

Woodlane High School



Covid-19 Risk Assessment Phase 4 – September Full Opening

School name	Woodlane High School (relevant for all staff/visitors/pupils)		
Assessment carried out by (name/role)	Tim Heapy (Interim Headteacher), Claire Maynard (Headteacher), Rob Morgan (Deputy), Brigid Simmons (SBM)		
Date of assessment	20/08/20	Date of next review	11/09/20 (interim review) 19/10/20 (full review)

This document contains the schools risk assessment for full opening in September broken down in to 9 *Systems of Control* outlined in the most recent Government guidance: *Guidance for full opening: schools - Updated 7 August 2020*. These 9 “essential system of control” are the set of actions a school must take to open safely to all pupils. They are grouped into ‘prevention’ and ‘response to any infection’.

Prevention:

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
2. clean hands thoroughly more often than usual
3. ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach
4. introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
5. minimise contact between individuals and maintain social distancing wherever possible
6. where necessary, wear appropriate personal protective equipment (PPE)

Numbers 1 to 4 must be in place in all schools, all the time. Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances. Number 6 applies in specific circumstances.

Response to any infection:

7. engage with the NHS Test and Trace process
8. manage confirmed cases of coronavirus (COVID-19) amongst the school community
9. contain any outbreak by following local health protection team advice

Numbers 7 to 9 must be followed in every case where they are relevant.

System of Control

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

Who might be harmed and how?	Measures to control the risk	How are you already controlling this risk?	What further action (if any) do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<ul style="list-style-type: none"> • Staff • Pupils • Parents • Volunteers / governors • Visitors • Contractors <p>Risk of contracting Covid-19 and risk of transmission to others.</p> <p>Heightened risk for those in vulnerable groups (clinically vulnerable or extremely clinically vulnerable).</p>	<p>No one with Covid-19/symptoms is permitted to enter the building.</p>	<ul style="list-style-type: none"> • Staff/parents/pupils and other potential visitors informed that they must not enter the school if they are displaying any symptoms. 	<ul style="list-style-type: none"> • All Staff/parents/pupils will be reminded before return to stay home if symptoms develop. • Visitors must be kept to only those who: <ul style="list-style-type: none"> ○ Are necessary for the education/health of pupils. ○ Cannot conduct their visit using remote technology, e.g. Microsoft Teams. • Reception area to ensure glass door is closed when greeting others. 	<p>All Staff</p> <p>Front office staff.</p>	<p>Sept 2020</p>	<p>On-going</p>
	<p>Staff/pupils must follow specific guidance if a member of their household falls ill.</p>	<ul style="list-style-type: none"> • Staff/pupils instructed on what to do if they, or someone in their household experiences symptoms: <ul style="list-style-type: none"> ○ Staff member is required to isolate for 14 days starting from the day the first person in the household became ill. ○ If they begin displaying symptoms, they must stay at home for at least 10 days from when their 	<ul style="list-style-type: none"> • Staff/pupils who self-isolate will be signposted to the current advice and guidance. • Where a parent requires this information in a different format, school will ensure it is communicated. • Staff/pupils who isolate at home due to a member of their household being symptomatic 	<p>All Staff</p>	<p>Sept 2020</p>	<p>On-going</p>

Who might be harmed and how?	Measures to control the risk	How are you already controlling this risk?	What further action (if any) do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		<p>symptoms appear, regardless of what day they are on in their original 14-day isolation period.</p> <ul style="list-style-type: none"> ○ If the person who developed symptoms returns a negative test, self-isolation is no longer necessary. <ul style="list-style-type: none"> ● Staff/pupils must ensure as far as is possible that the members of their household with symptoms get tested as soon as possible. 	<ul style="list-style-type: none"> ● Staff/pupils who have taken a test while symptomatic and receive a negative result can return to school the following day. 			
	<p>Staff/pupils must follow specific guidance if they fall ill, or notice someone ill in the school building.</p>	<ul style="list-style-type: none"> ● Staff given instruction on what to do if another staff member or pupil shows symptoms at school: <ul style="list-style-type: none"> ○ Any staff/pupils displaying symptoms of coronavirus in school must immediately isolate/leave site. ○ Pupils should understand what is happening and why. ○ The staff member must inform SMT immediately. ● Staff who have symptoms will follow self-isolation protocols and immediately request test. Most tests can be accessed on the same 	<ul style="list-style-type: none"> ● A staff member discovering a pupil or another staff member is unwell must act immediately and instruct that they move to a designated secure space in the most considerate and safe manner. ● Suspected person with symptoms isolated in the SMT corridor. They may be moved to the upstairs meeting room if a longer period of isolation is required. ● Areas used for isolation will be closed and disinfected by cleaning staff using PPE, gloves and mask. 	<p>All Staff</p>	<p>Sept 2020</p>	<p>On-going</p>

Who might be harmed and how?	Measures to control the risk	How are you already controlling this risk?	What further action (if any) do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		<p>day and priority is given to those working in education.</p>	<ul style="list-style-type: none"> Regular phone/email contact to check on wellbeing. 			
	<p>Move vulnerable children and adults have an enhanced level of protection.</p>	<ul style="list-style-type: none"> School is acutely aware of the increased risk to more vulnerable pupils. If guidance changes locally or nationally school will act to ensure staff/pupils are supported. In the event of local lockdown or wider national changes to guidance, the most vulnerable children and adults will return to working from home/shielding. School remote learning infrastructure will allow for blended learning using Firefly with learning from home mandatory. Pupils with specific health conditions that place them in either the moderate vulnerability group or the extremely clinically vulnerable group (including those who received shielding letters) have been approved to return to school by medical teams. <ul style="list-style-type: none"> Risk assessments have been completed on each pupil in these groups in partnership with medical professionals and parents. Where recommended due to their needs, individual 	<ul style="list-style-type: none"> Updated staff risk register to ensure staff needs are clearly identified. Pupils needs updated and shared widely with staff. When working with extremely clinically vulnerable pupils, all staff will demonstrate greater levels of caution, social distancing and respiratory/hand hygiene. Whole school risk assessment updated as required if circumstances change locally or nationally. New staff individual risk assessments are carried out where required. Parents advised to follow guidance from their medical teams, and for this to be communicated with school. Staff wellbeing checks weekly through staff meetings. 	<p>TH/RM/BS/SC</p>	<p>Sept 2020</p>	<p>On-going</p>

Who might be harmed and how?	Measures to control the risk	How are you already controlling this risk?	What further action (if any) do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		<p>pupils may have a phased return to school over the first 2 weeks.</p> <ul style="list-style-type: none"> • Staff with specific health conditions that place them in the extremely clinically vulnerable group (including those who received shielding letters) have discussed their return to school with SMT and a risk assessment has been completed. <ul style="list-style-type: none"> ○ Staff will be involved in risk assessing their own areas of responsibility, in partnership with SMT. ○ Staff may wear an enhanced level of PPE where this will improve their safety. ○ Reasonable adjustments will be made in consultation with medical professionals where required. 				

System of Control

2. Clean hands thoroughly more often than usual

Who might be harmed and how?	Measures to control the risk	How are you already controlling this risk?	What further action (if any) do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<ul style="list-style-type: none"> • Staff • Pupils • Parents • Volunteers / governors • Visitors • Contractors <p>Risk of contracting Covid-19 and risk of transmission to others.</p>	All staff and pupils understand that regular hand cleaning is an expectation in the school.	<ul style="list-style-type: none"> • Regular verbal and visual reminders about hand washing and social distancing (e.g. posters in prominent positions). • Signage displayed around school for both staff and pupils, particularly in toilets, staff rooms, food preparation areas, etc. • Provision of hand soap and disposable paper towels instead of hand dryers (where practical) in toilets and regular checking of supply. 	<ul style="list-style-type: none"> • Regular checks for supplies for handwashing by site manager. Agreed times are: 8am, 12pm, 3pm. • Staff to report back to site manager if provision is not available. 	<p>Site Manager</p> <p>TH/RM/BS/SC</p>	Sept 2020	On-going
Heightened risk for those in vulnerable groups (clinically vulnerable or extremely clinically vulnerable).	All pupils/staff will ensure regular hand washing throughout the school day.	<ul style="list-style-type: none"> • All pupils will clean hands on arrival at school and prior to/following eating. • Increased frequency of hand washing for 20 seconds with soap and hot water. • Reminders provided through PSCHE lessons and 3x per week assemblies. 	<ul style="list-style-type: none"> • Signage will remind/direct all pupils/staff to hand wash prior to eating. • Communicate in Print visuals will be in place to support lower ability pupils to wash hands thoroughly. 	All Staff	Sept 2020	On-going
	General hand hygiene is maintained to a high standard.	<ul style="list-style-type: none"> • Hand sanitiser and tissues available in classrooms and other key locations. • Regular use of hand sanitiser. 	<ul style="list-style-type: none"> • Place additional fixed hand sanitising stations around school. • Lessons that involve food or pupils touching their faces will 	<p>Site Manager</p> <p>All Staff</p>	Sept 2020	On-going

Who might be harmed and how?	Measures to control the risk	How are you already controlling this risk?	What further action (if any) do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		<ul style="list-style-type: none"> • Gloves worn when food is prepared with the pupils. • Water bottles should be used in place of water fountains. 	<p>build hand washing time in to their planning.</p>			

System of Control

3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach

Who might be harmed and how?	Measures to control the risk	How are you already controlling this risk?	What further action (if any) do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<ul style="list-style-type: none"> • Staff • Pupils • Parents • Volunteers / governors • Visitors • Contractors <p>Risk of contracting Covid-19 and risk of transmission to others.</p> <p>Heightened risk for those in vulnerable groups (clinically vulnerable or extremely clinically vulnerable).</p>	All staff are aware of and the 'catch it, bin it, kill it' approach.	<ul style="list-style-type: none"> • Signage displayed around school. • Briefings for staff on expectations with regard to hygiene measures at school (for staff and pupils on site), including washing hands, with hot water on arrival, before/after eating and after sneezing/coughing etc. 	<ul style="list-style-type: none"> • School assemblies 3x per week will disseminate crucial information to staff/pupils. • Daily reminders for pupils and staff. • Ensure visuals are refreshed and referred to throughout the day. • 	RM/TH/BS All staff	July 2020	On-going
	Pupils/staff demonstrate high levels of hygiene.	<ul style="list-style-type: none"> • Staff/pupils to ensure clothes/uniform are changed daily. • Staff will set a positive example regarding hygiene around the school building. 		All staff	Sept 2020	On-going
	Maximising ventilation	<ul style="list-style-type: none"> • Windows opened to encourage natural ventilation. • Site Manager to open all communal area windows on arrival to school. 	<ul style="list-style-type: none"> • Staff encouraged to use all available windows and doors when safe to do so, to ensure each room is well ventilated/ 	All staff	Sept 2020	On-going
	Face coverings may be worn by staff/pupils in communal areas e.g. corridors.	<ul style="list-style-type: none"> • Although not mandatory at this time, any pupil or member of staff wishing to wear a face covering is able to do so. 	<ul style="list-style-type: none"> • School has a limited supply of face coverings. Staff/pupils wishing to wear a face covering should bring their own and ensure it is used/stored/removed according to guidance. 	All staff	Sept 2020	On-going

System of Control

4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach

Who might be harmed and how?	Measures to control the risk	How are you already controlling this risk?	What further action (if any) do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<ul style="list-style-type: none"> • Staff • Pupils • Parents • Volunteers / governors • Visitors • Contractors <p>Risk of contracting Covid-19 and risk of transmission to others.</p> <p>Heightened risk for those in vulnerable groups (clinically vulnerable or extremely clinically vulnerable).</p>	<p>Thorough cleaning each day.</p>	<ul style="list-style-type: none"> • Thorough cleaning protocols are in place. These include: <ul style="list-style-type: none"> ○ Thorough cleaning of classrooms and communal areas at the end of each day. ○ Specific focus on cleaning of frequently touched surfaces throughout the day by teachers/TAs, with anti-bacterial cloths or gel. ○ Bins in each toilet to allow for staff/pupils to use for tissues emptied at the end of the pupil day. ○ Cleaning of other equipment for practical lessons between groups including PE equipment. ○ Cleaning computer keyboards/mice between lessons. • Additional protocols, including provision of PPE, will be followed for cleaning any area where a person with possible or confirmed 	<ul style="list-style-type: none"> • Class teachers to clean surfaces throughout the day. • Equipment shared must be cleaned between users. • Limiting the amount of shared equipment used by creating pupil resource packs and encouraging use of own pencil cases. • Removal of unnecessary items from learning environments by class teams. • Removal of soft furnishings, soft toys and toys that are hard to clean. • Use of the sensory room is limited and staff are responsible for cleaning any equipment used. • Lunch tables cleaned between sittings. • Ensure a bin is present in each toilet for pupils to dispose of hand towels. 	<p>BS/RM/TH</p> <p>All staff</p>	<p>July 2020</p>	<p>On-going</p>

Who might be harmed and how?	Measures to control the risk	How are you already controlling this risk?	What further action (if any) do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		<p>coronavirus has spent time, using gloves and mask.</p> <ul style="list-style-type: none"> Regular checks on cleaning standard undertaken. 				
	Additional cleaning prior to lunch of high traffic/touch areas.	<ul style="list-style-type: none"> Site manager is responsible for a midday clean of high traffic areas: <ul style="list-style-type: none"> Cleaning the 'touch points' in all toilets prior to lunch. Cleaning all light switches and door handles. Cleaning around hand sanitising stations. 	<ul style="list-style-type: none"> Cleaning plan to be drawn up and followed. 	Site Manager SMT	Sept 2020	On-going
	Class teachers responsible for ensuring classrooms are ready for learning.	<ul style="list-style-type: none"> If teachers/TAs choose to eat lunch within their classroom, focus should be on preparing that room for safe learning, including: <ul style="list-style-type: none"> Removing their lunch and disposing safely. Cleaning hands before and after eating. Cleaning any areas where they have sat. Ensuring any hot food is transported carefully. Hot drinks are in a sealed container. Class teachers will have a cleaning schedule to complete daily to ensure classrooms are Covid-secure when groups move between lessons. 	<ul style="list-style-type: none"> Reminders for staff regarding ensuring their classrooms are fit for lessons. Ensure cleaning schedule displayed in rooms. 	Class Teachers/TA team	Sept 2020	On-going

System of Control

5. Minimise contact between individuals and maintain social distancing wherever possible

Who might be harmed and how?	Measures to control the risk	How are you already controlling this risk?	What further action (if any) do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<ul style="list-style-type: none"> • Staff • Pupils • Parents • Volunteers / governors • Visitors • Contractors <p>Risk of contracting Covid-19 and risk of transmission to others.</p>	<p>Year group bubble in operation.</p>	<ul style="list-style-type: none"> • Year groups will form a bubble of approximately 20 pupils. • Social distancing must continue to be maintained by pupils within the year group bubble as far as is possible. • Year groups will generally act as one and can take part in PE or other activities together. • Year groups will sit together at lunch and be engaged in positive activities at break/lunch to ensure they socially distance from peers in other years. 	<ul style="list-style-type: none"> • Nurture Class will be considered part of the Year 7 bubble. • Ensure a range of differentiated activities engage pupils at break and lunch times. • Year group bubbles in operation to avoid full school closure if a single member tests positive for Covid-19. 	<p>All Staff</p>	<p>Sept 2020</p>	<p>On-going</p>
<p>Heightened risk for those in vulnerable groups (clinically vulnerable or extremely clinically vulnerable).</p>	<p>Reduced contact between years at break and lunchtimes.</p>	<ul style="list-style-type: none"> • A different key stage each day will have a 'classroom break' at break time to limit the number of pupils around the school. This will rotate daily. • Classroom breaks will be staffed by those staff usually on duty. • Staff will build movement opportunities in to these classroom breaks and their own lessons to ensure pupils are regulated. 	<ul style="list-style-type: none"> • One-way circulation in corridors at all times. • Accessing rooms directly from outside where possible, (PSCHE, Art, English, Humanities, Maths and Transition) • Consistent groupings of staff/pupils wherever possible with minimal mixing for Classroom breaks and Breakfast club. 	<p>TH/RM/BS All staff</p>	<p>July 2020</p>	<p>On-going</p>

Who might be harmed and how?	Measures to control the risk	How are you already controlling this risk?	What further action (if any) do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		<ul style="list-style-type: none"> Limited numbers using toilet facilities at one time. Breakfast club will operate, but under a restricted model. Pupils arriving before 8.30 will have to attend the hall where tables will be socially distanced and in year group bubbles. Staff will supervise and activities will be provided to engage pupils at this time. 	<ul style="list-style-type: none"> Reduction of unnecessary travel around the building where possible. Additional support to children as necessary to follow these measures including reminders, signage and staff prompting/supervision. Staff and pupils will be able to leave outside of rush hour as there will be no after school clubs, improving travel times and safety. 			
	Reducing face-to-face contact between staff and between staff and visitors.	<ul style="list-style-type: none"> Protocol is that face-to-face meetings between staff and between staff and visitors are to be avoided where possible in favour of audio/video conferencing through Microsoft Teams. Any necessary face-to-face meetings on site observe the 2-metre distancing rule and will be held outdoors where practical. Only essential visitors are allowed on site with the prior permission of the senior leadership team. Visitor protocol to be observed at all times, including hand washing, with hot water and provision of sanitiser on arrival. 	<ul style="list-style-type: none"> Contractor visits are scheduled outside pupil hours where possible. Parents must stick to cross markers when collecting their children. 	TH/RM/BS	Sept 2020	On-going

Who might be harmed and how?	Measures to control the risk	How are you already controlling this risk?	What further action (if any) do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
	Classrooms are set up to ensure social distancing is in place wherever possible.	<ul style="list-style-type: none"> Classrooms set up with desk facing forward and as much space as is possible. Teacher and TA should ensure they are socially distancing from pupils. Limited use of shared resources and prevention of sharing stationery and other equipment where possible – resource packs created for each pupil. 	<ul style="list-style-type: none"> Conducting regular classroom activities outdoors where possible. 	All Staff	Sept 2020	On-going
	Targeted interventions and other 1:1 learning take place in a covid-secure manner.	<ul style="list-style-type: none"> Staff who work closely with pupils on targeted interventions must ensure these are conducted in a covid-secure manner. Staff should pre-arrange locations for these sessions where social distancing is possible and ensure the pupil they are working with does not have symptoms before they begin. 	<ul style="list-style-type: none"> Staff should use a well-ventilated room and ensure social distancing is in place when working 1:1. If possible, some of these sessions could take place in classrooms, or elsewhere around the school using Microsoft Teams. 	BK/KR/JJ	Sept 2020	On-going
	Reduction in use of public transport to get to and from school.	<ul style="list-style-type: none"> Staff/pupils encouraged to walk or cycle to school where this is practical. Pupils should avoid the use of public transport wherever possible. Transport providers working for the school are expected to follow government guidance on transport, including adherence to 	<ul style="list-style-type: none"> Promotion of Cycle to Work scheme. Staff and pupils travelling on public transport should exercise social distancing and always wear face masks. Staff should avoid peak hour travelling on public transport if possible. 	CM/TH/RM/BS	July 2020	On-going

Who might be harmed and how?	Measures to control the risk	How are you already controlling this risk?	What further action (if any) do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		<p>hygiene and social distancing rules.</p> <ul style="list-style-type: none"> All pupils travelling on public or local authority transport must wear a face covering. Staff and pupils are asked to avoid public transport where possible, otherwise encouraged to wear a non-surgical face mask and wash hands thoroughly on arrival. 				
	<p>Social distancing in school office and communal spaces.</p>	<ul style="list-style-type: none"> IT workstations in use by staff simultaneously are distanced at least 2 metres apart. Staff work back-to-back or side-to-side (rather than face-to-face). Staff should not to share workstations, telephones or other equipment unless properly sanitised between users. Office staff to ensure glass door is closed and windows open, whenever possible. Office staff instructed on how to deal with deliveries safely. Staff room limited to maximum of 3 people. Secondary staff room in operation (meeting room). Staff room to be used to collect food/drink and should not be a communal area at this time. Introduction of drop-off / pick-up protocols that minimise contact: 	<ul style="list-style-type: none"> Maximum of two people in office at any time. Anti-bacterial gel available at work stations. If first aid is administered by office staff, PPE (masks, gloves and apron) to be worn. Ensure waiting areas for parents are ready to be used. 	<p>BS/KS</p>	<p>Sept 2020</p>	<p>On-going</p>

Who might be harmed and how?	Measures to control the risk	How are you already controlling this risk?	What further action (if any) do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		<ul style="list-style-type: none"> ○ Where possible and safe, parents should remain in a car when dropping off or picking up a pupil. ○ A parent on foot may come on site, but wait in a designated waiting area that has been painted for social distancing. 				
	Alternative arrangements to ensure PE lessons can take place safely.	<ul style="list-style-type: none"> ● If a pupil has PE on a given day, they must wear their PE to school. This will avoid using the changing room which is small with poor ventilation, and limits adult support for those that are not independent. ● PE lessons will take place in the playground on most occasions. ● If the weather impacts a planned PE lesson, the school will make alternative arrangements, including: <ul style="list-style-type: none"> ○ Using the school gymnasium for PE lessons if social distancing is possible. ○ Splitting the year in to two groups with one class using the gym and another 	<ul style="list-style-type: none"> ● School will provide each pupil with one set of the core PE kit free – approved by the Governing Body. ● The PE teacher will ensure backup activities are available if weather means that planned PE lessons outside cannot take place. ● School will ensure it has the flexibility in staffing to support these alternative arrangements. 	PB/All staff	Sept 2020	On-going

Who might be harmed and how?	Measures to control the risk	How are you already controlling this risk?	What further action (if any) do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		<p>completing a backup activity in a classroom. Switching the groups half way through the lesson to ensure both groups have an opportunity to complete a physical activity.</p>				
	<p>Literacy lessons are adapted to be covid-secure.</p>	<ul style="list-style-type: none"> Literacy lessons will no longer be set by ability rather than year. Literacy classes will stay within their form groups, or if necessary the class separated in to two to accommodate pupils. 		<p>JJ/Literacy Teachers</p>	<p>Sept 2020</p>	<p>On-going</p>
	<p>The sensory room is adapted for safe and covid-secure operation.</p>	<ul style="list-style-type: none"> The sensory room is an essential tool within the school. Pupils should spend a maximum of 10 minutes in the sensory room. Support staff may wear a face covering if they wish due to the enclosed nature of the room. All equipment should be put away in a cupboard/box and only those tools suitable for each individual pupil taken out at the start of a session. All equipment should be cleaned and returned. The room must be cleaned extensively each day. 	<ul style="list-style-type: none"> Ensure cleaners are aware of the areas that require cleaning/focus within the sensory room. 	<p>SMT/All Staff</p>	<p>Sept 2020</p>	<p>On-going</p>

System of Control

6. Where necessary, wear appropriate personal protective equipment (PPE)

Who might be harmed and how?	Measures to control the risk	How are you already controlling this risk?	What further action (if any) do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<ul style="list-style-type: none"> • Staff • Pupils • Parents • Volunteers / governors • Visitors • Contractors <p>Risk of contracting Covid-19 and risk of transmission to others.</p>	Specific PPE needs detailed per child and activity.	<ul style="list-style-type: none"> • Each pupil who has a care plan also requires a PPE plan. This will detail which activities will require PPE to be worn and the type of PPE required. • A supply of face masks, gloves and aprons will be maintained for use as necessary in personal care situations where contact is required, e.g. intimate care needs, provision of first aid or if a child becomes unwell with symptoms of coronavirus at school and requires personal care until they return home. 	<ul style="list-style-type: none"> • Ensure enough PPE is in stock consistently to manage needs. • Each day a PPE stock take is required • New order of PPE to be placed to replenish stock. • Staff briefings on appropriate use of PPE. 	BS/NM	Sept 2020	On-going
Heightened risk for those in vulnerable groups (clinically vulnerable or extremely clinically vulnerable).	Wearing face coverings	<ul style="list-style-type: none"> • Face coverings are not required at school, however, for intimate/ personal care gloves, aprons and masks will be worn as part of school safety measures. • Teachers and TAs who wish to wear a face covering in communal areas/corridors may do so. 	<ul style="list-style-type: none"> • Face masks continue to be mandatory on transport. • School has a limited supply of face coverings. Staff/pupils wishing to wear a face covering should bring their own and ensure it is used/stored/removed according to guidance. 	BS/RM/TH/NM	July 2020	On-going

System of Control

7. Engage with the NHS Test and Trace process

Who might be harmed and how?	Measures to control the risk	How are you already controlling this risk?	What further action (if any) do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<ul style="list-style-type: none"> • Staff • Pupils • Parents • Volunteers / governors • Visitors • Contractors 	Staff/pupil contacted by Test and Trace after being in contact with a confirmed case.	<ul style="list-style-type: none"> • Staff and pupils must self-isolate for 14 days from their last contact with the person who has tested positive. • A person can become infectious to others at any point up to 14 days. Households do not need to self-isolate unless the person has symptoms. 	<ul style="list-style-type: none"> • Staff/parents must inform the school if they have been asked to self-isolate by Test and Trace. • Monitoring is required. If the person isolating gets symptoms, they will need to be tested. 	All staff	Sept 2020	On-going
<p>Risk of contracting Covid-19 and risk of transmission to others.</p> <p>Heightened risk for those in vulnerable groups (clinically vulnerable or extremely clinically vulnerable).</p>	Staff/pupil tests positive and shares information with Test and Trace	<ul style="list-style-type: none"> • A staff member or pupil testing positive would share the information of those they have come in to close contact (within 2m for more than 15 minutes) with over the last 48 hours. • For pupils this would be the year group bubble. • These people would need to self-isolate and would be contacted by test and trace. 	<ul style="list-style-type: none"> • School would contact PHE/Test and Trace/LBHF to confirm the positive test and closure of a year group bubble. • All other pupils and staff would return to school but be alert to the possibility of getting symptoms and would self-isolate if this happened. 	All staff	Sept 2020	On-going
	A pupil contact log is created to outline who comes in to contact with whom on each school day.	<ul style="list-style-type: none"> • A contact log (venn-diagram) is created that shows each pupil's contacts on a given day. • Pupil contact log is shared with Test and Trace if requested. 	<ul style="list-style-type: none"> • Pupils who receive targeted interventions should have these staff identified within their log in addition to their classroom teachers. 	SMT	Sept 2020	On-going

System of Control

8. Manage confirmed cases of coronavirus (COVID-19) amongst the school community

Who might be harmed and how?	Measures to control the risk	How are you already controlling this risk?	What further action (if any) do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<ul style="list-style-type: none"> • Staff • Pupils • Parents • Volunteers / governors • Visitors • Contractors <p>Risk of contracting Covid-19 and risk of transmission to others.</p> <p>Heightened risk for those in vulnerable groups (clinically vulnerable or extremely clinically vulnerable).</p>	<p>Pupil tests positive and guidance is followed.</p>	<ul style="list-style-type: none"> • If a pupil tests positive they will be required to remain at home for 10 days following their confirmed test. • The rest of their year bubble will be required to self-isolate for 14 days. • Unless staff display symptoms, or they have been in 'close contact' with the pupil in the last 48 hours, they will not need to self-isolate. • If a pupil develops symptoms while self-isolating, they must get a test. • Staff/pupils to inform the school as early as possible, well before school opening of a confirmed case linked to the pupil/family. • Support from Test and Trace/PHE/H&F will be sought regarding further testing of pupils/staff and their advice must be followed. School may be contacted by Test and Trace directly. • Pupils will be able to return to school after a 14-day period. A negative test during this 14 day period (if that pupil was in close contact with another confirmed 	<ul style="list-style-type: none"> • Text parents using text alert service as early as possible if isolation is necessary. • Follow up with phone call from senior managers to check on wellbeing. • Inform transport. • Inform staff to increase vigilance. 	<p>All staff</p>	<p>Sept 2020</p>	<p>On-going</p>

Who might be harmed and how?	Measures to control the risk	How are you already controlling this risk?	What further action (if any) do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		case) does not signify the pupil is safe to return.				
	Staff member tests positive and guidance is followed.	<ul style="list-style-type: none"> The staff member will follow guidance from Test and Trace and remain at home for a 10-day period. Pupils will not immediately be requested to self-isolate unless they are symptomatic or were in 'close contact' with the staff member. If there is a staff member who has worked particularly closely with the person who tested positive, e.g. a TA who they have spent all week working alongside, this person will also be asked to self-isolate and get tested too. The staff member's classroom will receive a deep clean and will be closed while this happens. 	<ul style="list-style-type: none"> Follow up with phone call from senior managers to check on wellbeing. Organise cover. 	All staff	Sept 2020	On-going
	Pupils out of school continue to receive high quality education.	<ul style="list-style-type: none"> In this situation all work will return to our online platforms (Firefly and Teams) for those pupils isolating. Home working will be mandatory during school hours for pupils. 	<ul style="list-style-type: none"> Staff should ensure lessons taking place are able to be broadcast to pupil homes. Staff should blend learning between teacher talk and online activities using Firefly. 	Teaching Staff	Sept 2020	On-going
	Pupils with enhanced MMH provision require additional guidance due	<ul style="list-style-type: none"> Pupils who attend Woodlane with an enhanced MMH provision are taught predominately within a separate unit (upstairs). This group 	<ul style="list-style-type: none"> All MMH pupils attending lessons with their year group 	MJ	Sept 2020	On-going

Who might be harmed and how?	Measures to control the risk	How are you already controlling this risk?	What further action (if any) do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
	to their unique attendance situation.	<p>act as a bubble the majority of the time.</p> <ul style="list-style-type: none"> • If one of these pupils attends one of their year group lessons (downstairs) within a 48-hour period of a peer in this class receiving a positive Covid-19 test, the pupil is required to self-isolate as part of this year group. • Their attendance at these lessons should form part of the school's contact log. • If someone within the MMH bubble receives a positive test, all MMH pupils will be required to self-isolate for 14 days as per guidance. 	should have this recorded within the contact log.			

System of Control

9. Contain any outbreak by following local health protection team advice

Who might be harmed and how?	Measures to control the risk	How are you already controlling this risk?	What further action (if any) do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<ul style="list-style-type: none"> • Staff • Pupils • Parents • Volunteers / governors • Visitors • Contractors <p>Risk of contracting Covid-19 and risk of transmission to others.</p> <p>Heightened risk for those in vulnerable groups (clinically vulnerable or extremely clinically vulnerable).</p>	<p>Multiple cases arise in school leading to closure.</p>	<ul style="list-style-type: none"> • If multiple positive cases arise, which guidance states as: <i>“two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected”</i> the school will be considered to have a potential outbreak. • The school may be required to close for a period of 2 weeks, and receive a deep clean. • In this situation all work will return to our online platforms (Firefly and Teams). • Home working will be mandatory during school hours for pupils. 	<ul style="list-style-type: none"> • Senior managers will inform all relevant parties, including Test and Trace, PHE and LBHF. • School will source a further deep clean. 	SMT	Sept 2020	On-going
	<p>A second wave or outbreak locally leads to increased alertness or school closure.</p>	<ul style="list-style-type: none"> • If there is a second wave/outbreak within H&F or London and there is considered a significantly increased risk, the school will respond to any changes in guidance or legislation. • The following additional measures may need to be implemented: <ul style="list-style-type: none"> ○ Pupil and staff temperatures checked on arrival. 	<ul style="list-style-type: none"> • Senior managers will remain well informed on local and national policy. • Information will be shared with parents by email/text/letter and through the school website. 	SMT	Sept 2020	On-going

Who might be harmed and how?	Measures to control the risk	How are you already controlling this risk?	What further action (if any) do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		<ul style="list-style-type: none"> ○ Face masks required by staff when inside the building. ○ Year group bubble transport options. ○ Clinically vulnerable pupils and staff shield at home and complete work online. ○ 1 Key Stage in per day – with all other lessons taking place online. ○ Anti-body testing for all staff – if available. ○ School closure, or any other necessary measure to keep pupils safe. 				
	<p>School closure leads to increased demands on staff.</p>	<ul style="list-style-type: none"> ● Staff needs should be taken in to account when considering provision for closure. ● School has offered counselling service to all staff. ● Staff encouraged to come forward confidentially with any concerns they have about workload or wellbeing. ● Virtual staff room in operation at usual staff room times. 	<ul style="list-style-type: none"> ● Staff surveys to take place regularly to ensure wellbeing is a priority. 	TH	July 2020	On-going

Who might be harmed and how?	Measures to control the risk	How are you already controlling this risk?	What further action (if any) do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
	Regular contact with all staff by line managers to ensure information is shared accurately and swiftly.	<ul style="list-style-type: none"> • Line managers in regular contact with staff through calls/email/Teams etc. • All staff have the headteacher's/deputies/SBM number. • Staff have been invited to contact SMT at any point over the summer where advice/support is required. • Weekly staff meeting with wellbeing on the agenda. • Provision of regular update email from school leaders ensuring that all staff are well informed of key messages. 		TH/RM/BS/NM	July 2020	On-going
	Monitoring of this document.	<ul style="list-style-type: none"> • Management checks to be undertaken each day on the control measures in place and reported back to the team. • Staff encouraged to report any breaches of health and safety protocol they have witnessed. 	These measures are the responsibility of all staff, they must be followed.	TH/RM/BS/NM All staff	July 2020	On-going