

Hillcrest School and Sixth Form Centre

COVID-19 RISK ASSESSMENT – September 2020 Full Return to School

The government plan is for the full return of all pupils from September 2020: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

School employers and leaders are required by law to think about the risks the staff and pupils face and do everything reasonably practicable to minimise them, recognising they cannot completely eliminate the risk of coronavirus (COVID-19). School employers must therefore make sure that a risk assessment has been undertaken to identify the measures needed to reduce the risks from coronavirus (COVID-19) so far as is reasonably practicable and make the school COVID-secure. General information on how to make a workplace COVID-secure, including how to approach a coronavirus (COVID-19) risk assessment, is provided by the [HSE guidance on working safely](#).

This risk assessment checklist is based on the latest government guidelines, it remains subject to change at short notice as updates are received from the DfE and BCC.

Risk Type	Issue/Hazard	Measures to Minimise Risk	Schools Actions and comments
A: Pupils	Returning to school	<ul style="list-style-type: none"> • Planning for full attendance of all year groups • Phased return arrangements in place for year groups / pupils • Support for pupil/parent anxiety about return to school and vulnerability to Covid-19 • Identify number of children to remain shielded at home • Requests for support for vulnerable families sent through Early Help Hubs • Parents have been signposted to useful websites and resources. 	<ul style="list-style-type: none"> • Attendance monitoring • Support services • Parental contact • Test and Trace
B: Staff	1: Measures have been put in place to protect staff and pupils with underlying health issues, BAME staff and those who are shielding	<ul style="list-style-type: none"> • All staff have completed individual staff questionnaires and the school will support staff with their current personal circumstances where possible. • Staff should be assured that the school site will be Covid-19 secure and all recommended government procedures implemented fully. • All members of staff with underlying health issues, those within vulnerable groups or who are shielding have been instructed to make their condition or circumstances known to the school. • Records are kept and regularly updated. • Members of staff with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice. • Staff are clear about the definitions and associated mitigating strategies relation to people who are classed as clinically vulnerable and clinically extremely vulnerable. • All staff who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work from 1 August as long as they maintain social distancing. Advice for those who are extremely clinically vulnerable can be found in the guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19. • Current government guidance is being applied. • The school will consider advice from Public Health England regarding BAME staff • Where required the school will seek advice from Occupational Health Service 	<ul style="list-style-type: none"> • Guidance issued to staff • All staff should ensure they communicate any concerns regarding their individual circumstances to their line manager. • All staff should inform school of any changes in their circumstances immediately • New staff starting in September 2020 should inform their line manager if they have concerns and notify the school of any medical conditions.

	<p>2: Returning to school/ Staff communications/ Wellbeing/health Test and Trace</p>	<ul style="list-style-type: none"> • The health status and availability of every member of staff is known and is regularly updated. Including all teaching and non-teaching staff (in particular DSL, SENCO, First Aiders) • Full use is made of those staff who are self-isolating or shielding but who are well enough to teach lessons online/work from home. • Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place. • IF necessary, a blended model of home learning and attendance at school is utilised until staffing levels improve. • Contingency planning is in place and agency additional resource identified if needed. • Size of Bubbles is increased, moving from a full class bubble for majority of the classroom time to a year group bubble, where required, allowing for mixed groups for specialist teaching. • Staff including temporary/supply personnel can move across different classes and other year groups maintaining social distancing (2m between adult and child where possible, minimising time spent within 1m) • To minimise the numbers of temporary staff entering the school premises, schools may wish to use longer assignments with supply teachers and agree a minimum number of hours across the academic year. • Schools should ensure that appropriate support is made available for pupils with SEND, for example by deploying teaching assistants and enabling specialist staff from both within and outside the school to work with pupils in different classes or year groups. • Consideration of available testing for school staff is updated according to latest government advice: https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance • Staff receive daily/weekly briefings on day to day school matters • Support for mental health and wellbeing is communicated to all staff and there are plans in place to check on staff wellbeing regularly, including senior leaders • Flexible working arrangements needed to support any changes to usual working patterns are agreed • Staff workload expectations are clearly communicated • Schedule what staff training is needed to implement any changes that the school plans to make, either delivered remotely or in school • Staff are encouraged to focus on their wellbeing. • Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. • Staff have been signposted to useful websites and resources. • Readiness to implement Test and Trace (as set out in the latest government guidance) • Promote 'catch it, bin it, Kill it'. Use of <u>e-bug</u> learning from Public Health England. 	<ul style="list-style-type: none"> • Attendance monitoring • Test and Trace • Timetables • Staffing • Agencies • Internal staffing resources • Staff briefings • Senior leaders support • Mental health/wellbeing
<p>C: Parents/Carers</p>	<p>Communication</p>	<ul style="list-style-type: none"> • As part of the overall communications strategy parents are kept up to date with information, guidance and the school's expectations on a weekly basis using a range of communication tools. • Advice is made available to parents on arrangements for testing for Covid-19 	<ul style="list-style-type: none"> • Regular communication with parents • ParentMail email • ParentMail text • Website

	<ul style="list-style-type: none"> • Clarify arrangements for pick-up/drop-off, breaktimes, as well as expectations for free study periods • Key messages in line with government guidance are reinforced on a weekly basis via email, text and the school's website and verbally. • Clear procedures are in place where a child falls ill whilst at school • It is communicated to parents that students who fall ill whilst at school are collected immediately. • Ensure contact details of families are up to date. • Request daily changes of clothes (where possible) to reduce the risk of infection • Attendance expectations are clearly communicated to parents and in particular when Covid-19 is a risk factor within the family • Messages to parents to reinforce the importance of and exhibit social distancing. 	<ul style="list-style-type: none"> • School letters • Information sheets
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Risk Type	Issue/Hazard	Measures to Minimise Risk	Schools Actions and comments
D: Introducing virus into school environments from outside	1: Visitors to reception areas	<ul style="list-style-type: none"> • Clear signage and instructions on entry and in main reception • Hand sanitiser with clear signage in main reception • Receptionist inform all visitors to wash their hands • Only essential visitors allowed • Where possible request that individuals communicate with the School via telephone or email. • Keep a minimum distance of 2m away where possible and adhere to school social distancing protocols 	<ul style="list-style-type: none"> • Visitor checklist in use obtaining contact details
	2: Visitors for meetings	<ul style="list-style-type: none"> • Consider how to use technology for meetings e.g. video / teleconference facilities. • Rearrange any non-essential meetings • For essential meetings ensure good ventilation of office/meeting rooms 	<ul style="list-style-type: none"> • Visitor checklist in use obtaining contact details
	3: Deliveries	<ul style="list-style-type: none"> • Deliveries are arranged outside of school day where possible. • Orders received and moved by site team • Deliveries for essential resources and supplies only 	<ul style="list-style-type: none"> • Guidance issued to site team and reception
	5: Staff	<ul style="list-style-type: none"> • Wash hands on arrival at school, regularly throughout the day and before leaving for at least 20 seconds. • Catch coughs/sneezes in a tissue and wash your hands again. • Put used tissues in the bin immediately and wash your hands afterwards. • Maintain a 2-metre distance from colleagues/parents and students. • If you share a desk, wipe the area before and after use with a sanitising wipe. • Regularly clean your work area including phones, keyboards and mouse. • Resources in schools should be limited for students accessing the provision and where possible sterilised after use. • Use sanitising wipes on shared contact surfaces • Open windows to improve ventilation where possible. • Avoid touching your face with your hands • Keep up to date with government guidance at https://www.gov.uk/coronavirus 	<ul style="list-style-type: none"> • Guidance issued to staff

	6: Cleaning	<ul style="list-style-type: none"> • Increase cleaning regimes of regularly contacted areas e.g. door handles, desks, toilets, touchpoints etc throughout the school day. • Ensure compliance with infection control guidance around cleaning regimes. • Staff to be given cleaning materials to wipe down resources and equipment in classrooms and offices. 	<ul style="list-style-type: none"> • Cleaning increased and appropriate protocols in place
	7: Contractors	<ul style="list-style-type: none"> • Ongoing works and scheduled inspections for schools (e.g. estates related) have been designated as essential work by the government and so are set to continue. • An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe including distancing and hygiene procedures. • Assurances have been sought from the contractors that they are familiar with the <u>symptoms associated with Coronavirus covid-19</u>, all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is always maintained. • Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart. • Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed. • In addition to arrangements for Covid-19, normal contractor procedures are being applied and have been updated in light of Covid-19 (including contractor risk assessments and method statements, and contractor induction). • Finance and Operations Committee is aware of planned works and associated risk assessments 	<ul style="list-style-type: none"> • Guidance issued to contractors. • Risk assessments • Method statements • Site team to meet all contractors • Site Manager to undertake full site induction for every contractor
E: Buildings	H&S Statutory Compliance	<ul style="list-style-type: none"> • All statutory compliance is up to date. • Water systems have been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged. 	<ul style="list-style-type: none"> • Statutory compliance • Building checks • Maintenance checks
F: Fire Procedures	Fire procedures to cover new arrangements	<ul style="list-style-type: none"> • Fire procedures to be reviewed and revised where required, due to: <ul style="list-style-type: none"> ➢ Reduced numbers of pupils/staff ➢ Possible absence of fire marshals ➢ Social distancing rules during evacuation and at muster points ➢ Possible need for additional muster point(s) to enable social distancing where possible • Staff and pupils to be briefed on any new evacuation procedures. • Fire drill to be arranged with each year group in line with Covid plan. • Plans for fire evacuation drills are in place and are in line with social distancing measures, with marked areas if required 	<ul style="list-style-type: none"> • Fire Drill • Fire signage • Fire assembly point • Guidance issued to staff and protocols in place
G: Coronavirus Illness/ symptoms identified	1: Staff member / student or household member becoming ill	<ul style="list-style-type: none"> • Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of Covid-19 and how this will be implemented in the school. • Staff are aware of the location of the emergency PPE pack. (main reception and student reception) • Any teaching and support staff who develop symptoms of Covid-19 are eligible for testing via the essential worker scheme, which can be a home test kit or drive-through test appointment. https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested 	<ul style="list-style-type: none"> • Guidance issued to staff and protocols in place

		<ul style="list-style-type: none"> • All staff should keep up date with the latest government guideline on self-isolating (if experiencing Covid-19 symptoms): https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance • Staff who feel unwell and are experiencing Covid-19 symptoms (or have someone in their household who is experiencing symptoms) should minimise contact with individuals and should not attend school – staff should report any absence/illness on the cover mobile 07766 922 518. • Parents should ring the attendance line to report child’s absence (for both illness and self-isolating) • School to keep in touch with staff members who are in self-isolation and include them in communications. • If staff are self-isolating and feel well, they may work from home. • Pastoral staff to keep in touch with parents of students who are self-isolating or who have been sent home to be tested for Covid-19. • SLT are responsible for reporting confirmed Covid-19 cases – see flow chart at end of this document. 	
	2: Caretaking/cleaning staff	<ul style="list-style-type: none"> • The site team will clean areas with household disinfectant after someone with suspected Covid-19 has left to reduce the risk of passing the infection on to other people. • Wherever possible, site staff should wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished. • The site team will use a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles. • If an area has been heavily contaminated, such as with visible bodily fluids, from a person with Covid-19, the site team should consider using protection for the eyes, mouth and nose, as well as wearing gloves and an apron. • Site team should wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning. 	<ul style="list-style-type: none"> • Any reported suspected cases of Covid-19 to be reported to site team immediately so they can ensure the area is cleaned
	3: Arrangements to isolate individuals displaying symptoms of Covid-19	<ul style="list-style-type: none"> • Students who display signs of Covid-19 will be moved to the medical room on the ringway. • Additional areas to be used are the waiting area on the ringway and dotcom area whilst student is waiting to be collected. • Where possible keep these areas well ventilated • Isolated individuals should be in rooms where door can be closed (age permitting of child) and with windows for ventilation. • Parents should be contacted to collect students immediately • If parents do not agree to collect student immediately staff should inform pastoral team/SLT • These rooms have been assessed to ensure social distancing and isolations measures are not compromised. • Admin team to ensure site team are informed when student leaves so that the medical room or other spaces used are cleaned immediately after. 	<ul style="list-style-type: none"> • Guidance issued to staff and protocols in place • Site team informed and action immediately • Communication with parents to ensure they know they must collect student

		<ul style="list-style-type: none"> • PPE to be used for accompanying staff where pupil symptomatic and 2m distance cannot be sustained. • When the student is collected the school will request that the parent arranges for the student to be tested for Covid-19 asap and parent is requested to inform the school of the results immediately. 	
H: Administering first aid	1: Administering First Aid to a student or staff member presenting symptoms of Covid-19	<ul style="list-style-type: none"> • Staff to adhere to social distancing where possible • Digital thermometers can be used to check temperatures. • Children attending with symptoms to be moved to identified rooms (medical room on ringway, waiting area on the ringway or dotcom) (following social distancing guidelines) where sick students can be kept in until parents come to collect them, ideally with: <ul style="list-style-type: none"> ➢ A door you can close ➢ A window you can open for ventilation ➢ A separate bathroom they can use (either attached to the room or nearby) • Should the student require immediate first aid whilst in identified holding rooms, on site first aid trained staff should put on aprons, masks, eye protection and gloves before entering the room to administer first aid. • Staff must follow the process for putting on and taking off and disposing of PPE as identified in the <u>PPE Guidance For Children's Services</u> document • Staff to notify site team of suspected cases so appropriate cleaning of the setting can take place. • If the student is unwell and is not experiencing Covid-19 symptoms they may wait in student reception. • If a student has a first aid injury and is not experiencing Covid-19 symptoms they may wait in student reception 	<ul style="list-style-type: none"> • Guidance issued to staff and protocols in place • A member of the site team who is first aid trained or a nominated first aider will be available at all times. • Training given to first aiders
	2: Administering first aid to a student or staff member not presenting symptoms of Covid-19	<ul style="list-style-type: none"> • Normal first aid processes apply. There is no need to wear additional PPE whilst treating a student or staff member who does not present symptoms of Covid-19. However, if first aiders wish to use PPE for none Covid-19 first aid they may. 	<ul style="list-style-type: none"> • Guidance issued to staff and protocols in place
I: The School Site	1: Students	<ul style="list-style-type: none"> • SLT to review school site and specify entry/exit points and classroom use for students • Design layout and arrangements in place throughout school to enable social distancing. • Clear messaging to pupils on the importance and reasons for social distancing is reinforced throughout the school day by staff • Students will be grouped together in their year groups and will remain in their groups throughout the day. • Contact between groups will be limited/avoided where possible • Regular handwashing on entering the building, throughout the day and leaving the building. • Re-integration day for each year group (form time, emotional wellbeing, new routines and structures) 	<ul style="list-style-type: none"> • SLT site planning • Guidance issued to staff • Guidance and support to students on return

		<ul style="list-style-type: none"> • Each year group will use a different entrance and exit • Each year group will use different toilets and only one student will be allowed in at a time. • Students will be in form groups of bubbles and be taught in their bubbles for most of their lessons with the teacher moving to them. • Encourage use of the outdoor playing fields. • Large gatherings and whole school assemblies to be avoided with more than one group. • Children are encouraged not to touch peers. 	
	2: Staff	<ul style="list-style-type: none"> • All staff to return to school in September • Home working will be considered for staff dependant on their job role and individual circumstances (where possible and for exceptional circumstances) • A full breakdown of the grouping of students with their year groups, entrance, exit, breaks, classrooms to be used and lesson timetables will be communicated to all staff separately. • Staff should ensure regular handwashing on entering the building, throughout the day and leaving the building. • Staff to keep a 2m distance from other staff and students as much as possible • All staff to follow the risk assessment procedures with regards to entrances, exits, moving around the building, hand washing and hygiene detailed in this document. • Staff to take responsibility for using the cleaning materials supplied in classrooms and offices to wipe down surfaces and equipment as necessary. • Staff will be required to assist in the movement of students coming into the building, moving students around the building during the day and assist with the movement of students at the end of the school day. • Staff model social distancing consistently. Clear messaging to pupils on the importance and reasons for social distancing is reinforced throughout the school day by staff. • Staff break times and lunch times are structured to support social distancing • The school's behaviour policy has been revised to include compliance with social distancing and this has been communicated to staff, pupils and parents, and a focus on reintegration and re-engagement with support for pupils to do so. • Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed. • 	<ul style="list-style-type: none"> • Guidance issued to staff • Staff to consistently follow risk assessment procedures and ensure students are regularly informed of social distancing/washing hands etc.
	3: Start and end of school day	<ul style="list-style-type: none"> • It is to be made clear to parents and students that they cannot gather at the bottom of the drive before or after school. • In the morning - the car park at the bottom of the drive will be open for drop off only with no stopping of cars. • At the end of the day – the car park will not be available to cars at the end of school day and will be used for students leaving site to ensure safe exit and social distancing. Parents/carers will need to find alternative nearby roads and carparks to park and arrange for their child to meet them. • Staggered entry and departure of year groups • Staff rotas to supervise students entering the building, moving around the building, and at the end of the day. 	<ul style="list-style-type: none"> • Guidance issued to staff • To be reviewed weekly • Procedures will be implemented dependant on numbers of students in school. • Communication to parents

	<ul style="list-style-type: none"> • Students will line up in their designated area outside in their form group bubble and enter via their designated entrance and wash their hands in their designated toilet before moving to their classroom. • There will be a sibling pick up area (end of day and waiting area in the morning) • There will be a late waiting area for students in the mornings. • Car park will have designated waiting area for students • Appropriate arrangements will be made with the school bus company. • There will be large bins for masks/gloves/PPE at the bottom of the drive and at each entrance door into school. • There will be no entry to the school building before the start of the school day • Different entrances/exits are identified and used for different year groups. • Staff and students are briefed, and signage provided to identify which entrances, exits and circulation routes to use. • Floor markings are visible where it is necessary to manage any queuing. • Attendance patterns have been optimised to ensure maximum safety. 	
4: Movement around school	<ul style="list-style-type: none"> • There will be limited movement around school for students and year groups will stay in their groups • Staggered change overs for each year group throughout the day • Movement of staff and students around the building to avoid groups of people congregating. • Outside of buildings used where possible • One-way systems in operation where possible. • Corridors are divided where possible. • Circulation routes are clearly marked with appropriate signage. • Any pinch points/bottle necks are identified and managed accordingly. • The movement of students around school is minimised as much as possible. • Where possible, students stay in classrooms and staff move around. • Lesson change overs are staggered to avoid overcrowding. • Staff to monitor students and ensure they are observing social distancing guidance whilst moving around the building. • Appropriate supervision levels are in place. • Safety measures and messages will be implemented and displayed around school. 	<ul style="list-style-type: none"> • Guidance issued to staff and students • To be reviewed weekly
5: Toilet arrangements	<ul style="list-style-type: none"> • Queuing zones for toilets and hand washing will be established and monitored. • Floor markings are in place to promote social distancing. • Hand washing facilities identified for each year group that is close to their working area/classroom • Students will be allowed to go to the toilet during lesson times, one at a time. • The toilets are cleaned frequently to take account for the number of students accessing the facilities. • Site team to ensure a constant supply of soap and paper towels. • Toilet bins are emptied regularly throughout the day. • Students are reminded regularly on how to wash hands • Handwashing is incorporated into the daily timetable. 	<ul style="list-style-type: none"> • Guidance issued to staff • To be reviewed weekly • Procedures will be implemented dependant on numbers of students in school.

		<ul style="list-style-type: none"> • Hand sanitiser stations are available throughout the school. (REMEMBER hand washing with soap and water is advised and hand sanitisers used only if handwashing is not available) • Engaged/Occupied signs to be used on the outside door of staff toilets and shared kitchen areas where appropriate 	
	6: Classroom/lesson arrangements	<ul style="list-style-type: none"> • Designated classrooms for each year group. • Staff should not walk around the classroom and remain at the front of the class keeping a 2 metre distance at all times. • Guidance on using different ways of teaching to enable social distancing will be communicated to all staff separately • Students to have their own equipment and not share resources. • Every student will be given a zip wallet with a new mini whiteboard and pen to enable students to share their responses without teachers breaking the 2-metre distance. • Classrooms will be arranged so that they are forward facing • Desks/furniture will be removed from classrooms as necessary. • Soft furnishings in rooms should be moved. • Regular SLT meetings to review school site and assess which classrooms can accommodate entry/exit points • Agreed new timetable and confirmed arrangements for each year group to allow for reduced interaction between year groups. • Classroom size and numbers reviewed through daily planning. • In secondary schools, assuming that setting is maintained, the year group stays together and does not mix with other pupils • Collaboration between schools where a child routinely attends more than one setting on a part time basis e.g. dual. • Encourage use of outdoor space, weather dependant • Clear signage displayed in classrooms promoting social distancing. • Staff to take responsibility for using the cleaning materials supplied in classrooms and offices to wipe down surfaces and equipment as necessary. • Limit the amount of shared resources that are taken home and limit exchange of take-home resources between students and staff • Prevent the sharing of stationery and other equipment where possible. • Shared materials and surfaces cleaned and disinfected more frequently • Resources that are shared between classes or bubbles, such as sports, outdoor playground equipment, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. • Roles and responsibilities identified for each area with cleaning resources, e.g. each class is allocated their own cleaning products • The current government guidance on practical lessons should be followed and any changes to the guidance should be followed at that time. 	<ul style="list-style-type: none"> • Guidance issued to staff • To be reviewed weekly • Procedures will be implemented dependant on numbers of students in school.

		<ul style="list-style-type: none"> • Some practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same students in one day, or properly cleaned between cohorts. • Departments should read and keep up to date with their own subject association guidance on practical's/lessons and ensure any guidance is appropriately implemented within their departments and communicated to their team) • PE uniform can be worn to school by students who are undertaking PE lessons on that day. • The latest guidance on the marking books will be followed • Schools should engage with their local immunisation providers to provide the usual immunisation programmes on site, ensuring these will be delivered in keeping with the school's control measures. • Some pupils with SEND will need specific help and preparation for the changes to routine that this will involve, so teachers and special educational needs coordinators should plan to meet these needs, for example using social stories. More information on pupils with education, health and care plans can be found in Annex B of the guidance. • Careful consideration of how to minimise risk from music classes eg. singing, chanting, playing wind or brass instruments or shouting. • Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene contact sports avoided. See guidance on phased return of sports. 	
	7: Lunchtimes	<ul style="list-style-type: none"> • Breaktimes and lunchtimes will be staggered for each year group. • Lunch will be for 30 minutes per year group in the dining room and 15 minutes outdoors taking bags with them. • At lunch students will only be allowed into the canteen seated or outside and must remain in their year groups at all times. No other areas in school should be accessed by students during lunchtimes. • The dining hall will be set up so students are socially distanced with one-way routes where possible. • If required, the main hall will be set up as a canteen to allow for two groups to have lunch at the same time. • No gatherings of students in large groups. • Designated areas of the front field allocated to year groups of students. • Staff lunch times to be staggered where possible and meeting rooms to be used where social distancing cannot be achieved in staff areas. 	<ul style="list-style-type: none"> • Guidance issued to staff • To be reviewed weekly
	8: Offices and shared staff communal areas	<ul style="list-style-type: none"> • Staff should work in their classroom or offices and take their breaks and lunchtimes in their classrooms or offices where possible • To limit the number of staff around the school building - staff (where it is possible for your job role, e.g. admin staff) should remain in their working area and not walk around school unless it is necessary. • Staff should use Microsoft teams and hold virtual meetings where possible. • Staff should use the phone to ring staff internally instead of visiting them where possible. 	<ul style="list-style-type: none"> • Guidance issued to staff

		<ul style="list-style-type: none"> • The staffroom will be set out to be socially distanced – if you cannot use your own office/area/space then you may use the staff room but must continue to maintain a 2-metre distance at all times. • The doors to the staffroom will be kept open (please consider this and ensure confidentiality at all times as doors will be open and staff and students will be passing. • Adjustments to shared communal areas will be made where possible. • Staff should liaise with the site team to identify if their own area is socially distanced and make individual arrangements if necessary. 	
J: Transport	1. Student travelling to and from school	<ul style="list-style-type: none"> • Hillcrest School travel survey completed by parents • Survey results to be reviewed before start of September term. • There will be staggering start and finish times to help take the pressure off peak travel times. • It is advised that students should walk and cycle wherever possible to create extra space on buses and other public transport for those who have no alternative • Students will be grouped together on transport, which should (wherever possible) reflect the bubbles that are adopted within school • Students will be advised to wear a face mask and carry a hand sanitiser and wash their hands before and after they travel. • At the end of the day students will be organised and board the school bus in a queue at the bus stop. • As per Government guidance: <ul style="list-style-type: none"> ➤ Inform parents that if their child needs to be accompanied to school only one parent should attend ➤ Inform parents and students their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact. ➤ make clear to parents that they cannot gather at entrance gates, the parking area or enter the site (unless they have a pre-arranged appointment, which should be conducted safely) ➤ talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), ➤ Consideration of emergency school streets measures as identified in the <u>Emergency Birmingham Transport Plan</u> including Car Free School Streets, parking restrictions and reducing speed limits. • As per Government guidance: <ul style="list-style-type: none"> ➤ Children, young people and parents are encouraged to walk or cycle where possible ➤ Ensure parents and young people are aware of recommendations on transport to and from education or childcare setting (including avoiding peak times). Read the <u>Coronavirus (COVID-19): safer travel guidance for passengers</u> ➤ Encourage walking, cycling or scooting to their education setting where possible. ➤ If travelling by public transport: check website or live bus app for revised timetables before travel; try to keep 2 metres away from people not in their household while waiting in the queue; carry and use hand sanitiser; wear a face covering if they can; sit in the window seat, leaving the seats in front and behind empty. For further information 	<ul style="list-style-type: none"> • Travel survey • School bus • Travel advice • Guidance issued to staff, parents and students.

		<p>and guidance visit: https://nxbus.co.uk/west-midlands/news/stay-safe-when-travelling-with-us</p> <ul style="list-style-type: none"> ➤ Use <u>Modeshift STARS</u> to review and update school travel plan considering both staff and pupil travel. Communicate revised travel plans clearly to contractors, BCC and parents. ➤ Consider using social media messaging to inform the local community that parents/pupils may be travelling at specific times in order to avoid pavement congestion. ➤ West Midlands Police have put together some resources to help students feel confident to travel and also how to behave responsibly and safely while travelling to and from school. The resources can be covered in class or as an independent activity for students to complete at home. <u>All are available via this link.</u> ➤ For reassurance/advice on using public transport and what it looks like to travel please find links below to three short YouTube films covering bus, tram and train journeys: <ul style="list-style-type: none"> • <u>Travelling Safely on bus</u> (social distancing) • <u>Travelling Safely on Metro</u> (social distancing) • <u>Getting through train stations</u> (social distancing) 	
K: Catering	Aspens external caterers/School site	<ul style="list-style-type: none"> • Up to date government advice for caterers will be implemented • Social distancing will be implemented for the queue into the canteen and in the canteen area. • Breakfast session will not commence when school opens in September – this will be reviewed weekly • Breaktime session will not commence when school opens in September – this will be reviewed weekly. • Staggered lunchtimes for each year group • Food safety regulations followed • Disposable food cartons and cutlery. • Enhanced cleaning regimes. • Food suppliers deliver early to avoid contact. No contact delivery service. • Delivery boxes unpacked and wiped before storage • New enhanced recording procedures implemented • Meal services certified compliant with Head of QHSE • Catering team given full training on Covid-19. • Payment made via online payment system so no cash on site. • The school will work with the catering contract to agree hot/cold food provision, pre-order menus where possible. • Limit lunch menus as to offer a set nutritionally balanced menu eg. One vegetarian, one non-vegetarian option. • A second meal service will be set up in the main hall to enable two groups to have lunch at the same time. 	<ul style="list-style-type: none"> • Guidance issued to staff and students • Catering team training • Procedures implemented and reviewed regularly • Food safety and hygiene
L: Enhanced cleaning procedures	1: Cleaning contract with Genie Cleaning /Site Team	<ul style="list-style-type: none"> • A return-to-work plan for cleaning staff (including any deep cleans) is agreed with contracting agencies prior to opening. 	<ul style="list-style-type: none"> • Guidance issued to cleaning contractor and site team

		<ul style="list-style-type: none"> • An enhanced cleaning plan is agreed and implemented which minimises the spread of infection. • Working hours or additional capacity for cleaning is planned and in agreement with site and cleaning staff. • An enhanced cleaning schedule is agreed and implemented which minimises the spread of infection, making full use of timetable breaks, between lunch groups, before and after school. • Introduce enhanced daily cleaning of doorways, handles and corridor walls and other frequently touched surfaces. • More frequent cleaning of rooms/shared areas that are used by different groups • Cleaning company is aware of the guidance for cleaning of non-healthcare settings Covid-19: cleaning of non-healthcare settings guidance • Sufficient and suitable equipment is available for the required clean • Adequate waste disposal arrangements are in place to dispose of possible contaminated equipment 	
	2: Cleaning supplies	<ul style="list-style-type: none"> • An audit of handwashing facilities (including soap and hand towels) and sanitiser dispensers is undertaken before the school reopens and additional supplies are purchased if necessary. • Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day • Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently. • How to wash hands guidance posters in all toilets 	<ul style="list-style-type: none"> • Guidance issued to cleaning contractor and site team • Site team to stock take cleaning supplies and do regular checks to ensure supplies are maintained at all times
M: Safeguarding	1: School safeguarding policy and procedures are in place.	<ul style="list-style-type: none"> • Safeguarding remains highest priority and policy is updated to reflect changes • All staff are briefed on updated safeguarding arrangements, including those contacting families of students that are not attending school • All DSLs have swift access to advice from LA, CSC, school / health visitors and police (LA has provided contact details) • School to consider any changes to day to day health and safety policies including changes to evacuation arrangements depending on the use of classrooms, entry and exit points and Critical Incident and Lockdown procedures, factoring in social distancing requirements • Expectations to be shared with students in the event of the need to evacuate the building in an emergency • Hillcrest School safeguarding policy has been updated in line with DfE guidance during COVID 19 pandemic. 	<ul style="list-style-type: none"> • Guidance issued to staff and protocols in place
	2: High risk of increased disclosures from returning students	<ul style="list-style-type: none"> • DSL capacity is factored into staffing arrangements to ensure enough staff are available to deal with the potential increase in disclosures from students • Contact is maintained with families where there are vulnerable students that are not attending school due to parent/carer decision • Multi-agency arrangements in place to support early help • School is aware of support through Early Help Hubs • Advice is available through CASS, BCC Safeguarding and BCC Prevent Team 	<ul style="list-style-type: none"> • Guidance issued to staff and protocols in place

N: PPE equipment	Gloves/masks/aprons	<ul style="list-style-type: none"> • Government guidance on wearing PPE is understood and communicated to all staff. • Read the guidance on safe working in education, childcare and children's social care for more information about preventing and controlling infection and use of PPE. • Read the guidance https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education • Sufficient PPE has been procured through normal stockist • Those staff required to wear PPE (e.g. for first aid or dealing with a student or member of staff experiencing Covid-19 symptoms) have been instructed on how to put on and how to remove PPE carefully to reduce contamination and how to dispose of them safely. • Staff are reminded that wearing of gloves is not a substitute for good handwashing. • The school will seek LA support for emergency PPE stock if necessary. • Appropriate measures are taken on the cleaning of reusable PPE items in line with guidance • For Students, we recommend the wearing of face coverings in corridors and we will assess individual circumstances of students who feel that they would need to wear a face covering in lessons. • For staff, we recommend the wearing of face coverings in corridors or areas where they may find it difficult to maintain a 2-metre distance. We will assess individual circumstances of staff who feel that they would need to wear a face covering and a visor may be agreed to be worn in lessons dependant on circumstances. • In the event of a local lockdown the school will review the wearing of face coverings in school and whether it will be compulsory to wear one. 	<ul style="list-style-type: none"> • Guidance issued to staff and protocols in place
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Risk Type	Issue/Hazard	Measures to Minimise Risk	Schools Actions and comments
M: Contingency Planning for local lockdown	Cases of COVID-19 reported in school/community local lockdown	<ul style="list-style-type: none"> • School Business Continuity Plan has been updated • Proposed resourcing model is in place should lockdown and partial or full closure be required • Arrange for communications to be available in readiness for release to staff and families to incorporate any advice from Public Health Birmingham. • Staff have been fully briefed on the action planning for local/bubble lockdown or outbreak. • Preparation for learning continuity in the event of local or bubble lockdown (added in v4) <ul style="list-style-type: none"> ○ Blended learning offer to support continued delivery. ○ Remote learning packages ready to offer where there is an outbreak within a bubble or wider as part of business continuity. Consideration of remote learning for young pupils or those with SEND. <p>https://www.gov.uk/guidance/remote-education-practice-for-schools-during-coronavirus-covid-19</p> <ul style="list-style-type: none"> • Resources have been prepared that take account of online education resources for home learning (published by DfE 24 June 2020) added in v4 <p>https://www.gov.uk/guidance/remote-education-during-coronavirus-covid-19</p> <ul style="list-style-type: none"> • Information and guidance have been shared to support parents and carers of children who are learning at home <p>https://www.gov.uk/guidance/supporting-your-childrens-education-during-coronavirus-covid-19 (added in v4)</p>	<ul style="list-style-type: none"> • SLT continuity planning • Communications • Procedures and protocols in place

		<ul style="list-style-type: none"> • Resumption of original Risk Assessment to consider phased opening as appropriate • Parents have been informed of the school's procedures for local/bubble lockdown • Response has taken account of the information, guidance and support for teachers and leaders on educating children during the coronavirus outbreak published on 22 May 2020 	
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Risk Type	Issue/Hazard	Measures to Minimise Risk	Schools Actions and comments
0: Curriculum	Pupils who may have fallen behind in their learning during school closures and achievement gaps will have widened	<ul style="list-style-type: none"> • Gaps in learning and starting points are addressed in teachers' planning and assessed through regular learning e.g. quizzes • For pupils in year 7, it may be necessary to address gaps in English and maths from the key stage 2 curriculum. • Home (and remote learning) is continuing and is calibrated to complement in-school learning and day to day delivery. Consider digital poverty. • Focus on returning to normal curriculum by summer term 2021, on the basis that GCSEs and A levels will take place in summer 2021 but with adaptations. • Relationships, sex and health education (RSHE) for secondary aged pupils becomes compulsory from September 2020, with teaching expected to start by the start of the summer term 2021. • Additional financial support has been made available to schools to address gaps in learning. • Exam syllabi are covered and revised where appropriate. • Plans for intervention are in place for those pupils who have fallen behind in their learning and are supported through home learning • School is aware of pupils who are young carers and have targeted support for online learning where they are unable to return to school 	<ul style="list-style-type: none"> • Curriculum planning • Timetabling • Additional resources • Data • Examinations
	Ensuring the school meets its full provision required in line with EHCP	<ul style="list-style-type: none"> • Review individual pupil's EHCP to consider what can reasonably be provided whilst in school • Where EHCPs have been adapted to make any allowances for the restrictions of COVID-19, these plans are reviewed with parents and, where appropriate, pupils to include the interim arrangements under the recovery plan. Note the duty to secure and deliver the provision in the EHCP remains and will only be modified, potentially, where a local outbreak occurs. • Access support through health and social care offer • Support offered through regular meetings with LA SEND Links and Early Years Inclusion Support Service 	<ul style="list-style-type: none"> • SENCO/Pastoral team • Teaching Assistants • Assessment/review • Individual EHCP • Support services
	Support ongoing learning offer for eligible pupils who can't attend school,	<ul style="list-style-type: none"> • Access BEP offer for online resources • NS engage with NS Trust and Teaching Schools Alliance to discuss arrangements to support ongoing learning offer for pupils who can't attend school • Review online offer for pupils that are unable to attend school 	<ul style="list-style-type: none"> • Support agencies

	as well as those that continue to be out of school	<ul style="list-style-type: none"> • Learning offer for pupils unable to access online resources • Access Early Help Hub support for those pupils affected by ICT poverty • Differentiate offer for eligible children that can't attend school to support future transition 	
	Pupils moving on to the next phase in their education	<ul style="list-style-type: none"> • A plan is in place for pastoral staff to speak with pupils and their parents about the next stage in their education and resolve any issues. • There is regular and effective liaison with the destination institutions to assist with pupils' transition. • Regular communications with the parents of incoming pupils are in place, including letters, newsletters and online broadcasts. • Virtual tours of the school are available for parents and pupils. • Online induction days for pupils and parents are planned. 	<ul style="list-style-type: none"> • Pastoral team • Tours of school • Induction days

Senior Leadership Team procedures for dealing with staff or students who have Covid-19 symptoms.

BCC guidance – Covid-19 How to deal with symptoms in a member of staff or pupil in an educational setting

It is vital if a member of staff or pupil develops symptoms (high temperature, new continuous cough or loss or change to sense of smell or taste) that the school/educational establishment takes immediate action.

Please inform BCC Public Health by filling out this form at <https://forms.gle/SEu5SQQuSnLyfU6>

Use the following flowchart to determine what actions to take, as advised by Public Health England. Please note that this advice is subject to change.

If you are aware of a positive result for Covid-19 please phone PHE (Public Health England) on: **0344 2253560 option 0 option 2**

For general advice please contact BCC Public Health Division by email:(using the subject heading: 'education support') BCCCOVID19@birmingham.gov.uk

Useful telephone numbers and links for advice or guidance on Covid-19 issues below.

Advice/Guidance	Email address:
General Advice: BCC Public Health Division (using the subject heading 'education support')	BCCCOVID19@birmingham.gov.uk
Public Health England: Inform Public Health England of all positive cases of Covid-19 immediately	Call 0344 225 3560 option 0 option 2 https://www.gov.uk/guidance/notifiable-diseasesand-causative-organisms-how-to-report
Ordering Tests: Contact the NHS website.	You can call 119 or visit: https://www.nhs.uk/conditions/coronavirus-covid19/testing-and-tracing/ask-for-a-test-to-check-if-you-have-coronavirus/
Infection, Prevention & Control Guidance: <ul style="list-style-type: none"> • Cleaning • Social Distancing • PPE 	Please contact - BCCCOVID19@birmingham.gov.uk Use school internal procedures
Occupational Health Guidance:	Heales Health services – info@heales.com 03333 449 089 BCC occupational health Occupational.Health@birmingham.gov.uk .
Employment Guidance:	Education Personnel Management (EPM) 01480 431993

