

**Coronavirus (COVID-19): risk assessment for pupils at school :Bradford Christian School**

Assessment conducted by: Jane Prothero and Zeilah Chadwick, consulting SLT	Job title: Head Teacher	Covered by this assessment: pupils, staff and other relevant individuals.
Date of assessment: 26th May 2020 Reviewed and updated 15 <sup>th</sup> April 2021	Review interval: in line with government updates	Date of next review: May 2021

**Related documents**

Infection Control Policy, First Aid Policy, Medical and Intimate Care Policy, Health and Safety Policy (incorporating COSHH), Data Protection Policy, Behaviour & Discipline Policy, Safeguarding Policy, Overarching Risk Assessment Policy, Staff Code of Conduct.

Bradford Christian School

Headteacher: Jane Prothero

Chair of Governors: Richard Shackleton

And has been undertaken by: Jane Prothero and Zeilah Chadwick

On the following date: 15<sup>th</sup> April 2021

Location of other documents not held in the RA

The below is to list other key documents that may be relevant to be read in conjunction with this risk assessment. (Example documents: First Aid Policy, Fire Safety, COSHH, Premises Management, Child Protection and Safeguarding Policy, Staff Wellbeing Policy, Bereavement Policy)

Document	Location	Review Date
First Aid	Head's office, Zeilah's office, web page	November 2021
Fire Safety	Head's office, Zeilah's office, web page	01/07/21
COSHH	Part of H+S policy kept in places above	01/07/21
Infection Control Policy	Head's office, Zeilah's office, web page	June 2022
Child Protection and SG	Head's office, Zeilah's office, web page	September 2021
Medical & Intimate Care policy	Head's office, Zeilah's office, web page	October 2021
Data Protection Policy	Head's office, Zeilah's office, web page	October 2021

Behaviour and Discipline Policy	Head's office, Zeilah's office, web page	April 2021
Staff Code of Conduct	Head's office, Zeilah's office	July 2021
<b>Relevant guidance</b>		
<u>1. Initial planning framework</u>		
<u>2. Actions for educational and childcare settings to prepare for wider opening from 1 June 2020</u>		
<u>3. Implementing protective measures in educational and childcare settings</u>		
<u>4. Safe working in education, childcare and children's social care settings, including the use of PPE</u>		

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	<b>Major</b> Causes major physical injury, harm or ill-health.	High (H)	H	Medium (M)
	<b>Severe</b> Causes physical injury or illness requiring first aid.	H	M	Low (L)
	<b>Minor</b> Causes physical or emotional discomfort.	M	L	L

For the purpose of this risk assessment, we have used the term 'coronavirus' to refer to coronavirus disease 2019 (COVID-19).

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Awareness of policies and procedures	M	<ul style="list-style-type: none"> <li>• All staff, pupils and volunteers are aware of all relevant policies and procedures including, but not limited to, the following:               <ul style="list-style-type: none"> <li>○ Health and Safety Policy</li> <li>○ Infection Control Policy</li> <li>○ First Aid Policy</li> <li>○ School Covid Risk Assessment</li> <li>○ Lateral Flow Risk Assessment</li> </ul> </li> <li>• All staff have regard to all relevant guidance and legislation including, but not limited to, the following:               <ul style="list-style-type: none"> <li>○ The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li> <li>○ The Health Protection (Notification) Regulations 2010</li> <li>○ Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'</li> <li>○ DfE and PHE (2021) 'COVID-19: guidance for educational settings'</li> </ul> </li> <li>• The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training.</li> <li>• The school keeps up-to-date with advice issued by, but not limited to, the following:               <ul style="list-style-type: none"> <li>○ DfE</li> <li>○ NHS</li> <li>○ Department of Health and Social Care</li> <li>○ PHE</li> <li>○ The school's local health protection team (HPT)</li> </ul> </li> <li>• Staff are made aware of the school's infection control procedures in relation to coronavirus via email.</li> <li>• As major changes occur in rules for our area the Covid 19 risk assessment will be reviewed and updated to ensure it reflects our current processes and the document will be resent to all staff highlighting any changes.</li> <li>• Parents are made aware of the school's infection control procedures in relation to coronavirus via email and school website in a COVID 19 information section of the page – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus.</li> </ul>	Y	Headteacher	6/6/20 also on going as rules change	L

		<ul style="list-style-type: none"> <li>• Pupils are made aware of the school’s infection control procedures in relation to coronavirus via a class lesson on return and are informed that they must tell a member of staff if they begin to feel unwell.</li> <li>• The Staff code of conduct and Data Protection Policy are followed at all times – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus.</li> </ul>				
Social distancing	H	<ul style="list-style-type: none"> <li>• Staff, parents and children are made aware of need for social distancing</li> <li>• Where meetings with parents cannot be completed virtually and there is a need for a face to face meeting this meeting should be conducted with only one parent and outside in the playground if possible and if not inside in a well ventilated area observing social distancing and wearing masks.</li> <li>• Small meetings of staff in small groups can take place as long as a distance of 2m can be maintained between participants otherwise all meetings (prayer meetings, department weekly meetings, SLT etc) will be virtual</li> <li>• Staff should avoid any unnecessary gatherings of more than two people, other than teaching in classrooms when there are more people</li> <li>• School gates will be locked until 8.40 and no children will be allowed on the premises till this time.</li> <li>• Children are handed to teachers at the gate, parents kept out of the playground with the exception of EYFS who will take children to EYFS playground (only one parent with child) and Y1 who will take children to bubble area. (parents will not be allowed in the building) Main school students will wait in their bubble area till called into school. DSP students will use the side entrance and go up to the DSP unit.</li> <li>• MW will be on the gate to manage student flow into the playground area and parents. SH will manage the DSP gate. PM on duty in playground to manage bubble areas.</li> <li>• Children line up socially distanced in the playground (in bubbles in painted zones)</li> <li>• Primary will enter school at 8.55 via science stairs in bubble groups.</li> <li>• Middle school will enter school at 8.55 via kitchen entrance in bubble groups.</li> <li>• Once primary and middle are in school Y9&amp;10 will enter via the science entrance and Y11 will go to room 10</li> <li>• Primary Children handed to parents in EYFS playground at end of the day. They should then wait in cars for upper school students to come out to them. Staff will assist with road crossing where appropriate.</li> <li>• No staff cars to leave the car park before 3.30</li> <li>• Staggered start and finish to day – Primary 8.55 – 3.10 Secondary 9.05 - 3.20</li> </ul>	Y	Headteacher	6/6/20	M

		<ul style="list-style-type: none"> <li>• Staggered break times, reinforced need for social distance (in painted zones) The playground will be divided into quadrants and children will be allocated to a quadrant for the day. One of the quadrants will include the swing/climbing frame. Children will rotate through the quadrants through the week. <ul style="list-style-type: none"> <li>○ Morning break: DSP football at the top of the playground</li> <li>○ Lunch break: Middle School football across the playground</li> <li>○ Lunch break: Upper School basketball outside room 10</li> <li>○ Students must remain in their bubbles. Member of staff on duty from mainstream to station themselves in the centre of the playground to manage the retrieval of balls accidentally going across bubbles. DSP staff to manage the top end of the playground.</li> </ul> </li> <li>• Students must remain in their bubbles. DSP staff to manage the top end of the playground.</li> <li>• Staggered lunch times in hall in rows facing one direction as socially distanced as possible, area to be cleaned down between sittings</li> <li>• Allocated desks (where appropriate, i.e. not EYFS) are facing forward and children enter in order of seating to ensure distancing back of class first with front of class last.</li> <li>• Students will be kept in bubbles these bubbles are EYFS, Y1+2, Y3+4, Middle School, Upper School+ Cedar, and Cedar saplings and Oak to help minimise risk of transmission, making every effort to avoid bubbles coming into contact with each other. Bubble collisions will be reported in a central log.</li> <li>• Where primary students need to go to the toilet whilst other students are completing a PE lesson, the primary teacher should report this to the school business manager as a bubble collision.</li> <li>• When Primary children need to leave their room as a class group and the hall is in use for PE or drama, the students completing the PE or drama lesson should be instructed to stand by the window wall while the primary children leave for play out sessions – this will not be a reportable bubble collision.</li> <li>• If a primary child needs the toilet whilst playtime is in session, girls should be escorted to the staff toilet to avoid bubble collision with older students in hall and boys should be escorted to the outside entrance to boys toilet and a check made that no other boys are in there before allowing the child to use the toilet area.</li> <li>• Staff will move to pupils rather than pupils moving in large groups around the school. Where pupil movement around the school is unavoidable, teacher to ensure no other groups of students moving at the same time and where possible</li> </ul>				
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		<p>to use outside transition to avoid contacts e.g. from Room 11/12 steps to bottom of science steps.</p> <ul style="list-style-type: none"> <li>• Students from Year 3-8 will have assigned seats in their class to reduce the risk of infection.</li> <li>• Teachers to actively manage pinch points when students are moving around school EG corridor outside kitchen and stairs to R11/12</li> <li>• Staff to maintain 2m social distancing from students and each other where possible.</li> <li>• A walk corridor will be in place around the hall for use by primary accessing bathroom areas and external doors.</li> <li>• Secondary students should only access the hall area for lunch, toast and drama.</li> <li>• Assemblies will be held virtually whilst classes remain in their bubbles.</li> <li>• No forums, reading buddies or study centre.</li> <li>• No detentions but sanctions to continue Mon-Thur 1.10 for middle school in Room 11 with PM and upper school in lab with MP.</li> <li>• The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> <li>○ DfE</li> <li>○ NHS</li> <li>○ Department of Health and Social Care</li> <li>○ PHE</li> <li>○ The school's local health protection team (HPT)</li> </ul> </li> </ul>				
Face Masks	H	<p><b>MASKS SHOULD BE WORN WHEN TRANSITING ROUND SCHOOL IN SHARED SPACES AND NOT IN THE CLASSROOM BY ALL STAFF AND YEAR 7 AND ABOVE.</b></p> <ul style="list-style-type: none"> <li>• Face visors cannot be worn as a substitute for a face covering.</li> <li>• When staff meet each other and social distancing is not possible they are advised to be masked</li> <li>• For a limited period of time the government has recommended the use of face coverings in classrooms where social distancing is not possible for staff and Y7 and above students. This is not a mandatory requirement and is a choice made by students and their parents.</li> <li>• Where social distancing is possible within a classroom i.e. Spanish there is no need for students to wear a face mask.</li> <li>• When a teacher is teaching from the front they are able to maintain social distancing and therefore do not need to wear a mask.</li> <li>• Where a teacher approaches a pupil to discuss an issue individually and are not 2m distant a mask should be worn</li> </ul>	Y	All staff and pupils	8/3/21	M

		<ul style="list-style-type: none"> <li>• Staff in primary classrooms are not required to wear a mask</li> <li>• Staff will when appropriate take their class outside for a mask break.</li> <li>• Classes can be taught outside without masks if the weather allows.</li> <li>• Students and staff are not required to wear face masks outside.</li> </ul>				
Poor Hygiene	H	<ul style="list-style-type: none"> <li>• Posters are displayed throughout the school reminding pupils to wash their hands, e.g. before entering and leaving the school.</li> <li>• EYFS and younger primary staff supervise handwashing</li> <li>• Pupils wash their hands with soap <b>on arrival at school</b> before and after break times and lunchtimes, <b>when changing rooms</b> and after coughing for no less than 20 seconds.</li> <li>• Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) is provided for use where social distancing cannot be adhered to. (second best after soap)</li> <li>• Children have individual sanitizer bottle on each table, teacher refills</li> <li>• Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's <u>guidance</u>.</li> <li>• Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas.</li> <li>• children have individual box of tissues on table</li> <li>• Bar soap is not used, in line with the Infection Control Policy – liquid soap dispensers are installed and used instead.</li> <li>• Pupils are supervised by staff when washing their hands to ensure it is done correctly, where necessary.</li> <li>• Pupils do not share cutlery, cups or food.</li> <li>• All utensils, including water bottles are thoroughly cleaned before and after use.</li> <li>• Children have individual stationery supplies in named plastic pencil case provided by school (washable)</li> <li>• Cleaner is employed by the school to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Directions in the Health and Safety Policy. Teaching Staff are responsible for cleaning their area each day</li> <li>• The SLT arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the local HTP.</li> <li>• Staff will be designated to regularly clean heavy traffic areas such as doors and desks and key equipment etc.</li> <li>• Contact games will not be allowed.</li> </ul>	y	Headteacher	06.06.2020	L

		<ul style="list-style-type: none"> <li>Classroom based resources can be shared within a class bubble but must be cleaned regularly</li> <li>Toilets to be cleaned regularly</li> <li>Resources shared between class bubbles such as sports, art or science equipment to be cleaned after use and rotated to allow them to be left unused for 48 hours (72 hours for plastics) between use by different class bubbles.</li> </ul>				
Ill health	H	<ul style="list-style-type: none"> <li>Staff children and parents informed that if they are unwell and experiencing any of the symptoms of COVID 19, they should not come into school, they should stay at home and arrange for a test</li> <li>Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing, loss of smell or taste and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.</li> <li>Staff act in line with the Infection Control Policy (updated June 2020) and ensure that any unwell pupils are moved to an empty room (Jane's Office) whilst they wait for their parent to collect them. If distancing of 2m is not possible the member of staff should wear PPE – (Gloves mask and plastic apron available in a marked box in Jane's office)</li> <li>If appropriate and where consent has been given a lateral flow test will be administered to test for COVID 19.</li> <li>Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe.</li> <li>The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen.</li> <li>The parents of an unwell pupil are informed as soon as possible of the situation by a relevant member of staff and a request made that they collect the child immediately.</li> <li>Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance and the Infection Control Policy.</li> <li>Areas used by unwell pupils who need to go home are thoroughly cleaned once vacated.</li> <li>If unwell pupils are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection. (area to be thoroughly cleaned after use)</li> <li>Parents are advised to contact 999 if their child becomes seriously ill or their life is at risk.</li> </ul>	Y	Headteacher	06.06.2020	M



		<ul style="list-style-type: none"> <li>• Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the Administering Medications Policy and parents informed</li> <li>• Parents are asked to obtain testing for any symptomatic child, EVEN if they have previously tested negative</li> <li>• We will use a temperature gun to check the temperature of any child or member of staff who is unwell. Any individual registering a high temperature above 37.8 degrees Celsius will be asked to return home.</li> <li>• Staff and children exhibiting any symptoms (a high temperature, a new, dry and persistent cough, a loss or change in sense of taste and smell) will be asked to go to a testing station and take a covid test.</li> <li>• If a child or member of staff tests positive, school to contact Department for Education coronavirus (COVID-19) helpline who will carry out a rapid risk assessment and inform the school who within the school population should self-isolate for 10 days</li> <li>• School holds COVID test kits and these will be offered to individuals who have developed symptoms whilst in school and there are barriers to them accessing a test elsewhere. Where the individual is a pupil, the test will be given to the parent to administer.</li> <li>• School will keep a record of the bubbles children and staff work in to assist rapid risk assessments</li> <li>• School will work with Dof E and the local health protection team in identifying contacts for testing and will cooperate with all suggestions made in the local health protection team risk assessment.</li> </ul>				
Spread of infection	H	<ul style="list-style-type: none"> <li>• Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy, using PPE at all times. (PPE gloves, apron)</li> <li>• Pupils are instructed to cough or sneeze into their elbow or use a tissue to cover their mouths where possible, disposing of the tissue in waste bin (Catch it, Bin it, Kill it). Bins to be emptied during day by teaching staff</li> <li>• Pupils clean their hands after they have coughed or sneezed.</li> <li>• Parents are informed via email not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus.</li> <li>• Children who have displayed symptoms of coronavirus must self-isolate for 10 days before returning to school.</li> <li>• Pupils queue 2 metres apart at entrances and exits to avoid risks of transmission.</li> </ul>	Y	Headteacher	06.06.2020	L

		<ul style="list-style-type: none"><li>• Bathrooms used for toilets only, no storage of belongings there</li><li>• All lessons will be in the same room for each class bubble with the exception of art PE and drama. Where a different class area is used, that area to be fully cleaned before another class bubble uses it.</li><li>• Where possible teachers to move around school rather than students</li><li>• Classrooms are to be decluttered to help required cleaning</li><li>• Younger children in Primary will have as much of their education outdoors as is manageable.</li><li>• On days where a pupil has PE they will be asked to come to school in their PE kit and remain in it all day. PE will be at the end of the day when they go home to shower and change.</li><li>• All PE sessions will be held outside as the default but during winter the hall will be used when it is not possible to do PE outside. Whilst in use for PE the doors to the exit into the EYFS playground and the doors to the exit at the bottom of R11&amp;12 steps must be propped open to provide good ventilation. Careful consideration must be given to the numbers doing PE in the hall at one time EG a class of primary is reasonable but upper and middle students will need to be in smaller groups to allow for safe social distancing whilst exercising. Careful consideration will also have to be made of the appropriateness of the exercise and also any equipment used must be disinfected after use.</li><li>• We require students to bring their own pencil case with all equipment they will need for their study. This equipment should remain at school.</li><li>• Students will be requested to bring their own headphones into school for use with laptops.</li><li>• Older students will be issued with their own laptop which they will be responsible for disinfecting each day along with their immediate desk area.</li><li>• Rooms will be well ventilated and doors wedged open to avoid the need to be touched. During the winter season windows will be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space without compromising reasonable temperatures in classrooms. Internal doors will remain propped open to allow air to flow. Staff and students will be reminded to wear layers to compensate for lower temperatures including the use of jumpers.</li><li>• Break times and lunch times will be staggered to minimise the number of children in the school yard.</li><li>• Contact games will unfortunately not be allowed.</li></ul>				
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		<ul style="list-style-type: none"> <li>• Classroom based resources can be shared within a class bubble but must be cleaned regularly</li> <li>• Resources shared between class bubbles such as sports, art or science equipment to be cleaned after use and rotated to allow them to be left unused for 48 hours (72 hours for plastics) between use by different class bubbles.</li> <li>• On return to school after lockdown all staff and students Y7 and above to be offered 3 lateral flow tests 3 days apart to check for covid 19.</li> <li>• Teachers and students will be offered 2 lateral flow tests thereafter to be administered themselves at home. These will be passed out on a monthly basis in packs of 7.</li> <li>• that pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed.</li> <li>• Singing will not take place in groups of more than 15 and where possible will take place outside or have pupils seated side by side.</li> <li>• Playing of wind or brass instruments in school to be separately risk assessed if a decision is made for this to happen in school</li> <li>• Upper school students will be able to leave the school premises on a Friday lunch time to visit Aldi/Costa/Fish/Chip Shop/local shop. They must act responsibly whilst outside the school premises observing the national rules that apply to these premises e.g. mask wearing and social distancing.</li> <li>• We will use a temperature gun to check the temperature of a child or member of staff who feels unwell and any individual registering a high temperature above 37.8 degrees Celsius will be asked to return home.</li> <li>• Staff and children exhibiting any symptoms (a high temperature, a new, dry and persistent cough, a loss or change in sense of taste and smell) will be asked to go to a testing station and take a covid test.</li> <li>• If appropriate and where consent has been given a lateral flow test will be administered to test for COVID 19.</li> <li>• If a child or member of staff tests positive, school to contact the Dof E on 0800 046 8689 who will carry out a rapid risk assessment and inform the school who within the school population should self-isolate for 14 days</li> <li>• School will keep a record of the bubbles children and staff work in to assist rapid risk assessments</li> <li>• School will work with the local health protection team in identifying contacts for testing and will cooperate with all suggestions made in the local health protection team risk assessment.</li> </ul>				
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Lateral Flow testing	M	<ul style="list-style-type: none"> <li>See separate Lateral flow testing risk assessment for information on the controls school has put into place.</li> </ul>	Yes	Headteacher	4/1/21	M
Staff Areas	M	<ul style="list-style-type: none"> <li>Staff area in main school – Chairs not to be used will be taped and only chairs without tape should be used. If there are no chairs available staff should leave the staff area and use a class room for their break instead maintaining a 2m distance from any other staff in the classroom they choose.</li> <li>During breaks (just one bubble at a time in the staff room) This means EYFS could be in, Primary 1 and 2, 3 and 4.</li> <li>Staff tea and coffee will also be served at breaktimes in the kitchen.</li> <li>Staff break areas in DSP – Staff should not congregate together in one class room but should spread between the available empty spaces maintaining a 2m distance from other staff and remain in their bubble groups.</li> </ul>	Yes	Headteacher	1/9/20	L
Production of food	M	<ul style="list-style-type: none"> <li>Provision of lunches and toast at breaktimes will resume.</li> <li>Toast will be provided in bubble groups and will be managed by a member of staff.</li> <li>The serving of hot lunches to upper school will be managed by a member of staff to ensure bubble groups do not mix.</li> <li>Seating in the lunch hall will be in bubble groups, side by side not opposite each other and in rows facing one direction.</li> <li>Cooking lessons in the kitchen are suspended till the end of the covid crisis.</li> </ul>	Yes	Headteacher	15/4/21	M
Educational visits	L	<ul style="list-style-type: none"> <li>There will be no UK overnight visits</li> <li>There will be no overseas educational visits</li> <li>Educational visits have resumed nationally but as a school we will commence educational visits after the May half term. All visits will be fully risk assessed and agreed at SLT level.</li> </ul>	Yes	Headteacher	30/5/21	L
Poor management of infectious diseases	M	<ul style="list-style-type: none"> <li>Staff are vigilant and report concerns about a pupil's symptoms to the SLT</li> <li>The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus.</li> <li>Social distancing measures are implemented as much as possible and PPE is worn where necessary (First Aid).</li> <li>The SLT monitors the cleaning standards of school cleaning and discusses any additional measures required with regards to managing the spread of coronavirus.</li> <li>We will use a temperature gun to check the temperature of a child and member of staff who feels unwell and any individual registering a high temperature above 37.8 degrees Celsius will be asked to return home.</li> </ul>	Y	Headteacher	06.06.2020	<u>M</u>

Lack of communication	M	<ul style="list-style-type: none"> <li>• Staff report immediately to the headteacher about any cases of suspected coronavirus, even if they are unsure.</li> <li>• The headteacher contacts the Department for Education coronavirus (COVID-19) helpline immediately about any suspected cases of coronavirus, even if they are unsure, and discusses if any further action needs to be taken.</li> <li>• School will put into place any actions or precautions advised by our local HPT.</li> <li>• School will contact the Department for Education coronavirus (COVID-19) helpline for specific recommendations for our school</li> <li>• Schools keep pupils and parents adequately updated about any changes to infection control procedures as necessary.</li> </ul>	Y	Headteacher	06.06.2020	L
School closure due to case surge in area	M	<ul style="list-style-type: none"> <li>• The school communicates with parents via email regarding any updates to school procedures which are affected by the coronavirus pandemic.</li> <li>• School follow instructions from Public Health and government and if instructed to close will do so and provide work on line for students.</li> <li>• Staff will continue to develop school online provision in preparation for the event of closure.</li> <li>• Vulnerable children (those with EHC and DSP students will be individually risk assessed as to whether they should complete online education or come into school.</li> <li>• Pupils continuing education at school will be informed of social distancing rules and how to maintain good levels of personal hygiene.</li> <li>• Pupils continuing education at school are seated at least two metres away from their peers where possible.</li> <li>• Pupils working from home are assigned work to complete to a time frame set by their teacher.</li> <li>• The headteacher maintains their plan for pupils' continued education during partial school closure to ensure there is minimal disruption to pupils' learning – this includes their plan to monitor pupils' learning while not in school.</li> <li>• The Behavioural Policy and Staff Code of Conduct are adhered to at all times, even while working remotely.</li> <li>• The headteacher ensures all pupils have access to school work and the necessary reading materials at home, prior to a school closure.</li> <li>• The headteacher works with the ICT technician to ensure that all technology used is accessible to all pupils – alternative arrangements are put in place where required.</li> <li>• The headteacher liaises with the relevant organisations to ensure adequate provision is in place for pupils to be able to work from home, e.g. learning support.</li> </ul>	Y	Headteacher	06.06.2020	L

		<ul style="list-style-type: none"> <li>The school manages the use of parents' and pupils' contact details in line with the Data Protection Policy e.g. collecting emails to send school work to pupils.</li> <li>Whilst pupils in school will have time to play out within their bubbles there will be no play equipment such as balls to minimise infection risk with the exception of EYFS.</li> </ul>				
Vacant premises	L	<ul style="list-style-type: none"> <li>Access to the school is restricted</li> <li>Site checks remain in place - weekly teacher safety checks and action taken or risks identified</li> <li>The headteacher and H+S manager remain on-call in case of an emergency or if access to the school is required.</li> <li>External signage is visible to show that access is restricted.</li> <li>Valuable school property and equipment is identified and reasonable measures are in place to ensure security.</li> <li>The SLT has ensured the school premises are safe to return to before school activity resumes. By completing Legionella testing, full flushing of water system and temp check, full H+S inspection, fire equipment check, completion of Fire and Building RA.</li> <li>Any hazards are reported to the headteacher as soon as possible and issues are resolved.</li> <li>The headteacher ensures the school reopens only when it is safe and advisable to do so, in line with local and national advice.</li> </ul>	Y	Headteacher	06.06.2020	<u>L</u>
Emergencies	L	<ul style="list-style-type: none"> <li>All pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required.</li> <li>Pupils' parents are contacted as soon as practicable in the event of an emergency.</li> <li>Pupils' alternative contacts are called where their primary emergency contact cannot be contacted.</li> <li>The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy.</li> <li>Fire and evacuation policies remain the same. Fire doors left open if they are used regularly to avoid unnecessary touching by children</li> </ul>	Y	Headteacher	06.06.2020	L