p>				

To support social distancing and to avoid gatherings we will stagger the arrival of pupils at school (if possible).

We will review entrances and exits to identify where a class has its own discrete entrance/exit that avoids contact with other groups.

We will review entrances and exits and nominate who should use each one in order to restrict the numbers at any one time.

On arrival at school, students will not congregate in groups. SLT will be on duty to disperse students and send them straight to their tutor rooms.

School Opening times

Students will arrive in school before the start of tutor time (8.50am) and should leave promptly at the end of the school day. There will be no after school activities in Term 1. Students should go to their tutor room when they arrive at school and should not wait outside or in corridors. Staff briefings will be held on line to ensure that tutors can be in their rooms supervising.

Entry into school

Each year group will be allocated a designated entry and exit door to use where hand sanitiser stations will be set up. Student timetables will show the rooms that they are assigned to and clear signage will be in place to direct students to their correct entrance.

Year group	Designated area of school	Entrance /Exit	Toilets	Outside space
Year 7	Lower BE	Main entrance	Lower ST toilets	TBC depending on building works - to be updated in August
Year 8	Upper BE	Main entrance	Lower ST toilets	
Year 9	Lower CO	Doors by canopy	Year 7 toilets	
Year 10	Upper HU/CO	Doors at end of CO corridor	Upper HU toilets	
Year 11	Upper and Lower ST	Doors at end of ST corridor	Upper ST toilets	
6th form	6th form block	6th form entrance	6th form toilets	Back of 6th form

End of School Routines

Each year group will be released from school at staggered times

SLT

CEN

CEN

Ongoing

Ongoing

Ongoing

<p>Consideration will be given as to whether any different arrangements are necessary for the arrival of contractors to site.</p> <p>We will have a process for removing face coverings when pupils and staff who use them arrive at school. Pupils must be instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.</p>	<p>to reduce the number of students leaving the school site and getting onto transport at any one time. Students will be directed to leave the site via the pedestrian gate. The pick up point for cars is the Sports Centre car park (see timings below). Children are expected to maintain social distancing whilst waiting for pickups.</p> <p>Years 7&8 3.10pm Year 9 3.15pm Year 10 3.20pm Year 11, Mendip and 6th form 3.25pm</p> <p>The Site Manager will give instructions to expected contractors about their arrival on site. The roofing contractor currently on site will have a new, discrete entrance/exit directly onto Knobsbury Lane.</p> <p>A parent/student information video will be prepared to ensure that students know how to manage a disposable face mask or their own washable/reusable face mask.</p>	<p>DHA</p> <p>CEN/MBR</p>	<p>Ongoing</p> <p>30/08.20</p>	
<p><u>Movement around the school</u> Lessons will be planned to reduce the movement around the school and avoid groups (bubbles) mixing.</p>	<p>In order to prevent casual mixing of bubbles, students will be allocated to one area of the school and will not be moving from classroom to classroom, as would normally be the case. Each</p>	<p>MBU</p>	<p>30/08/20</p>	

	<p>bubble will be timetabled in their area. They will also have a designated toilet block and entrance/exit door.</p> <p>Staff will move to the students who will be based in defined areas of school and only where there are specialist rooms required, will students themselves move around the site. Any movement around the site to a specialist room (eg IT, Music) will be led by a member of staff and will start in the timetabled room. This will mean staff will need to take pupils to the specialist room assigned when required.</p> <p>Clear signage will be put up around the school and in designated areas.</p>	MBU																																	
<p><u>Use of toilets</u></p> <p>Different groups do not need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet</p>	<p>We are able to allocate separate toilets for each bubble. Students requiring toilet breaks during lesson times will be directed to their bubble's allocated toilets. They will be expected to wash their hands as per the guidelines. The same toilets are to be used during breaks and lunch-times.</p> <table border="1" data-bbox="831 951 1494 1238"> <thead> <tr> <th>Year group</th> <th>Designated area of school</th> <th>Entrance /Exit</th> <th>Toilets</th> <th>Outside space</th> </tr> </thead> <tbody> <tr> <td>Year 7</td> <td>Lower BE</td> <td>Main entrance</td> <td>Lower ST toilets</td> <td rowspan="5">TBC depending on building works - to be updated in August</td> </tr> <tr> <td>Year 8</td> <td>Upper BE</td> <td>Main entrance</td> <td>Lower ST toilets</td> </tr> <tr> <td>Year 9</td> <td>Lower CO</td> <td>Doors by canopy</td> <td>Year 7 toilets</td> </tr> <tr> <td>Year 10</td> <td>Upper HU/CO</td> <td>Doors at end of CO corridor</td> <td>Upper HU toilets</td> </tr> <tr> <td>Year 11</td> <td>Upper and Lower ST</td> <td>Doors at end of ST corridor</td> <td>Upper ST toilets</td> </tr> <tr> <td>6th form</td> <td>6th form block</td> <td>6th form entrance</td> <td>6th form toilets</td> <td>Back of 6th form</td> </tr> </tbody> </table> <p>The school has hot air hand dryers and these have been taken</p>	Year group	Designated area of school	Entrance /Exit	Toilets	Outside space	Year 7	Lower BE	Main entrance	Lower ST toilets	TBC depending on building works - to be updated in August	Year 8	Upper BE	Main entrance	Lower ST toilets	Year 9	Lower CO	Doors by canopy	Year 7 toilets	Year 10	Upper HU/CO	Doors at end of CO corridor	Upper HU toilets	Year 11	Upper and Lower ST	Doors at end of ST corridor	Upper ST toilets	6th form	6th form block	6th form entrance	6th form toilets	Back of 6th form			
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	<p>out of use and paper towels are available</p> <p>In order to maintain thorough cleaning regimes, staff will use the staff/disabled toilet on the first floor adjacent to the Science workroom and staff/disabled toilet adjacent to the staff room.</p>	DHA	31/05/20	Completed																															
<p><u>Use of outdoor space</u></p> <p>When possible, we will use outdoor space as this can limit transmission and allow distance between children</p> <p>Outdoor equipment will be regularly cleaned and not used by multiple groups at the same time.</p> <p>Play time will take place in discrete groups. Where necessary the playground will be marked out into designated areas</p>	<table border="1" data-bbox="833 603 1496 890"> <thead> <tr> <th>Year group</th> <th>Designated area of school</th> <th>Entrance /Exit</th> <th>Toilets</th> <th>Outside space</th> </tr> </thead> <tbody> <tr> <td>Year 7</td> <td>Lower BE</td> <td>Main entrance</td> <td>Lower ST toilets</td> <td rowspan="6">TBC depending on building works - to be updated in August</td> </tr> <tr> <td>Year 8</td> <td>Upper BE</td> <td>Main entrance</td> <td>Lower ST toilets</td> </tr> <tr> <td>Year 9</td> <td>Lower CO</td> <td>Doors by canopy</td> <td>Year 7 toilets</td> </tr> <tr> <td>Year 10</td> <td>Upper HU/CO</td> <td>Doors at end of CO corridor</td> <td>Upper HU toilets</td> </tr> <tr> <td>Year 11</td> <td>Upper and Lower ST</td> <td>Doors at end of ST corridor</td> <td>Upper ST toilets</td> </tr> <tr> <td>6th form</td> <td>6th form block</td> <td>6th form entrance</td> <td>6th form toilets</td> <td>Back of 6th form</td> </tr> </tbody> </table> <p>Outdoor spaces will be allocated to individual bubble groups.</p> <p>The site team will rope off/mark off separate areas. We will have to amend this as the building works / scaffolding move around the school.</p>	Year group	Designated area of school	Entrance /Exit	Toilets	Outside space	Year 7	Lower BE	Main entrance	Lower ST toilets	TBC depending on building works - to be updated in August	Year 8	Upper BE	Main entrance	Lower ST toilets	Year 9	Lower CO	Doors by canopy	Year 7 toilets	Year 10	Upper HU/CO	Doors at end of CO corridor	Upper HU toilets	Year 11	Upper and Lower ST	Doors at end of ST corridor	Upper ST toilets	6th form	6th form block	6th form entrance	6th form toilets	Back of 6th form	DHA	31/08/20 and ongoing	
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<p><u>PPE: gloves</u></p> <p>When possible, spillages etc. should be cleared by the cleaning staff. If these staff are not available, then disposable gloves must be worn.</p>	<p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing and that gloves can also spread the</p>																																		

<p>or ordered by telephone via NHS 119 for those without access to the internet. Staff in schools have priority access to testing.</p> <p>If a test is negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. Other members of their household can stop self-isolating.</p> <p>If a test is positive they should follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.</p>	<p>Schools should contact the local health protection team to assess what actions need to be taken. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious.</p> <p>The school will keep a record of pupils and staff associated with each group (bubble) to assist the trace process.</p> <p>All staff will be regularly reminded at briefings and via emails of their responsibilities in terms of track and trace and what actions they will need to take if they have symptoms, are in contact with someone who has had symptoms or who has tested positive.</p>	<p>CHO/CEN</p> <p>SLO</p> <p>SLO</p>	<p>On going</p> <p>01/09/20 and ongoing</p> <p>01/09/20 and ongoing</p>	
<p><u>Symptoms of Covid-19 – pupils</u></p> <ul style="list-style-type: none"> The school will designate a specific identified room (or area) to isolate someone who shows symptoms of Covid-19 	<p>Additional precautions will be taken when administering first aid and clearly if a pupil becomes unwell in school, staff caring for the child while we wait for Parents/Carers, will need PPE. Any child with Covid symptoms will be placed in isolation in a room</p>	<p>CEN</p>	<p>Ongoing</p>	

<ul style="list-style-type: none"> Any pupil who displays signs of being unwell will be moved to the isolation room whilst awaiting collection (whilst still ensuring the pupil is safe). Areas used by unwell pupils who need to go home will be thoroughly cleaned once vacated. Unwell pupils waiting to go home, should use different toilets (if possible) to the rest of the school to minimise the spread of infection. These facilities should then be cleaned prior to use by others 	<p>set aside for such eventuality and therefore kept away from other children and staff until they can be collected.</p> <p>The small meeting room by Reception will be used as an isolation point prior to collection by the parents, when a child is identified as showing symptoms of Covid-19. They are to use the nominated toilet by reception if needed. These toilets are out of bounds to others.</p> <p>This room and the toilets will be cleaned once the child has left.</p> <p>Cleaning staff to be made aware at short training session of the requirements following a potential infection (separate guidance). Note that in situations where someone has had Covid-19 symptoms, guidance advises storing personal waste for 72 hours as an additional protection.</p> <p>The child who has shown symptoms will need to self-isolate for 10 days. The expectations to be communicated to parents/carers following pick up via email and call. If the child shows symptoms in school, they will be removed to the small meeting room by Reception and await pick up. The child who has shown symptoms will need to self-isolate for 10 days and should be tested. The school will ensure that relevant guidance is followed before the pupil returns to school.</p> <p>Where Covid-19 is confirmed, the school will contact the local health protection team for guidance. Those who have been in close contact will be required to self-isolate for 14 days.</p>	<p>CEN</p> <p>CHO/DHA</p> <p>CHO/DHA and CTO</p> <p>CEN with Progress Leaders</p> <p>CEN</p>	<p>Ongoing</p> <p>Ongoing</p> <p>2/09/20</p> <p>Ongoing, as required</p> <p>Ongoing, as required</p>	
<p><u>Confirmed Covid-19 and Riddor reporting</u></p>				

<p>There may be a requirement for RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) if:</p> <ul style="list-style-type: none"> • An incident at work as led to possible or actual exposure to Covid-19 • A member of staff has Covid-19 caused by exposure at work 	<p>Headteachers or senior leaders will seek advice prior to making Riddor reports. This will be through the Services Director. If reports are needed these will be made on our behalf through B&NES</p>	AWI	Ongoing, if required	
<p><u>Transport arrangements</u></p> <p>We will encourage parents and children to walk or cycle where possible and will signpost to government guidance.</p> <p>We will make any necessary arrangements and communications in relation to start and finish times</p> <p>The MAT senior leadership will engage with transport providers in relation to the appropriate steps they will take to mitigate risk:</p>	<p>This will be done in communications from Trust CEO to parents.</p> <p>Trust CEO and senior leaders will liaise with local authority regarding transport arrangements.</p> <p>Pupils will be able to use transport provided by the Local Authority, the school (Frome and Leigh-on Mendip). Pupils are advised to wear a face covering provided by parents. In communications with parents we will encourage students to walk or cycle if possible.</p> <p>We will have a process for removing face coverings safely when pupils who use them arrive at school. This will be communicated in a briefing</p> <p>We will create seating plans on buses to allow for year group bubbles to sit near each other.</p>	<p>AWI</p> <p>AWI</p> <p>CEN</p> <p>CEN</p> <p>CEN</p>	<p>Ongoing</p> <p>Ongoing</p> <p>02/09/20</p> <p>02/09/20</p> <p>02/09/20</p>	
<p><u>Communications</u></p>				

<p>The Trust will communicate with staff and parents to make it clear that those who have coronavirus symptoms or who have someone in their household who does, do not attend school.</p> <p>The school will effectively communicate local arrangements for school regarding arrival/departure times and arrangements for transport.</p> <p>The school will communicate with parents regarding the arrangements for drop off and collection in order to avoid gatherings outside of school.</p> <p>We will tell parents that only one parent should attend if their child needs to be accompanied.</p> <p>We will communicate with contractors coming to site so they are aware of appropriate arrival times, entrances/exits to use and procedures that are in place.</p>	<p>Trust CEO communicates regularly with parents and staff</p> <p>Letter to all staff and parents</p> <p>Letter to all staff and parents</p> <p>Letter to all staff and parents</p> <p>Site Manager will brief all expected contractors</p>	<p>AWI</p> <p>CEN</p> <p>CEN</p> <p>CEN</p> <p>DHA</p>	<p>Ongoing</p> <p>19/07/20 and ongoing</p> <p>19/07/20 and ongoing</p> <p>19/07/20 and ongoing</p> <p>Ongoing</p>	
<p><u>Environmental issues</u></p> <p>Schools with air conditioning will keep this turned off as much as possible to avoid the recirculation of air. Natural ventilation is encouraged and windows should be opened where it is safe and appropriate.</p> <p>Where lights need to be turned on, these should be left on (frequent touching of switches to be avoided)</p>	<p>The site manager has identified where aircon exists on the site and this has already been turned off. The one exception is the IT server rooms.</p>	<p>DHA</p>	<p>completed</p>	

<p><u>Mental Health</u></p> <p>Management will promote mental health and wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help. Staff can call the Employee Assistance Helpline at any time (0800 030 5182)</p> <p>Other guidance: https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</p>	<p>Headteacher and Business Manager will oversee this by:</p> <ul style="list-style-type: none"> • All staff to be made aware of the employee assistance helpline • Ensuring that all line managers are regularly touching base with their staff • Where staff are presenting as vulnerable or in crisis then they need to be signposted to appropriate support. <p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation.</p> <p>Regular communication of mental health information and open door policy for those who need additional support. Also senior leaders will refer to the MAT Central HR team when in doubt.</p>	<p>TFI</p> <p>AWI/CHO</p> <p>CHO/TFI</p>	<p>2/09/20</p> <p>Ongoing</p> <p>Ongoing</p>	
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