

<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>Relates to continuing opening from March 2020 onwards</p> <p><b>Changes to government guidance released 20/1/22</b></p>	<p><b>Description of the Reasonably Foreseeable Risks (RFR):</b></p> <p>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></p> <p>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>Changes to government guidance released 20/1/22</b></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> </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>• Regular on-site contractors (Catering team, cleaning team)</li> </ul> <p>Lettings</p>

- Access and egress to/from site for all stakeholders.
- Visitors to reception;
- Movement around designated areas;
- Wellbeing

<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>  <b>Trust Contact: Jon Ward</b>	Site manager 07850099403 Director of Estates & Facilities 07894 535038
Risk rating for this activity:	4 (medium-high)	<b>Date of Assessment:</b>  <b>Date of Review</b>	From 21/1/22



**STUDENT ENTRY AND EXIT POINTS**

All year groups to enter and exit using all entrance and exit points

Breakfast club starts at 7.40am

Students on site for 8.20am

Line up 8.30am

End of school 2.50pm

Hazard	Control Measure	Additional Information (inc. resourcing, costs and staffing)	Responsible Person:	Completed By:	Actual completion date:
<p>1. 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>	<p>Pupils, staff and other adults who have coronavirus symptoms or have tested positive do not come into the Academy.</p> <p>Symptoms include:</p> <ul style="list-style-type: none"> <li>- High temperature – feel hot to touch</li> <li>- Headache</li> <li>- Dry continuous cough</li> <li>- Sneezing</li> <li>- Loss of/change to taste/smell</li> </ul> <p>Students developing symptoms during the Academy day to follow actions detailed in section 3.</p> <p>Isolation Update:</p> <p>The self-isolation advice for people with coronavirus (COVID-19) has changed. It is now possible to end self-isolation after 7 days, following 2 negative LFD tests taken 24 hours apart. The first LFD test should not be taken before the sixth day.</p> <p>Please see the link below for further guidance:</p> <p><a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-</a></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> <p>If a member of the household has tested positive or is showing signs of covid they should isolate but anyone else in the household should follow NHS guidance on isolation and anyone that has had both jabs is not required to do so until they show signs or get a positive result.</p>	<p>All staff, students and other visitors</p>		<p>Ongoing throughout course of out break</p>

	<a href="#">for-households-with-possible-coronavirus-covid-19-infection</a>				
2. Anyone developing symptoms during the Academy day are sent home.	<p>Person to be moved to a room where they can be isolated (Testing Centre in Technology Workshop).</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>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>	<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> <p>Routine measurement of temperature is not recommended.</p>	<p>All staff, students and other visitors.</p> <p>Site/Cleaning teams.</p>		Ongoing throughout course of out break
3. Students showing symptoms during a lesson/throughout the day.	<p>For Any student displaying any of the symptoms below:</p> <ul style="list-style-type: none"> <li>- High temperature – feel hot to touch (do not touch the students)</li> <li>- Headache</li> <li>- Dry continuous cough</li> <li>- Sneezing</li> <li>- Loss of taste/smell</li> </ul> <p>Staff member uses On-Call facility to request support.</p> <p>On-Call staff member escorts student Testing Centre in Technology Workshop to triage:</p> <ul style="list-style-type: none"> <li>- Lateral Flow Test conducted:</li> </ul>	<p>For safeguarding purposes, students are not sent out of lessons alone if symptoms are suspected.</p>			From 21/1/22

	<ul style="list-style-type: none"> <li>○ Positive = home</li> <li>○ Negative + feeling/looking ill = call home and send with parental permission</li> <li>○ Negative + feeling ok = call home to gauge full background and return to lessons</li> </ul>				
4. 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>29/11/21 - All hand sanitiser dispensers checked and refilled – all working.</p> <p>17/1/22 – Hand sanitiser and wipes to be provided for all teachers/classrooms</p> <p>Face-coverings available from Attendance Office</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
5. Ensure good respiratory hygiene by promoting the	<p>Ensure enough tissues and bins are available in the Academy.</p> <p>Ensure that all rooms have a pedal bin for tissues only.</p>	<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>This message will be promoted regularly in assemblies, tutorials and lessons by staff.</p>	<p>Face-coverings no longer required to be worn in classrooms.</p> <p>Staff can choose to wear face-coverings if they wish and follow the guidance about wearing in classrooms previously released.</p> <p>Face-coverings to be worn by students and staff in assemblies.</p> <p>Where departmental meetings take place in person, social distancing to be observed and face masks to be worn.</p>	<p>All staff, students and other visitors</p>		
<p>6. 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. Cleaning / Janitor schedule and specification to be followed at all times More frequent cleaning of frequently touched surfaces. Regular cleaning of toilets. Encouragement to wash hands after using toilet.</p>	<p><b>Mandatory instruction</b> All blocks have their own toilet provision for use of students in that specific block. 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.  Wipes are available on request from the site team  Where possible, SLT/Support staff to monitor and promote use of hand sanitiser on entry to teaching blocks.</p>	<p>Site/ cleaning staff.  All staff, students and other visitors</p>	<p>September 2020.</p>	<p>From 21/1/22</p>

<p>7. Between lessons: Maintain Covid-vigilance and minimise, where possible, contact between students in line with government guidance</p>	<p>Minimal mixing of Year Groups. All dining to be done in year groups.</p>	<p><b>Mandatory consideration</b></p> <p>Where possible, Year Groups should be separated at break and lunchtimes.</p> <p>All teachers and other staff can operate across different classes and year groups to facilitate timetable</p> <p>Dining in year groups in the dining hall split in two with separate entrances and exits.</p> <p>Third year group utilising external Pod.</p> <p>Separate outdoor spaces agreed for each year group.</p> <p>All meetings between staff and external visitors to be conducted on Teams where possible and always wearing face coverings if in person.</p> <p>All visitors must wear face coverings when on site.</p>	<p>All staff, students and other visitors</p>	<p>September 2020.</p>	<p>From 21/1/22</p>
<p>8. In classrooms: Maintain Covid-vigilance and minimise, where possible, contact between students in line with</p>	<p>Pupils sat side by side, facing forwards in all rooms. (where possible). Remove unnecessary furniture to make more space to support distancing.</p>	<p><b>Mandatory consideration</b></p> <p>Optional face coverings to be worn when instructing in lessons.</p> <p>When face coverings are not being worn, a 2m distance must be observed.</p>	<p>All staff, students and other visitors</p>		<p>Ongoing throughout course of out break</p>



government guidance		<p>Staff encouraged to move around classrooms whilst teaching and to wear face covering when doing so to ensure that support can still drive learning.</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>			
9. 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> <p>First Aid room BG09</p>	All staff, students and other visitors	September 2020.	From 21/1/22
10. Use of face coverings	<p>Face coverings are no longer required to be worn in classrooms.</p> <p>Staff and students are fully supported to wear face-covering if they wish to.</p> <p>Face coverings, unless exempt, are required to be worn by all staff and students in assemblies and large groups gatherings.</p>	<p><b>Specific Instruction</b></p>			From 21/1/22

	Face coverings, unless exempt, must be worn in face-to-face department meetings.				
11. 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 someone who develops symptoms or tests positive</li> </ul> <p>Contact local PHE (6, below) as necessary</p>	<p><b>Mandatory instruction</b></p> <p>Ask parents and staff to inform immediately when test results become available</p> <p>If staff develop symptoms they are required to inform Kate Broomfield, leave site and get test done at earliest opportunity.</p> <p>NHS Track and Trace will organise potential isolations of identified close-contacts if required to do so.</p> <p>Any individual who is `double-jabbed` and who comes into close contact with a positive case, does not have to self-isolate unless they start to develop symptoms or are identified by Track and Trace.</p>	All staff, students and other visitors	September 2020.	From 21/1/22
12. Engage with LFT testing and roll out of vaccination programme	<p>Testing centre agreed and set</p> <p>Staff to be trained</p> <p>Staff to use home testing kits</p> <p>Consent must be gained before any testing</p>	<p><b>Mandatory instruction</b></p> <p>Staff running the centre are staff volunteers</p> <p>Staff are responsible for the cleaning of their designated area during testing periods as per the DFE guidelines</p>	Staff and Students		From 21/1/22

	<p>All students have received 5 LFTs that were distributed 25.11.21 and 26.11.21 for Year 11.</p> <p>Letter sent to all parents/carers reinforcing use of LFTs twice weekly.</p> <p>More to be issued in run up to Christmas break.</p>	<p>Encourage all staff and students to continue to carry out LFT at home twice a week and report results as per DfE guidelines.</p> <p>Testing kits have been provided and can be collected from designated locations already communicated.</p> <p>See separate risk assessment retesting of staff and students</p> <p>Waste held for 72 hours before disposal</p> <p>Regular cleaning of testing centre area</p> <p>Staff encouraged to take up the offer of a vaccination when called to do so</p>			
13. Manage confirmed cases of coronavirus amongst the school community	Management of confirmed cases and isolation protocols now carried out by NHS Track and Trace	<p><b>Mandatory instruction</b></p> <p>Communicate change in management to staff and students in line with government guidance</p>	All staff, students and other visitors	September 2020.	From 21/1/22
14. 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>PHE to liaise with school and complete risk assessments to determine outbreak and associated measures to implemented</p>	All staff, students and other visitors	September 2020.	From 21/1/22

15. Transport – wider public transport	<p>Use by pupils to be kept to absolute minimum.</p> <p>Encourage walking, cycling or “walking buses”.</p> <p>Refer parents to safer travel guidance (8, below)</p>	<p>Regular contact with the trams maintained</p>	<p>All staff, students and other visitors</p>	<p>September 2020.</p>	<p>From 21/1/22</p>
16. School Workforce - general	<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>June 2021 –Staff identified as clinically extremely vulnerable or clinically vulnerable must “take particular care” – individual risk assessments continue.</p>	<p>All staff, students and other visitors</p>	<p>September 2020.</p>	<p>From 21/1/22</p>
17. Supporting Staff	<p>Should pay regard to work-life balance and wellbeing of all staff.</p> <p>Measures should be explained to all staff.</p>	<p>Staff to work from own classrooms with communal works spaces provided.</p> <p>PAM Assist</p>	<p>All staff, students and other visitors</p>	<p>September 2020.</p>	<p>From 21/1/22</p>

	Duty of care to staff mental health must be supported. (10, 11 below)				
18. Staff deployment	Changes to roles and responsibilities may be necessary  Avoid unnecessary workload.  Ensure appropriate support is available for SEND students.  Recruitment continues as usual.  Engage supply teachers as usual.  Training for ITTs can continue as normal.	Use school workload reduction toolkit (12, below) and case studies (13, below) to support actions taken.  All new staff to have a full induction before being allowed around academy.	All staff, students and other visitors	September 2020.	From 21/1/22
19. Safeguarding	Revise CP policy to reflect return of more pupils.  DSLs and deputies to be provided with more time to support staff and children	Whole staff CPD August 31 <sup>st</sup> 2021  KCSIE updates shared with all staff 3 <sup>rd</sup> September 2021  Safeguarding and SEND Pledge deadline 6 <sup>th</sup> September 2021  CPOMS refresher course delivered Monday 6 <sup>th</sup> September 2021  Hays online training deadline Monday 13 <sup>th</sup> September 2021  KCSIE updates shared with all staff  E-safety CPD 14/10/2020 update wc 13 <sup>th</sup> September via assemblies	All staff, students and other visitors	September 2020.	From 21/1/22

		<p>Email sent to all staff 28/11/21 communicating update and expectations.</p> <p>Email sent to all staff ref update to RA 10/1/22.</p> <p>Email sent to all staff ref RA update 21/1/22</p>			
20. Catering	<p>Kitchens to be fully open from start of autumn term with Breakfast Club starting at 0740.</p> <p>Dining in year groups in dining hall and Pod</p>	Compliance to guidance required (15, below)	All staff, students and other visitors	September 2020.	From 21/1/22

21. 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>Legionella guidance (16, below)</p> <p>Reoccupying buildings guidance (17, below)</p> <p>Ventilation guidance (18, below)</p>	All staff, students and other visitors	September 2020.	From 21/1/22
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	<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>`Classroom door open expectation, to support ventilation</p>	<p>September 2021 – 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>			
22. Educational Visits	Risk assessment specific for each visit	<p>May 2021 – educational visits may resume. Risk assessment needed and evolve must be used</p> <p>Transition guidance for 2022 not yet released.</p>	All staff, students and other visitors	September 2020.	From 21/1/22
23. 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 21/1/22
24. Extra-curricular provision	Planning in line with Protective measures advice (19, below)	<p>Breakfast Club starting at 0740.</p> <p>After school clubs can commence</p>	All staff, students and other visitors	September 2020.	From 21/1/22
25. Physical activity	<p>Thorough cleaning of equipment between each use by different individual groups.</p> <p>PE lessons taking place outside and in the Sports Hall can continue without masks.</p>	Guidance (20, below)	All staff, students and other visitors	From September 2020	From 21/1/22

26. Visitors to reception	<p>Maintain procedures</p> <p>Sanitiser available on entry and encouraged to use.</p> <p>All visitors must wear face coverings when in reception, around the site and in meetings.</p>	Visitor information to be provided to Admin team in advance where possible and for safeguarding reasons	All staff, students and other visitors	From September 2020	From 21/1/22
27. Movement around designated areas of the site.	<p>Teachers and students can move between and throughout blocks.</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>	Year Groups assigned to separates line-up and break exercises areas where possible	All staff, students and other visitors	September 2020.	From 21/1/22
28. 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>	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	All staff, students and other visitors	September 2020.	From 21/1/22



	<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 room. This extracts the warm, stale air and brings in the clean air from outside.</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> <p>Windows open unless very cold from 10/1/22.</p>			
29. Use of welfare facilities	<p>Toilet access monitored during lesson times by staff in the block</p> <p>Toilets cleaned regularly (approx. every half hour)</p>	<p>Year groups can use any toilets in their learning environment but where possible have designated areas</p>	<p>All staff, students and other visitors</p>	<p>September 2020.</p>	<p>From 21/1/22</p>
30. Biometric readers and Reval machines	<p>Will be used</p>		<p>All staff, students and other visitors</p>	<p>September 2020.</p>	<p>From 21/1/22</p>
31. Use and management of classrooms.	<p>Regular “non covid-19” RA checklists to be in place Desks in rows, students facing front.</p> <p>Teachers may move around classrooms when teaching to maximise impact of learning and must wear a face covering when doing so.</p> <p>All classroom doors to remain open as per shared expectation regardless of Covid.</p>	<p>All students to have their own equipment provided.</p> <p>Subjects to be taught from subject areas.</p>	<p>All staff, students and other visitors</p>	<p>September 2020.</p>	<p>From 21/1/22</p>
32. Use of ICT classrooms	<p>Should be included in IT specific risk assessment</p>				<p>From 21/1/22</p>

33. Management of Science, Design and Technology Practical	All practical elements of subjects and curriculum to resume		All staff, students and other visitors	From September 2020 no practicals	From 21/1/22
34. Fire Evacuation	Return fire procedures to original central processes  Adjust assembly points to reflect in-school bubbles and introduce maximum social distancing at assembly point	Fire evacuation within second full week of lessons  New muster points in place	All staff, students and other visitors	From September 2020	From 21/1/22
35. Lockdown	Lockdown process remains unchanged except students encouraged to sit back-to-back during lockdown		All staff, students and other visitors	From September 2020	From 21/1/22
36. 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	From 21/1/22
37. 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 21/1/22
38. 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.	All staff, students and other visitors	From September 2020	From 21/1/22

		<p>Shared rooms will be cleaned between use.</p> <p>Toilets will be cleaned regularly (approx. every half hour)</p> <p>Sign off sheets are completed by the cleaning staff during the day.</p> <p>March 2021 – cleaning on a rota agreed with all 15 cleaners</p> <p>Hours extended for cleaning team agreed to respond effectively to potential increase in demand.</p>			
39. Cross-Bubble Working (IT and Site Teams)	Bubbles no longer in operation as per government guidance		All staff, students and other visitors	From September 2020	From 21/1/22
40. Lettings	No Lettings to be allowed, for any reason	In extremely urgent cases, approval can be discussed with JW			From 21/1/22

**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>
5. Contacts: PHE health protection teams (local) [17<sup>th</sup> June]: <https://www.gov.uk/guidance/contacts-phe-health-protection-teams>
6. NHS: Testing and tracing for coronavirus: <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/>
7. Gov. Advice: Coronavirus: safer travel guidance for passengers [29<sup>th</sup> June 2020]: <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>
8. Gov. Advice: Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 [23<sup>rd</sup> June 2020] <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>
9. Research document: Covid-19: review of disparities in risks and outcomes [2<sup>nd</sup> June 2020]: <https://www.gov.uk/government/publications/covid-19-review-of-disparities-in-risks-and-outcomes>
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