

## RISK ASSESSMENT FOR THE WIDER OPENING OF COLLEGES

| Name of College                   |                              | Date of assessment       | Review date(s)                   |
|-----------------------------------|------------------------------|--------------------------|----------------------------------|
| All Hallows Catholic College      |                              | 22/07/20                 | 21/08/20<br>01/09/20<br>21/09/20 |
| Name and Position of Assessor(s): | M. Garvey (Deputy Principal) | Assessor(s) Signature:   | M.Garvey                         |
| Headteacher's Name:               | T. Beesley                   | Headteacher's signature: | T. Beesley                       |
| Chair of Governor's Name:         | C. Watson                    | Chair's signature        | C.Watson                         |

Before completing this risk assessment, please refer to Cheshire East's Risk Assessment Framework. The risk areas below can be used as a guide, but Colleges may want to adapt this for their use.

### RISK PRIORITY

**HIGH:** Accident likely - with possibility of causing serious injury or loss

**MEDIUM:** Possibility of accident - causing minor injury or loss

**LOW:** Accident unlikely - with control measures in place

### 5 steps to Risk Assessment

1. Identify the hazards
2. Decide who may be harmed
3. Identify the control measure already in place

4. Evaluate the remaining risk (High, Medium, Low)
5. Identify any further action needed to reduce the risk to the lowest *reasonably practicable* level

## **Staying COVID Secure – Our Commitment:**

1. We recognise the risk posed by Coronavirus (COVID-19) to our staff, students and their families. We endeavour to keep all safe and take control measures to minimise the risk of infection and the transmission of the virus are provided in this Risk Assessment.
2. We will ensure, as far as is reasonably practicable, the Health, Safety and Wellbeing of our staff and students.
3. We will share this Risk Assessment and its findings with employees and parents and consult on its contents.
4. We will ensure that staff are trained and given a full opportunity to ask questions and be completely reassured of their safety and wellbeing.
5. We will continue to comply with all relevant Health and Safety Legislation.

## **Overarching Guidance for all staff:**

In all education, childcare and social care settings, preventing the spread of coronavirus involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). A range of approaches and actions should be employed to do this. These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced. These include:

1. minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, Colleges or colleges
2. cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands and wrists are covered
3. ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach
4. cleaning frequently touched surfaces often using standard products, such as detergents and bleach
5. minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)

## **Staff Principles**

1. Do not come to work if you have coronavirus symptoms or go home as soon as these develop The Principal or Deputy Principal and access a test as soon as possible.
2. Clean your hands and wrists more often than usual - with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.
3. Use the 'catch it, bin it, kill it' approach.
4. Avoid touching your mouth, nose and eyes.

5. Clean frequently touched surfaces often using standard products, such as detergents and bleach.
6. Think about ways to modify your teaching approach to keep a distance from children in your class as much as possible, particularly close face to face support (noting that it's understood that this is not possible at all times, which is why hygiene and hand cleaning is so important). Think about ways you can modify your marking & feedback, to reduce the need for collecting books & paper, and update your faculty's assessment & marking policy accordingly
7. Consider avoiding calling students to the front of the class or going to their desk to check on their work if not necessary.
8. Help your class to follow the rules on hand cleaning, not touching their faces, 'catch it, bin it, kill it' etc. including by updating your classrooms displays with posters.
9. Prevent your class from sharing equipment and resources (like stationary).
10. Keep your classroom door and windows open if possible, for air flow. And minimise need to touch door handles.
11. Limit the number of children from your class using the toilet at any one time.
12. Limit your contact with other staff members, and don't congregate in shared spaces, especially if they are small rooms.
13. Make sure you've read the College's updated rewards & behaviour policy and know what role in it you're being asked to take

In formulating this Risk Assessment we have taken into account the following documents:

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| UNICE Framework for Re-opening Colleges:   | <a href="https://www.unicef.org/documents/framework-reopening-Colleges">https://www.unicef.org/documents/framework-reopening-Colleges</a>   |
| Overview of Scientific advice to DfE:      | <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/885631/Overview_of_scientific_advice_and_information_on_coronavirus_COVID19.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/885631/Overview_of_scientific_advice_and_information_on_coronavirus_COVID19.pdf</a>   |
| Government recovery strategy:              | <a href="https://www.gov.uk/government/publications/our-plan-to-rebuild-the-uk-governments-covid-19-recovery-strategy">https://www.gov.uk/government/publications/our-plan-to-rebuild-the-uk-governments-covid-19-recovery-strategy</a>   |
| DfE Planning guide for primary Colleges:   | <a href="https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-Colleges-from-1-june">https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-Colleges-from-1-june</a>   |
| Initial Planning Guidance:                 | <a href="https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020">https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020</a>   |
| Guidance on safe working practices:        | <a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care</a>   |
| Implementing protective measures:          | <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</a> |
| NASUWT checklist:                          | <a href="https://www.nasuwt.org.uk/uploads/assets/uploaded/d8b46e47-fa23-466c-af6e4d55e3022efd.pdf">https://www.nasuwt.org.uk/uploads/assets/uploaded/d8b46e47-fa23-466c-af6e4d55e3022efd.pdf</a>   |
| NEU/UNISON/Unite/GMB advice and checklist: | <a href="https://neu.org.uk/media/11476/view">https://neu.org.uk/media/11476/view</a>   |
| LA Planning Document:                      | <a href="L:\CV\Risk Assessment Checklist Template - September 2020 - final.docx">L:\CV\Risk Assessment Checklist Template - September 2020 - final.docx</a>   |
| HSE Guidance on offices and call centres:  | <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres</a>   |
| SAGE modelling data on return to College   | <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/887014/s0300-tfc-modelling-behavioural-science-relaxing-College-closures-sage31.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/887014/s0300-tfc-modelling-behavioural-science-relaxing-College-closures-sage31.pdf</a>   |

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| PHE First Aid Guidance                 | <a href="https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov">https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov</a> |
| DFE Explanatory note on SAGE modelling | <a href="https://www.gov.uk/government/publications/department-for-education-explanatory-note-on-sage-modelling">https://www.gov.uk/government/publications/department-for-education-explanatory-note-on-sage-modelling</a>   |
| DfE Reopening guidance 25 May          | <a href="https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-Colleges-from-1-june">https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-Colleges-from-1-june</a>   |
| HSE guidance for shops                 | <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/shops-and-branches#shops-4-1">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/shops-and-branches#shops-4-1</a>   |

| Risk / Aspect                     | Control Measures   | Risk   | Additional Notes / DfE Guidance  |
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| <b>BUILDINGS &amp; FACILITIES</b> |  |        |  |
| <b>CLASSROOMS &amp; MOVEMENT</b>  | <ul style="list-style-type: none"> <li>▪ Hand sanitiser stations established across the College</li> <li>▪ Hand sanitiser in every classroom</li> <li>▪ All students encouraged to bring their own hand sanitiser</li> <li>▪ Where possible, seats are facing forward</li> <li>▪ Teacher space is marked out as 2m distance from nearest students</li> <li>▪ All furniture not being used is to be stored and moved to another space, including soft furnishings which cannot be cleaned.</li> <li>▪ Door to be wedged open at all times where safe to do so, to limit use of door handles and aid ventilation – including entrance to toilet blocks (exceptions entrance into Romero Centre, Fire doors, staff and student toilets).</li> <li>▪ Windows to be left open, when appropriate</li> <li>▪ Students discouraged from bringing anything from home that is unnecessary. Frequently used personal equipment, such as pens, pencils, rulers, calculators, etc, should not be shared .</li> <li>▪ We will be putting together some pencil cases, stocked with essential stationery, that will be available for purchase through Parent Pay.</li> <li>▪ Shared 'Year bubble' resources will be identified by subjects, and clearly labelled for those who teach in a classroom that is not their usual classroom</li> <li>▪ Cross-bubble resources / equipment to be frequently &amp; meticulously cleaned or put-aside for a period of 48 hours (72 hours for plastic). Procedure /</li> </ul> | MEDIUM | <ul style="list-style-type: none"> <li>▪ Desks should be spaced as far apart as possible.</li> </ul> |

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|  | <p>system for each faculty to be identified in individual faculty risk-assessments</p> <ul style="list-style-type: none"> <li>▪ Classroom spaces should be accessed from outside if possible.</li> <li>▪ All classroom to be cleared to enable regular and effective cleaning throughout</li> <li>▪ Additional one-way system established in Fisher Building, and outdoor paths marked for social distancing (keep left)</li> <li>▪ Avoid queuing on corridors, where possible – teachers to invite students into classroom without need to queue</li> <li>▪ Signage for movement around building displayed.</li> <li>▪ Replaced hand dryers with paper dispensers in toilets</li> <li>▪ Ensure toilets have washing hands posters.</li> <li>▪ Offices have been reopened, with identified capacity. Staff to take responsibility for wiping down work areas after use, and bins to be placed outside of door at end of the day, for emptying</li> <li>▪ Office staff who receive deliveries, post etc. are encouraged to wash their hands more frequently and are provided with sanitiser and gloves</li> <li>▪ Staff discouraged from using staffroom as a social area / space</li> <li>▪ If staff bring in their own food this should be food which does not require heating or additional preparation in kitchen / canteen/ staff room areas – unless it is cleaned by the member of staff, before and after use. Cleaning products will be available</li> </ul> |  |  |
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|                        | <ul style="list-style-type: none"> <li>▪ Use of kitchen areas to be limited to preparation of hot drinks, cleaning of cups / mugs etc. Employees to use own / designated cup or mug.</li> <li>▪ Pastoral Office now separated into KS3 &amp; KS4, with social distancing applied</li> <li>▪ Sixth Form-common room re-established, with soft furnishings removed, and capacity significantly reduced to enable students to use as a study area. Canteen facility available, to reduce demand on College kitchen / dining areas</li> <li>▪ One-way system made clear for parents / carers dropping off in main staff car park</li> <li>▪ Suppliers and Contractors advised if attending premises of infection control arrangements, no-access areas and expectations around personal hygiene.</li> <li>▪ Regular Contractors are providing College with their own risk-assessment, whilst the College is sharing this document with them</li> </ul> |     | <p>Add to reception Screen</p> <p>All contractors to be advised of policy upon arrival at the premises and must sign risk assessment, if need to enter College building in an emergency. This to be coordinated by premises staff.</p> |
| <b>PREMISES CHECKS</b> | <p><b>Cold water systems - including tanks, sinks/basin and drinking water outlets (taps and water fountains)</b></p> <ul style="list-style-type: none"> <li>▪ Increase frequency of outlet flushing and temperature monitoring to maintain water quality within the entire system. If required, consider additional water quality testing at water outlets (closest and further from the main water source) and drinking water outlets that remain in use.</li> </ul>   | LOW |  |

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|  | <p><b>Domestic hot water services – including calorifiers/direct fired water heaters/ sinks/ basins</b></p> <ul style="list-style-type: none"> <li>▪ Hot water generation servicing to continue in line with manufacturers' criteria.</li> <li>▪ Water temperatures must be kept within limits recommended for the control of legionella bacteria in water systems.</li> <li>▪ Regularly check hot water generation for functionality and if required, temperature recording</li> <li>▪ If the hot water system has been left operational the hot water should be circulating as normal and regular checks, in line with guidance, should be carried out.</li> </ul> <p><b>Gas safety</b></p> <ul style="list-style-type: none"> <li>▪ Do not isolate gas supplies to boilers and hot water generation</li> <li>▪ To avoid the risk of leaks and dangerous build-up of gases, isolate gas supplies where not in use, e.g. College kitchens. otherwise, gas services should remain in normal operation.</li> <li>▪ Continue planned gas safety checks including gas detection/interlocking Fire safety</li> <li>▪ Review and if necessary, update fire management plans and ensure any changes to fire escape routes are clearly identified and communicated.</li> <li>▪ Carry out weekly checks of alarms systems, call points, and emergency lighting. – Establish New Muster Stations: <ul style="list-style-type: none"> <li>○ Yr 7 &amp; 8 on Lower Yard, facing different directions</li> </ul> </li> </ul> |  |  |
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|  | <ul style="list-style-type: none"> <li>○ Yrs 9, 10 &amp; 11 on tennis courts, facing different directions</li> <li>○ Sixth Form on grass area, next to outdoor gym</li> <li>▪ Carry out regular hazard spotting to identify escape route obstructions.</li> <li>▪ Check that all fire doors are operational. Fire drills should continue to be held as normal.</li> </ul> <p><b>Kitchen equipment that holds water, for example dishwashers and combination ovens</b></p> <ul style="list-style-type: none"> <li>▪ Run through at least a full cleaning cycle per week, to remove scale build up and standing water build up, to pre-empt possible bacteria growth.</li> </ul> <p><b>Security</b></p> <ul style="list-style-type: none"> <li>▪ All areas of the College should be kept secure.</li> <li>▪ Access to certain closed areas should only be possible by relevant staff – for example chemical stores and caretaker’s room.</li> <li>▪ Check that access control and lockdown systems are operational.</li> <li>▪ Romero Centre re-established as ‘secure’ area</li> </ul> <p><b>Ventilation</b></p> <ul style="list-style-type: none"> <li>▪ All systems to remain energised in normal operating mode.</li> <li>▪ Where possible, occupied room windows should be open.</li> <li>▪ Ventilation to chemical stores should remain operational.</li> </ul> |  |  |
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|  | <p><b>Other points to consider</b></p> <ul style="list-style-type: none"> <li>▪ Core building-related electrical systems, including internal and external lighting, small power, CCTV, access control and alarm systems (fire, intruder, panic and accessible toilets) to remain in use/energised in normal operating mode.</li> <li>▪ For drainage systems, check traps have not dried out and ensure water seals are in place to prevent smells within the building e.g. toilet areas etc.</li> <li>▪ Update your keyholder information.</li> <li>▪ Intruder alarm / fire alarm companies often have remote monitoring stations (response centres) – follow advice from these providers.</li> <li>▪ Continue carrying out thorough examination and testing of lifting and pressure equipment during the coronavirus outbreak following updated HSE guidance: <a href="https://www.hse.gov.uk/news/work-equipment-coronavirus.htm">https://www.hse.gov.uk/news/work-equipment-coronavirus.htm</a></li> </ul> |        |  |
| <b>LESSONS &amp; BEHAVIOUR</b>             |   |        |  |
| <b>TRANSMISSION OF COVID-19 IN LESSONS</b> | <ul style="list-style-type: none"> <li>• Instruct staff showing symptoms of Covid-19 not to attend work but to get tested asap</li> <li>• Instruct parents of children showing symptoms of Covid-19 that they should not attend work but should get tested asap</li> <li>• Ensure staff, parents and students are kept up to date about recognised symptoms</li> <li>• Check with students at the start of each day that they do not have any of the symptoms of Covid-19</li> </ul>  | MEDIUM |  |

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|  | <ul style="list-style-type: none"> <li>• If staff or students show symptoms of Covid-19, follow the procedure in <b><i>Coronavirus (COVID-19): implementing protective measures in education and childcare settings (3)</i></b></li> <li>• Ensure staff and students wash their hands / use sanitiser gel thoroughly before and after each lesson (put posters on corridors and in classrooms to reinforce this)</li> <li>• Ensure staff and students follow the “catch it- bin it- kill it” protocol. All classrooms to have covered bins</li> <li>• Put posters on corridors and in classrooms to reinforce this</li> <li>• Agree cleaning protocols with cleaning company to ensure:</li> <li>• All surfaces, including desks &amp; chairs sanitised at end of each day</li> <li>• Classrooms fogged on a rota basis throughout the week</li> <li>• Enhanced cleaning throughout the day, with the provision of a second house-keeper: <ul style="list-style-type: none"> <li>• Increased frequency of cleaning of communal areas and locations / high contact points (using detergent and hot water followed by a chlorine based disinfectant solution) including: <ul style="list-style-type: none"> <li>• Toilets</li> <li>• Door Handles/ Access Buttons</li> <li>• Kitchen areas and associated equipment</li> <li>• Printers/ Photocopiers</li> <li>• Handrails</li> </ul> </li> </ul> </li> <li>• Increased opportunity / provision for hand-washing / sanitising</li> <li>• All staff to wipe down their work area before and after use</li> </ul> |  |  |
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|  | <ul style="list-style-type: none"> <li>• Open windows of all teaching rooms at the start of the day and teach with doors and windows whenever the weather conditions make this practicable</li> <li>• Where appropriate, teach out of doors</li> <li>• Expectation that students have Pen Pencil/ruler/calculator/Hand Gel/(Face covering—if confirmed by national guidance)</li> <li>• Publish clear guidance (including for queuing where necessary) for entry to and exit from each classroom</li> <li>• Publish clear guidance for ways of working and interaction in each classroom</li> <li>• College uniform policy / dress codes reintroduced fully (exception below) for all students and staff</li> <li>• Change uniform rules for PE, so that students can wear PE kit to College, if PE is lessons 1-2 (to change back into uniform), and go home in PE kit if PE lessons 3-5 (to change out of uniform at start of lesson)</li> <li>• SL to conduct subject specific risk assessments for practical subjects including Science, ADT, Computer Science, Performing Arts and PE to include control measure such as: <ul style="list-style-type: none"> <li>➤ Curriculum modification</li> <li>➤ Changes to use of equipment eg allocated to year bubble</li> <li>➤ Changes to rules on social distancing</li> <li>➤ Alteration to rooms eg forward facing seating</li> </ul> </li> <li>• Amend Covid-19 addendum to Rewards &amp; Behaviour Policy stipulating requirement to comply with all aspects of the risk assessment and setting out sanctions (up to and including exclusion) for students who fail to do so</li> <li>• Identify any students who may not comply with the requirements of the Risk Assessment (owing to poor</li> </ul> |  |  |
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|  | <p>behaviour, SEND or any other reason) and undertake individual risk assessments</p> <ul style="list-style-type: none"> <li>• Ensure that PPE, such as hand sanitiser stations and bottles are supervised and monitored, to avoid any misuse. Any misuse will be treated using the College's rewards &amp; behaviour policy</li> <li>• Include all aspects of classroom risk assessments in staff briefings and communication home and establish this through remote Business assembly when students return to College</li> </ul>  |        |   |
| <b>TRANSMISSION OF COVID-19 THROUGH POOR BEHAVIOUR CHOICES</b> | <ul style="list-style-type: none"> <li>▪ See addendum to the Rewards &amp; Behaviour Policy, which includes details on: <ul style="list-style-type: none"> <li>○ Beginning &amp; End of Day</li> <li>○ The College Day</li> <li>○ Hygiene</li> <li>○ Social Distancing</li> <li>○ Break times</li> <li>○ Rewards</li> <li>○ Sanctions</li> <li>○ Students with Special Educational Needs and/or Disabilities</li> <li>○ Home Learning</li> </ul> </li> </ul> <p><b>NOTE</b></p> <p><b>Sanctions</b></p> <p>If the health and safety of other students and staff members are put at risk by a pupil not adhering to hygiene or social distancing measures, the following actions will apply:</p> | MEDIUM | <p>In light of the need for children to behave differently when they return to College, and any new systems we have put in place to support that, we'll need to make changes to our behaviour policy. Behaviour policy changes will also need to be communicated to students, parents and staff.</p> <ul style="list-style-type: none"> <li>• following any altered routines for arrival or departure</li> <li>• following College instructions on hygiene, such as handwashing and sanitising</li> <li>• following instructions on who students can socialise with at College</li> <li>• moving around the College as per specific instructions (for example, one-way systems, out of bounds areas, queuing)</li> <li>• expectations about sneezing, coughing, tissues and disposal ('catch it, bin it, kill it') and avoiding touching your mouth, nose and eyes with hands</li> <li>• tell an adult if you are experiencing symptoms of coronavirus</li> </ul> |

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|   | <ul style="list-style-type: none"> <li>• conversation(s) with student(s) which could include a verbal warning, moving seats if logistically possible and other behaviour management strategies in line with our current rewards &amp; behaviour policy;</li> <li>• once all appropriate behaviour management strategies have been exhausted, the parent/carer will be contacted and may be expected to collect the student without delay.</li> </ul> <p>If a student's behaviour is deemed high risk, for example, a student engages in deliberate behaviours that put themselves or others at risk, such as spitting or deliberately coughing at people, parents will be contacted to immediately collect their child and a fixed term exclusion will be applied, in line with Exclusion guidance.</p> <p>Include all aspects of behaviour risk assessments in staff briefings and communication home</p> |      | <ul style="list-style-type: none"> <li>• rules about sharing any equipment or other items including drinking bottles</li> <li>• amended expectations about breaks including where students may or may not play/socialise</li> <li>• use of toilets</li> <li>• clear rules about coughing or spitting at or towards any other person</li> <li>• clear rules for students at home about conduct in relation to remote education</li> <li>• rewards and sanction system where appropriate eg review detentions</li> </ul> <p>We will also need to identify any reasonable adjustments that need to be made for students with more challenging behaviour.</p> |
| <b>OUR EMPLOYEES</b>                      |  |      |   |
| <b>STAFF ANXIETY AND MENTAL WELLBEING</b> | <ul style="list-style-type: none"> <li>• Ongoing RA to be continued to ensure staff mental and physical health is taken into account.</li> <li>• Results of risk assessments to SLT.</li> <li>• Signpost to resources/agencies to look at anxiety and stress levels to support staff in returning to College.</li> <li>• Individual support packages and interventions for staff.</li> <li>• Housekeeper &amp; caretakers cleaning of contact points throughout the day.</li> </ul>  | HIGH | <p>Some staff are likely to be anxious about College wider opening.</p> <p>All staff who have been shielding or have been identified as clinically or clinically extremely vulnerable, have been contacted by the Principal, and invited into College before the Summer holidays</p>  |

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|   | <ul style="list-style-type: none"> <li>Look to appoint and train mental first-aiders for staff (mental first-aiders for students already in place)</li> </ul>   |        | Principal will continue to 'balance' fears by sharing information and will ensure that all recommended guidelines are in place.   |
| <b>TRANSMISSION OF COVID-19 BETWEEN COLLEGE STAFF</b> | <ul style="list-style-type: none"> <li>Instruct staff showing symptoms of Covid-19 (or who have household members showing such symptoms not to attend work but to get tested asap</li> <li>Remind staff to wash their hands on arrival, before and after lessons, and before and after lunchtime</li> <li>Remind staff of the Catch It- Bin It- Kill It protocol</li> <li>Introducing staggered breaks &amp; lunches will enable staff to maintain necessary social-distancing with other adults</li> <li>RA Socially distance dept meetings/size of room/ventilation/number of attendees/necessity where possible these should be virtual meetings</li> <li>Briefing will be on TEAMS</li> <li>Forum will be recorded</li> <li>Staff must not have any face-to-face contact with other staff within 1m.</li> <li>If contact within 1m is unavoidable, this must not be face-to-face and must not be more than a few seconds in duration (e.g. passing on a corridor).</li> <li>Contact within 2m with another member of staff should be avoided. When this is unavoidable, this must be limited to less than 15 minutes.</li> <li>All group meetings should take place online, unless stringent social distancing can be maintained at all times.</li> </ul> | MEDIUM | <a href="https://lloydspharmacy.com/pages/corporate-flu-jabs">https://lloydspharmacy.com/pages/corporate-flu-jabs</a><br><a href="https://healthclinics.superdrug.com/corporate?infinity=ict2~net~gaw~ar~442284612622~kw~%2Bworkplace%20%2Bflu%20%2Bvaccines~mt~b~cmp~Superdrug+Health+Clinics-UK-G-BMM-Eng-DT-SE-Travel+Clinic-Corporate~ag~Corporate+Flu+-+Workplace+Flu+Vaccines&amp;gclid=CjwKCAjw9vn4BRBaEiwAh0muDNSfKCXBYZSBYWhQu6DMYBiyqy_EX3Y3RUus2lyPQ_gfspmzmbmTqdBoCpXkQAvD_BwE&amp;gclsrc=aw.ds">https://healthclinics.superdrug.com/corporate?infinity=ict2~net~gaw~ar~442284612622~kw~%2Bworkplace%20%2Bflu%20%2Bvaccines~mt~b~cmp~Superdrug+Health+Clinics-UK-G-BMM-Eng-DT-SE-Travel+Clinic-Corporate~ag~Corporate+Flu+-+Workplace+Flu+Vaccines&amp;gclid=CjwKCAjw9vn4BRBaEiwAh0muDNSfKCXBYZSBYWhQu6DMYBiyqy_EX3Y3RUus2lyPQ_gfspmzmbmTqdBoCpXkQAvD_BwE&amp;gclsrc=aw.ds</a><br><a href="https://www.england.nhs.uk/wp-content/uploads/2020/05/national-flu-immunisation-programme-2020-2021.pdf">https://www.england.nhs.uk/wp-content/uploads/2020/05/national-flu-immunisation-programme-2020-2021.pdf</a> |

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|  | <ul style="list-style-type: none"> <li>• Even one-to-one meetings / discussions should be held online if they can't be properly distanced (i.e. 2m at least).</li> <li>• You should not enter another person's office space, unless it is large and 2m distances can be easily maintained at all times. Such discussions must be kept short – and ideally less than 15 minutes.</li> <li>• The stated capacity of these rooms must be observed.</li> <li>• Staff must avoid walking side-by-side together through corridors etc. In a similar vein, please do not hold doors open for each other as this will bring you into closer contact unnecessarily</li> <li>• Staff should wear face-coverings in busy areas, ie, corridors, where social-distancing cannot be kept</li> <li>• Teachers should keep their 2m distance from students in lessons, as much as possible</li> <li>• If teachers find themselves having to assist a student, try to stay 1 metre away, for no longer than 15 minutes, and we would recommend that you also use a face-covering or visor.</li> <li>• If colleagues are using a face-visor, be aware of the gaps - it is safer to be face-to-face than side-on, in this situation</li> <li>• Care should be taken when passing in doorways and staff must be careful to ensure distancing of at least 2m if they stop to speak to colleagues. Such conversations around school must be less than 15 minutes in duration, unless they are held outside.</li> </ul> |  |  |
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|  | <ul style="list-style-type: none"> <li>• We have met with our contractors and are being sent copies of their risk assessment</li> <li>• Investigate with LA and other providers the possibility of providing flu-jab to all staff who want it</li> </ul>   |  |  |
| <b>CLINICALLY EXTREMELY VULNERABLE STAFF</b> | <p>College has applied the full measures set out in the DFE guidance. Therefore, the risks to all staff will be mitigated significantly, including those who are extremely clinically vulnerable. We expect this will allow all staff to return to College, although we advise those in the most at risk categories to take particular care as community transmission rates fall.</p> <p><a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a></p> <p>All employees who live with a person who is Clinically Extremely Vulnerable should return to work.</p> |  | <p>We have identified, through the Principal, the names of staff who fall within these categories and ensure regular contact is maintained.</p> <p>Risk assessments to be carried out for individual staff falling into these categories. The College will remain flexible in how these members of staff are deployed.</p> <p>These staff can return to work and a personal Risk Assessment will be completed.</p> |
| <b>CLINICALLY VULNERABLE STAFF</b>           | <p>College has applied the full measures set out in the DFE guidance. Therefore, the risks to all staff will be mitigated significantly, including those who are clinically vulnerable. We expect this will allow all staff to return to College. Employees who live with a person who is Clinically Vulnerable should attend College.</p> <p><u>Staff who are pregnant</u></p>  |  | <p>If requested the College will consider these on a case-by-case basis with appropriate risk assessment for each.</p> <p>All staff will be offered a questionnaire and an appropriate Risk Assessment</p> <p>Staff must adhere to social distancing.</p> <p>If a member of staff if pregnant they need to read the advice and speak to Senior Staff.</p>  |

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|                            | <p>Pregnant women are in the 'clinically vulnerable' category and are advised to follow the relevant guidance.</p> <p><a href="https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july#clinically-vulnerable-people">https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july#clinically-vulnerable-people</a></p> <p>People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend College.</p>  |  | <p>If any member of staff with significant risk factors (e.g. BAME) is concerned or any member of staff is reluctant to return to College, they should ask a member of the leadership team to go through the risk assessment with them in detail and discuss their concerns and explain the measures we as a College have put in place to reduce risks and address any fears they may have. We will do all we can to try as far as practically possible to accommodate additional measures where appropriate. However, this is a balance of understanding the member of staff's concerns and the need for the College to be fully staffed.</p>  |
| <b>STAFF WITH SYMPTOMS</b> | <p>All employees, themselves or persons within their household, who have COVID-19 symptoms, should self-isolate and should not attend College until they can be tested. If test is negative they can return to work if they feel well enough to do so.</p> <p>All students, students, staff and other adults must not come into College if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 10 days, and ensure anyone developing those symptoms during the day is sent home. These are essential actions to reduce the risk in College and further drive down transmission of coronavirus (COVID-19). All staff are aware of this process and it will be shared with all.</p> |  | <p>The most up-to-date information available can be found on the link below:</p> <p><a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ask-for-a-test-to-check-if-you-have-coronavirus/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ask-for-a-test-to-check-if-you-have-coronavirus/</a></p> <p>Those who have symptoms should self-isolate for at least 10 days, unless a negative test result is received within 10 days, in which case they can return to College. If symptoms persist after 10 days they should continue to self-isolate.</p> <p>If anyone in the College becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of</p> |

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|  |  |  | <p>taste or smell (anosmia), they must be sent home. They must be advised to follow 'Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household should self-isolate for 14 days from when the symptomatic person first had symptoms. Staff should advise the College immediately of the results of the test.</p> <p>If they test positive they must provide details of anyone they have been in close contact with or if asked by 'NHS Test and Trace'.</p> <p>Confirmation of a negative test result must be received by College, from the member of staff</p> <p>SLT will liaise with the local health protection team and follow guidance regarding other members of staff and / or students who may need to self-isolate.</p> <p>The College will liaise with local health protection team in the event of a College outbreak.</p> <p>Will continue to use Microsoft Teams / Zoom and email to maintain contact. Weekly briefing to be sent out and shared with all staff remotely.</p> |
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|   | <p>We will regularly contact / keep in touch with colleagues who are self- isolating/ working from home and monitor / support both their Physical and Mental Health &amp; Wellbeing</p> <p>Where necessary, we will provide suitable information and equipment to work at home safely and effectively including those staff who require additional aids and adaptations.</p> |  | <p>Line managers to direct work remotely.</p> <p>Also, support will continue to be given to support staff's wellbeing.</p> <p>We will ensure that we maintain social and wellbeing interaction throughout.</p> <p>We have provided everything that staff have needed and will continue to support them.</p> |
| <b>OUR STUDENTS</b>                             |  |  |   |
| <b>CLINICALLY EXTREMELY VULNERABLE STUDENTS</b> | <p>All Clinically Extremely Vulnerable students are required to attend College.</p> <p>Students who were previously shielding do not need to continue to shield.</p> <p>College attendance is mandatory and the College will issue sanctions for non-attendance.</p>   |  | <p>Registers to be taken as normal.</p> <p>Expectations on attendance and punctuality to be communicated home. It is essential that all students arrive on time.</p>  |

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|                                       | <p>However, if rates of infection rise in local areas — children and young people (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent</p> <p>*some students and students are no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to College in September</p> <p>Where students are not able to attend College as parents are following clinical and / or public health advice, absence will not be penalised.</p> <p>All students who live with a person who is Clinically Extremely Vulnerable must attend College.</p> |  | <p>If a pupil is directed to shield the College will ensure that remote learning can take place and College work is provided - systems to be in place.</p> <p>If requested case by case risk assessments will be carried out.</p>  |
| <b>CLINICALLY VULNERABLE STUDENTS</b> | <p>All Clinically Vulnerable students should follow medical advice for their individual circumstances. (NB if a child lives with a person who is Clinically Vulnerable they can attend College)</p>   |  | <p>If requested the College will consider these on a case-by-case basis with appropriate risk assessment for each.</p> <p>College will identify students with significant risk factor and / or concerns about returning to College. This to include persistent absentees from before lockdown and students who have not engaged with College regularly during the pandemic.</p> <p>If any pupil with significant risk factors (e.g. BAME) is concerned or any pupil is reluctant to return to College, they should ask a member of staff to go through the risk assessment with them in detail and</p> |

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|                               |  |  | <p>discuss their concerns and explain the measures we as a College have put in place to reduce risks and address any fears they may have. We will do all we can to try as far as practically possible to accommodate additional measures where appropriate.</p> <p>However, we will be clear with parents that students of compulsory College age must be in College unless a statutory reason applies.</p>   |
| <b>STUDENTS WITH SYMPTOMS</b> | <p>All students, or persons within their household that have COVID 19 symptoms should not attend College until they can be tested. If test is negative they can return to College.</p> <p>A small number of students and students will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19)</p> |  | <p>The most up-to-date information available can be found on the link below:</p> <p><a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ask-for-a-test-to-check-if-you-have-coronavirus/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ask-for-a-test-to-check-if-you-have-coronavirus/</a></p> <p>Those who have symptoms should self-isolate for at least 10 days, unless a negative test result is received within 10 days, in which case they can return to College. If symptoms persist after 10 days they should continue to self-isolate.</p> <p>If anyone in the College becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home. They must be advised to follow 'Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have</p> |

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|  |  |  | <p>coronavirus (COVID-19). Other members of their household (including siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms. Students should advise the College immediately of the results of the test.</p> <p>If they test positive they must provide details of anyone they have been in close contact with or if asked by 'NHS Test and Trace'.</p> <p>Confirmation of a negative test result must be received by College, from parents / carers</p> <p>SLT will liaise with the local health protection team and follow guidance regarding other members of staff and / or students who may need to self-isolate.</p> <p>College will use the template letter provided by local health protection team.</p> <p>College to remind parents that their child should not attend College if they have any symptoms mentioned above. If a parent reports a sickness the office staff will establish the symptoms and advise accordingly.</p> <p>The College will liaise with local health protection team in the event of a College outbreak.</p> <p>This will continue to take place for all students who cannot be in College.</p> |
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|  | We will provide on-line resources and appropriate support on SMHW and Microsoft Teams/Oak Academy for all students who are not in College.  |        | Staff will continue to support students emotionally and academically. |
| <b>TRANSMISSION OF COVID-19 TO STAFF ADMINISTERING FIRST AID</b>                       | <ul style="list-style-type: none"> <li>• Application of PHE guidance: <a href="https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov">https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov</a></li> <li>• Ensure all First Aiders have read and understood PHE guidance</li> <li>• PPE should be worn (gloves, masks, apron, visor) when dealing with a first aid incident.</li> <li>• Vomit is required to be cleaned up as soon after incident as possible (PPE to be worn) – Housekeeper to be provided with PPE</li> </ul> | LOW    | PPE is provided and therefore the risk is low.                        |
| <b>TRANSMISSION OF COVID-19 TO A TA OR OTHER MEMBER OF STAFF PROVIDING 1:1 SUPPORT</b> | <ul style="list-style-type: none"> <li>• Risk assess any individual students in need of support decide on specific control measures (up to and including the use of PPE or continuing with remote education for safety reasons) particularly for any students who have shown themselves to: <ul style="list-style-type: none"> <li>➤ Be overly affectionate</li> <li>➤ Be emotionally very fragile and in need of reassurance</li> <li>➤ Require personal care</li> <li>➤ Be overly physical if frustrated or defiant</li> </ul> </li> <li>• Issue each TA with their own pack of equipment so that there is no sharing of equipment</li> <li>• Include all aspects of classroom risk assessments in staff briefings and communication home</li> </ul>  | MEDIUM |   |



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| <b>SOCIAL DISTANCING</b>  | <ul style="list-style-type: none"> <li>No physical contact, such as handshakes and hugs between educational staff.</li> <li>Staff, and adults on site should endeavour to stay 2m apart and 2m apart from students</li> </ul>   | MEDIUM |  |
| <b>LACK OF CAPACITY TO IMPLEMENT CONTROL MEASURES IN RISK ASSESSMENT OWING TO HIGH NUMBER OF ABSENT STAFF</b> | <ul style="list-style-type: none"> <li>Implement all control measures above to minimise risk of staff absence</li> <li>Establish protocol via College Comms so that parents can be informed at the earliest possible point if a bubble needs to close on any particular day</li> </ul>  | MEDIUM |  |
| <b>COMMUNICATION</b>  |   |        |  |
| <b>STUDENTS</b>   | <ul style="list-style-type: none"> <li>Teachers have prepared students for return to College via online learning activities and on website</li> <li>Home-learning activities will continue for <del>all year</del> students displaying Covid-19 symptoms, or who are self-isolating due to a family member displaying symptoms</li> </ul> | LOW    | <ul style="list-style-type: none"> <li>noting that some children and young people will need additional support to follow these measures</li> <li>tell students, parents, carers or any visitors, such as suppliers, not to enter the college <del>or</del> if they are displaying any symptoms of coronavirus (following the <a href="#">COVID-19: guidance for households with possible coronavirus infection</a>)</li> </ul> |
| <b>PARENTS</b>  | <ul style="list-style-type: none"> <li>Limit on-site visitors inc parents (conference call where appropriate)</li> <li>Essential correspondence sent out via letters, emailed to all parents/carers and text prompts given and on the website.</li> <li>Further addendum to behaviour policy to be shared with parents/carers.</li> </ul> | LOW    | <ul style="list-style-type: none"> <li>tell parents that if their child needs to be accompanied to the college, only one parent should attend</li> <li>tell parents and young people their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)</li> </ul>   |

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|  | <ul style="list-style-type: none"> <li>Any forms or messages from parents should be emailed to the College office or telephone reception</li> <li>Communicate methods of entry and exit to the College grounds.</li> <li>Parents will continue to communicate with teachers directly via email/phonecall,</li> <li>Parents who receive daily TA updates to receive them by email / phone, unless otherwise arranged with SENDCo / SEN Team</li> </ul> |  | <ul style="list-style-type: none"> <li>make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)</li> </ul> |
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## CURRICULUM AND LEARNING

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| <b>DELIVERY OF CURRICULUM</b> | <p>The guidance that came from the DfE on 2nd July is aimed at supporting Colleges in their plans for the safe return of all students, in all year groups, from the beginning of the autumn term. What is very clear from the guidance is that there is no 'one-size fits all approach', and that all Colleges need to plan according to their own circumstances. The main feature of the new guidance is the requirement for Colleges to create different 'bubbles', with the recognition being that for secondary Colleges, in order to be able to deliver a full curriculum, these bubbles are likely to be the size of Year groups. We have consulted with staff and governors, and as from the beginning of September we will be following a slightly amended College day, as illustrated below:</p> | HIGH |  |
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|         | Arrival     | Reg         | Lesson 1     | Lesson 2 / Break (15 mins) |         | Lesson 3      | Lesson 4 / Lunch (30 mins) |         | Lesson 5      | Dismissal     |
|---------|-------------|-------------|--------------|----------------------------|---------|---------------|----------------------------|---------|---------------|---------------|
|         | 8.45 - 8.55 | 8.55 - 9.15 | 9.15 - 10.15 | 10.15 - 11.30              |         | 11.30 - 12.30 | 12.30 - 14.10              |         | 14.10 - 15.10 | 15.05 - 15.15 |
|         |             |             |              |                            |         |               |                            |         |               |               |
| Year 7  | 10 mins     | 20 mins     | 60 mins      | B                          | 60 mins | 60 mins       | 35 mins                    | L       | 35 mins       | 60 mins       |
|         |             |             |              |                            |         |               |                            |         |               |               |
| Year 8  | 10 mins     | 20 mins     | 60 mins      | 60 mins                    | B       | 60 mins       | 70 mins                    | L       | 60 mins       | 10 mins       |
|         |             |             |              |                            |         |               |                            |         |               |               |
| Year 9  | 10 mins     | 20 mins     | 60 mins      | 30 mins                    | B       | 30 mins       | 60 mins                    | L       | 70 mins       | 60 mins       |
|         |             |             |              |                            |         |               |                            |         |               |               |
| Year 10 | 10 mins     | 20 mins     | 60 mins      | 60 mins                    | B       | 60 mins       | 70 mins                    | L       | 60 mins       | 10 mins       |
|         |             |             |              |                            |         |               |                            |         |               |               |
| Year 11 | 10 mins     | 20 mins     | 60 mins      | B                          | 60 mins | 60 mins       | L                          | 70 mins | 60 mins       | 10 mins       |
|         |             |             |              |                            |         |               |                            |         |               |               |
| Year 12 | 10 mins     | 20 mins     | 60 mins      | 60 mins                    | B       | 60 mins       | 70 Mins                    | L       | 60 mins       | 10 mins       |
|         |             |             |              |                            |         |               |                            |         |               |               |
| Year 13 | 10 mins     | 20 mins     | 60 mins      | B                          | 60 mins | 60 mins       | 70 mins                    | L       | 60 mins       | 10 mins       |

In consultation with staff and union reps we have decided on the model above to 'minimise contact' and 'maximise distance' between different Year 'bubbles', whilst maintaining as broad and balanced a curriculum as possible. The main features of the new College day will include:

- A slightly extended registration with the Form Tutor, to address some of the pastoral and well-being issues arising from coronavirus and the partial closure of College

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|  | <ul style="list-style-type: none"> <li>•A 10 minute 'buffer' time for students to arrive to their Form room, and stay separate from the other Year 'bubbles' until the start of the College day (there will be no breakfast service in the Café, in the first instance)</li> <li>•A staggered dismissal at the end of the day, starting at 15.05 for Sixth Form classes, through to 15.15 for Year 7 classes. This will ease congestion at exit points and allow for different Year groups to sit on the buses in their own Year 'bubbles'.</li> <li>•Shortened, staggered breaks and lunchtimes, to allow for separation of Year bubbles, and cleaning down of dining areas and toilets in between Year groups. There will be three designated dining / social areas: <ul style="list-style-type: none"> <li>• Key Stage 3 - Dining Hall / Main Hall / Lower Yard / RE Corridor toilets</li> <li>• Key Stage 4 - Drama Studio / Outdoor Gym / Bottom Fisher building toilets</li> <li>• Sixth Form - Sixth Form Common Room / Sixth Form toilets (Sixth Form can leave site during lunchtime, on alternate Wednesday afternoons, or if they have a 'free' during lesson 5)</li> </ul> </li> <li>•There will be no food served at breaktime, in the first instance, and students will have to bring their own snacks into College. The lunch menu will be more restricted than usual but will include a hot and cold menu option. Food will need to be pre-ordered, before the start of the College day, through a smartphone app. Payment will also need to be made in advance, through</li> </ul> |  |  |
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|  | <p>ParentPay (more details will be provided before the start of term)</p> <ul style="list-style-type: none"> <li>• Lesson 4 is longer than other lessons (70 minutes), to allow for the cleaning of surfaces in the Dining Hall, in between groups.</li> </ul> <p>Other features of the new College day will include virtual assemblies and new one-way systems. We are also staggering the start of term for different year groups, to allow for a carefully managed induction into the new systems and procedures:</p> <ul style="list-style-type: none"> <li>• Wednesday 2nd September – Years 7 &amp; 11 only</li> <li>• Thursday 3rd September – Years 7, 8, 9, 10 &amp; 11</li> <li>• Friday 4th September – All Year groups, including Years 12 &amp; 13</li> </ul> <p>Subject Leaders are currently working with colleagues to create a 'recovery curriculum', which will begin to identify gaps in knowledge due to any missed learning. Intervention will then be used as appropriate.</p> <p>There will be subjects which will not be able to teach as they would normally, for example restrictions will apply in PE, Music, ADT and other subjects which contain more practical elements. Demonstrations may be used instead of individual practicals. No contact sport will be played in PE lessons.</p> |     |  |
| <b>TRANSMISSION OF COVID-19 WHILE LEARNING OUTSIDE THE COLLEGE</b> | <ul style="list-style-type: none"> <li>• No teaching and learning, extra-curricular, College trips or sporting fixtures will take place until government guidance changes</li> </ul>   | LOW |  |

## SAFEGUARDING AND ARRANGEMENTS

### STUDENT ANXIETY AND MENTAL WELLBEING

- FSW & PSMs continuing to make regular contact with those students who have been identified as needing extra support
- TA's continuing to make regular contact with designated students
- Form Tutors making daily fortnightly pastoral contact with students, in Form time
- Newsletter & website signposting to mental health support / resources
- CPOMS continuing to be used by all staff, when appropriate
- Home-visits continue to be undertaken by FSW & PSM where necessary
- To support the wellbeing of our students, form tutors will be delivering PSHCE sessions during the first week of term
- Students can always speak to their form tutor about any concerns or worries and they will be able to offer the appropriate support
- There is advice and direction on the College website, about where students and families can go for support and guidance about coronavirus-related anxiety or concerns, at:  
  
<https://www.allhallows.org.uk/mental-well-being-and-staying-safe>.

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| <b>TRANSMISSION THROUGH FULL OPENING</b>   | <ul style="list-style-type: none"> <li>▪ Full opening begins with:</li> <li>▪ Wednesday 2nd September – Years 7 &amp; 11 only</li> <li>▪ Thursday 3rd September – Years 7, 8, 9, 10 &amp; 11</li> <li>▪ Friday 4th September – All Year groups, including Years 12 &amp; 13</li> </ul>  | MEDIUM |  |
| <b>TRAVEL TO COLLEGE</b>   |   |        |  |
| <b>TRANSMISSION OF COVID-19 TO A MEMBER OF THE COLLEGE COMMUNITY EN-ROUTE TO OR FROM COLLEGE</b> | <p>Whilst the College buses will be running, we do recommend that where possible, students should walk, cycle or be dropped off by car</p> <p>Face coverings are always required on public transport (for children over the age of 11). We have agreed with our bus company that they should also be worn on dedicated College transport (for example, if students are likely to come into very close contact with others outside their year group). If a child has been wearing a face covering before arriving at College, it will be important that they understand how to remove it (see Government advice at</p> <p><a href="https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own#maintaining-and-disposing-of-face-coverings">https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own#maintaining-and-disposing-of-face-coverings</a>)</p> <p>Students must sanitise their hands immediately on arrival at College, dispose of any temporary face coverings they may have been wearing in a covered bin, or place reusable face coverings in a plastic bag they can take home with them.</p> | HIGH   |  |

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|  | <p>Cheshire East has put together a survey aimed at those young people who use public transport, to be completed by Wednesday 22nd July. For link to survey see:<br/> <a href="https://surveys.cheshireeast.gov.uk/s/HTSSSecondary/">https://surveys.cheshireeast.gov.uk/s/HTSSSecondary/</a></p> <ul style="list-style-type: none"> <li>Advise parents and students against walking to College in groups of more than two</li> </ul>   |        |  |
| <b>LUNCHTIME, BREAKS AND MOVEMENT AROUND THE COLLEGE</b>   |   |        |  |
| <b>TRANSMISSION OF COVID 19 WHILE STUDENTS ARE ENTERING OR LEAVING THE COLLEGE AT THE BEGINNING AND END OF THE DAY</b> | <ul style="list-style-type: none"> <li>A slightly extended registration with the Form Tutor, to address some of the pastoral and well-being issues arising from coronavirus and the partial closure of College</li> <li>A 10 minute 'buffer' time for students to arrive to their Form room, and stay separate from the other Year 'bubbles' until the start of the College day (there will be no breakfast service in the Café, in the first instance)</li> <li>A staggered dismissal at the end of the day, starting at 15.05 for Sixth Form classes, through to 15.15 for Year 7 classes. This will ease congestion at exit points and allow for different Year groups to sit on the buses in their own Year 'bubbles'.</li> <li>Shortened, staggered breaks and lunchtimes, to allow for separation of Year bubbles, and cleaning down of dining areas and toilets in between Year groups. There will be three designated dining / social areas:</li> </ul> | MEDIUM |  |



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|  | <ul style="list-style-type: none"> <li>• Key Stage 3 - Dining Hall / Main Hall / Lower Yard / RE Corridor toilets</li> <li>• Key Stage 4 - Drama Studio / Outdoor Gym / Bottom Fisher building toilets</li> <li>• Sixth Form - Sixth Form Common Room / Sixth Form toilets (Sixth Form can leave site during lunchtime, on alternate Wednesday afternoons, or if they have a 'free' during lesson 5)</li> <li>• There will be no food served at breaktime, in the first instance, and students will have to bring their own snacks into College. The lunch menu will be more restricted than usual but will include a hot and cold menu option. Food will need to be pre-ordered, before the start of the College day, through a smartphone app. Payment will also need to be made in advance, through ParentPay (more details will be provided before the start of term)</li> <li>• Lesson 4 is longer than other lessons (70 minutes), to allow for the cleaning of surfaces in the Dining Hall, in between groups.</li> <li>• Include all aspects of beginning &amp; end of day risk assessments in staff briefings and communication home</li> </ul> |        |  |
| <b>TRANSMISSION OF COVID-19 ON THE CORRIDORS</b> | <ul style="list-style-type: none"> <li>• Plan and implement 1- way system around corridors, where possible</li> <li>• Install signage to reinforce 1-way system</li> <li>• Include corridors in pre- expansion site check using the NASUWT checklist (above)</li> <li>• Include all aspects of corridor risk assessments in staff briefings and communication home</li> </ul>  | MEDIUM |  |

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| <b>TRANSMISSION OF COVID-19<br/>IN THE DINING ROOM, AT<br/>BREAKS &amp; LUNCHTIME</b> | <ul style="list-style-type: none"> <li>• Encourage students to bring packed lunch and break time snacks in the first instance</li> <li>• Use of App to pre order food for grab and go will minimise need to queue</li> <li>• Sixth Form/staff contactless payment</li> <li>• Ensure catering &amp; cleaning company have checks in place to ensure none of their staff have symptoms of Covid-19</li> <li>• Ensure students wash their hands (or use hand sanitiser) immediately before break and lunchtime</li> <li>• Put bins in the dining room to support Catch-it- Bin It Kill It</li> <li>• Clean dining areas thoroughly between break and lunch sittings</li> <li>• Stagger break &amp; lunchtimes to keep the number of students in the dining areas to a minimum</li> <li>• Work with catering company to maximise number of service points</li> <li>• Ensure students are either supervised in the dining areas or out of doors at break and lunchtimes</li> <li>• Supervise students out of doors to ensure that there are no sports or other activities</li> <li>• Include all aspects of dining room, break &amp; lunchtime risk assessments in staff briefings and communication home</li> </ul> | MEDIUM |  |
| <b>TRANSMISSION OF COVID-19<br/>BY STUDENTS USING TOILETS</b>                         | <ul style="list-style-type: none"> <li>• Do not allow students to leave classrooms to visit the toilets during lesson time (other than emergency)</li> <li>• Allocate different toilets to different Year bubbles for break &amp; lunch (RE corridor for KS3 / Bottom Fisher for KS4). In emergencies, during lessons, the disabled toilet on the top of Fisher, and the English / MFL toilets can be used?)</li> </ul>   | MEDIUM | <ul style="list-style-type: none"> <li>▪ Ensuring that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time</li> </ul> |

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|   | <ul style="list-style-type: none"> <li>• Posters in toilets reminding students of hand washing protocols</li> <li>• Toilet lids should be closed before flushing</li> <li>• Paper towels and bins have been installed in all toilets, including staff, air dryers have been turned off.</li> <li>• Window to be opened where possible.</li> <li>• Caretaker/Housekeeper and cleaner to check paper towels, soap &amp; sanitiser supply is adequate. To clean toilets regularly during the day, and in between break &amp; lunch sittings</li> <li>• Include all aspects of toilet risk assessments in staff briefings and communication home</li> </ul>   |     |  |
| <b>EXTERNAL VISITORS</b>                      |   |     |  |
| <b>TRANSMISSION OF COVID-19 FROM VISITORS</b> | <ul style="list-style-type: none"> <li>• Install protective screen at Reception</li> <li>• Do not invite any non-essential visitors on to College site</li> <li>• Non essential maintenance carried out after 3:15</li> <li>• Conduct meetings with parents and other agencies by video link wherever possible (only one parent/carer to attend meeting)</li> <li>• Conduct unavoidable meetings with parents and other agencies in the Conference Centre</li> <li>• Clean all surfaces in the Conference Centre each day</li> <li>• Check with visitors that they do not have any of the symptoms of Covid-19 – Safeguarding screen sign in to confirm this.</li> <li>• All visitors must sanitise on arrival</li> <li>• Visitors should maintain a 2m distance</li> </ul> | LOW |  |

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|                                    | <ul style="list-style-type: none"> <li>PPE will be made available and should be worn where 2 m distance cannot be maintained.</li> </ul>  |        |   |
| <b>Cleaning and waste disposal</b> |   |        |   |
|                                    | <ul style="list-style-type: none"> <li>Toilets will be sanitised during at the end of each day.</li> <li>Toilets will be sprayed by housekeeper during the lunch period and after break with suitable cleaning detergent.</li> <li>Tables and contact points must be cleaned regularly.</li> <li>Equipment that has been used and that can be cleaned should be cleaned by caretaker / housekeeper / cleaning company at the end of the day.</li> <li>Resources that cannot be cleaned according to the instructions must be quarantined</li> <li>Cross-bubble equipment that needs to be cleaned between classes, need to be cleaned</li> <li>Soft furnishing in staffroom / Chapel should be used minimally Contact points should be cleaned by caretaker / housekeeper at least once daily, including taps, toilet flushes, toilet seats, table surfaces, door handles, handrails, armrests, light switches etc. However, staff will be required to clean surfaces and touch points when used in offices and classrooms</li> </ul> | MEDIUM | <ul style="list-style-type: none"> <li>Discussions have been had with cleaning contractors regarding additional cleaning requirements and agree additional resources agreed, including hand gel stations and ‘fogging’ machine</li> <li>Follow the <u>COVID-19: cleaning of non-healthcare settings guidance</u></li> <li>Ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments</li> <li>Clean surfaces that students (books, desks, chairs, doors, sinks, toilets, light switches, bannisters) touch more regularly than normal</li> <li>COVID-19 virus lives on fomites. Therefore, stringent cleaning must take place to minimise transmission.</li> <li>Maximum time staff can stay to – 5pm</li> <li>COSHH rules regarding bleach</li> </ul> |

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|                                | <ul style="list-style-type: none"> <li>▪ Bins must be emptied before they are full and at least once daily.</li> <li>▪ Cleaner to only enter the rooms when all staff and students have exited.</li> <li>▪ Cleaner to wear gloves and face covering where a 2m distance cannot be maintained</li> <li>▪ Bleach to be used to clean items which cannot be done with soap which then is removed by water into a sink.</li> </ul>  |        |  |
| <b>HYGIENE AND HANDWASHING</b> |   |        |  |
|                                | <ul style="list-style-type: none"> <li>• Ensure students wash their hands or use hand sanitiser immediately before break and lunchtime</li> <li>• Hand gel stations positioned around College, at entrances to buildings, supervised at the start and end of day, break-times and lunch</li> <li>• Paper towels and bins have been installed in all toilets, including staff, air dryers have been turned off.</li> <li>• Students should be supervised at break &amp; lunchtimes</li> <li>• Posters in toilets and around College, in all classrooms, reminding students of hand washing protocols – Catch it, Bin it , Kill it</li> <li>• Expectation that students have their own pen pencil/ruler/calculator/Hand Gel/(Face covering if national guidance changes)</li> </ul> | MEDIUM |  |

## PERSONAL PROTECTIVE EQUIPMENT (PPE)

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| <b>PROVISION OF PPE</b> | <ul style="list-style-type: none"> <li>▪ Face coverings and face masks have been provided for staff to wear if they choose to.</li> <li>▪ Teachers should not wear gloves unless directed to do so in medical emergencies.</li> <li>▪ On 25th August, the DfE changed its guidance, so that:</li> <li>▪ <i>'Nationwide, while the government is not recommending face coverings are necessary, schools will have the discretion to require face coverings in communal areas if they believe that is right in their particular circumstances.'</i></li> <li>▪ <i>'In ... areas of national government intervention as listed on gov.uk, the government's guidance will state face coverings should be worn by adults and pupils in secondary schools when moving around the school, such as in corridors and communal areas where social distancing is difficult to maintain.'</i></li> <li>▪ From September, therefore, face coverings should be worn by all* students, during lesson changeover, and at other times when social distancing between students from different Year bubbles cannot be maintained. They should also be worn in close communal areas, like PE Changing Rooms.</li> <li>▪ All* students should, therefore, have a face covering with them, so that they can wear this when instructed to do so by a member of staff.</li> <li>▪ This policy will be reviewed, and if Government guidance changes, we will amend as appropriate</li> </ul> | <p>LOW</p> | <p>Wearing a face covering or face mask in Colleges or other education settings is not recommended. Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained, for example on public transport or in shops. This does not apply to Colleges or other education settings. Colleges and other education or childcare settings should therefore not require staff, children and learners to wear face coverings.</p> <p>Changing habits, cleaning and hygiene are effective measures in controlling the spread of the virus. Face coverings (or any form of medical mask where instructed to be used for specific clinical reasons) should not be worn in any circumstance by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission.</p> <p>The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including:</p> <ul style="list-style-type: none"> <li>▪ children, young people and students whose care routinely already involves the use of PPE due to</li> </ul> |
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|  | <ul style="list-style-type: none"> <li>* There will be some students who will be exempt from using a face covering, on medical grounds. If parents or carers think that this applies to their child, they should contact our SENDCo, Mr Ben Mercer, at b.mercer@allhallows.org.uk or Assistant Principal for Inclusion, Ms Sarah Marshall, at s.marshall@allhallows.org.uk</li> <li>Children who can safely remove and apply masks independently, will be taught how to store them safely.</li> <li>Staff to have training about safe removal, application and disposal of PPE masks and other equipment. Information given about how to store masks when not in use.</li> <li>Continence issues and soiling should only be dealt with by staff wearing full PPE (provided in College) in a well-ventilated area. Parent should be notified.</li> <li>If a child becomes unwell with COVID-19 symptoms, staff must accompany the child to the designated area and wearing full PPE, monitor the child's symptoms until a parent/carer comes to collect them.</li> <li>Use of Medical room 1 or conference room 3</li> </ul> |  | <p>their intimate care needs should continue to receive their care in the same way</p> <p>If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn</p> <p>Once the student has been collected, the area will be cleaned by the housekeeper, to reduce risk of further infection</p> |
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## TESTING AND MANAGING SYMPTOMS

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| <b>HOW TO MANAGE STUDENTS &amp; STAFF WITH SYMPTOMS</b> | <ul style="list-style-type: none"> <li>Use of isolation area(s) identified if symptoms are apparent. (medical room 1 or conference room 3)</li> <li>Parents to be called and students to be sent home as soon as possible if they develop symptoms and then</li> </ul> | LOW / MEDIUM | <ul style="list-style-type: none"> <li>The government has developed a new national test and trace programme.:-</li> <li>If anyone becomes unwell with a new, continuous cough, a high temperature, a loss of,</li> </ul> |
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|  | <p>will need to isolate with their household members for 14 days.</p> <ul style="list-style-type: none"> <li>▪ All students and staff who display symptoms should access a test provided by the appropriate health care professional.</li> <li>▪ If a student or staff member tests negative, they can return to their setting and end the self-isolation of their household.</li> <li>▪ If any student or staff test positive, the rest of their class and group should be sent home and advised to isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group, subsequently develops symptoms.</li> <li>▪ Temperature checks will not be used at the College.</li> </ul> |  | <p>or change in, their normal sense of taste or smell (anosmia), in an education or childcare setting, they must be sent home and advised to follow the <a href="#">COVID-19: guidance for households with possible coronavirus infection guidance</a>.</p> <p>If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p> |
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We are also grateful for the ongoing collaboration and sharing of information and ideas between other Colleges in the MAT, AHLC, CEASH and beyond

We will continue to monitor the documentary evidence and, as the scientific understanding and advice develops, and our own understanding of the practical implications of increasing the number of our children and young people present on our site increases, we will review and, as necessary, amend this Risk Assessment. Until “normal operations” are fully restored. A Health & Safety Committee, made up of Governors, Union Representatives and SLT will meet monthly to review the Risk Assessment and approve any modifications made.



**FOLLOW UP ACTIONS (IF REQUIRED)**

| No. | Potential Hazard | Action to be Taken | By Whom | Target Completion Date | Date Action Completed |
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