

## March 2021 Reopening Risk Assessment: Version 2 (march 2021)

### *Our Core Reopening Principles*

1. Our central purpose is to provide a first class education for all students in our care, but the health and safety of all students and members of staff has to come first at all times.
2. How the school reopens will be informed by the most up to date scientific advice and guidance provided by Public Health England, the Department for Education and the Government. It will also respect the advice and guidance of employees' unions and professional associations.
3. The full reopening of school for all children is a valuable goal in itself since it provides academic, social and emotional assurance for children and their families, in addition it enables teaching staff to resume the delivery of a high quality curriculum experience.
4. Bearing in mind the risks associated with local surges or new waves of infection, the plans must be sufficiently flexible to enable temporary or permanent adaptations to enable students to successfully return to home learning for short or longer periods without unnecessary disruption to the continuity of learning.
5. Whilst all students' education will be expected to be excellent as standard, we are very mindful of the particular anxieties associated with students entering into Years 11 and Year 13 in September 2020.

### *The following documents are referred to throughout:*

- Department for Education (DfE): Guidance for Full Reopening of Schools. [Click link here.](#)
- DfE: Face Coverings in Education (March 2021). [Click link here.](#)
- DfE: Guidance - Coronavirus (COVID-19): implementing protective measures in education and childcare settings. [Click link here.](#)
- DfE: Guidance - COVID-19: guidance for young people on shielding and protecting people most likely to become unwell if they catch coronavirus. [Click link here.](#)
- DfE: Guidance - What parents and carers need to know about schools, colleges and other education settings during the coronavirus outbreak [Click link here.](#)
- Schools and COVID-19: guidance for Black, Asian and minority ethnic (BAME) staff and their employers in school settings. [Click link here.](#)
- Impact of COVID-19 on Black, Asian and Minority Ethnic (BAME) staff in mental healthcare settings | assessment and management of risk. [Click link here.](#)
- BAMEEd Schools and COVID-19: risk assessment and guidance for Black, Asian and minority ethnic (BAME) staff / employers in school settings. [Click link here.](#)
- Oxfordshire County Council – Considerations for Returning to School. [Click link here.](#)
- PHE South East Health Protection Team's Guidance for Childcare and Educational Settings in the Management of COVID-19. [Click link here.](#)
- ASCL Coronavirus (Covid-19) Autumn Term Planning Checklist for Schools. [Click link here.](#)
- PHE South East Educational Settings Working Group, COVID-19 Resource Pack for Educational Settings: [Click link here.](#)
- DfE Rapid testing Resources platform provides guidance and materials to support; why and when you should do testing, as well as the funding available and including;
- Clinical Standard Operating Procedure (SOP) for Testing in Secondary Schools
- Clinical Standard Operating Procedure (SOP) for Testing at home
- How to set up testing on-site at your school or college booklet and How to self test at home booklet

Health and Safety	Student Safeguarding and Wellbeing	Staff Safeguarding and Wellbeing	Teaching and Learning	Food and dining	Transport	Uniform and Appearance	Ref	Identified Risk / Questions	Pre Mitigation Risk Level:	Risk Control Measures / Answers	Post Mitigation Risk Level:	Implementation Lead/s:	Quality Assured and Reviewed by:	Date of Next Review
✓	✓		✓				1.	Should my <b>child attend</b> school if they have <a href="#">COVID-19 symptoms</a> ?	M	<ul style="list-style-type: none"> <li>No. Where this applies the parent or carer must make contact with the school without delay to report the reason for the absence.</li> <li>Additionally, if a child is awaiting the results of a COVID-19 test then he or she must remain at home until the outcome of the test of know – even if the child is asymptomatic.</li> </ul>	L	Heads of Year + Attendance Officer	Natalie Hancock	April 2021
✓	✓		✓				2.	Should my <b>child attend</b> school if a member of their household has <a href="#">COVID-19 symptoms</a> ?	M	<ul style="list-style-type: none"> <li>No. Where this applies the parent or carer must make contact with the school without delay to report the reason for the absence.</li> <li>When any member of a household shows <a href="#">symptoms of COVID-19</a> they should be tested along with all other members of the household.</li> <li>Until test results are received, all members of the household should enter a period of self-isolation to avoid spreading the virus to others. Periods of self-isolation last for 10 days from the day the first family member noted COVID-19 symptoms.</li> <li>A test can be booked by following this link or by copying this address into a browser:</li> </ul>	L	Heads of Year + Attendance Officer	Natalie Hancock	April 2021

										<a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/</a> <ul style="list-style-type: none"><li>○ If the test is negative for all family / household members then the student may return to school immediately.</li><li>○ If <i>any</i> member of the family is tested positive then the entire household should maintain the self-isolation for 10 days. If in doubt call NHS 111.</li></ul>				
✓	✓		✓				3.	Should my child attend school if they are unwell (a non COVID-19 illness)?	L	<ul style="list-style-type: none"><li>● If a child is unwell (non COVID-19 related) then their parent or carer should report their absence in the normal way (each day) and make it clear that the reason for the absence is not related to COVID-19.</li><li>● Absent students should always log onto 'Show My Homework' to complete the work set by teaching staff, if they are well enough to do so.</li><li>● Throughout the course of their absence, he or she should report their daily absence in the normal way and log onto 'Show My Homework' to complete the work set by teaching staff, if they are well enough to do so.</li></ul>	L	Heads of Year + Attendance Officer	Natalie Hancock	April 2021
							4.	What happens if one of my children's teachers or classmates develops COVID-19 symptoms or tests positive for the virus?	H	<ul style="list-style-type: none"><li>● Based on rapid communication of positive COVID-19 test results from parents and carers, or members of staff, CNS will immediately contact the PHE South East Health Protection Team (SE HPT).</li><li>● <a href="#">Based on the linked flow chart</a>, the health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate. The health protection team will work with schools in this situation to guide them through the actions they need to take. The health protection team will provide definitive advice on who must be sent home. To support them in doing so, all schools will keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups.</li></ul>	L	Heads of Year + Attendance Officer	Natalie Hancock	April 2021
✓	✓						5.	What if a student presents with <a href="#">COVID-19</a>	H	<ul style="list-style-type: none"><li>● Students displaying any <a href="#">listed symptoms will</a> be isolated in a specially identified room (the Medical Room) with exclusive toilet facilities.</li></ul>	M	Heads of Year +	Natalie Hancock	April 2021

								symptoms at any point during the school day?		<ul style="list-style-type: none"> <li>• He or she will wait until a parent or carer arrives to be personally collected.</li> <li>• The room and toilet will be cleaned after each usage and every day in any case.</li> <li>• If more than one student needs to wait in the Medical Room then he or she must instead wait in a secure part of their Year Group zone until their parent / carer can collect. The space / room used must then be thoroughly disinfected.</li> <li>• An immediate test should then be booked by the parent or carer by following this link or by copying this address into a browser: <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/</a> <ul style="list-style-type: none"> <li>○ If the test is negative <i>and</i> the student feels better then they may return to school immediately.</li> <li>○ If the test is positive then the student should self-isolate for at least ten days from when the symptoms started. Meanwhile, each member of the household must self-isolate for 10 days from when the first member of that household began self-isolating. If in doubt call NHS 111.</li> </ul> </li> </ul>		Assistant Heads of Year		
✓	✓						6.	What if a child reports feeling ill or has an injury during the school day?	M	<ul style="list-style-type: none"> <li>• A designated First Aid trained member of staff will attend the student directly.</li> <li>• A fluid-resistant surgical face mask will be worn by the First Aider if a distance of 2m cannot be maintained.</li> <li>• If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask or protective visor will be worn by the First Aider.</li> <li>• If a child is COVID-19 symptomatic then eye protection must be worn.</li> <li>• The First Aider will carry out triage before deciding on the appropriate course of action.</li> <li>• If necessary, the child will be isolated in a specially identified room (for non COVID-19 symptomatic students). This room will be in the relevant Year Group Zone. He or she will wait until a parent or carer arrives to personally collect.</li> </ul>	L	Heads of Year + Assistant Heads of Year	Natalie Hancock	April 2021

											<ul style="list-style-type: none"><li>• The child may return later that day or thereafter if the parent or carer wishes.</li><li>• The room (and toilet used) will be cleaned after each usage.</li></ul>				
✓		✓						7.	What happens if a <b>teacher</b> or member of staff becomes <b>ill</b> during the school day and needs to go home?	M	<ul style="list-style-type: none"><li>• Assuming the member of staff is not experiencing any COVID-19 symptoms then the normal protocol applies that leads to a cover teacher being asked to supervise their class/es.</li><li>• When a member of staff goes home with COVID-19 symptoms or develop symptoms at home, an immediate test should be booked.</li><li>• Depending on the outcome of this test, the member of staff may either return to school if they test negative and feel better, or begin a period of isolation at home for 10 days from when symptoms started. The rest of their household needs to isolate for 10 days. Please note precise guidance on this from Public Health England <a href="#">by clicking here</a>.</li></ul>	L	Leadership Team	Barry Doherty	April 2021
✓	✓	✓						8.	How will students be <b>protected</b> from <b>contracting</b> the <b>virus</b> from other students or members of staff?	H	<ul style="list-style-type: none"><li>• Parents and carers will be regularly reminded that they must not, under any circumstances, send their children into school if they are displaying any of the listed symptoms of COVID-19 – to do so is to place their own child, others’ children and members of staff at increased and unnecessary levels of risk.</li><li>• Starting with the basics of good respiratory hygiene (i.e. the ‘catch it, bin it, kill it’ approach), all common contact points (doors, handles, balustrades) will be disinfected at the start, middle and end of each school day.</li><li>• All students will be taught in separate year group zones or bubbles. This will restrict social / physical interaction between students during the school day. Separate entry / exit, playground, dining and toilet facilities will be allocated to ensure the separateness is maintained at all times.</li><li>• When students need to access specialist facilities that are outside of their year group zone (e.g. PE, design &amp; technology or computing), they will be collected from and returned to their year group zone by their teacher and will only walk along empty corridors.</li></ul>	L	Heads of Year + Assistant Heads of Year	Natalie Hancock	April 2021

										<ul style="list-style-type: none"> <li>Students who breach these measures place themselves at risk of serious sanctions as a result of placing themselves, their household and other members of the school community at risk.</li> <li>All students and staff should wear face coverings at all times throughout the school day (indoors and outdoors) unless 2 metres social distancing can be achieved at all times (as of 08.03.21). See <u>DfE's Face Coverings in Education</u> (March 2021).</li> <li>Students will receive training on the safety measures on their first day back and then receive daily reminders of the key safety measures.</li> </ul>				
✓							9.	How will the school ensure that the entire school site is <b>clean</b> and ready to use?	M	<ul style="list-style-type: none"> <li>All classrooms unused throughout the period of school closure will be dusted and vacuumed before being used again. Desks and chairs will be sprayed with disinfectant and wiped down.</li> <li>Other identified areas (e.g. food rooms) will be deep cleaned on a room-by-room basis and therefore avoid unnecessary deep cleaning that is excessive or distracting from the core goals to maintain a safe and clean site.</li> <li>In advance of the entire site reopening, there will be safety and compliance checks undertaken on hot and cold water systems, gas safety, fire safety, kitchen equipment, security including access control and intruder alarm systems and ventilation.</li> <li>All such works are routine and regularly reviewed by the Governors' Resources Committee and in accordance with Government advice.</li> <li>In the event of a confirmed case of COVID-19 all rooms and indoor used by that individual in the previous three days will be deep cleaned, including specialist rooms outside of the Year Group Zone.</li> </ul>	L	Steve Edwards	Louise Trimmer	April 2021
✓		✓					10.	How will staff be protected from contracting the <b>virus</b> from co-workers?	H	<ul style="list-style-type: none"> <li>Teachers are at a greater risk because their timetable requires them to teach across year groups. This means that teachers should maintain 2 metre distance from all students wherever possible. In addition, as of 8 March 2021, teachers and classroom-based staff must wear face coverings at all times unless 2 metres+ social distancing can be achieved.</li> </ul>	L	Steve Edwards	Louise Trimmer	April 2021



											<ul style="list-style-type: none"><li>• Departmental workrooms may only be used if the two metre distancing can apply. Staff who move from one classroom to another must ensure that they adopt strict hand hygiene by washing hands before entering the other classroom.</li><li>• If a member of staff touches any surfaces (door, handles etc) during transfer, further hand washing or sanitising is required.</li><li>• Consideration must be given to staff who are in one of the vulnerable categories, to ensure that appropriate safeguards are in place in accordance with the latest guidance.</li></ul>				
✓	✓	✓					11.	How will <b>staff</b> be protected from contracting the <b>virus</b> from students?	H	<ul style="list-style-type: none"><li>• Teaching staff will remain at or near their desk or whiteboard / smartboard - ensuring that the 2-metre social distancing is maintained at all times where possible.</li><li>• As of 8 March 2021, all students and staff should wear face coverings at all times throughout the school day (indoors and outdoors) unless 2 metres social distancing can be achieved at all times (exemptions apply). See <a href="#">DfE's Face Coverings in Education</a> (March 2021).</li><li>• Normal classroom activities that include a moderate level of risk (use of sharp implements or scientific experiments, for instance) will be suspended or greatly limited to reduce the risk of injury or the need for close proximity in the event of an accident.</li><li>• Unless it is a dire emergency, a First Aider will be called to an incident using the member of staff's personal mobile phone. If staff do not possess a mobile phone or work from an area with a weak signal they may request a walkie-talkie instead. Staff are strongly encouraged to ensure their mobile phone is charged at all times.</li><li>• Consideration will be given to staff who are in one of the vulnerable categories, to ensure that appropriate safeguards are in place in accordance with the latest guidance.</li></ul>	L	Heads of Year + Assistant Heads of Year	Natalie Hancock	April 2021	
✓		✓					12.	How will <b>staff</b> be protected from contracting the <b>virus</b> from	H	<ul style="list-style-type: none"><li>• Face-to-face meetings may only take place with the prior agreement of a member of the Leadership Team.</li><li>• Meetings with parents, carers or other visitors should ideally take place by telephone or video conference (Google Hangouts significantly reduce associated safeguarding risks of video conferencing).</li></ul>	L	Leadership Team	Barry Doherty	April 2021	



								parents, carers and visitors?		<ul style="list-style-type: none"> <li>Should a face-to-face meeting take place then 2 metre social distancing will be applied in a clearly marked room to separate all parties present. Face coverings should also be worn at all times. See <u>DfE's Face Coverings in Education</u> (March 2021).</li> <li>Key surfaces (handles, chairs and desks) will be disinfected before and after by a member of the site or cleaning team.</li> </ul>				
✓		✓					13.	How will staff be made aware of all of the new <b>health and safety</b> requirements?	M	<ul style="list-style-type: none"> <li>In late August all staff were provided with the updated risk assessment and a copy of the 'September 2020 Reopening Handbook' – written by the leadership team and includes everything staff will need to know about the operational smooth running of the school.</li> <li>During the INSET Day on Tuesday 1 September, there was a training session to ensure that all members of staff were: (a) fully trained in all of the updated risk assessment measures, (b) reminded of existing health and safety measures, (c) consider all practical implications with regards to the resumption of teaching and (d) prepare the classrooms and other spaces for lessons to commence.</li> <li>Staff who are unable to attend this training received a similar induction before they are permitted to return to work.</li> <li>Following generic training, each member of staff will be given an opportunity to discuss any specific, unique or unforeseen risks associated within their workplace or responsibilities.</li> <li>All changes to the risk assessment and related procedures will be communicated by (a) email and (b) personal contact (i.e. face to face, staff briefing, online and face-to-face meetings or telephone calls) as and when appropriate.</li> <li>Furthermore, a weekly health and safety update has been emailed to all staff. Firstly, as a weekly email and, more recently within the Friday all staff bulletin.</li> <li>A log of staff training is kept by NH (DHT).</li> </ul>	L	Leadership Team	Barry Doherty	April 2021
✓	✓		✓				14.	How will the <b>social and emotional</b> impact of the <b>virus</b> and school	M	<ul style="list-style-type: none"> <li>The school acknowledges that the impact of the virus and school closure will have affected students in very different ways. Some will have been unaffected and will have few, if any, problems readjusting after the first few days. Others, perhaps those who have experienced bereavement or felt the effects of social</li> </ul>	L	Heads of Year +	Natalie Hancock	April 2021

								closure on students be addressed when they return to school?		<p>isolation more severely, may take much longer to adjust and experience a wide array of emotions that they struggle to understand or express. This may result in challenging behaviours that disrupt their own or others' learning, or indeed comprise the health and safety provisions at the school.</p> <ul style="list-style-type: none"> <li>• Each child will be supported on a case-by-case basis and agreement reached with the student and their family on the most appropriate course of action including a staggered reintroduction to school life or accessing internal support services.</li> <li>• Where problems persist or are more severe, referrals to the family GP or CAMHS could be considered if all parties felt that this was appropriate.</li> <li>• More broadly, the fortnightly Personal, Social and Health Education (PSHE) lessons will be focussed on appropriate responses to the virus and its impact throughout the first phase of school reopening.</li> <li>• The current Behaviour for Learning Policy remains fit for purpose because it retains sufficient flexibility to exercise common sense, mitigation and discretion in the event of challenging or uncharacteristic behaviours. For the foreseeable future, all detentions will be held during school hours.</li> </ul>		Assistant Heads of Year		
✓		✓					15.	How will the <b>social</b> and <b>emotional</b> impact of the <b>virus</b> and school closure on staff be addressed when they return to school?	M	<ul style="list-style-type: none"> <li>• The school acknowledges that the impact of the virus and school closure will have affected staff in very different ways. Some will have been unaffected and will have few if any problems readjusting after the first few days. Others, perhaps those who have experienced bereavement or felt the effects of social isolation more severely, may take longer to adjust and experience a wide array of emotions that they also struggle to understand or express.</li> <li>• It must be remembered that teachers and all other staff will be required to work in very unusual and challenging circumstances and cope with a level of uncertainty and demand hitherto unseen in schools.</li> <li>• The success of the full reopening of our school and the speed with which we can return to a new normal depends on how</li> </ul>	L	Wendy Smart (Staff Wellbeing Lead)  Leadership Team	Barry Doherty	April 2021

										successfully members of staff manage throughout the period of transition.				
										<ul style="list-style-type: none"> <li>• All staff are welcome to access a confidential 'Employees Assistance' programme for counselling support and are and will continue to be regularly surveyed or asked about the impact of decision-making and whether or not to adapt, amend or scrap plans that are in place in order to achieve a successful reopening of the school.</li> <li>• The school has a staff wellbeing lead who can work with union representatives and the headteacher to ensure there is a smooth and constant flow of information and feedback to the leadership team and therefore remain in touch with how decisions are affecting colleagues and also students.</li> <li>• A culture of openness, transparency and a willingness to reconsider decisions made in the past will continue to determine the culture at the school.</li> </ul>				
✓	✓						16.	How will students access the <b>toilets</b> ?	H	<ul style="list-style-type: none"> <li>• Toilets have been allocated to each year group. The only exception is years 8 and 9 who will share the largest toilets in the school, but cubicles will be designated per year group and only one boy may use the urinal at any one time.</li> <li>• Students will be expected to use the toilet before school or during one of the <i>three</i> break times. Consequently, students may not leave their lesson to go to the toilet unless there are exceptional circumstances.</li> <li>• Students wishing to use the toilet will be directly supervised as they are lined up outside the toilets and be required to wash their hands before and after using the toilet facilities.</li> <li>• Students will be instructed to close the lid before flushing wherever possible and then expected to wash their hands with soap and running water for at least 20 seconds after using the toilet and will then be given hand sanitiser to apply when they leave the toilets as well. (Staff will not supervise any students whilst inside the toilet area itself).</li> <li>• The toilets will be restocked and cleaned at 9am, after each break time and again after school each day.</li> </ul>	L	Steve Edwards	Louise Trimmer	April 2021

✓	✓						17.	How will students <b>enter and leave</b> the school building each <b>day</b> ?	M	<ul style="list-style-type: none"> <li>Students must wear their face coverings as soon they can see the school building.</li> <li>Students should not arrive and seek entry to the school building until 8:00am each morning.</li> <li>Upon arrival, each year group will enter the school via one of six entry points as follows: <ul style="list-style-type: none"> <li>Year 7: Old Entrance</li> <li>Year 8: Via the Main Hall</li> <li>Year 9: Via the entry to Art (near K4)</li> <li>Year 10: Via the Music / lecture theatre doors</li> <li>Year 11: Via the Science Courtyard</li> <li>Years 12 and 13: Via the new Sixth Form Entrance</li> </ul> </li> <li>No other entry points will be made available to students (unless in the event of an emergency) so that social distancing is not compromised and supervision remains very high.</li> <li>Once through the doors, students will follow a clearly marked one-way system to their year group's zone.</li> <li>All students will also leave the building at the end of each day via the same doors they arrived. Face coverings must be worn from the moment they leave their period 5 classroom to the moment they have either got off their bus or are no longer in sight of the school.</li> <li></li> </ul>	L	Heads of Year + Assistant Heads of Year	Natalie Hancock	April 2021
✓							18.	How will <b>fire safety, evacuation and lockdown</b> procedures be amended?	M	<p><b>Evacuation:</b></p> <ul style="list-style-type: none"> <li>Termly, year group practices will be undertaken to remind all students of the single muster point on the MUGA / AstroTurf for all year groups.</li> <li>In the event of a genuine incident, evacuation procedures will operate as normal. This means that if the alarm sounds then a presumption of there being a genuine emergency must be assumed by staff and students. In this scenario, all those on site should follow the existing evacuation procedures and leave the building by the most convenient external door. Social distancing should be encouraged, but not at the expense of evacuating the site in an orderly and swift manner.</li> </ul>	L	Leadership Team  Site Team	Barry Doherty  Louise Trimmer	April 2021

										<ul style="list-style-type: none"><li>All staff reopening training will include instructions on how their role in personally escorting and supervising all students in their care during an evacuation of the school site.</li><li>Normal fire bell testing and related maintenance checks will continue as normal each Friday afternoon by the Site Team.</li></ul> <p><b>Lockdown:</b></p> <ul style="list-style-type: none"><li>Annual lockdown drills (i.e. practices) will be suspended until social distancing rules are relaxed, but no later than June 2021.</li><li>In the event of the emergency <u>lockdown</u> warning bells sounding, all staff and students should presume that a genuine situation is suspected or has arisen.</li><li>In such circumstances all staff and students should follow the existing lockdown procedure and ignore social distancing rules if the 2 metre distance cannot be maintained.</li></ul>				
✓	✓				✓		19.	Are students allowed to use local <b>shops</b> before or after school?	H	<ul style="list-style-type: none"><li>This is matter for families to decide.</li><li>Families are strongly encouraged to ensure that packed lunch items are provided without the need for the student to purchase items on the way to (or from school).</li><li>Nevertheless, this is a matter beyond the remit of the school.</li></ul>	M	Heads of Year + Assistant Heads of Year	Natalie Hancock	Apr il 2021
✓	✓	✓					20.	What will happen if a student <b>refuses</b> to follow the health and safety requirements whilst on site?	H	<ul style="list-style-type: none"><li>Students with a pattern or history of defiant behaviour will be invited back to school along with all other children but will require a pre meeting (telephone or video conference) with their parents or carers to summarise the expectations and rationale in advance of a return to school. This will lead to the formulation, agreement and sharing of an individual risk assessment and behaviour contract.</li><li>Children who exhibit potentially dangerous behaviour by refusing to self-isolate, socially distance or decide to wander about, cannot remain in school and will, for the protection of themselves and others, be sent home until such point that we can be confident of their willingness or ability to act in a safe manner at all times. There will be no presumption around whether they are unwilling or unable to respect those rules and a pragmatic yet compassionate response will be adopted.</li></ul>	M	Heads of Year + Assistant Heads of Year	Natalie Hancock	Apr il 2021

✓		✓						21.	Will <b>visitors</b> be allowed on site?	M	<ul style="list-style-type: none"> <li>• Impromptu visits will not be permitted for the foreseeable future and may only take place in exceptional circumstances.</li> <li>• Parents, carers or any other visitors will not be granted access to Main Reception unless (a) this has been agreed in advance by a member of the Leadership Team and (b) they are exceptional circumstances (e.g. those that relate to safeguarding and student welfare).</li> <li>• Telephone and video conferencing remain available on request by either phoning the main reception or emailing the member of staff directly to request an appointment.</li> <li>• We ask that all parents and carers understand that it is most unlikely that staff will be free to call back during school hours and that it may be as long as 48 hours before a conversation may take place. We ask that parents and carers consider whether a telephone call is necessary or whether an email exchange would suffice in the interests of time management and swift communication. Emergency / urgent communication and issues will of course be prioritised and acted upon within an appropriate timeframe.</li> <li>• Essential building or maintenance work (including grounds maintenance) will be permitted with the prior agreement and knowledge of the Site Manager.</li> <li>• All contractors must provide their own COVID-19 risk assessment method statements (RAMS) that has to be approved by the CNS Site Manager or his Deputy. In addition, our own 'pre works agreement' form that contractors must already sign will be updated to include a notice to maintain the 2 metre rule, wear suitable PPE and ensure suitable safeguarding arrangements for their co-workers.</li> <li>• Areas used by contractors will be thoroughly cleaned when they leave the site.</li> <li>• Failure to adhere to any of these provisions will result in the contractors being required to leave the site.</li> <li>• Deliveries will be strongly discouraged during school opening hours and prohibited between the hours of 0800 and 0900 and again between 1430 and 1600 hours.</li> </ul>	L	Site Staff + Reception Staff	Louise Trimmer + Morag Robinson	Apr il 202 1
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✓				✓			22.	Will the <b>canteen</b> be open and providing <b>food</b> ?	L	<ul style="list-style-type: none"> <li>Caterlink now provides a booking and delivery service for all year groups.</li> <li>Students who are eligible for a free school meal will be able to choose their preferred packed lunch options each week with either their head of year or the assistant head of year.</li> <li>All packed lunches will be prepared under the strictest conditions and overseen by Caterlink's regional teams to ensure very high standards of hygiene continue to be in place. A copy of the Caterlink risk assessment is available on request by contacting Louise Trimmer, the CNS School Business Manager.</li> </ul>	L	Caterlink	Louise Trimmer	April 2021
✓				✓			23.	How will students eat their snacks or <b>lunch</b> ?	M	<ul style="list-style-type: none"> <li>If students do not wish to order the Caterlink packed lunches then they are of course welcome to bring in a healthy and nutritious packed lunch into school. Their lunch must be kept in a sealed container.</li> <li>Packed lunches may not include sugary/fizzy drinks, sweets or large portions of crisps or chocolate bars. We ask parents and carers to apply common sense in this regard and be mindful of the added problems associated with sugary diets on concentration and hyperactivity and contradicting our joint goal to return to normal school life.</li> <li>Students must also bring a supply of water for the day and not rely on being able to top up their water bottles throughout the day. Packed lunches will be eaten in a designated classroom at a designated time.</li> <li>Students will be required to wash their hands (most likely with hand sanitiser) before and after their lunch.</li> <li>Designated internal and external spaces within each year group zone will be allocated to eat packed lunches.</li> <li>Students are required to take all food waste and packaging home with them each day and dispose when they arrive home. This vastly reduces the pressure on the cleaners and site staff to check sort and empty bins.</li> </ul>	L	Heads of Year + Assistant Heads of Year	Natalie Hancock	April 2021
✓				✓			24.	Will <b>free school meal</b> vouchers still be provided to families?	M	<ul style="list-style-type: none"> <li>From September, vouchers will no longer be provided to eligible families. This is because students eligible for a free school meal will be provided with a packed lunch each day.</li> </ul>	L	Louise Trimmer	Natalie Hancock	April 2021

											<ul style="list-style-type: none"><li>Caterlink will provide food hampers for families with children eligible for free school meals over the Christmas, half term and Easter breaks.</li></ul>				
✓	✓		✓				25.	Will physical <b>assemblies</b> still take place?	M	<ul style="list-style-type: none"><li>No. For the foreseeable future, weekly assemblies or other large gatherings of students and staff will be suspended.</li><li>Exceptions may apply as long as separate risk assessments have been written and formally agreed.</li></ul>	L	Natalie Hancock	Barry Doherty	Apr il 202 1	
✓			✓				26.	Will the <b>library</b> be open to students?	M	<ul style="list-style-type: none"><li>All students will be expected to use hand sanitizer on entry to the library and A17.</li><li>During school hours the library and A17 will only be available for Year 7 students because it is in the centre of their year group zone.</li><li>However, the library will be available to all students after school.</li><li>Students from different year groups will be seated in separate areas of the library and A17.</li><li>A record of where students have been sat will be saved on the shared google drive.</li><li>Students from Years 8 to 13will be able to request/return books via their tutor/English teacher or by emailing the Librarian.</li><li>Requested books will be delivered by library staff directly to the students in registration. All returned books will be placed in 72 quarantine before being put back on the shelves for others to borrow.</li><li>Resource browsing will be permitted. Books may be loaned but will be set aside for at least 72 hours between loans in order to reduce the risk of surface transmission of the COVID-19 virus.</li><li>Year 7s may collect and return books during school hours. Year 7s may use the computers in A17 during breaks.</li><li>Records of where students have been sat will be saved on the shared google drive.</li><li>Classes from other year groups may use A17 during school hours.</li><li>Staff must use the online Room Booking system to inform library staff that they wish to use A17.</li></ul>	L	Judith Bovington	Barry Doherty	Apr il 202 1	





								carry out a physical intervention with a student / students?		<ul style="list-style-type: none"> <li>Students with a pattern or history of defiant behaviour will be invited back to school along with all other children but will require a meeting (telephone or video conference) with their parents or carers to summarise the expectations and rationale in advance of a return to school.</li> <li>This will lead to the formulation, agreement and sharing of an individual risk assessment and behaviour contract.</li> <li>Teachers or other staff are required to report <i>any</i> evidence of conflict between students, however minor, to a member of the leadership team, so that an assessment of risk may be conducted and a decision taken to either return to class or to return home.</li> <li>In the event that these measures fail to avoid the need for physical intervention, staff should follow the school's <a href="#">Behaviour for Learning Policy</a> (section 2), bearing in mind the need to balance the risks of physical contact against the risks of non-intervention. This includes, the requirement that the incident must be recorded and held centrally, alongside an urgent meeting with parents/ carers to carry out an individual health and behaviour risk assessment.</li> </ul>				2021
✓							33.	What arrangements will be in place for the use of lifts?	M	<ul style="list-style-type: none"> <li>Lifts may only be used by one member of staff at any one time and only when it is entirely necessary to do so.</li> <li>Students are not permitted to use the lifts (located in the sixth form zone) unless there are exceptional circumstances.</li> <li>Lifts will be cleaned at the end of each school day.</li> </ul>	L	Steve Edwards	Louise Trimmer	April 2021
✓	✓						34.	How will students and staff be encouraged to dispose of tissues?		<ul style="list-style-type: none"> <li>The 'catch it, bin it, kill it' approach is fundamental to the basic defence against contamination.</li> <li>Each office and every classroom will be provided with a pedal bin that will be for the disposal of tissues. Students may dispose of their issues upon entering or leaving a classroom (they should not leave their seat to dispose of a tissue) and use any of the bins that are in the school corridors or other spaces.</li> <li>All bins are emptied each day but the special pedal bins for used tissues will be sprayed with disinfectant at the end of each school day as well.</li> </ul>		Steve Edwards + Site Team	Louise Trimmer	April 2021

✓	✓	✓	✓				35.	Would we recommend that teachers avoid marking books at this stage to avoid surface transmission?	M	<ul style="list-style-type: none"> <li>Stringent hand hygiene (carefully handwashing before and after contact in contamination with avoidance of touching face etc) reduces the risk of surface transmission.</li> <li>Teachers should only collect and return work to students that is necessary to maintain and uphold the school's marking policy.</li> </ul>	L	Dan Gent	Barry Doherty	April 2021
✓	✓		✓				36.	Should my children bring in their own <b>tissues</b> , hand <b>sanitiser</b> and <b>disinfectant wipes</b> ?	M	<ul style="list-style-type: none"> <li>This is not required but a sensible measure nonetheless.</li> </ul>	L	Heads of Year + Assistant Heads of Year	Natalie Hancock	April 2021
✓	✓				✓		37.	How will I <b>drop-off</b> and <b>pick-up</b> my children?	M	<ul style="list-style-type: none"> <li>Parents and carers are asked to reconsider their normal dropping off arrangements in order to alleviate the significant risk of the school site becoming congested each morning and afternoon.</li> <li>Students should be encouraged to walk to school or to be dropped off and collected at a more distant (and safe) point from the school site to help ease congestion.</li> <li>In the morning, cars will be directed around a one-way system with clearly marked drop off spaces, after which parents and carers must leave the site without delay and not seek to engage in conversations with members of staff or other road users.</li> <li>In the afternoon, the site does not lend itself to a pick-up system and therefore students will be very strongly encouraged to walk to a pre-agreed spot to meet their parent or carer.</li> <li>Once the student leaves the site by foot, the degree of supervision will inevitably lessen and we will therefore rely entirely on students to respect social distancing rules.</li> </ul>	L	Site Team	Barry Doherty	
✓					✓		38.	Will school buses be available as normal?	H	<ul style="list-style-type: none"> <li>Yes. All school routes and timetables will run as they did prior to the lockdown with no reduced capacity due to social distancing.</li> <li>Students will occupy the same seats each day and sit in year group bubbles. In the afternoon, students will be escorted on to</li> </ul>	L	Heads of Year +	Natalie Hancock	April 2021

										<p>their school buses one year group at a time; starting with older students who will fill up from the back.</p> <ul style="list-style-type: none"> <li>• If students use public transport or school bus services they will be required to wear face coverings throughout all journeys. Rare exceptions apply as follows: <a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#exemptions-face-coverings">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#exemptions-face-coverings</a></li> <li>• Students need to social distance from each other whilst waiting at bus stops, only students from the same household or year group should stand together. Like many of the above measures we are dependent on students taking responsibility for this themselves and being sensible.</li> <li>• From 15 June, <a href="#">the Government has made</a> the wearing of face coverings on all forms of public transport compulsory.</li> <li>• Like all other measures we shall keep this matter under review and if the guidance changes families will be contacted with updated advice.</li> </ul>		Assistant Heads of Year		
✓	✓				✓		39.	Can families <b>car share</b> and take one another's children to school?	H	<ul style="list-style-type: none"> <li>• In line with Government guidance, families are strongly advised to avoid car journeys that include members of other households.</li> <li>• Should this occur then face coverings ought to be worn by all in the car to avoid children, members of their household, or members of the school community being placed at a greater risk of the virus spreading.</li> </ul>	L	Heads of Year + Assistant Heads of Year	Natalie Hancock	April 2021
✓							40.	How will staff <b>park</b> their vehicles?	M	<ul style="list-style-type: none"> <li>• Those staff unable to walk or cycle to work will be able to use the normal designated parking bays as long as all cars are pointing in the same direction and therefore facilitate 2 metre social distancing as the avoidance of accidental social contact.</li> <li>• All vehicles must to be parked in such a way as to be able to drive straight off the site without needing to reverse.</li> </ul>	L	Site Staff	Louise Trimmer	April 2021
✓					✓		41.	Can the school <b>minibus</b> be used to transport children?	H	<ul style="list-style-type: none"> <li>• Yes. But only when all passengers and the driver wears a face covering and if all students belong to the same year group.</li> </ul>	L	Steve Edwards	Louise Trimmer	April 2021

✓							42.	Will children and staff be placed at greater risk as a result of the increased use of <b>chemicals</b> for <b>cleaning</b> and disinfectant purposes.	H	<ul style="list-style-type: none"> <li>The control of substances hazardous to health (COSHH) assessments will be regularly reviewed to avoid unnecessary or excessive chemical usage or residue left behind on surfaces.</li> <li>Cleaning products will not be sprayed or applied within the close proximity of children or staff.</li> <li>Areas will be ventilated wherever possible. Neutral scents will be used wherever possible to address hypersensitivity amongst students and staff.</li> <li>No chemical or cleaning products will be left unattended. All teachers and teaching staff to be vigilant on the disposal of cleaning products and general waste, including tissues.</li> </ul>	L	Steve Edwards	Louise Trimmer	April 2021
✓	✓	✓					43.	Will hand <b>sanitiser</b> be freely available?	M	<ul style="list-style-type: none"> <li>Alcohol based hand sanitiser will be provided for use amongst students and staff to maintain high levels of hygiene.</li> <li>It will be available at all entry / exit points, in all classrooms and outside all toilets. However, their use in or near open flames (e.g. science laboratories, food technology or design and technology) is prohibited and therefore soap and warm water hand washing is required and similarly effective.</li> <li>Appropriate hand soap dispensers and/or non-alcohol based sanitiser will be provided in all such locations.</li> </ul>	L	Steve Edwards	Louise Trimmer	April 2021
✓	✓	✓					44.	Will the day-to-day emphasis on cleaning the site lead to the <b>neglect</b> of important health and safety <b>controls</b> and <b>checks</b> ?	H	<ul style="list-style-type: none"> <li>No. Daily, weekly, fortnightly, monthly and annual checks will continue as normal throughout.</li> <li>All checks are logged and reported to the Governors' Resources Committee five times per year.</li> </ul>	L	Steve Edwards	Louise Trimmer	April 2021
✓	✓						45.	Will the day-to-day emphasis on reopening the school lead to the <b>neglect</b> of important <b>safeguarding</b>	H	<ul style="list-style-type: none"> <li>No. Key members of staff (for example the deputy head/DSL, heads of year, assistant heads of year, nurture team, learning support staff, attendance lead, SENDCo and family support worker) will continue to monitor the attendance, behaviour, wellbeing and safety of all children.</li> <li>Whilst attendance amongst all students will continue to be atypical, historic and more recent patterns in student</li> </ul>	L	Heads of Year + Assistant Heads of Year	Natalie Hancock	April 2021

								policies and procedures?		disengagement alongside attendance levels will help determine the most vulnerable children and families.				
✓	✓	✓					46.	Will the heightened levels of cleaning and use of <b>chemicals</b> add further risks and dangers?	H	<ul style="list-style-type: none"> <li>This is a risk that can be avoided through careful management of our cleaning protocols to ensure that chemicals are not left unattended and that trip or slip hazards are removed or addressed immediately.</li> <li>All cleaning undertaken by school cleaners or external contractors will be monitored rigorously. In-house cleaning teams will wear PPE such as nitrile gloves and masks if dealing with a source of potential contamination.</li> <li>If an area has been heavily contaminated, such as with visible bodily fluids (from a person with or without symptoms of COVID-19), there must be eye, mouth and nose protection, in addition to wearing an apron.</li> <li>Cleaners must wash hands regularly with soap and water for 20+ seconds, and after removing gloves, aprons and other protection used while cleaning.</li> <li>Cleaners and site staff must wash their clothes and overalls every day on the hottest temperature setting that the uniform allows without damaging it.</li> </ul>	L	Steve Edwards	Louise Trimmer	April 2021
✓	✓	✓				✓	47.	Will students or staff be expected or encouraged to wear <b>PPE</b> such as <b>face coverings whilst on the school site</b> ?	L	<ul style="list-style-type: none"> <li>As of 8 March 2021, all students and staff must wear face coverings at all times throughout the school day (indoors and outdoors) unless 2 metres social distancing can be achieved at all times. See <a href="#">DfE's Face Coverings in Education</a> (March 2021).</li> <li>Face coverings are required to be worn by all passengers on public and school bus services.</li> <li>Like all other measures, we shall keep this matter under review and if the guidance changes families will be contacted with updated advice.</li> </ul>	L	Steve Edwards	Louise Trimmer	April 2021
							48.	Should clinically extremely vulnerable and clinically vulnerable members of		<ul style="list-style-type: none"> <li>Helpful definitions are <a href="#">available here</a>.</li> <li>The expectation is that on 8 March 2021, , schools are back with all pupils. Therefore the default is that staff should be in school, albeit following appropriate social distancing guidelines. Where staff are clinically vulnerable (ie pregnant staff), clinically extremely vulnerable or have particular risk factors which they are concerned about, schools should undertake individual risk</li> </ul>				

								staff return to work?		<p>assessments and take specific measures to mitigate risks for these staff - if the particular risks cannot be mitigated, schools should consider how these individuals could continue to work from home. The template that will be used in such circumstances <a href="#">is available here</a>.</p> <ul style="list-style-type: none"> <li>• Those who are clinically extremely vulnerable can return to school in March 2021 as long as all system of controls are firmly in place.</li> <li>• The clinically extremely vulnerable should now follow the same guidance as the clinically vulnerable population, taking particular care to practise frequent, thorough hand washing, and cleaning of frequently touched areas in their home and/or workspace.</li> </ul>				
						49.		Should pregnant staff return to work?		<ul style="list-style-type: none"> <li>• According to the Royal College of Obstetrics and Gynaecology (RCOG): <ul style="list-style-type: none"> <li>○ There is no evidence that pregnant women are more likely to get seriously ill from coronavirus but pregnant women have been included in the list of people at moderate risk (clinically vulnerable) as a precaution.</li> <li>○ Pregnant women should follow the latest government guidance on staying alert and safe (social distancing) and avoid anyone who has symptoms suggestive of coronavirus. If they are in their third trimester (more than 28 weeks' pregnant) they should be particularly attentive to social distancing.</li> </ul> </li> <li>• Key advice for pregnant women during the pandemic: <ul style="list-style-type: none"> <li>○ Follow the guidance on staying alert and safe (social distancing) and staying safe outside the home including appropriate use of face coverings for the general public and clinically vulnerable people, including pregnant women.</li> <li>○ Keep mobile and hydrated to reduce the risk of blood clots in pregnancy</li> <li>○ Stay active with regular exercise, a healthy balanced diet, and folic acid and vitamin D supplementation to help support a healthy pregnancy</li> </ul> </li> </ul>				

											<ul style="list-style-type: none"><li>○ Attend all of their pregnancy scans and antenatal appointments unless you are advised not to</li><li>○ Contact their maternity team if you have concerns about the wellbeing of yourself or your unborn baby</li><li>● If a pregnant member of staff feels unwell and suspects COVID-19 they need to contact NHS 111 for information and advice, and follow current government guidance for households with potential infection. They also need to contact their midwife or maternity team to let them know that they have possible COVID-19 symptoms.</li></ul>				
								50.	What are the additional measures in place to protect BAME students and staff?	H	<ul style="list-style-type: none"><li>● There is strong evidence of disproportionate mortality and morbidity amongst black, Asian and minority ethnic (BAME) people, who have contracted COVID-19.</li><li>● Careful adherence to the range of mitigations listed within the risk assessment provide the most basic means by which to protect black, Asian and minority ethnic colleagues and students.</li><li>● All staff who have already or subsequently define themselves as black, Asian or minority ethnic will be offered the opportunity to complete an individual risk assessment and be assured that any reasonable additional mitigations will be put in place as a matter of urgency.</li><li>● Using our SIMs database, we shall pre-emptively contact the parents or carers of all students who have been described as black, Asian or minority ethnic on their data collection sheets. Each family will receive a copy of the risk assessment and an opportunity to complete an individual risk assessment on or before Tuesday 1 September 2020.</li></ul>	L	Natalie Hancock	Barry Doherty	April 2021
✓		✓						51.	What advice will be given to staff regarding clothing at work?	M	<ul style="list-style-type: none"><li>● All staff should continue to adopt the professional dress code.</li><li>● All staff are advised to wear machine washable garments and wash their clothing at the highest temperatures permitted for each garment.</li></ul>	L	Natalie Hancock	Barry Doherty	April 2021
✓	✓	✓						52.	How will the range of new health and safety	M	<ul style="list-style-type: none"><li>● Parents and carers will have access to a web based 'Sep 2020 Reopening FAQ' page that will include every aspect of the risk assessment and related protocols / expectations. Parents and carers will be provided with a copy of the risk assessment on</li></ul>	L	Natalie Hancock	Barry Doherty	April 2021



								measures be communicated to students, parents / carers and staff?		<p>request. The web based solution will enable the school to make more explicit any minor or major alternations to the risk assessment as and when circumstances change.</p> <ul style="list-style-type: none"> <li>Weekly letters to families will reinforce awareness of the source of this information on or website and draw attention to major changes.</li> <li>Staff will not return until they have participated in a carefully planned and delivered training session that will refer to all relevant aspects of the risk assessment and how their working practices must change during the first phase of reopening. Any changes to the risk assessment and related protocols will be communicated via a weekly bulletin to all staff.</li> </ul>				
✓	✓	✓					53.	What advice is given to those students and members of staff with asthma?	H	<ul style="list-style-type: none"> <li>Staff and pupils should continue to manage their asthma in their usual way as well as observing all the other Covid-19 precautionary advice. This includes a requirement that all Asthma sufferers have their inhaler available at all times and particular attention paid to the stringent application of the 2 metre social distancing.</li> <li>Where individual concerns exists (amongst students and staff) that may prevent a return to school, individual plans may be drawn up with Heads of Year (in the case of students) or with the Headteacher (in the case of staff).</li> <li>For some people with asthma, wearing a face covering might not be easy. It could make it feel harder to breathe. The government has advised that people with respiratory conditions do not need to wear face coverings, so if the sufferer is finding it hard, then they don't need to wear one.</li> <li>Asthmas sufferers are not advised against the use of public transport but are reminded of the associated risks connected to surface transmission in public places. The Government are now recommending that people wear a face covering in enclosed spaces, where social distancing may not be possible or they may come into contact with people they don't normally meet. Examples of where this could happen are public transport and some shops.</li> </ul>	L	Heads of Year + Morag Robinson	Natalie Hancock + Barry Doherty	April 2021

										<ul style="list-style-type: none"> <li>Furthermore, they are advised to maintain their usual contact with their GP or medical specialist.</li> <li>Further information may be found <a href="#">by clicking here</a>.</li> </ul>				
✓							54.	How will suspected or contaminated PPE or other waste be disposed of safely?	H	<ul style="list-style-type: none"> <li>Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):               <ul style="list-style-type: none"> <li>Should be put in a plastic rubbish bag and tied when full.</li> <li>The plastic bag should then be placed in a second bin bag and tied.</li> <li>It should be put in a suitable and secure place and marked for storage until the individual's test results are known</li> </ul> </li> <li>Waste should be stored safely and kept away from children. Waste will not be placed in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours.</li> <li>If the individual tests negative, this can be put in with the normal waste. If the individual tests positive, then store it for at least 72 hours and put in with the normal waste</li> <li>If storage for at least 72 hours is not appropriate or possible then an arrangement for collection as a Category B infectious waste will be arranged.</li> </ul>	L	Steve Edwards	Louise Trimmer	April 2021