

<p><b>Reason for Risk Analysis:</b> Government guidance and announcements relating to the full reopening of schools from the start of the autumn term 2020.</p> <p>Relates to September opening and subsequent term(s) only</p>	<p><b>Description of the Reasonably Foreseeable Risks (RFR):</b> Health, safety and well-being of staff, students and all stakeholders coming onto The Bulwell Academy, Squires Avenue, Bulwell, NG6 8 HG and controlling the spread of COVID-19.</p>	
<p><b>Reason for the RFR:</b> Response to Gov. guidance document first published 2.7.2020 which states schools are to reopen fully for all students (and hence all staff) at the start of September.</p>	<p><b>Hazards Considered:</b></p> <ul style="list-style-type: none"> <li>• System of Controls: <ul style="list-style-type: none"> <li>○ Prevention</li> <li>○ Response to any infection</li> </ul> </li> <li>• School operations: <ul style="list-style-type: none"> <li>○ Transport (dedicated school transport)</li> <li>○ Transport (wider public transport)</li> <li>○ Attendance</li> <li>○ School workforce</li> <li>○ Supporting staff</li> <li>○ Staff deployment</li> <li>○ Safeguarding</li> </ul> </li> <li>• Staffing levels on-site in all service areas;</li> <li>• Lack of induction/briefing prior to coming back into school for staff and students;</li> <li>• Ensuring social distancing always;</li> <li>• Access and egress to/from site for all stakeholders.</li> <li>• Visitors to reception;</li> <li>• Movement around designated areas;</li> <li>• Wellbeing</li> </ul>	<ul style="list-style-type: none"> <li>• Lunch and break times;</li> <li>• Welfare facilities;</li> <li>• Biometric readers;</li> <li>• Reval machines;</li> <li>• Identify use and management of classrooms;</li> <li>• Use of ICT equipment;</li> <li>• PE Lessons;</li> <li>• Science &amp; D &amp; T Practical's;</li> <li>• Fire Evacuation; Inadequate fire marshals';</li> <li>• First Aid;</li> <li>• Contractors on site;</li> <li>• Daily cleaning regime;</li> <li>• Cross-Bubble working (Site team, IT team)</li> <li>• Regular on-site contractors (Catering team, cleaning team)</li> </ul> <p>Lettings</p>

<b>School:</b> The Bulwell Academy Squires Avenue Bulwell Nottingham NG68HG		<b>Additional Site Information:</b> Number of students expected: 1100  Year Groups: 7, 8, 9, 10, 11, post 16	
<b>Who may be harmed?</b>	Staff, Students, visitors, contractors.	<b>How many people:</b>	1300
<b>Date of initial Assessment:</b>	15/07/2020	<b>Site Health &amp; Safety Contact:</b>	Site manager 07850099403
		<b>Trust Contact: Health &amp; Safety Trustee.</b>	Estates manager 07894 535038
<b>Risk rating for this activity:</b>	4 (medium-high)	<b>Date of Assessment:</b>	14/10/2020
		<b>Date of Review</b>	November 2020



**STUDENT ENTRY AND EXIT POINTS**

A = YEAR GROUP 10 START 8.30AM - FINISH 2.30PM

A = YEAR GROUP 8 START 8.50AM – FINISH 2.50PM

B = POST 16 START 8.30AM – FINISH 2.30PM

B= YEAR GROUP 7 START 8.50AM – FINISH 2.50PM

C = YEAR GROUP 9 START 8.30AM – 2.30PM

C= YEAR GROUP 11 START 8.50AM – FINISH 2.50PM

Hazard	Control Measure	Additional Information (inc resourcing, costs and staffing)	Responsible Person:	Completed By:	Actual completion date:
Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.	<p>Pupils, staff and other adults who have coronavirus symptoms or have tested positive in the last 7 days do not come into the Academy.</p> <p>Anyone developing those symptoms during the Academy day are immediately isolated, home contacted and sent home. IE room to be set up with additional first aid PPE for staff</p> <p>Other members of households, including siblings, should self-isolate for 14 days from when the symptomatic person first has symptoms.</p> <p>Staffing to be managed in line with illness, absence and attendance policies are currently in effect.</p>	<p><b>Mandatory instruction</b></p> <p>All parties referred to Gov. Guidance for households with possible coronavirus infection (see guidance notes at foot of assessment)</p> <p>Communication to households must be clear and agreed (scripted) in advance to include:</p> <p>“Do not attend school if you are displaying a change in taste and smell, a new persistent cough or an increased temperature”</p>	All staff, students and other visitors		Ongoing throughout course of out break
Anyone developing symptoms during the Academy day are sent home.	<p>Person to be moved to a room where they can be isolated (current Internal Exclusion room at the front of school).</p> <ul style="list-style-type: none"> <li>○ Behind a closed door</li> <li>○ With appropriate adult supervision</li> <li>○ Ideally with a window open for ventilation</li> </ul> <p>Separate bathroom made available for use.</p>	<p><b>Mandatory instruction</b></p> <p>If not possible, move them to an area that is at least 2m away from other people.</p> <p>PPE must be worn by anyone caring for the symptomatic person</p> <p>Usual emergency practices (999 etc) continue to apply.</p>	All staff, students and other visitors.  Site/Cleaning teams.		Ongoing throughout course of out break

	<p>Cleaning and sanitising of “covid-19” bathroom to be completed before use by anyone else.</p> <p>See individual risk assessments for staff returning including BAME staff</p> <p>Refer to Equalities impact assessment</p>	Routine measurement of temperature is not recommended.			
Clean hands thoroughly more often than usual	<p>Pupils must clean their hands regularly, including</p> <ul style="list-style-type: none"> <li>○ When they arrive at the Academy</li> <li>○ When they return from breaks</li> <li>○ When they change rooms</li> <li>○ Before and after eating</li> </ul> <p>This can be done with soap and running water or hand sanitiser.</p> <p>Each block and classroom to have a supply of alcohol gel supplied and refilled when required.</p> <p>Encourage staff and students to bring in their own personal hand gel where possible.</p>	<p><b>Mandatory instruction</b></p> <p>All blocks have handwash stations for boys and girls and students to use.</p> <p>Supervision of students with complex needs to avoid ingestion.</p>	All staff, students and other visitors.		Ongoing throughout course of out break
Ensure good respiratory hygiene by promoting the	Ensure enough tissues and bins are available in the Academy.	<p><b>Mandatory instruction</b></p> <p>Support for students with complex needs</p>	Site/cleaning teams		Ongoing throughout course of out break

<p>“catch it, bin it, kill it” approach</p>	<p>Ensure that all rooms have a pedal bin for tissues only.</p> <p>This message will be promoted regularly in assemblies, tutorials and lessons by staff.</p>	<p>PHE does not recommend the use of face coverings in classrooms in schools. At head’s discretion in communal areas and corridors.</p> <p><b>From October 2020 all staff to wear a face covering in corridors and communal areas. Insist the same for students.</b></p>	<p>All staff, students and other visitors</p>		
<p>Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents.</p>	<p>More frequent cleaning of rooms and shared areas.</p> <p>Cleaning / Janitor schedule and specification to be followed at all times</p> <p>More frequent cleaning of frequently touched surfaces.</p> <p>Regular cleaning of toilets.</p> <p>Encouragement to wash hands after using toilet.</p>	<p><b>Mandatory instruction</b></p> <p>All blocks have their own toilet provision for use of students in that specific block.</p> <p>Two all day janitors to constantly clean all toilets (hopefully every half hour minimum) and touch points around the academy. Cleaning staff to use Ultra AX which has been specifically formulated to kill covid-19.</p> <p><b>2 Nov 2020 – all rooms to have pack of wipes for staff use.</b></p>	<p>Site/ cleaning staff.</p> <p>All staff, students and other visitors</p>	<p>September 2020.</p>	<p>From 1 September 2020</p>
<p>Minimise contact between individuals and maintain social distancing wherever possible - general</p>	<p>Reduce number of contacts between children and staff using year group bubbles, maintaining distance between individuals.</p> <p>Bubble grouping must be consistent, limiting the number of pupils and staff in contact with each other – year groups.</p> <p>Bubbles do not mix.</p> <p>Bubbles likely to be the size of a year group.</p>	<p><b>Mandatory consideration</b></p> <p>Where possible limit interaction, sharing of rooms and social spaces.</p> <p>Siblings may be in different groups.</p> <p>All teachers and other staff can operate across different classes and year groups to facilitate timetable</p> <p>Dining in year groups with sandwiches in dance studio, when necessary and a range of school dinners in dining hall.</p>	<p>All staff, students and other visitors</p>	<p>September 2020.</p>	<p>From 1 September 2020</p>

	<p>Staff to keep their distance from pupils and other staff as much as they can, ideally 2m from other adults.</p> <p>Staggered start and end of day to reduce students and maximise distancing</p> <p>Utilise all entrances/exits. Year group bubbles will enter and exit the site using the same access/egress gate. <b>At no point should any fire exit be propped open.</b></p> <p>All dining to be done in year groups.</p>	<p>In order to get through quickly students to sit in their food order row and food brought to them.</p> <p>Rows of tables to be set out for 5 options - tuna, cheese, ham, vegan, main to make it easier to pass out food.</p> <p>Packed lunches use the tables on left</p> <p>Each child to pre-order food then sit in the area designated for their choice.</p>			
<p>Minimise contact between individuals and maintain social distancing wherever possible – within the classroom</p>	<p>Adults to remain 2m away from each other and children.</p> <p>Avoid close face-to-face contact</p> <p>Minimise time spent within 1m of anyone.</p> <p>Children to be supported to maintain distance, not touch staff or their peers.</p> <p>Use smaller “bubbles” for students who cannot maintain distancing.</p> <p>Pupils sat side by side, facing forwards in all rooms. (where possible).</p> <p>Remove unnecessary furniture to make more space to support distancing.</p>	<p><b>Mandatory consideration</b></p> <p>Staff to maintain 2 metre distancing always where possible.</p> <p>ALL tables to be forward facing (where possible).</p> <p>In fixed ICT rooms we will ensure that students are not sitting face to face.</p>	All staff, students and other visitors		Ongoing throughout course of out break

<p>Minimise contact between individuals and maintain social distancing wherever possible – elsewhere</p>	<p>“Bubbles” to be kept apart – no large gatherings with other groups.</p> <p>Movement around site kept to a minimum.</p> <p>Stagger breaks and lunchtimes</p> <p>Allow time for cleaning between groups in the dining room and dance studio and in some options classrooms..</p> <p>Plan shared staff spaces to help staff distance from each other.</p>	<p><b>Mandatory consideration</b></p> <p>Passing briefly in the corridor is low risk.</p> <p>Use of staff room should be minimised and furniture arranged to maintain social distancing. Staff must have a break of a reasonable length during the day - 10-minute break and 30 minute lunch (use the staff room and dining room for this).</p> <p>Staff work room created to allow staff to work when on a non-contact</p> <p>Library to be used as a silent working area for staff</p>	<p>All staff, students and other visitors</p>	<p>September 2020.</p>	<p>From 1 September 2020</p>
<p>Minimise contact between individuals and maintain social distancing wherever possible – arriving at and leaving school</p>	<p>Staggered start and finish times to keep year group bubbles apart</p> <p>Gathering at school gates is not allowed. No parents are to “walk on” to site to collect students.</p> <p>Process for removing face coverings from pupils and staff on arrival.</p> <ul style="list-style-type: none"> <li>○ Not to touch front of face covering when removing.</li> <li>○ Wash hands immediately.</li> <li>○ Dispose of temporary covering in covered bin, or</li> <li>○ Place reusable covering in plastic bag to take home.</li> <li>○ Wash hands again</li> </ul>	<p><b>Mandatory consideration</b></p> <p>3 year group bubbles start at 8.30 (finish at 2.30). All access and egress using 3 different gates. Gates open at 8.20</p> <p>3 year group bubbles start at 8.50 (finish at 2.50). All access and egress using 3 different gates. Gates open at 8.40</p> <p>Duty staff in position to ensure social distancing wherever possible.</p> <p>At the end of school all students leaving through the top gate use the fence side path to go down Squires Avenue and students leaving through main entrance are assisted to cross and use the other side to walk up Squires Avenue.</p>	<p>All staff, students and other visitors</p>	<p>September 2020.</p>	<p>From 1 September 2020</p>



Where necessary, wear appropriate personal protective equipment (PPE)	<p>PPE is only needed in a very small number of cases:</p> <ul style="list-style-type: none"> <li>○ Where an individual child becomes ill with coronavirus symptoms at the Academy, and only then if 2m cannot be maintained</li> <li>○ Where a child has routine intimate care needs that involves the use of PPE.</li> <li>○ All first aid issues.</li> </ul>	<p><b>Specific instruction</b></p> <p>All first aid boxes have the correct PPE.</p> <p>All staff dealing with students to have been informed of the use of the correct PPE.</p>	All staff, students and other visitors	September 2020.	From 1 September 2020
Use of face coverings	<p>Face coverings (masks or visors) are to be worn by staff and students, when moving around the site and in communal areas where a reasonable social distance cannot be maintained.</p> <p>Face coverings are not recommended in classrooms during lesson time for students. If parents/carers request that</p>	<p>Staff and students should provide their own face coverings</p> <p><b>From October 2020 all staff to wear a face covering in corridors and communal areas. Insist the same for students.</b></p> <p>BUA will maintain contingent stock, which will include Perspex visors (for staff only) upon request.</p>			

	<p>their child/children do wear face coverings in lessons, the request should be directed to the Principal, who will use their discretion based on the guidance and a risk assessment</p>	<p>Pupil reception will distribute face coverings to students who need one and keep a record of dates and names.</p> <p>Any face coverings issued by the school will be issued with a disclaimer indicating that the school does not take responsibility for the quality of the face covering. Neither the Trust nor the Academy will be held liable for any issues arising from their use.</p> <p>BUA will provide staff and students with guidance on the safe application and removal of face coverings:  <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">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</a></p>			
Engage with the NHS Test and Trace process	<p>Understand the NHS Test and Trace process and how to contact</p> <p>Staff and parents must be ready and willing to</p> <ul style="list-style-type: none"> <li>○ Book a test</li> <li>○ Provide details of anyone they have had contact with, if positive</li> <li>○ Self-isolate if they have been in close contact with</li> </ul>	<p><b>Mandatory instruction</b></p> <p>Ask parents and staff to inform immediately when test results become available</p>	All staff, students and other visitors	September 2020.	From 1 September 2020

	someone who develops symptoms or tests positive				
	Contact local PHE (6, below) as necessary				
Manage confirmed cases of coronavirus amongst the school community	<p>Positive test results in immediate action to Contact local PHE (6, below)</p> <p>Support and engage with PHE “rapid risk assessment”</p> <p>Record of “close contract” must be kept</p>	<p><b>Mandatory instruction</b></p> <p>Close contact with an infected person defined as: Face to face, less than 1m, for any time (including being coughed on, face to face conversation or skin-to-skin contact)</p> <p>Proximity contacts – extended close contract within 1-2m for more than 15 mins Travelling in a small vehicle (e.g. car) Evidence of negative tests are not to be requested</p>	All staff, students and other visitors	September 2020.	From 1 September 2020
Contain any outbreak by following local health protection team advice	PHE/Local health protection team will advise as necessary.	<p><b>Mandatory instruction</b></p> <p>Two or more confirmed cases in 14 days <i>may</i> be an outbreak. <b>PHE to liaise with school and complete risk assessment</b></p>	All staff, students and other visitors	September 2020.	From 1 September 2020
Transport – wider public transport	<p>Use by pupils to be kept to absolute minimum.</p> <p>Stagger start times to avoid peak hours where possible</p> <p>Encourage walking, cycling or “walking buses”.</p> <p>Refer parents to safer travel guidance (8, below)</p>	Regular contact with the trams maintained	All staff, students and other visitors	September 2020.	From 1 September 2020

<p>School Workforce general</p>	<p>Those that can continue to work from home (e.g. administrative roles) should be considered as doing so</p> <p>Staff identified as extremely clinically vulnerable and clinically vulnerable are to “take particular care” – individual risk assessments</p> <p>People who live with those identified above can attend the workplace.</p> <p>Flexible deployment of those identified above should be implemented, including remote working and opportunities that allow social distancing.</p> <p>Equality Impact assessment completed and risk assessments written for key staff</p>	<p>Expectation that most staff will attend school.</p> <p>Pregnant staff are identified as “clinically vulnerable”.</p> <p>Schools to accommodate additional measures where appropriate to reflect staff who may otherwise be at risk (9, below)</p> <p>Schools have a legal obligation to protect employees and others and should consider how to meet equalities duties in the usual way.</p>	<p>All staff, students and other visitors</p>	<p>September 2020.</p>	<p>From 1 September 2020</p>
<p>Supporting Staff</p>	<p>Should pay regard to work-life balance and wellbeing of all staff.</p> <p>Measures should be explained to all staff.</p> <p>Duty of care to staff mental health must be supported. (10, 11 below)</p>	<p>All staff to be off site by 4pm unless working in T&amp;L hub. School closes at 5.30.</p> <p>Tea and coffee available in staff room</p> <p>Staff work room created</p> <p>Opportunities for supervision</p> <p>PAM Assist</p>	<p>All staff, students and other visitors</p>	<p>September 2020.</p>	<p>From 1 September 2020</p>

Staff deployment	<p>Changes to roles and responsibilities may be necessary</p> <p>Avoid unnecessary workload.</p> <p>Ensure appropriate support is available for SEND students.</p> <p>Recruitment continues as usual.</p> <p>Engage supply teachers as usual.</p> <p>Training for ITTs can continue as normal.</p>	<p>Use school workload reduction toolkit (12, below) and case studies (13, below) to support actions taken.</p> <p>Staff taking holidays abroad need to be available for work from the start of the Autumn term (see 14, below)</p> <p>All new staff to have a full induction before being allowed around academy.</p>	All staff, students and other visitors	September 2020.	From 1 September 2020
Safeguarding	<p>Revise CP policy to reflect return of more pupils.</p> <p>DSLs and deputies to be provided with more time to support staff and children</p>	<p>Whole staff CPD September 2<sup>nd</sup></p> <p>Hays online training deadline Nov 2<sup>nd</sup></p> <p>E-safety CPD 14/10/2020</p>	All staff, students and other visitors	September 2020.	From 1 September 2020
Catering	<p>Kitchens to be fully open from start of autumn term.</p> <p>Dining in year groups with sandwiches in dance studio, when needed and school dinners in dining hall. In order to get through quickly students to sit in their food order rows and food brought to them. Rows of tables to be set out for five options i.e. mains, tuna, ham, cheese and vegan to make it easier to pass out food. Each child to pre-order food then sit in the area designated for their choice.</p>	Compliance to guidance required (15, below)	All staff, students and other visitors	September 2020.	From 1 September 2020

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Estates	<p>No significant adaptations needed.</p> <p>No additional off-site provision needed.</p> <p>Pre-term checklists to be undertaken as normal.</p> <p>Open classroom windows to improve ventilation.</p> <p>Restrict use of air conditioning units.</p> <p>The academy has a supply and extract system for air handling, and this will allow us to close windows when very cold but still maintain air flow in the room. This extracts the warm, stale air and brings in the clean air from outside.</p>	<p>Legionella guidance (16, below)</p> <p>Reoccupying buildings guidance (17, below)</p> <p>Ventilation guidance (18, below)</p> <p>Nov 2020 – windows open unless very cold. Air handling units can and will be used but NOT air conditioning units. All fire doors to remain closed. Classroom doors now to be closed too. Windows on very cold days to be opened at break and lunch time to enable improved air flow.</p>	All staff, students and other visitors	September 2020.	From 1 September 2020
Educational Visits	Risk assessment specific for each visit	Can resume non-overnight domestic visits, in line with existing guidance.	All staff, students and other visitors	September 2020.	From 1 September 2020
Uniform	All students to be in full uniform	No guidance on cleaning uniforms more often than normal	All staff, students and other visitors	September 2020.	From 1 September 2020

Extra-curricular provision	Planning in line with Protective measures advice (19, below)	Breakfast and after-school clubs will be looked at regularly to assess risk	All staff, students and other visitors	September 2020.	To be reviewed after two weeks
Physical activity	Remain in consistent groups.  Thorough cleaning of equipment between each use by different individual groups.  Avoid contact sports.  Prioritise outdoor sports – use large indoor spaces where not possible.  Use external facilities if this supports distancing, cleaning and hygiene.	Guidance (20, below)  Half term 1 no practical PE due to small changing rooms and maintaining bubbles and cleaning of equipment  Half term 2 – practical PE to resume – limited sports – detailed plan in place. Music to use the hall for drums. ICT to teach in ICT room of blocks - Y8 new Chromebooks	All staff, students and other visitors	From September 2020 there will be no practical PE due to small changing rooms	To be reviewed every two weeks
Visitors to reception	Maintain procedures  Sanitiser available on entry and encouraged to use.  Parents requesting meetings are to confirm contact number for later telephone contact, and then asked to leave site.  Reception responsible for keeping screen and area clean.	Only essential visitors to be given access. Principal must agree.  Visitor information to be provided to Admin team in advance	All staff, students and other visitors	From September 2020 only essential visitors to be given access.	To be reviewed every two weeks
Movement around designated areas of the site.	Groups remain in one block throughout; teachers rotate around rooms	Year group bubbles assigned to separate blocks with specific	All staff, students	September 2020.	From 1 September 2020

	<p>Classes remain in rooms except for breaks.</p> <p>All movement around site is supervised</p> <p>Specific stair cases allocated per block and applied when accessing canteen and returning post-break</p>	way in and out agreed by site and SLT	and other visitors		
Ventilation	<p>Where possible, all spaces should be well ventilated using natural ventilation (open windows) or ventilation units'</p> <p>Where mechanical ventilation is present, recirculatory systems should be adjusted to full fresh air. If mechanical ventilation systems cannot be adjusted to full fresh air these should be switched off.</p> <p>All systems to remain energised in normal operating mode.</p> <p>Where possible, occupied room windows should be open.</p> <p>Ventilation to chemical stores should remain operational.</p> <p>Good ventilation is always essential in classrooms and particularly during this period. Schools should ensure all systems are working in their normal operating mode.</p> <p>The academy has a supply and extract system for air handling, and this will allow us to close windows when very cold but still maintain air flow in the</p>	<p>Refer to Engie guidance on use of air conditioning - not to be used due to air conditioning units circulate the air in the room and would therefore potentially spread the virus</p> <p>Nov 2020 – windows open unless very cold. Air handling units can and will be used but NOT air conditioning units. All fire doors to remain closed. Classroom doors now to be closed too. Windows on very cold days to be opened at break</p>	All staff, students and other visitors	September 2020.	From 1 September 2020



	room. This extracts the warm, stale air and brings in the clean air from outside.	and lunch time to enable improved air flow.			
Use of welfare facilities	Toilet access monitored during lesson times by staff in the block  Toilets cleaned regularly (approx. every half hour)	Year groups only use the toilets in their allocated block	All staff, students and other visitors	September 2020.	From 1 September 2020
Biometric readers and Reval machines	Will not be used  Communication home to reinforce preference of using ParentPay online system	Year managers to chase those not accessing Parent Pay and contact with support  Nov 2020 – card readers to be introduced for lunches	All staff, students and other visitors	September 2020.	From 1 September 2020
Use and management of classrooms.	Regular “non covid-19” RA checklists to be in place Desks in rows, students facing front. Teachers operate at front of class only  No materials leave room.  All classroom doors to remain open	All students to have their own equipment provided, to be left neatly on their desk each evening	All staff, students and other visitors	September 2020.	From 1 September 2020
Use of ICT classrooms	Should be included in IT specific risk assessment				
Management of Science, Design and Technology Practical	No Science practicals to take place	Technology practical lessons alternate weeks for KS4 groups to maintain a bubble within the block each week and allow full cleaning at the end of the week and the weekend to include the 72 hours needed.	All staff, students and other visitors	From September 2020 no practicals	To be reviewed every two weeks
Fire Evacuation	Return fire procedures to original central processes	Fire evacuation within first full week of lessons	All staff, students	From September 2020	To be reviewed

	Adjust assembly points to reflect in-school bubbles and introduce maximum social distancing at assembly point	New muster points in place  Second fire drill 14/10/2020 – very successful	and other visitors		every two weeks
Lockdown	Lockdown process remains unchanged except students encouraged to sit back-to-back during lockdown		All staff, students and other visitors	From September 2020	To be reviewed every two weeks
First Aid Provision	First Aid provision to be identified on SIMS timetable  PPE must be available for FA in line with CET First Aid Risk Assessment (Appendix 3)	CP first responder for all periods  Each period per fortnight will be allocated a FA	All staff, students and other visitors	From September 2020	To be reviewed every two weeks
Visiting Contractors on site	All guidance to be followed and adhered to  Where possible to attend out of hours	Site team to accompany – out of hours	Contractors and site team	From September 2020	From 1 September 2020
Cleaning Regime	Cleaning staff to maintain current cleaning regimes, and enhance to include: <ul style="list-style-type: none"> <li>○ Fully cleaning each teaching room used at the end of each day (full sterilisation of touch points)</li> <li>○ Ultra AX-clean all hard surfaces in circulation areas.</li> <li>○ Cleaning toilet blocks at prescribed times (above)</li> <li>○ Cleaning canteen area before, during and after breaks.</li> </ul>	Cleaner allocated to one area of the school. All communal areas cleaned when movement has taken place.  On-going cleaning of touch points.  One cleaner per area.  Shared rooms will be cleaned between use.  Toilets will be cleaned regularly (approx. every half hour)	All staff, students and other visitors	From September 2020	To be reviewed every two weeks

		Sign off sheets are completed by the cleaning staff during the day.			
Cross-Bubble Working (IT and Site Teams)	<p>Avoid operating in “bubble spaces” unless necessary.</p> <p>Additional PPE to be used by site/IT teams if working in “bubble spaces” is essential</p> <p>No prolonged interaction with cleaning/kitchen staff</p> <p>Cleaners to be informed of additional areas to clean depending on work being undertaken.</p> <p>Site manager to produce full cleaning specification and expectations for cleaning and janitorial staff for September.</p>	<p>IT team to operate remotely from their office where possible</p> <p>Staff not to “visit” IT office unless requested by IT team</p> <p>Site staff to complete tasks outside of 8.30am-2.50pm window where possible</p> <p>PPE not necessary when transitioning through “bubble spaces” but face coverings must be worn</p>	All staff, students and other visitors	From September 2020	To be reviewed every two weeks
Lettings	No Lettings to be allowed, for any reason	In extremely urgent cases, approval can be discussed with JW			

### Key Reference Documents and other useful links:

1. Gov. Guidance on full opening [2nd July 2020]: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>
2. Gov. Guidance for households with possible coronavirus infection [18<sup>th</sup> June 2020]: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

3. Gov. Guidance: safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) [16<sup>th</sup> June 2020] <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>
4. Gov. Guidance: cleaning of non-healthcare settings [15<sup>th</sup> May 2020] <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>
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