

Risk Assessment for COVID-Secure Schools, Education and Childcare Settings - Full Re-opening Sept2020

Establishment: St Nicholas Catholic High

Risk Assessment carried out by: Fleur MacCready

Date: 01/03/2021

Risk Title	Hazard	Who could be harmed	How could people be harmed	Risk High, Medium, Low	Control Measures	Risk (after control measures implemented) High, Medium, Low	Risk Action Update / Comments
Overview	COVID-19	All	<p>Inhalation of contaminated droplets</p> <p>Touching contaminated surfaces (then touching mouth/nose etc)</p> <p>In relation to health and ethnicity, the risk of infection and dying among those diagnosed with Covid19 is higher</p>	High	<p>CONTINUALLY MONITOR NATIONAL &amp; LOCAL DATA SETS AND ADVICE (infection rates and 'r' numbers) TO INFORM ONGOING RISK ASSESSMENT RE-EVALUATION</p> <p>- If local area sees a spike in infection rates that is resulting in localised community spread, appropriate authorities will decide which measures to implement to help contain the spread.</p> <p>Contingency plans made include changing current model of student groupings/zones to model A (all students based in same room) or partial/full school closure. This may involve a return to remaining open only for vulnerable children and the children of critical workers, and</p>	Medium/Low	<p>-Ongoing liaison with CWAC Health and safety experts (e.g. music tuition, face masks, vulnerable students.)</p> <p>- Regular contact made with PHE regarding positive cases, identification of contacts and other action required</p> <p>- Visit from CWAC public health team to review protective measures and feedback following positive cases since re-opening.</p>

			<p>amongst people with certain pre-existing medical conditions and BAME groups compared to white ethnic groups</p>		<p>providing remote education for all other students.</p> <ul style="list-style-type: none"> <li>- The school buys in Health and safety expertise and guidance from the LA so access to competent advisor, who have been consulted on various issues about re-opening. Guidance from national &amp; local government, NHS, Public Health NW England and the Health and Safety Executive has also been consulted.</li> </ul>		<ul style="list-style-type: none"> <li>- From 14/12/20 isolation period reduced from 14 to 10 days. Staff/pupils currently isolating advised can return from day11.</li> <li>- <b>National and local guidance consulted regarding school closure in Janaury21 in response to national lockdown restrictions and re-opening in March. Staggered start to faciliate safe return and onsite testing (see testing section for further details.</b></li> </ul>
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Transmission of Coronavirus on school premises		Employees - Teaching Staff, Catering Staff, Caretakers, Cleaners, Site Maintenance Staff, Agency Staff, Peripatetic teachers		High	<ul style="list-style-type: none"> <li>- Minimising contact with those who are unwell by ensuring that staff who have covid-19 symptoms, or who have someone in their household who does, do not attend school and remain/isolate at home as per gov guidelines. If start to display symptoms while in school, return home immediately. Must arrange to have a test.</li> <li>- Respond to any infections. School enrolled on coronavirus employer testing portal to refer employees for tests and engaged with NHS test and trace process, see medical section for further details. Manage confirmed cases and any outbreaks in community, engaged with local health protection teams, see detail below.</li> <li>- Guidance advises against all but essential travel abroad. Staff contacted before end of summer hols to identify if anyone travelled abroad in last 2 weeks of holidays and needs to quarantine from a country on the exempt list due to increased cases or has travelled to a high risk country not on the exempt list must isolate for 14 days regardless.</li> <li>- Staff consulted and asked to feedback any issues/concerns prior</li> </ul>	Medium/Low	<ul style="list-style-type: none"> <li>-School has been issuing home test kits to parents &amp; staff provided by the Department of Health &amp; Social Care.</li> <li>Ordered more kits.</li> <li>-All classrooms originally supplied with a box of gloves, now removed and staff provided with own supply.</li> <li>- SLT meetings held virtually. Requesting and triaging staff feedback on daily basis and reviewing/updating processes for dealing with positive cases.</li> <li>- <b>Employer portal decommissioned, staff access tests directly through national system</b></li> <li>- <b>All staff issued with home test kits w/c 1st March to test twice a week at home. Inform school asap of positive test result</b></li> </ul>
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				<p>to end of term, models and initial plans shared with staff via virtual staff briefing and email. School re-opening plan staff briefing document produced and distributed to staff before Sept which includes key measures in this RA, Sept INSET days be used to support wider opening.</p> <ul style="list-style-type: none"> <li>- Some staff (non teaching/support) may need to alter way of working/be redeployed to a different role to accomodate re-opening plans and protective measures, staff to be consulted where applicable.</li> <li>-All staff to enter and exit school via main entrance. Signed in by member of Admin on reception, staff to sign in using own pen if arrive before reception staff. Staff to sanitise hands immediately on entrance.</li> <li>- Minimse contact between individuals and maintain social distancing of 2 metres in school - see detail below.</li> <li>- Enhanced hygiene routines - Staff MUST wash hands more throughly and more often than usual. Hygiene stations located throughout school, included main entrance, communal areas and classrooms. Staff not to use hand santisier if allergy issues.</li> </ul>	<ul style="list-style-type: none"> <li>- <b>Wearing of face coverings to continue to be worn on school site and extended in classrooms if staff cannot maintain 2m from students or other essential adults in room who cannot socially distance.</b></li> <li>- <b>Staff updated/consulted about re-opening and additional measues (face coverings/ staff and student testing). Updated guidance documents issued.</b></li> <li>- <b>All staff, where possible, to attend site on 05/03/21 to prepare for re-opening before students return and collect home test kits.</b></li> </ul>
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				<p>Handwashing in toilets also available.</p> <ul style="list-style-type: none"><li>-Practice good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach with tissues provided in classrooms and around school.</li><li>- Wear appropriate personal protective equipment (PPE) only when necessary - First aiders. All classrooms supplied with a box of gloves. Face shields and masks are available on request see detail below.</li><li>-Hand sanitiser, wipes and tissues in every used classroom / office and used communal space. Staff advised to dispose of wipes, tissues, etc. in bins provided.</li><li>- Staff can take essential books and other shared resources home, for example books to mark, avoid unnecessary sharing.</li><li>- Peripatetic music tutors/tuition not to take place for first few weeks of term, to be reviewed, considering delivery of virtual lessons.</li><li>- Staff briefings to continue virtually/online. Other staff &amp; department meetings to be conducted in small groups and socially distanced.</li><li>- Risk assesment to be shared with agencies/preferred suppliers of</li></ul>			
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					<p>cover staff</p> <p>Face covering</p> <p>Public Health England does not (based on current evidence) recommend the use of face coverings in schools. This evidence will be kept under review. They are not required in schools as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission. There may also be negative effects on communication and thus education. They are mainly to protect others not the wearer. Face masks and shields however are available on request.</p> <p>1. Should staff wish to use a face shield when on site, then clean reusable faceshields are available on request from admin support. Faceshields are preferred to aid teaching/communication. Catering staff to wear when serving students/on the tills. They should be clean/disinfected after use.</p> <p>2. Should staff choose to wear their own facemask commuting to and from school then it must be removed on arrival and if reusable placed in their own bag and reapplied only when leaving site. If disposable it should be disposed of in</p>		
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					<p>pedal bin by main reception. All other people should be at least 1m away when mask is removed. They must sanitise their hands and collect a new face mask.</p> <p>3. Face coverings should be viewed as an additional measure, and must not replace other enhanced hygiene and social distancing measures. It should be worn and removed correctly. Guidance from the WHO is available and must be followed.</p>			
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		Staff in clinically extremely vulnerable or clinically vulnerable categories, including pregnancy		High	<ul style="list-style-type: none"> <li>- Staff in this category have already been identified during school closure/summer term, individual risk assessments taken place. Staff should take particular care to practise social distancing, frequent, thorough hand washing, and cleaning of frequently touched areas.</li> <li>- Consider home working if can continue to do so but if not possible due to role in school, ensure social distancing measures can be maintained. See below for further details.</li> <li>- People who live with those who are clinically extremely vulnerable or clinically vulnerable can now attend work.</li> <li>- Pregnant staff - Treat as above, DfE advice is to be particularly 'careful and diligent about social distancing and hand hygiene'. Guidance issues by the Royal Society of Obstetricians and Gynecologists emphasises the importance of social distancing from 28 weeks of pregnancy. This is to be reinforced and maintained at all times for all staff. Risk assessment for expectant mothers to be adapted to consider covid19 risks, to be conducted for relevant staff at beginning of term/ as and when</li> </ul>	Medium/Low	<ul style="list-style-type: none"> <li>- Pregnant staff have completed an individual risk assessment and reviewed regularly'.</li> <li><b>Alternative arrangements including working from home have been put in place, depending on national guidance and stage of pregnancy.</b></li> <li>- PPE has been provided to several staff on request</li> <li>- Following national lockdown restrictions, extremely clinically vulnerable staff have been advised to shield/work from home, where possible. Relevant staff have been contacted and isolating where applicable. New staff/starters in Sept contacted.</li> <li>- <b>Feb21 - clinically extremely vulnerable</b></li> </ul>
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					<p>school notified of pregnancy.</p> <ul style="list-style-type: none"> <li>- PPE including masks/face shields are available on request.</li> </ul>		<p><b>category has been extended, which impacts more staff, arrangements to shield and work from home reviewed/agreed. Arrangements in place for teachers to continue teaching remotely from home and cover organised to supervise students in lessons.</b></p>
		<p>Staff with particular characteristics who may be at increased risk. For example BAME (Black, Asian and Minority Ethnicity)</p>		<p>High</p> <ul style="list-style-type: none"> <li>- Due to the increased risk, evidence suggests that BAME staff should be classed as more vulnerable and therefore should be added to the list of categories in terms of extremely and clinically vulnerable staff.</li> <li>- Audit of BAME staff already completed. Individuals to be contacted to discuss any concerns about wider re-opening including new staff members, measures in place to reduce risks communicated to all staff, aim to accommodate additional measures where appropriate.</li> <li>- Staff in other higher risk categories advised to strictly follow safety measures as per vulnerable staff.</li> </ul>	<p>Medium/Low</p>		

		Students		High	<ul style="list-style-type: none"> <li>- Keep students in separate groups(bubbles), reduce contact between groups and staff to maintain distance from students and other staff as much as possible.</li> <li>- KS3 students to be seperated in year groups and clustered in rooms to reduce mixing. Years 7-8 will remain static in an assigned classroom all day being taught in forms not teaching groups. Remain in year group at break and lunchtime. - Year 9 will be taught in Forms in the same classrooms apart from English, Maths and Science. Movement will be allowed between the allocated rooms for these lessons, but will be at a slightly delayed time from KS4 and 5 to avoid potential mixing of bubbles.</li> <li>- KS4 &amp; 5 have been allocated a cluster of rooms which includes as many specialist rooms as possible. Movement around school to follow designated one way system.</li> <li>- School day/form time to start earlier from 8.35am so students proceed direct to class/form room when arriving at school to minimise movement and bubble interaction.</li> <li>- Break and lunchtime staggered/split for 3 year groups at a time, 7,8 &amp; 9 and 10,11 &amp; 6th</li> </ul>	Medium/Low	<p>Face masks</p> <ul style="list-style-type: none"> <li>- From 21/9/20 sixth form students instructed to wear face masks in common room and other communcal/study areas when not in lessons. Recorded names/frequency of students who request mask from school.</li> <li>- From 28/9/20 all students are instructed to wear face masks one entering school campus, must remain on all times apart from in classroom duing form/lesson time and when in outdoor zone at break and lunchtime.</li> <li>- <b>From 08/03/21, students to wear face masks in classrooms, all areas of school with exception on yard at break/lunchtime and if eating in classroom</b></li> </ul>
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				<p>form. Dining hall to be accessed one year group at a time. New processes to support access in place - students to line up in Main School hall in socially distanced rows.</p> <ul style="list-style-type: none"> <li>- Timetable revised - Lesson 5 extended to include staggered departure times for individual year groups (between 3-3.15pm)</li> <li>- Students and parents advised to minimise use of public transport where possible, see transport section for further details. Advise pupils on reducing social mixing outside of school.</li> <li>-Students or members of household who are unwell/displaying covid19 symptoms to remain at home. (Letter to parents from RW) Must arrange a test.</li> <li>- If start to display symptoms while in school, isolate immediately in designated room (Utility room) and request student is collected asap and leaves via PE gate, must arrange a test. See medical section for details. Attendance management to establish new system to record and follow up suspected cases/test results - see PHE-NW resources/templates.</li> <li>- Students to maintain social distancing 2 metres - clear markings</li> </ul>	<p><b>during wet break</b></p> <ul style="list-style-type: none"> <li>- <b>Certain students will have approved exceptions for wearing a mask, and will wear a lanyard/badge indicating they are exempt, badges available from school</b></li> <li>- Updated procedures/process flows for dealing with positive cases, refer to testing regarding positive case from LFD testing.</li> <li>- School has been issuing home test kits provided by the Department of Health &amp; Social Care to parents of 'vulnerable' students. <b>Onsite testing commencing in school from 8th March and home kits issued w/c 15th March, see testing section for further details.</b></li> <li>- <b>On site provision for</b></li> </ul>
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				<p>on floors /corridors,enhanced one way system and signage.</p> <ul style="list-style-type: none"> <li>- Enhanced hygiene routines - Cleaning hands more often than usual (hygiene stations). Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach with tissues provided in classrooms. Facial/make up removal wipes provided to each Y8,9,10&amp;11 form</li> <li>- Measures to be reinforced at start of term during form time via standard PPT</li> <li>- Students should limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery, personal hygiene items. They can take books and other shared resources home, although unnecessary sharing should be avoided. Lockers will not be available for students to use at the start of term.</li> <li>- Mobiles phones to be handed in at start of day, stored in boxes in student support and returned to form room before end of the day</li> <li>- Behaviour policy included transport amended to make provision for the school to be able to sanction, up to and including</li> </ul>		<p><b>critical worker/EHCP/vulnerable students maintained w/c 08/03/21 until full year groups return. Relocated to other/Y8 rooms. Maintain later start and early finish to kept seperate.</b></p>
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					exclusion, pupils who wilfully refuse to adhere to arrangements of social distancing and deliberately cough or spit at pupils or staff, putting them at risk.			
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		SEN students and staff including Resource Provision		High	<ul style="list-style-type: none"> <li>- Specialists and other support staff for pupils with SEND to provide interventions as usual. Teaching assistants can work with pupils in different classes or year groups. to be based at the back of the classroom not next to the student (need to limit amount of face to face/close contact).</li> <li>- Teachers will be asked to sit pupils supported by a TA at the back of the classroom (unless this is not appropriate for a specific pupil eg. those using a wheelchair in a small room) so that TAs can access the pupil without having to walk past others.</li> <li>- TAs have been advised to stand at the back of the classroom and only be at the pupil's side to start them off with a task, check understanding, pick up their purple diary (EHCP/ Top Up pupils only). When speaking to the pupil it is better to speak from the side rather than face to face.</li> <li>- TAs can use face shields/ masks/ gloves as they see fit depending on their vulnerability and how many interactions they need to support pupils.</li> <li>- TAs to ensure they have a pen to write in purple diaries.</li> </ul>	Medium/Low	<p>SEN section updated.</p> <ul style="list-style-type: none"> <li>- <b>See student section for arrangements for w/c 08/03/21 separate onsite SEN &amp; ARC provision maintained until full year groups return.</b></li> <li>- <b>Certain SEN students will have exceptions for wearing a mask, and will wear a lanyard/badge indicating they are exempt</b></li> </ul>
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					<ul style="list-style-type: none"><li>- Any students who need to use the lift will not be accompanied inside by the TA, they will be met/escorted from the lift entrance.</li><li>- ARC STUDENTS- will work in year bubbles within mainstream but will also undertake elements of their EHCP in various year group designated rooms. This maintains the bubbles but allows the school to meet their EHCP needs. Yr 7 and 8 work in the ARC ( Yr 8 in the enclosed separate room in the ARC and Yr 7 in the main ARC area.) Yr 9 in LS2, yr 10 in LS1 and Yr 11 in SENCO meeting room.</li><li>- Mainstream SEN pupils will also use these rooms as appropriate for their Year Group as and when needed.</li></ul>			
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		Parents/carers		High	<ul style="list-style-type: none"> <li>- All parents to remain in vehicles when dropping/collecting their child</li> <li>- Parents/carers instructed they cannot come onto school site unless they have an appointment with prior agreement from the headteacher (requests to V Hill) or it is an emergency/medical situation. If parents need to enter school, wait outside main reception (gazebo), socially distanced. Contact school via telephone/email where possible.</li> <li>- Inform parents that if their child needs to be accompanied/collected, only one parent should attend and parents should wait outside of the Blue Gate.</li> <li>- Advise parents that they cannot gather at entrance gates or doors</li> <li>- Advise parents of rules relating to student illness and expectations around school attendance (communicating suspected/confirmed cases - arranging tests, etc).</li> <li>- Inform parents of new measures and expectations for students while in school - new routines, hygiene, behaviour, etc- RW letter.</li> </ul>	Low	From 28/09/20 parents instructed to wear face masks on campus/outside car.	
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		Visitors e.g. school governors, suppliers		High	<ul style="list-style-type: none"> <li>-Only essential visitors allowed on site and with prior agreement. Where visits can happen outside of school hours, they should.</li> <li>-Deliveries to be left by the main entrance where possible, social distancing to be maintained if need to come into school. Grounds Maintenance and Waste Collections to occur before 8.20 or after 3.30pm where possible.</li> <li>- Visitors or members of household who are unwell/displaying covid19 symptoms to remain at home. If start to display symptoms while in school, leave premises immediately with internal 'track and trace' investigated/must arrange test</li> <li>- Hygiene station on main visitor entrance, masks/gloves available on request</li> <li>-All visitors to enter/exit school from same main entrance. Screen installed in main reception to deal with visitors. Revised visitor arrangements, use of QR code/online form for visitor to complete themselves using own mobile phone, to include contact details for test and trace system. Visitor stickers replaced badges/lanyards.</li> <li>- Clear guidance on social distancing</li> </ul>	Low	<ul style="list-style-type: none"> <li>-From 28/9/20 Visitors now requested to wear face masks on campus and when coming on site.</li> <li>- Careers advisor holding virtual meetings with students.</li> <li>- Only essential visitors for education and health grounds, permitted on site during school day, during national lockdown restrictions.Includes school nursing service (seperate RA produced.</li> </ul>	
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					<p>and hygiene explained on arrival, signage etc.</p> <ul style="list-style-type: none"> <li>- No lettings to resume for Autumn term.</li> <li>- Governors and clergy to not attend school, meetings held virtually or contact made via email/telephone</li> <li>- Careers advisor not attending site for first weeks of term to be reviewed, telephone/virtual support available</li> </ul>			
		Contractors		High	<ul style="list-style-type: none"> <li>- Maintenance/contractors to be limited to essential regulatory requirements and emergencies and numbers on site at any one time. Contractors to wear protective equipment (gloves/masks) and follow strict hygiene measures, follow own RA. Site guidance on social distancing and hygiene explained on or before arrival.</li> <li>- Determine if schedules for essential services and contractor</li> </ul>	Low	<ul style="list-style-type: none"> <li>- Grounds attend to fields from 1pm, but not within school site until after 3.30pm.</li> </ul>	

					visits can be revised to reduce interaction and overlap between people, for example, carrying out services out of hours. - Grounds maintenance to continue as outside/no contact with people. Grounds Maintenance and Waste Collections to occur before 8.20 or after 3.30pm (		
Testing				High	- Home test kits available to give to staff and students if unable to access test centres/usual testing procedures - Rapid testing to identify asymptomatic cases via lateral flow testing introduced w/c 18/1/21, offered to all students and staff onsite initially, staff weekly and to contacts of positive cases, see separate testing risk assessment. Test centre in school hall, only test subjects & trained testing staff allowed entry. PPE worn.	Medium/Low	- <b>Onsite testing introduced for all students from 08/03/21, 3 tests 3 to 5 days apart, staggered return to reduce contacts/mixing when accessing first test - 2 year groups return per day and tested in their year group bubbles. Students on buses prioritised first. Prior consent obtained (from parents if under 16). Staffed by external contractor, trained in covid testing/used by local authorities, prison service, etc. All staff trained and vetted,</b>

							<p>supervised and supported by school site who will oversee registration &amp; results processes. Any students identified as positive will be isolated and leave site asap, any close contacts to be identified.</p> <ul style="list-style-type: none"><li>- Transitioning to home testing after 2 weeks, kits issued to students who have participated in onsite testing.</li><li>- Staff issued with home test kits from w/c 01/03/21. Guidance and instructions issued, 2 tests per week, 3-4 days apart even for part timers for first 3 weeks.</li><li>- All test kits signed and logged per individual</li><li>- Students and staff advised to communicate positive test results to school</li></ul>
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							<p><b>asap, continue with control measures in school regardless of result</b></p> <p><b>If a student receives a positive test from LFD test onsite or at home, they should seek a confirmatory PCR test, but still have to isolate for 10 days regardless of the 2nd/PCR test result. This also applies to any confirmed contacts.</b></p>
Drop off and collection of pupils				High	<ul style="list-style-type: none"> <li>-Additional staff members to be present on duty outside to manage traffic and ensure social distancing is maintained.</li> <li>- Staggered times for students to be dismissed &amp; exit school premises to minimise contact.</li> <li>- Students to leave immediately at the end of the school day (no after school activities for first 3 weeks, then to be reviewed).</li> </ul>	Low	Additional caretaker overtime to provide extra duty coverage.

					- See transport section for bus arrangements			
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Staff and pupils in classrooms				High	<ul style="list-style-type: none"> <li>- All classrooms to be utilised including some additional rooms (e.g. sports hall &amp; conference room) due to capacity to allow 2m teacher designation area.</li> <li>- Students in form or year group bubble. All students sat side by side and desks to be facing forward, so furniture in all rooms has been rearranged. Where not possible, e.g. C rooms, screens installed where desks/computers facing each other.</li> <li>- All rooms to be kept ventilated/windows open. Some rooms have air conditioning feed by external fresh air</li> <li>- All students provided with personal stationary kit - pen, pencil, ruler, mini whiteboard pen and glue stick.</li> <li>-Teaching staff to remain at front of class during lesson time. 2m designation from whiteboard. Fabric/office chairs removed and replaced with standard chairs.</li> <li>- Hygiene station including wipes, hand santisier and tissues provided. Teachers to DIY clean desk and chair if they wish, dispose of cleaning items in bin. Students/staff to hand sanitise when entering/leaving classroom. Gloves also provided for staff.</li> <li>- Students to remain seated and</li> </ul>	Medium/Low	<ul style="list-style-type: none"> <li>-Seating plans for each lesson updated and stored on one drive for track and trace purposes.</li> <li>- Y11 &amp; 13 intervention/revision sessions taking place at lunchtime. Subject leader completed additional RA. Students using same year group rooms, session to start after room cleaned as usual by site cleaning team or teaching staff (comp science). Students to be socially distanced, register take &amp; stored on one drive for track &amp; trace purposes.</li> <li>- Catch up sessions taking place during free form/lesson periods. Room cleaned by site staff after session if a different room not in their year group/bubble is only room available.</li> </ul>
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					<p>maintain social distancing 2 metres from staff at all times.</p> <ul style="list-style-type: none"> <li>- Staff verbally give feedback to children while working with them and remain in 2m designated area where possible.</li> <li>- Seperate desk provided for students to deposit work on when entering/leaving classroom.</li> <li>- TA's supporting students to remain at back of classroom not seated next to student. See SEN student section.</li> <li>- Unnecessary items removed from classrooms and other learning environments. Remove soft furnishings or resources that are hard to clean</li> <li>- Teachers to tidy classroom &amp; clear teacher desk apart from docking station as staff will be rotating, not based in same classroom.</li> <li>- Essential classroom resources, such as text books can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces</li> <li>- Students not to swap or share any of their own equipment/resources/books, etc.</li> <li>- All internal doors of rooms/areas in use wedged open throughout school to limit contact.</li> <li>- Student to sit outside classroom &amp;</li> </ul>		Laptop/equipment to be cleaned by staff.	
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					<p>student support contacted if behaviour or medical issue. Admin support team to contact SLT or first aider where appropriate.</p> <ul style="list-style-type: none"><li>- Students not to use interactive whiteboards - can use back of their planners instead</li><li>-All these measures are contained within the detailed Guidance to Staff handbook</li></ul>			
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<p>Moving about the school</p>				<p>High</p>	<ul style="list-style-type: none"> <li>- Students to remain in classroom/zones during lesson time, as detailed above to reduce movement and contact. Students should not access other areas of school during lessons apart from toilets if essential. Library and Chapel closed. Message to be sent to Student support if general query.</li> <li>- School site open from 8.20am. Students to proceed direct to form room when arriving in the morning, zoned supervision from 8.20am and Form Tutors in rooms from 8.35am. Cannot access the dining hall, library or the yard/remain outside. Leave site immediately at end of the day.</li> <li>- Floor stickers/markings &amp; signage throughout school to remind staff and students to social distance/keep 2m distance and direction of travel. One way system and single file system to be reinforced and enhanced to avoid congestion in corridors. Retractable barriers to be used across some corridors to reinforce one way system/limit access.</li> <li>- Outside - 2m markings and signage. Yard cordoned in 2 using picnic benches/hazard tape. Students not to sit on benches/seating (removed where</li> </ul>	<p>Medium/Low</p>	
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					<p>possible). Wall mounted hand sanitisers to be installed on walls by PE and main entrance gates.</p> <ul style="list-style-type: none"> <li>- No cloakrooms/lockers to be used- students keep property with them at all times.</li> <li>- Lifts - 1 at a time for student use, TA to use stairs and meet student when exiting.</li> </ul>			
Lunch and Breaktimes				High	<ul style="list-style-type: none"> <li>- Breaks and lunchtime split and staggered in 2 separate periods for 3 year groups at a time and zoned areas (Area by art block and yard split for 2 year groups + tennis courts). Y7,8 &amp; 9 and Y10,11 &amp; 6th form.</li> <li>- Students to access dining hall one year group at a time, queueing through assembly hall, grab and go/takeaway options only. See catering for further details. Must then proceed to year group zone outside or back to form room if bad</li> </ul>	Medium/Low	<ul style="list-style-type: none"> <li>- Students held on the yard at end of break and lunch and returned to class on staggered basis.</li> <li>- Additional wall mounted hand sanitiser stations installed outdoors around yard area/entrances into school from 28/9/20 so students can sanitise hands when</li> </ul>	

					<p>weather.</p> <ul style="list-style-type: none"> <li>- No ball games/football/equipment to be used.</li> </ul>		<p>removing/replacing face masks.</p> <ul style="list-style-type: none"> <li>- Seating now made available in yard for students to sit down are break and lunchtime. Cleaned in between by midday and site staff.</li> <li>- After Autumn half term all year groups, except Y7, accessing dining hall at break time. Hot food introduced from 16/11/20.</li> </ul>	
Staff Areas				High	<ul style="list-style-type: none"> <li>- Staff to follow good hygiene practice when using staffroom drinks machine, microwave, fridge and other communal equipment.</li> <li>-Use of staffroom should be minimised. Staggered break and lunchtime so less staff accessing facilities at same time however numbers limited to 6 at any one time. Far side of dining hall designated for staff to have break/base themselves during free periods. Midday assistants in kitchen area or hall at break to prepare and serve drinks, other times 1 person at a time.</li> <li>- Staff encouraged to bring own</li> </ul>	Medium/Low		

					<p>drinks, etc. But if necessary wash crockery/wipe down equipment after use and do not leave in sink (DIY cleaning). Disposable cups available.</p> <ul style="list-style-type: none"><li>- Staff to maintain social distancing/fabric chairs removed and replaced with dining/classroom type chairs.</li><li>- Staff workroom limited to 2 at a time</li><li>- Photocopier to be placed in staffroom (data point), staff to queue socially distanced, wipe clean after use.</li></ul>			
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<p>Other areas - offices, meeting rooms, toilets, communal spaces</p>				<p>High</p>	<ul style="list-style-type: none"> <li>- Staff to be signed in by admin team, no need to sign in as per usual process. Staff arriving before 8am to sign in themselves on sheet/use own pen</li> <li>- Hygiene stations located around key designated areas in school to clean hands including main entrance and bins to dispose of masks</li> <li>- Posters and signage around school with instructions about social distancing/directions, etc</li> <li>- All occupied rooms to have window open to improve ventilation.</li> <li>- Copier moved to staffroom &amp; entry to repro room limited to one member of staff at any one time . Antibac wipes provided to clean copier after each use (DIY).</li> <li>- Staff workroom - ensure social distancing maintained/maximum of 2 member of staff at a time</li> <li>- 2m zone outlined on floor inside doors/key areas - student support, repro room, etc.</li> <li>-Screens installed in main reception and at student support opening. Fabric chairs in waiting area, removed and replaced with dining room chairs.</li> <li>- Access to Finance and student support/admin offices to be limited</li> </ul>	<p>Medium/Low</p>	
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					<p>to staff based here (bubbles), doors to be locked/barrier in place. Speak to staff from a distance at doorway or through student support screen. Desks rearranged so staff are 2m apart, if not, screens installed between desks,</p> <ul style="list-style-type: none"><li>- Other shared offices (e.g. subject leaders) to be reconfigured where necessary, 2m distance between desks where possible/facing away from each other.</li><li>- Learning mentor office &amp; hub. Desks moved further apart and facing away from each other, ventilation unit being explored. Hub open to students -meet outside/in crypt area.</li><li>- Staff toilets - staff to socially distance in mens and ladies limited to one staff member at a time, use products provided to clean after use (DIY). Also cleaned regularly throughout the day by site staff.</li><li>- Student toilets - All available, posters to use elbow to turn on tap to reduce contact. Cleaned more frequently throughout the day. Only open from 8.45am apart from crypt. Less students accessing at one time due to split break/lunch.</li><li>- Library/LRC closed outside lesson time- only to be used as a</li></ul>		
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					<p>classroom.</p> <ul style="list-style-type: none"><li>- Chapel - limited groups, fabric chairs removed and replaced with hall chairs.</li><li>- Sixth form in seperate bubble.</li></ul> <p>Common room reconfigured/ other designated sixth form classrooms inc sports hall can be used. No enrichment for first 3 weeks.</p>			
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School Assembly				High	No assemblies/large gatherings to take place. To be presented virtually in form time.	Low	
Outdoor/ PE lessons				High	<ul style="list-style-type: none"> <li>- PE lessons to take place outside where possible, 4 forms at a time. Remain in form rooms/theory based lessons if bad weather as sports hall not available.</li> <li>- Contact sport to be avoided. Following latest national guidance for each particular sport.</li> <li>- Changing rooms to be cleaned in between different year groups (including gender free and disabled toilets)</li> <li>- Resources that are shared between classes or bubbles, should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. Equipment to be cleaned with disinfectant spray provided to PE staff.</li> <li>- PPE to be provided to PE staff with medical kits if need to administer first aid.</li> <li>- No after school sports clubs/fixtures for first 3 weeks, to be reviewed.</li> </ul>	Medium/Low	<ul style="list-style-type: none"> <li>- See separate PE worksheet for risk assessment</li> <li>- PE staff now collect and deliver students for PE lessons from classrooms.</li> <li>- Cleaning rota for changing rooms updated and shared with cleaning staff</li> </ul>

<p>Music lessons including tuition</p>				<p>High</p>	<ul style="list-style-type: none"> <li>- Physical distancing and playing outside wherever possible,</li> <li>- limiting group sizes to no more than 15,</li> <li>- positioning pupils back-to-back or side-to-side,</li> <li>- avoiding sharing of instruments,</li> <li>- ensuring good ventilation/classroom windows open. Not possible in practise rooms, need to keep doors open or virtual tuition lessons</li> <li>- Singing, wind and brass playing can't take place in larger groups so no school choirs or assemblies.</li> <li>- Refer to music provision RA. Music tuition lessons to be delivered virtually if possible (no music tuition for the first 3 weeks, review to follow)</li> </ul>	<p>Medium/Low</p>	<ul style="list-style-type: none"> <li>- CWAC health &amp; safety expert consulted regarding feasibility of resuming music tuition in practise rooms with peripetic teachers, currently under review</li> <li>- Risk assessments produced for choir and hymn practise, liaising with CWAC health &amp; safety team. Practical elements to be introduced in autum.advent term2. See seperate RAs.</li> <li>-Virtual music tuition lessons being explored (repairs to fans in music and practise rooms scheduled to improve ventilation).</li> </ul>
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Science lessons				High	<ul style="list-style-type: none"> <li>- No student practicals to take place, only teacher led demonstrations</li> <li>- Technicians to clean frequently touched surfaces inbetween use including desks and equipment where possible; equipment to be left for 72 hours between use by different staff for demos ONLY.</li> </ul>	Medium/Low	<ul style="list-style-type: none"> <li>- See separate science worksheet for more detailed risk assessment.</li> <li>-Technicians may now safely use the most direct route (not necessarily one way system) to deliver chemicals as this will reduce risk of travelling through high traffic areas and distance travelled. Wherever possible equipment will be moved during zero/low traffic times of day so corridors are empty.</li> <li>- <b>Practicals for Y11 may be introduced from March21, see science worksheet for further details</b></li> </ul>
Design and Food Technology lessons					<ul style="list-style-type: none"> <li>-Conduct review of HACCP procedures to consider and reflect any impact from these changes on food safety. Refer to following FSA guidance for food businesses on adapting and reopening due to COVID-19 (curriculum to be modified and</li> </ul>	Medium/Low	<ul style="list-style-type: none"> <li><b>Practicals may be introduced for Y10&amp;Y11 from March21, refer to separate DT's worksheets</b></li> </ul>

					<p>reviewed accordingly)  - No practicals taking place in DT and in FT - only practicals in Y11 -one year group/bubble using the facilities.</p>			
Exams					<p>Mock exams to take place in sports hall, students in same year group bubble, will sit at same desk each day. Cleaned each day. Students to leave bags in break tent. Students isoating will sit same exam on return to school. Resits taking place in location offsite (Greenbank)</p>	Medium/Low	<p>Section added.  - <b>Following recent consultation, arrangements for assessments and exams currently under review.</b></p>	

Cleaning				High	<ul style="list-style-type: none"> <li>- Reducing clutter and removing difficult to clean items to make cleaning easier (teacher desks, classrooms, etc)</li> <li>- All areas in school to be thoroughly cleaned prior to wider re-opening. Cleaners can wear PPE (masks/aprons/gloves) provided but it is not necessary over and above what would usually be used including DIY cleaning by staff/frequently touched surfaces.</li> <li>- Rooms/equipment cleaned as part of usual cleaning rota at start/end of the day.</li> <li>- Extended/enhanced cleaning of communal areas throughout day including taps, toilets, sinks, light switches, door handles/ plates/bannisters/rails, etc. As a minimum, frequently touched surfaces should be wiped down twice a day, and one of these should be at the at the beginning or the end of the working day.</li> <li>- Specialist/practical subject equipment to be cleaned by technicians inbetween use (IT, science, art, food/DT)</li> <li>- Student desks in Y10,11 &amp; sixth form rooms to be cleaned during lunch time, students hand sanitising on entry and exit which reduces risk.</li> </ul>	Medium/Low	<ul style="list-style-type: none"> <li>- Additional cleaning hours introduced during the day, one cleaner/catering assistant redeployed from kitchen to cleaning duties.</li> <li>- Cleaners advised to change gloves more frequently.</li> <li>- Fogging machine purchased, to be used in classroom as additional disinfectant</li> </ul>
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					<p>KS3 students remaining at same desks during the day.</p> <ul style="list-style-type: none"><li>- Student and staff toilets cleaned more regularly. Toilets do not need to be cleaned after every use (except if used by a symptomatic person whilst waiting to go home).</li><li>- Cleaning products provided in classrooms &amp; toilets if staff wish to clean surfaces prior to and after use (DIY)</li><li>- Computers cleaned regularly/at the end of each day.</li><li>- PE &amp; music staff provided with cleaning materials to clean musical and sports equipment.</li><li>- Cleaners/site team provided with clear cleaning instructions and sign when areas have been cleaned</li><li>- Kitchen to be deep cleaned by catering staff week before re-opening and ongoing as part of usual hygiene routines, access to own handwashing facilities.</li><li>- Refer to more detailed cleaning guidelines, as per NW public health resource pack and refer to first aid details below for cleaning of room/areas where suspected cases have been isolated.</li></ul>		
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<p>Medical/First Aid Provision, including if someone becomes unwell at an educational setting</p>				<p>High</p>	<ul style="list-style-type: none"> <li>- If a student is unwell, they should be seated outside the classroom and message sent to student support who will arrange for a first aider to attend and triage . Assign first aider in each zone/year group where possible. The student will then be escorted to the medical or isolation room depending on the symptoms/ circumstances. If they are taken ill outside lessons, notify member of staff who informs student support.</li> <li>- First aid and admin of medicines for non corona related issues in medical room as usual. Full PPE to be worn and be removed/ disposed of and replaced when dealing with different students. Training/posters provided for use of PPE. One student at a time in the medical room.</li> <li>- PPE to be provided to PE department together with existing medical kits, as may need to administer first aid on school fields/alternative locations</li> <li>- Students displaying symptoms of covid19 (new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia)) to self isolate immediately in designated isolation area (utility room) and be</li> </ul>	<p>Medium/Low</p>	<ul style="list-style-type: none"> <li>- New thermometers purchased.</li> <li>- Additional qualified first aiders on call out to support designated/regular first aid staff.</li> </ul>
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				<p>collected asap and arrange to have a test. The room including toilet should be cleaned and disinfected using standard cleaning products before being used by anyone else. PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained. If a member of staff has helped a suspected case, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.</p> <ul style="list-style-type: none"><li>- First aiders to be referred to attached HSE first aid guidance for dealing with emergency situations <a href="https://www.hse.gov.uk/news/first-aid-certificate-coronavirus.htm">https://www.hse.gov.uk/news/first-aid-certificate-coronavirus.htm</a></li><li>- Infra red thermometers purchased so temperatures can be taken remotely/non contact.</li><li>- Engaged with test and trace process. If a staff member/student</li></ul>		
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					<p>does display symptoms we may decide to isolate the bubble/pod earlier than the national guidance would indicate prior to the outcome of the test result being known. If a student or staff member tests positive for COVID-19 then the school will be contacted by a contact tracer.</p> <p>- Refer to CWAC process map and public health England resource pack for contact details/recommended action regarding suspected and confirmed cases, including a possible outbreak. Staff will be informed about suspected or confirmed cases asap and advised accordingly. Depending on the circumstances and level of contact, staff may be informed if a student/staff member has tested negative and/or a member of their household has tested positive.</p>			
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Educational visits				High	<p>- All educational residentials, including overseas visits planned for 20-21 have been cancelled. Only domestic visits not involving overnight stays are taking place. Government guidance to be reviewed regarding visits in 2021 (Y7 retreats in Jan21).</p> <p>- Staff be fully consulted on the resumption of a programme of educational visits and on individual proposed visits.</p> <p>☒ - Support be available from the Educational Visits Co-ordinator when planning any visit so that assurances can be given that venues are covid-secure, trip risk assessments to include this.</p>	Low	Y7 residential retreat in Jan21 cancelled.
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Catering				High	<p>-2 satellite/zoned break stations to be located in the yard, in addition to dining hall so 3 year groups can be served seperately at the same time. Reduced menu - no cooked/hot food to be served. Purchases to be recorded on paper and manually entered onto the system. Wet break will be served in the dining hall for all year groups, one at a time.</p> <p>- Lunch to be served one year group at a time. Students cannot sit/eat in hall, all food to be takeaway in disposable packaging. All tables and chairs removed from hall. Reduced menu.</p> <p>- Students to queue into canteen through assembly hall, markers on floor to promote social distancing/manage queue.</p> <p>- Catering staff to wear gloves and face shields on tills, &amp; in kitchen required -heat an issue.</p> <p>- 1 staff member at a time in toilets/changing/stock rooms/walk in freezer, etc. Social distancing in kitchen possible.</p> <p>- Designated toilet and hand washing facilities available in kitchen/high standards of hygiene to be maintained.</p> <p>- Students can only load catering cards with cash in dining hall at</p>	Medium/Low	<p>-2 tents installed in yard for serving of break</p> <p>- Sixth formers access dining hall on flexible basis at break, before/after other year groups. After KS3 &amp; 4 at lunchtime.</p> <p>'- After Autumn half term all year groups, except Y7, accessing dining hall at break time. Hot food introduced from 16/11/20.</p> <p>- Catering staff advised to wear face masks in kitchen (when feasible due to heat) and when serving students in dining hall and break tents</p>
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					<p>lunchtime. Encourage/communicate to parents &amp; students about paying online via Parentpay as much as possible to avoid handling of cash.</p>			
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Waste Disposal & Collection				High	<p>- Dispose of routine waste as normal, placing any used cloths or wipes in 'black bag' waste bins. They do not need to put them in an extra bag or store them for a time before throwing them away. Classroom and communal waste therefore disposed of as usual in bins provided.</p> <p>- Waste does not need to be segregated unless an individual in the setting shows symptoms of or tests positive for COVID-19. Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues): Should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. It should be put in a suitable and secure place and marked for storage until the individual's test results are known. Waste should be stored safely and kept away from children. You should not put your waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours.</p> <p>if the individual tests negative, this can be put in with the normal waste if the individual tests positive, then</p>	Medium/Low	<p><b>Test waste downgraded from medical/health waste so can be disposed of in normal waste</b></p>
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					<p>store it for at least 72 hours and put in with the normal waste.</p> <p>- Usual waste collections to continue as normal, minimal contact from contractors</p>			
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<p>Transport/on site parking arrangements</p>				<p>High</p>	<ul style="list-style-type: none"> <li>- Parent/carers have been surveyed to ascertain how many and which mode of students will be travelling to school, consulted with LA regarding arrangements and concerns about use of public transport (trains).</li> <li>- Parents, sixth formers &amp; staff to enter/exit and park as usual arrangements, parents to be encouraged to drop off and exit in layby. Parents to remain in cars. Staff on duty.</li> <li>- School buses - Students must wear face masks whilst on the bus and for duration of journey (must only remove after exiting bus). Hand sanitiser before boarding, students to be zoned/sit in year groups, additional cleaning of vehicles in between use, organised queueing and boarding, distancing on vehicle where possible. Students to exit buses in morning via footpath and through tennis courts where their masks will be removed/disposed of in covered bins provided and hand sanitise. Markers on footpaths to promote social distancing. Use of bus tickets removed, support staff will supervise entry/exit of buses and take register of students and record any not wearing masks. Bus</li> </ul>	<p>Medium/Low</p>	<ul style="list-style-type: none"> <li>- Students and parents regularly reminded about importance of wearing face masks, not moving around on bus, etc. Students &amp; parents contacted if student found not to be wearing face covering. Parents contacted about legitimate exemptions. Difficult to maintain bubbles and social distancing.</li> <li>- Additional seating capacity explored with bus operators as most routes involve some students standing but shortage of larger vehicles/drivers. Parents of Helsby/Frodsham route surveyed to explore interest in school sourcing a second vehicle but majority not replied or prepared to pay increased fares.</li> </ul>
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				<p>companies requested to provide own risk assessments. Appleton route serviced by Walkers (where students pay on the bus) are implementing new ticket/pass system to avoid use of cash.</p> <p>Students to continue using existing pass, new passes to be issued to Y7 and any replacements only. (Y7 photos to be taken on first day - 3rd Sept, can use survey results to identify which students using buses and which routes). No short term tickets to be issued, register used instead, admin team to co-ordinate for payment purposes.</p> <p>Transport behaviour guidelines updated. Procedure to be put in place for drivers to report to a member of staff any child who they deem to be unwell on the journey to school or student not wearing face masks.</p> <ul style="list-style-type: none"> <li>- Students encouraged to walk or cycle where possible- dedicated storage area in bike shed by blue container/sports hall gates. Need to staff there on duty at home time when St Wilfreds parents parking on yard.</li> <li>- Students travelling by public train will be given opportunity to catch later service to avoid peak</li> </ul>		<p>Currently liaising with CWAC transport commissioning office re: additional capacity.</p> <ul style="list-style-type: none"> <li>- From 28/9/20, students to keep masks on after disembarking bus until in form room, no sanitiser station required on tennis courts, students to access school via path.</li> <li>- Additional carriages added by Northern Rail on train services into Greenbank so no issues with capacity/students accessing the service. Option of catching later train no longer needed.</li> <li>- Cyclists access/exit school via bottom gates by St Wilfreds (not PE gates)</li> </ul>
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