

# Bishop Stopford School

## Coronavirus (COVID-19): Roadmap changes 31<sup>st</sup> August

2021

Assessment conducted by: Clare Curchin	Job title: Business Manager	Covered by this assessment: students, staff, visitors, supply staff, contractors and other relevant individuals.
Date of assessment: 21 <sup>st</sup> July 2021	Review interval: in line with government updates or following a change highlighted from ongoing monitoring.	Date of next review: 30 <sup>th</sup> September 2021 or when changes in guidance

### Related documents

First Aid Policy, First Aid Procedure – COVID-19, COSHH, Emergency Evacuation Procedures/ Fire Risk Assessment., Health and Safety Policy, Behaviour Policy, Safeguarding suite of policies, Learning Well Development Plan.

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	<b>Major</b> Causes major physical injury, harm or ill-health.	High (H)	H	Medium (M)
	<b>Severe</b> Causes physical injury or illness requiring first aid.	H	M	Low (L)
	<b>Minor</b> Causes physical or emotional discomfort.	M	L	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L

<p>Awareness of health and safety policies and procedures</p>	<p>H</p>	<ul style="list-style-type: none"> <li>● All staff, students and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> <li>- Health and Safety Policy</li> <li>- First Aid Policy</li> <li>- First aid procedures – COVID-19</li> <li>- Emergency Evacuation Procedures/Fire risk assessment</li> <li>- Safeguarding policy</li> <li>- Behaviour policy</li> </ul> </li> <li>● All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> <li>- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.</li> <li>- The Health Protection (Notification) Regulations 2010</li> <li>- Public Health England (PHE) (2017) ‘Health protection in schools and other childcare facilities’</li> <li>- DfE and PHE (2020) ‘COVID-19: guidance for educational settings’</li> </ul> </li> <li>● The relevant staff receive any necessary training that helps minimise the spread of infection. All staff have completed the IHASCO Covid online course.</li> <li>● The school keeps up to date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> <li>- DfE</li> <li>- NNCC</li> <li>- NHS</li> <li>- Department of Health and Social Care</li> <li>- PHE</li> </ul> </li> <li>● Staff are made aware of the school’s risk assessment and procedures via email and staff briefing.</li> <li>● Regular Governor meetings take place and advice sought/given.</li> <li>● Staff briefings are held to ensure staff have the adequate information and guidance before 31<sup>st</sup> August 2021. Subsequent briefings will take place either virtually or in person and in a timely fashion.</li> </ul>	<p>Y</p>	<p>Headteacher/ Deputy Headteacher/ Business Manager</p>	<p>In place at 31<sup>st</sup> August 2021 – reviews ongoing</p>	<p>L</p>
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		<ul style="list-style-type: none"> <li>• All information relating to this risk assessment to be shared with staff before they enter site.</li> <li>• A staff briefing will be held on 31<sup>st</sup> August 2021 and periodically following.</li> <li>• Parents are made aware of the school's control procedures in relation to coronavirus via letter – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus.</li> <li>• Students are made aware of the school's control procedures in relation to coronavirus prior to returning and via the class teacher when attending. They will be informed that they must tell a member of staff if they begin to feel unwell.</li> <li>• The GDPR requirements in relation to confidentiality for all are followed at all times – this includes withholding the names of staff and students with either confirmed or suspected cases of coronavirus.</li> <li>• New staff to be inducted on all policies and procedures.</li> <li>• Fire evacuation procedures and fire risk assessments will be updated and communicated.</li> <li>• Behaviour Policy addendum introduced to include sanctions for consistently refusing to follow control measures.</li> </ul>				
Poor hygiene practice	H	<ul style="list-style-type: none"> <li>• Posters are displayed throughout the school reminding all of key messages.</li> <li>• Hand sanitising stations are placed at dedicated points around the site.</li> <li>• Students, staff and visitors are asked to sanitise/wash their hands on arrival, after going to the toilet, before and after eating.</li> <li>• Visitors to site will be asked to complete a Covid health questionnaire.</li> <li>• Drivers bringing deliveries to school, will be expected to sanitise where applicable.</li> <li>• Those attending reminded to wash their hands with liquid soap for not less than 20 seconds after going to the toilet.</li> <li>• Hand sanitiser is provided for use throughout the site.</li> </ul>	Y	Head Teacher/SLT/ Business Manager/ Property Manager	In place at 31 <sup>st</sup> August 2021 – reviews ongoing	M

	<ul style="list-style-type: none"> <li>● DfE and PHE guidance followed in respect of infection control procedures.</li> <li>● Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels, hand dryers and waste disposal bins are supplied in all toilets and kitchen areas.</li> <li>● Bar soap is not used, liquid soap dispensers are installed and used instead.</li> <li>● Students are instructed by visual posters and by staff on washing their hands to ensure it is done correctly.</li> <li>● Staff must refrain from sharing cutlery, cups or food. Staff must wash their own utensils if not using those from The Olive Grove.</li> <li>● Sharing of stationery and materials is avoided where possible.</li> <li>● Cleaners are contracted by the school to carry out cleaning daily: thorough cleaning follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy.</li> <li>● The Business Manager arranges enhanced cleaning to be undertaken where required. Classrooms, corridors, medical room, communal areas and toilets. The whole school will be cleaned as normal at the end of each day.</li> <li>● Specific risk assessments have been reviewed/written for practical subjects such as DT, science, PE, Art. The specific guidance relating to CLEAPSS has been followed where relevant.</li> <li>● Guidance relating to sport is followed for each activity.</li> <li>● IHASCO Coronavirus training for all staff has been completed.</li> </ul>				
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Ill health	H	<ul style="list-style-type: none"> <li>● A designated medical room is set up to accommodate suspected Covid and non-Covid cases safely.</li> <li>● Medical advice will not be given by the school, but parents of a child with a suspected case of Covid will be advised to call 119 for advice. The same applies to staff.</li> <li>● Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing, high temperature and loss in taste or sense of smell and are kept up to date with national guidance about the signs, symptoms and transmission of coronavirus.</li> <li>● Any student who displays signs of being unwell is immediately referred to first aid room.</li> <li>● PPE will be provided for the member of staff caring for the unwell student.</li> <li>● Disposal units will be provided for the disposal of used PPE items.</li> <li>● Cleaning of the medical room will be undertaken following on from the person leaving the area.</li> <li>● Where a first aid trained member of staff is unavailable, staff contact a member of SLT to ensure that an unwell student is moved to the empty room whilst they wait for their parent to collect them.</li> <li>● A student displaying symptoms of coronavirus is removed from contact with other students and placed in the charge of one member of staff, whilst still ensuring the student is safe.</li> <li>● The relevant member of staff calls for emergency assistance immediately if the student's symptoms worsen.</li> <li>● The parents of an unwell student are informed as soon as possible of the situation by a relevant member of staff.</li> <li>● Where contact with a student's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance.</li> <li>● Unwell students who are waiting to go home are kept in a discrete area where they can be at least two metres away from others.</li> <li>● Areas used by unwell students are thoroughly cleaned upon vacation.</li> </ul>	Y	Headteacher/ SLT	In place at 31 <sup>st</sup> August 2021 – reviews ongoing	M
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		<ul style="list-style-type: none"> <li>• Parents are instructed to access the NHS test and trace programme of testing when a student is displaying symptoms.</li> <li>• If an unwell student is waiting to go home, they will use separate toilet facilities if needed.</li> <li>• Parents are advised to contact 999 if their child becomes seriously ill or they perceive their life is at risk.</li> <li>• Testing kits will be supplied to parents and staff where accessing local testing is difficult. These testing kits will be kept in a locked area at all times.</li> <li>• If a member of staff becomes unwell, they must report to SLT member, go home and follow PHE guidance. They must arrange for a test through the NHS test and trace system.</li> <li>• Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the school's normal procedures.</li> <li>• In the event of a RIDDOR event, North Northamptonshire County Council Health and Safety advisor will undertake these reports and give the appropriate advice.</li> <li>• The school will engage with the NHS Track and Trace process and liaise with the local Health Protection Team when applicable.</li> <li>• The school will promote the use of the NHS Test and Trace and track and trace process to staff, students and parents.</li> <li>• Advice will be given to staff on the use of the Test and Trace app in school.</li> <li>• Individual risk assessments have been undertaken for staff who are in high risk groups.</li> <li>• Staff are encouraged to share new or appropriate information with the Senior Leadership team i.e. pregnancy, protected characteristics for swift individual risk assessment.</li> </ul>				
Spread of infection	H	<ul style="list-style-type: none"> <li>• Whilst it is no longer a requirement, staff continue to be advised to maintain a social distance of 2 metres from students and staff where possible.</li> <li>• Classrooms have been laid out to ensure the social distancing of 2 metres from the teacher is maintained. It is recognised that these might naturally shift during a school day so staff should highlight</li> </ul>	Y	Headteacher/ SLT/ All staff	In place at 31 <sup>st</sup> August 2021 – reviews ongoing	M

		<p>any concerns to SLT/site team for further investigation and realignment.</p> <ul style="list-style-type: none"> <li>● Where furniture is moved for a reason i.e. meeting, change of lesson structure the furniture must be returned to its original layout.</li> <li>● Entrances are allocated due to transport methods and zones.</li> <li>● Duty staff are deployed to monitor at the start, at the end of the day and during break and lunch times.</li> <li>● Guidance is issued about safe wearing of masks (e.g. not to touch the front of the mask and dispose of them in the bins provided). If students are not wearing disposable face masks they must be placed in a bag carefully and not be touched again whilst in school.</li> <li>● Hand sanitiser will be available at the three school entrances, and there will be supervised use as students enter the site.</li> <li>● Bins will be emptied daily as per the guidance.</li> <li>● Supply staff will be informed of the school's requirements for safe practice.</li> <li>● School has obtained a copy of the risk assessment for in alternative provision settings.</li> <li>● Use of common areas will be minimised.</li> <li>● Staff will be frequently reminded that they must raise concerns via the Covid Queries email address if have other concerns about safety.</li> <li>● Staff administering first aid, or cleaning staff called to attend to spillages of bodily fluids, e.g. respiratory and nasal discharges, will use PPE and clean the area immediately.</li> <li>● PPE will be provided to site and IT staff who need to touch surfaces more regularly and where handwashing may not be reasonably practicable</li> <li>● PPE will be available on request for other staff members whose role requires it.</li> <li>● All to follow instruction on coughing or sneezing (i.e. into elbow and use a tissue to cover their mouths where possible, disposing</li> </ul>				
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		<p>of the tissue immediately in waste disposal units, then wash hands.)</p> <ul style="list-style-type: none"> <li>● Parents are informed not to send their children to school if they show even the slightest signs of being unwell and/or they believe they have been exposed to coronavirus.</li> <li>● Parents are informed that children who have displayed symptoms of coronavirus or who have been directed via the NHS test and trace that they must self-isolate for 10 days before returning to school (or guidance at the time).</li> <li>● Entrances and exits for students are split across site to avoid congestion.</li> <li>● One-way systems will be considered where possible.</li> <li>● Staff will supervise students when arriving to school.</li> <li>● There will be no student runner.</li> <li>● Staff will encourage students to go directly home and not socialise with their peers.</li> <li>● Internal meetings are encouraged to take place via Teams.</li> <li>● Hand sanitiser is provided in communal areas i.e. staff room, corridors, dining hall.</li> <li>● All are instructed to wash their hands thoroughly after going to the toilet and posters are prominently displayed in toilets and other locations throughout the school.</li> <li>● Students must sanitise their hands on entering site, entering and exiting the dining hall, entering the classroom and after going to the toilet. Mobile hand sanitising stations are provided.</li> <li>● Staff must use the hand sanitiser provided.</li> <li>● Zero hour supply staff rather than outside agencies will be used whenever practicable.</li> <li>● Non-alcohol based hand sanitiser is used for science, technology and other areas which use a naked flame.</li> <li>● Staff are encouraged to virtually meet external providers where possible.</li> <li>● Sanitiser is provided in the staff room for tea and coffee making facilities. Cleaners will clean the area periodically through the day.</li> </ul>				
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	<ul style="list-style-type: none"> <li>● Cleaning of regular touch points and toilets will take place during the day.</li> <li>● Some doors (where they are not fire doors and do not disrupt teaching and learning) will be propped open to avoid infection.</li> <li>● Hold back devices will be considered on high use corridor doors.</li> <li>● Windows should be opened in classrooms, where practical to allow for ventilation.</li> <li>● Fans can be used to add to circulation, but only in rooms where there is an external ventilation source also.</li> <li>● Staff must not share their IT equipment with students or other members of staff.</li> <li>● Student computers will be cleaned at the end of each day.</li> <li>● Work for the reprographics department will be emailed where possible.</li> <li>● Staff should use their staff badge to release follow me print. Where this is not possible hand sanitiser should be used prior to use.</li> <li>● Students will bring their own stationery and not share with others.</li> <li>● Wipes will be provided at the main reception desk and the library PC for cleaning in between staff use.</li> <li>● Staff must sanitise their hands regularly.</li> <li>● Staff are provided with wipes for teaching desks and equipment.</li> <li>● Keyboard wipes will be available.</li> <li>● Bin lids will be removed to prevent touching bin surfaces. These will be emptied by the cleaning contractor.</li> <li>● Staff will only allow one student to go to the toilet at a time during lessons.</li> <li>● School will be cashless, and parents will use ParentPay.</li> <li>● Perspex screens are fitted to the main visitor reception.</li> <li>● Any visitor to school will be asked to complete a Covid-related questionnaire</li> <li>● A window hatch has been installed in the finance office to avoid the spread of infection.</li> <li>● Any outside agencies i.e. Peripatetic music lessons, counselling etc will follow their relevant risk assessment and the schools risk assessment.</li> </ul>				
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		<ul style="list-style-type: none"> <li>• Deliveries will be brought to the designated delivery area (staff car park).</li> <li>• The library will follow the government guidance relating to the safe opening of libraries.</li> <li>• When staff are undertaking visits off site, measures in the external provider's risk assessment must be adhered to.</li> <li>• Parent's evenings will take place virtually. Staff have the option to conduct these at school or at home.</li> <li>• Students asymptomatic lateral flow testing taking place in line with the government guidance. A separate risk assessment has been prepared.</li> <li>• Staff are offered home lateral flow testing kits in line with the relevant government guidance.</li> <li>• Face masks are no longer mandatory however, a member of staff/student/visitor may choose to wear one.</li> <li>• School follows the Government track and trace guidance.</li> </ul>				
Poor management of infectious diseases	H	<ul style="list-style-type: none"> <li>• Staff are vigilant and report concerns about a student's symptoms to the Head of Year or First Aid member of staff.</li> <li>• The school liaises with the local health protection team and any other agencies where appropriate.</li> <li>• The school follows the latest Government guidance.</li> <li>• The school is consistent in following revised First Aid procedures in its approach to the management of suspected and confirmed cases of coronavirus.</li> <li>• PPE is worn when administering first aid or where students have a special educational need.</li> <li>• Ongoing monitoring of procedures, policies and risk assessments take place.</li> <li>• Staff, parents and students are encouraged to highlight any potential issues/concerns immediately so they can be managed.</li> <li>• The Business Manager or appointed person monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regard to managing the spread of coronavirus.</li> </ul>	Y	Headteacher/ SLT/ Business Manager	In place at 31 <sup>st</sup> August 2021 – reviews ongoing	M

		<ul style="list-style-type: none"> <li>• Staff are risk assessed in accordance with the current guidance to ensure any medical conditions and vaccinations have been considered.</li> <li>• Individual staff risk assessments are prepared when necessary and shared with the staff member in question.</li> <li>• Formal evaluations of the cleaning regime will be calendared with the cleaning contractor.</li> </ul>				
First aid provision – students/Staff becoming ill	H	<ul style="list-style-type: none"> <li>• First aid procedures specific to COVID-19 have been prepared in line with PHE advice.</li> <li>• All staff are aware of the symptoms of COVID-19.</li> <li>• If a student is unwell or showing symptoms, the member of staff must separate the student from others and contact the first aid trained member of staff.</li> <li>• If a member of staff is unwell or showing symptoms of COVID-19, they must report to a member of the SLT, go home and seek medical advice.</li> <li>• If a member of staff tests positive using the NHS test and trace system, the current guidance on self-isolation for the individual and close contacts should be followed.</li> <li>• If a student tests positive using the NHS test and trace system the current guidance on self-isolation for the individual and the close contacts should be followed,</li> <li>• PPE will be worn by staff carrying out first aid or where students have a special educational need.</li> <li>• Training will be given to first aid trained staff on how to fit face masks correctly.</li> <li>• Any student with additional needs will be identified through SIMS and risk assessments put in place where necessary.</li> <li>• School will act in accordance with staff and student medical information held on the school database. (Opportunity will be given to update any medical information held.)</li> </ul>	Y	Headteacher/ SLT/ Business Manager	In place at 31 <sup>st</sup> August 2021 – reviews ongoing	M
Lack of communication	H	<ul style="list-style-type: none"> <li>• The Senior Leadership Team will ensure that they are kept up to date via the daily Coronavirus briefings from the DfE and supporting information from ASCL and the local authority. This will be a standing item on SLT agendas.</li> </ul>	Y	Headteacher/ SLT		M

		<ul style="list-style-type: none"> <li>• A dedicated area on Teams will be set up to manage the processes required for responding to a diagnosed Covid cases.</li> <li>• The first aider reports immediately to the Headteacher about any cases of suspected coronavirus, even if they are unsure.</li> <li>• The Headteacher follows the procedures regarding informing the relevant authorities about any suspected cases of coronavirus, even if they are unsure, and discusses if any further action needs to be taken.</li> <li>• Schools keep staff adequately updated about any changes to processes and guidance.</li> <li>• Staff end of the week email send with any relevant updates.</li> <li>• Regular meeting with union representatives and other designated consultative groups.</li> <li>• Schools keep students and parents adequately updated with new procedures as necessary.</li> <li>• Staff briefings will be conducted weekly as a minimum to review and discuss any issues or new procedures and guidance.</li> <li>• Staff, parents and students will be encouraged to raise issues to enable ongoing monitoring of systems, risk assessment and procedures.</li> <li>• Staff are able to submit queries using the <a href="mailto:staffcovidqueries@bishopstopford.com">staffcovidqueries@bishopstopford.com</a> email address.</li> <li>• Parents are able to submit queries using the <a href="mailto:parentcovidqueries@bishoptstopford.com">parentcovidqueries@bishoptstopford.com</a> email address.</li> </ul>			In place at 31 <sup>st</sup> August 2021 – reviews ongoing	
Partial school closure/ Temporary full closure	H	<ul style="list-style-type: none"> <li>• The school communicates with parents in the appropriate way regarding any updates to school procedures which are affected.</li> <li>• Students continuing education at school are informed of how to maintain good levels of personal hygiene.</li> <li>• Students working from home are assigned work to complete to a timeframe set by their teacher.</li> <li>• Clear expectations on how and frequency on checking work will be supplied.</li> <li>• Every effort will be made to offer a broad curriculum.</li> <li>• Access to online learning materials will be made available.</li> </ul>	Y	Headteacher/ SLT	In place at 31 <sup>st</sup> August 2021 – reviews ongoing	M

		<ul style="list-style-type: none"> <li>• The Headteacher maintains a plan for students' continued education during partial school closure to ensure there is minimal disruption to students' learning – this includes their plan to monitor students' learning while not in school.</li> <li>• Any local lockdown measures will be communicated to staff and parents as soon as is practicable.</li> <li>• The amended Behaviour Policy in the light of partial openings will be followed.</li> <li>• The Staff Code of Conduct is adhered to at all times, even while working remotely.</li> <li>• The Headteacher ensures all students have access to school work and the necessary reading materials at home.</li> <li>• The Headteacher works with the Senior Leadership Team and the Head of IT to ensure that all technology used is accessible to all students – alternative arrangements are put in place where required.</li> <li>• The Headteacher liaises with the relevant organisations to ensure adequate provision is in place for students to be able to work from home, e.g. learning support.</li> <li>• The school manages the use of parents' and students' contact details in line with the Data Protection Policy</li> <li>• DSL member of staff to be on duty at all times.</li> <li>• SLT member on duty at all times on site to respond to situations as they arise and to refer to DSL where necessary.</li> <li>• Revised DBS guidelines are followed.</li> <li>• The school has a partial/full closure procedure updated in September 2020.</li> </ul>				
Emergencies	H	<ul style="list-style-type: none"> <li>• All students' and staff's emergency contact details are up to date, including alternative emergency contact details, where required.</li> <li>• Students' parents are contacted as soon as practicable in the event of an emergency.</li> <li>• Students' alternative contacts are called where their primary emergency contact cannot be contacted.</li> </ul>	Y	Headteacher/ SLT	In place at 31 <sup>st</sup> August 2021 – reviews ongoing	M

		<ul style="list-style-type: none"> <li>• Fire risk assessment revised, and emergency evacuation procedures to be shared with all staff; staff to manage the students on site.</li> <li>• Revised fire procedures in the case of a lockdown will be implemented and communicated.</li> <li>• SLT duty member of staff will act as the Fire Marshall to liaise with the Site team in the event of a lockdown.</li> <li>• Fire doors will not be wedged open unless a Site team member has undertaken a risk assessment. This must only be done by a Site team member.</li> <li>• Classroom doors (not fire doors) will be open to avoid contamination and aid ventilation. These doors will be closed once the students have left site.</li> <li>• Automatic hold back devices will be considered for high use doors.</li> </ul>				
Contractors on site	H	<ul style="list-style-type: none"> <li>• Where maintenance work is carried out by a contractor on site, in addition to the normal contractor arrangements the contractor will be informed by the Property Manager of additional arrangements and instructions detailed in the risk assessment.</li> <li>• Where possible work will be undertaken when students are offsite.</li> <li>• Instructions will be given to the contractor on where they can access avoiding student areas.</li> <li>• Contractors will be monitored by the Site team.</li> <li>• Contractors are made aware of the school's risk assessment and procedures prior to/on arrival.</li> </ul>	Y	Headteacher/ Business Manager/ Property Manager	In place at 31 <sup>st</sup> August 2021 – reviews ongoing	M
Public Transport	H	<ul style="list-style-type: none"> <li>• Staff, and students will be encouraged to walk or cycle to school where possible.</li> <li>• Where students are using public transport, the school asks parents to refer to the safer travel guidance for passengers. <a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a></li> <li>• Working patterns have been considered to avoid peak travel times.</li> <li>• Staff are discouraged from car sharing.</li> <li>• Students are discouraged from car sharing.</li> </ul>	Y	Headteacher/ SLT	In place at 31 <sup>st</sup> August 2021 – reviews ongoing	M

School dedicated transport	H	<ul style="list-style-type: none"> <li>• A risk assessment will be produced by the school transport company, and measures put in place with the agreement of the school</li> <li>• Students will be grouped together in year groups on school transport.</li> <li>• Hand sanitiser will be used when boarding.</li> <li>• Additional cleaning will take place on buses.</li> <li>• The external transport provider will be subject to an external inspection and is quality assured as COVID-19 compliant.</li> <li>• Regular communication with the bus provider over any issues.</li> <li>• Regular communication with Southfield School on any suspected cases or issues will take place.</li> <li>• Southfield students and Bishop Stopford students will be split on shared buses.</li> <li>• Any positive diagnosis of Covid on shared buses will be communicated mutually between the two schools.</li> <li>• Face masks must be worn on the buses. Students will not be allowed to embark without a face mask.</li> <li>• As per the Government guidance, drivers will not be policing behaviour.</li> </ul>	Y	Headteacher/ SLT/ Assistant Business Manager	In place at 31 <sup>st</sup> August 2021 – reviews ongoing	L
Catering/ Lunchtimes	H	<ul style="list-style-type: none"> <li>• Regular communication with the catering provider will take place to ensure adequate provision for students and staff.</li> <li>• Hand sanitising stations will be provided at entrances and exits.</li> <li>• Payments for school meals will be online via the schools ParentPay system. The school is now cashless from 1<sup>st</sup> September 2020. Use of the revaluation units will be suspended.</li> <li>• Outdoor areas will be utilised at break and lunch times where possible.</li> <li>• Lunchtime and break supervision is in place.</li> <li>• The catering provider has shared its risk assessments and method statements and the school accepts these.</li> <li>• Crockery and cutlery will be individually issued so as to avoid the spread of infection.</li> </ul>	Y	Headteacher/ SLT/ Business Manager	In place at 31 <sup>st</sup> August 2021 – reviews ongoing	M
Cleaning	H	<ul style="list-style-type: none"> <li>• Enhanced cleaning has been introduced to include frequently touched areas, and the medical room. This will be reviewed regularly with the cleaning contractors.</li> </ul>	Y	Headteacher/ Business Manager	In place at 31 <sup>st</sup> August 2021 –	M



		<ul style="list-style-type: none"> <li>Teachers will be supplied with wipes to clean classroom equipment in practical subjects.</li> <li>Regular spot checks/audits will take place. These will be recorded in the cleaners' book and on toilet doors. The cleaning contractor is providing the record sheets.</li> <li>Medical room to be cleaned following a suspected case of COVID-19.</li> <li>Staff are provided with antiseptic cleaning wipes for their own use.</li> <li>Usual cleaning of the school in the evening to take place.</li> <li>Updated cleaning guidance to be considered when released.</li> <li>Enhanced day cleaning in place.</li> <li>The contractor's risk assessments and method statements have been reviewed and accepted.</li> <li>Site will ensure the hand sanitiser levels are maintained.</li> <li>Specific areas identified following a positive case are cleaned and left empty for an appropriate period of time if necessary.</li> </ul>			reviews ongoing	
Local Outbreak	H	<ul style="list-style-type: none"> <li>School will liaise with PHE and NNCC where appropriate.</li> <li>If local lockdown is advised, the remote learning programme will commence within one working day</li> <li>The school has partial/closure procedures in place from September 2020.</li> </ul>	Y	Headteacher/SLT	In place at 31 <sup>st</sup> August 2021 – reviews ongoing	M
Confirmed case of COVID-19	H	<ul style="list-style-type: none"> <li>The school will engage with the NHS test and trace and track and trace process and communicate this with staff and parents.</li> <li>The school will take immediate action when they become aware that someone who has attended has tested positive for COVID-19.</li> <li>The school will contact the local health protection team/Dfe for the latest guidance.</li> <li>The school will ask parents and staff to inform them immediately of the results of a test.</li> <li>Where tests are positive, the infected person will follow the latest government guidance.</li> </ul>	Y	Headteacher/SLT	In place at 31 <sup>st</sup> August 2021 – reviews ongoing	M

		<ul style="list-style-type: none"> <li>• Close contacts will be informed through the track and trace system and follow the isolation rules supplied.</li> <li>• The school will not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolating.</li> <li>• Consistent systems and procedures have been put in place to deal with confirmed cases.</li> </ul>				
Staff wellbeing	H	<ul style="list-style-type: none"> <li>• The staff wellbeing group is active within the academy.</li> <li>• Staff are advised to speak to their line manager or a member of the SLT if they have any concerns or anxieties.</li> <li>• The school is committed to work/life balance.</li> <li>• All risk assessments and safety measures will be shared with staff prior to opening and ongoing throughout the pandemic.</li> <li>• Staff are encouraged to raise queries on the risk assessment and procedures.</li> <li>• Details of the external Employee Assist programme are supplied to all staff.</li> <li>• Regular staff briefings are held.</li> <li>• Teams will be utilised for meetings where practicable.</li> <li>• Look to reduce teaching staff doing supply wherever possible.</li> <li>• Staff surveys have taken place regularly to give staff the opportunity to raise any personal issues relating to COVID.</li> <li>• Another cover supervisor employed to reduce cover burden on teachers.</li> <li>• Parents' evenings and open events to take place virtually. (No main staff preparation for or contribution to open events.)</li> <li>• Additional day added to Attendance Policy for those staff who are having to take care of dependants exclusively for Covid-19 reasons. (e.g. primary aged children who are learning from home.)</li> </ul>	Y	Headteacher/ SLT	In place at 31 <sup>st</sup> August 2021 – reviews ongoing	M

Staff availability	H	<ul style="list-style-type: none"> <li>Individual staff risk assessments have been undertaken taking into account all information supplied by employees. The school will discuss individual circumstances with the employee where it is perceived that the control measures in place are not sufficient to minimise risk to them.</li> <li>Where a partial or 'full' school closure is in place, SLT will activate plans for staff to implement the Remote Learning Policy.</li> <li>Staff are expected to inform their line manager of any issues which may result in them being unavailable to work from school.</li> <li>The school will engage with staff to ascertain whether any holidays may incur a quarantine period and therefore deem them unable to return to the workplace.</li> </ul>	Y	Headteacher/ SLT	In place at 31 <sup>st</sup> August 2021 – reviews ongoing	M
Student wellbeing	H	<ul style="list-style-type: none"> <li>Learning Well development plan in place.</li> <li>Enhanced activity from the Chaplain (e.g. focussed assemblies with reference to wellbeing).</li> <li>Use of generic lessons to provide additional wellbeing support.</li> <li>Display materials for reassurance and encouragement for students.</li> <li>Utilise the pastoral team and Catch-Up Premium to vulnerable students are identified and needs are addressed.</li> <li>Resources an hour a day wellbeing support for sixth form students</li> <li>Alteration of start of term for an effective induction for year 7 and 12</li> <li>Identification of any additional intervention for students with protected characteristics.</li> <li>Clear expectations regarding behavioural issues in the Behaviour Policy addendum, including the removal of students who are disrupting the learning of others.</li> <li>Use student voice to help develop wellbeing provision.</li> <li>Updated Child Protection Policy to take account of Covid context.</li> </ul>	Y	Headteacher/ SLT/ Pastoral support team	In place at 31 <sup>st</sup> August 2021 – reviews ongoing	M

Student behaviour	H	<ul style="list-style-type: none"> <li>• Addendum to the Behaviour Policy.</li> <li>• Parents, students and staff will be briefed on the amendments.</li> <li>• Revise detention arrangements to ensure swift response to behaviour issues and to minimise risk (e.g. year group detentions).</li> <li>• Bus protocols to be shared.</li> <li>• Full uniform will be expected.</li> <li>• Clear expectations are given regarding the removal of students who are disrupting the learning of others.</li> <li>• Identification of any additional intervention for students with protective characteristics.</li> <li>• The Sims on-call facility will be utilised.</li> </ul>	Y	Headteacher/ SLT	In place at 31 <sup>st</sup> August 2021 – reviews ongoing	M
Extra-curricular activities	H	<ul style="list-style-type: none"> <li>• Extra-curricular activities will be risk assessed on an individual basis.</li> <li>• The Homework Club will be in place due to childcare arrangements for parents.</li> <li>• A booking system will be used for Homework Club to ensure the numbers are manageable with the control measures.</li> </ul>	Y	Headteacher/ SLT	In place at 31 <sup>st</sup> August 2021 – reviews ongoing	L
Attendance	H	<ul style="list-style-type: none"> <li>• Students will be expected to attend school.</li> <li>• Attendance will be recorded on the schools MIS system.</li> <li>• Any absences will be followed up using the school's attendance procedures.</li> <li>• Clear expectations of attendance will be given to parents.</li> <li>• Plans for re-engaging students who are reluctant or anxious about returning are in place through the pastoral support teams.</li> <li>• Working with external agencies and the DSL teams support for the return to school will be provided.</li> <li>• Attendance reports are sent daily to DfE in line with additional COVID reporting requirements.</li> </ul>	Y	Headteacher/ SLT	In place at 31 <sup>st</sup> August 2021 – reviews ongoing	M

Educational Visits	H	<ul style="list-style-type: none"> <li>• Visits will be organised in accordance with the latest government advice and guidance.</li> <li>• Risk assessments in relation to coronavirus from external companies will be obtained where required.</li> <li>• Staff, students and parents will be regularly informed of the relevant control measures in place.</li> </ul>	Y	Headteacher / Business Manager	In place at 31 <sup>st</sup> August 2021 – reviews ongoing	M
Curriculum	H	<ul style="list-style-type: none"> <li>• Practical subjects will follow the relevant guidance i.e. CLEAPSS</li> <li>• Curriculum remains broad and ambitious.</li> <li>• Students who have fallen behind significantly will be identified and catch up/keep up programmes will be used.</li> <li>• Review of progress of students with SEND will take place to ensure all have appropriate education plans.</li> <li>• Subjects to ensure effective sequencing and consolidation of threshold concepts.</li> <li>• Remote education where required is monitored.</li> <li>• Risk assessments for practical subjects are revised in light of COVID-19 measures.</li> <li>• Formative assessment will take place to inform any modification of the curriculum.</li> <li>• PE will follow the relevant sport specific guidance.</li> </ul>	Y	Headteacher/ SLT	In place at 31 <sup>st</sup> August 2021 – reviews ongoing	M
Lettings	H	<ul style="list-style-type: none"> <li>• Adequate signage will be in place for users.</li> <li>• Hand sanitiser must be used before using the facilities. This is provided on site.</li> <li>• Internal toilets will be provided in the Sports Centre. These will be cleaned following use.</li> <li>• Users will bring their own equipment.</li> <li>• Users will not use Bishop Stopford equipment</li> <li>• Guidelines will be issued to users prior to use.</li> <li>• Lettings will be suspended when a national lockdown is in place.</li> </ul>	Y	Headteacher/ Lettings Manager/ Business Manager	In place at 31 <sup>st</sup> August 2021 – reviews ongoing	M

Asymptomatic testing for students	H	<ul style="list-style-type: none"> <li>A separate risk assessment has been completed for the asymptomatic testing program in line with Government guidance.</li> </ul>	Y	Headteacher/ Business Manager	In place at 31 <sup>st</sup> August 2021 – reviews ongoing	M
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