

# Hillcrest School and Sixth Form Centre

## COVID-19 RISK ASSESSMENT – Full School Opening

As new guidance is produced weekly, please refer to [www.gov.uk](http://www.gov.uk) for updates

Guidance for full school opening:- <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](#).

We recommend all school leaders and staff members to regularly review the latest information produced by Public Health: [https://www.birmingham.gov.uk/COVID-19\\_schools\\_faqs](https://www.birmingham.gov.uk/COVID-19_schools_faqs). The latest checklist and flowchart can be found here for guidance on dealing with suspected or confirmed cases within staff or pupil cohorts, and their contacts: [https://www.birmingham.gov.uk/downloads/download/3527/public\\_health\\_flowchart\\_for\\_schools](https://www.birmingham.gov.uk/downloads/download/3527/public_health_flowchart_for_schools)

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 assessment is about identifying reasonably practicable measures to control the risks in a workplace or when undertaking an activity. The process evaluates the threats and risks of a specified issue/situation and enables the likelihood that somebody could be harmed, together with an indication of how serious the harm could be, to be considered.

**Likelihood** - For each issue/situation, determine the likelihood it will occur.

**Severity (outcome)** - determine the potential injury/health.

<b>Likelihood</b>	<b>Severity</b>
4 = Certain = common or frequent occurrence	4 = Major risk - death, loss of limbs, etc
3 = Probable = likely to occur sometime	3 = High risk - broken bones, burns, etc
2 = Possible = may occur sometime	2 = Moderate risk - cuts, bruises, sickness, etc.
1 = Improbable = unlikely to occur	1 = Minimal risk - strain, shaken, no injury, etc

The matrix (below) provides a method to determine the level of risk, with the Likelihood and Severity being independently scored and plotted.

RISK LEVEL MATRIX					
PROBABILITY (LIKELIHOOD)	4	Low	High	Very High	Very High
	3	Low	Med	High	Very High
	2	Low	Low	Med	High
	1	Low	Low	Low	Low
		1	2	3	4
		SEVERITY (OUTCOME)			

Once the likelihood and severity of the risk have been assessed they are plotted on the risk profiling grid above and the risk rating defined e.g. If a risk has a likelihood of 3 – Likely and a severity of 1 – Minimal, the risk rating will be  $3 \times 1 = 3$ . This would mean the risk is low and arrangement would be adequate. Example as follows:

Issue/Area to be addressed (Potential Hazard)	Current Control Measures Good Practice Control Measures Adopted	In place (Yes/No)	Further action/ Comments	Final Risk Rating
<p><b>Example:</b> <b>Slips, trips and falls</b> <i>There are smooth surfaces and tripping hazards around the school site with the potential to cause persons to fall over injuring themselves with multiple injuries.</i></p>	<ul style="list-style-type: none"> <li><i>Cleaning regime in place.</i></li> <li><i>Correct safe substance used for surfaces.</i></li> <li><i>Signage available.</i></li> <li><i>Cleaners have received training.</i></li> <li><i>Introduce hazard reporting system and ensure that staff are aware of school H&amp;S Policy.</i></li> <li><i>Undertake specific risk assessment on snow and ice.</i></li> <li><i>Remove all trailing cables in admin office.</i></li> </ul>	Y	Review arrangements for new staff i.e. ensure the H&S policy to shared /communicated	3x1=3 Low

Risk Type	Issue/Hazard	Measures to Minimise Risk	Schools Actions and comments
<b>A: Pupils</b>	1.Attendance at school	<ul style="list-style-type: none"> <li>• Planning for full attendance of all year groups and complete the daily DfE attendance return by 2pm where possible each day.</li> <li>• Phased return arrangements in place for year groups / pupils including details of those who have been self-isolating. Good record keeping within school with PH and LA.</li> <li>• Support for pupil/parent anxiety about return to school and vulnerability to Covid-19</li> <li>• Most children originally identified as clinically extremely vulnerable no longer need to follow this advice. Children whose doctors have confirmed they are still clinically extremely vulnerable are advised not to attend school during lockdown and arrangements should be made to continue education at home. Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend school.</li> <li>• Requests for support for vulnerable families sent through Early Help Hubs and individual pupil risk assessments.</li> <li>• Readiness to implement Test and Trace.</li> <li>• Parents have been signposted to useful websites and resources.</li> </ul>	<ul style="list-style-type: none"> <li>• Attendance/officer monitoring</li> <li>• Support services</li> <li>• Parental contact</li> <li>• Test and Trace</li> </ul>
	2. Daily attendance registers	<ul style="list-style-type: none"> <li>• Headteacher is responsible for completion of school daily attendance registers</li> <li>• Headteacher is responsible for completion of DfE daily submission (if applicable)</li> <li>• Regular reporting and monitoring of attendance to responsible body and follow-up with families factored into staff workload.</li> <li>• There's separate guidance on recording attendance at <a href="#">addendum: recording attendance in relation to coronavirus (COVID-19) during the 2020 to 2021 academic year</a></li> </ul>	<ul style="list-style-type: none"> <li>• Attendance Officer/monitoring</li> <li>• Headteacher</li> <li>• Safeguarding</li> <li>• EWO</li> <li>• DSL</li> </ul>
<b>B: Staff</b>	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"> <li>• All staff completed individual staff questionnaires and the school will support staff with their current personal circumstances where possible.</li> <li>• Staff should be assured that the school site will be Covid-19 secure and all recommended government procedures implemented fully.</li> <li>• All members of staff with underlying health issues, those within vulnerable groups have been instructed to make their condition or circumstances known to the school and members of staff with children who cannot attend school/nursery/childminder etc are supported.</li> <li>• Records are kept and regularly updated.</li> <li>• 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.</li> <li>• <a href="#">The Government's New National Restrictions</a> from 5 November until 2 December advise the clinically extremely vulnerable to work from home during this period of lockdown. If they cannot work from home, they should not to go to work. Staff who are clinically vulnerable or have underlying health conditions but are not clinically extremely vulnerable, may continue to attend school in line with current guidance.</li> </ul>	<ul style="list-style-type: none"> <li>• Guidance issued to staff</li> <li>• All staff should ensure they communicate any concerns regarding their individual circumstances to their line manager.</li> <li>• All staff should inform school of any changes in their circumstances immediately</li> <li>• New starters should inform their line manager if they have</li> </ul>

		<ul style="list-style-type: none"> <li>• Staff and parents of pupils are clear about the definitions and associated mitigating strategies relation to people who are classed as clinically vulnerable and clinically extremely vulnerable.</li> <li>• All staff who were clinically extremely vulnerable and received a letter should not attend work but can work from home if possible. Advice for those who are clinically extremely vulnerable can be found in the following <a href="#">guidance</a>.</li> <li>• Current government guidance is being applied.</li> <li>• The school will consider advice from Public Health England regarding BAME staff.</li> <li>• Where required the school will seek advice from Occupational Health Service</li> </ul>	<p>concerns and notify the school of any medical conditions.</p>
	<p>2: Returning to school/ Staff communications/ Wellbeing/health Test and Trace</p>	<ul style="list-style-type: none"> <li>• 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)</li> <li>• Full use is made of those staff who are self-isolating but who are well enough to teach lessons online/work from home.</li> <li>• Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place.</li> <li>• A blended model of home learning and attendance at school is utilised until staffing levels improve.</li> <li>• Contingency planning is in place and agency additional resource identified if needed.</li> <li>• Size of Bubbles is changed, 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.</li> <li>• 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)</li> <li>• 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.</li> <li>• Schools should ensure that appropriate support is made available for pupils with SEND as well as pupils isolating at home or considered to be clinically extremely vulnerable, 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.</li> <li>• Consideration of available testing for school staff is updated according to latest government advice: <a href="https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance">https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance</a></li> <li>• Staff receive daily/weekly briefings on day to day school matters</li> <li>• 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</li> <li>• Flexible working arrangements needed to support any changes to usual working patterns are agreed</li> <li>• Staff workload expectations are clearly communicated</li> <li>• Staff provided with training to implement any changes that the school plans to make, either delivered remotely or in school</li> <li>• Staff are encouraged to focus on their wellbeing. Employee assistance programme is promoted, and staff have 24 hour access to telephone service and access to counselling.</li> <li>• Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload.</li> <li>• Staff have been signposted to useful websites and resources.</li> </ul>	<ul style="list-style-type: none"> <li>• Attendance monitoring</li> <li>• Test and Trace</li> <li>• Timetables</li> <li>• Staffing</li> <li>• Agencies</li> <li>• Internal staffing resources</li> <li>• Staff briefings</li> <li>• Senior leaders support</li> <li>• Mental health/wellbeing</li> <li>• EAP/counselling</li> <li>• Flu vaccinations</li> </ul>

		<ul style="list-style-type: none"> <li>• Readiness to implement Test and Trace (as set out in the latest government guidance)</li> <li>• Promote 'catch it, bin it, Kill it'. Use of <u>e-bug</u> learning from Public Health England.</li> <li>• Consideration of available testing for school staff is updated according to latest government advice: <a href="https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance">https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance</a></li> <li>• Remind/Encourage staff that are eligible for a free NHS flu vaccination of the importance of ensuring they are protected from such illness <a href="https://www.nhs.uk/conditions/vaccinations/flu-influenza-vaccine/">https://www.nhs.uk/conditions/vaccinations/flu-influenza-vaccine/</a></li> <li>• All staff to be offered a free flu vaccination (either by means of a corporate scheme or reimbursement for private paid appointments)</li> </ul>	
<b>C: Parents/Carers</b>	3. Communication	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Advice is made available to parents on arrangements for testing for Covid-19</li> <li>• Clarify arrangements for pick-up/drop-off, breaktimes, as well as expectations for free study periods</li> <li>• Key messages in line with government guidance are reinforced on a regular basis via email, text and the school's website and verbally. Community languages are considered.</li> <li>• Clear procedures are in place where a child falls ill whilst at school.</li> <li>• It is communicated to parents that students who fall ill whilst at school are collected immediately.</li> <li>• Ensure contact details of families are up to date.</li> <li>• Request daily changes of clothes (where possible) to reduce the risk of infection. Uniforms do not need to be cleaned any more often than or differently to usual.</li> <li>• Attendance expectations are clearly communicated to parents and in particular when Covid-19 is a risk factor within the family</li> <li>• Messages to parents to reinforce the importance of and exhibit social distancing.</li> <li>• Brokerage of access to FTB resources to support mental health and wellbeing, including anxiety of returning to school for pupils and parents</li> <li>• <a href="https://www.forwardthinkingbirmingham.org.uk">https://www.forwardthinkingbirmingham.org.uk</a></li> <li>• Information about how to <a href="#">connect families to local support is available here.</a></li> </ul>	<ul style="list-style-type: none"> <li>• Regular communication with parents</li> <li>• ParentMail email</li> <li>• ParentMail text</li> <li>• Website</li> <li>• School letters</li> <li>• Information sheets</li> <li>• Support services</li> </ul>

Risk Type	Issue/Hazard	Measures to Minimise Risk	Schools Actions and comments
<b>D: Introducing virus into school environments from outside</b>	1: Visitors to reception areas	<ul style="list-style-type: none"> <li>• Clear signage and instructions on entry and in main reception</li> <li>• Hand sanitiser with clear signage in main reception</li> <li>• Receptionist inform all visitors to wash their hands</li> <li>• Only essential visitors allowed</li> <li>• Where possible request that individuals communicate with the School via telephone or email.</li> <li>• Keep a minimum distance of 2m away where possible and adhere to school social distancing protocols</li> </ul>	<ul style="list-style-type: none"> <li>• Visitor checklist in use obtaining contact details</li> <li>• Test and trace check in service at main reception</li> </ul>

2: Visitors for meetings	<ul style="list-style-type: none"> <li>Consider how to use technology for meetings e.g. video / teleconference facilities.</li> <li>For essential meetings ensure good ventilation of office/meeting rooms</li> </ul>	<ul style="list-style-type: none"> <li>Visitor checklist in use obtaining contact details</li> <li>Test and trace check in service at main reception</li> </ul>
3: Deliveries	<ul style="list-style-type: none"> <li>Deliveries are arranged outside of school day where possible.</li> <li>Orders received and moved by site team</li> <li>Deliveries for essential resources and supplies only</li> </ul>	<ul style="list-style-type: none"> <li>Guidance issued to site team and reception</li> </ul>
4: Staff	<ul style="list-style-type: none"> <li>Wash hands on arrival at school, regularly throughout the day and before leaving for at least 20 seconds.</li> <li>Catch coughs/sneezes in a tissue and wash your hands again.</li> <li>Put used tissues in the bin immediately and wash your hands afterwards.</li> <li>Maintain a 2-metre distance from colleagues/parents and students.</li> <li>If you share a desk, wipe the area before and after use with a sanitising wipe.</li> <li>Regularly clean your work area including phones, keyboards and mouse.</li> <li>Resources in schools should be limited for students accessing the provision and where possible sterilised after use.</li> <li>Use sanitising wipes on shared contact surfaces</li> <li>Open windows to improve ventilation where possible.</li> <li>Avoid touching your face with your hands</li> <li>Keep up to date with government guidance at <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a></li> </ul>	<ul style="list-style-type: none"> <li>Guidance issued to staff</li> <li>Regular communications to remind of procedures.</li> <li>Staff briefings</li> <li>Replenishment of supplies as required.</li> </ul>
5: Cleaning	<ul style="list-style-type: none"> <li>Increase cleaning regimes of regularly contacted areas e.g. door handles, desks, toilets, touchpoints etc throughout the school day.</li> <li>Ensure compliance with infection control guidance around cleaning regimes.</li> <li>Staff to be given cleaning materials to wipe down resources and equipment in classrooms and offices.</li> </ul>	<ul style="list-style-type: none"> <li>Cleaning increased and appropriate protocols in place</li> </ul>
6: Contractors	<ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>Assurances have been sought from the contractors that they are familiar with the <a href="#">symptoms associated with Coronavirus covid-19</a>, 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.</li> <li>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.</li> <li>Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed.</li> <li>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).</li> <li>Finance and Operations Committee is aware of planned works and associated risk assessments</li> </ul>	<ul style="list-style-type: none"> <li>Guidance issued to contractors.</li> <li>Risk assessments</li> <li>Method statements</li> <li>Site team to meet all contractors</li> <li>Site Manager to undertake full site induction for every contractor</li> </ul>

<b>E: Buildings</b>	1. H&S Statutory Compliance	<ul style="list-style-type: none"> <li>All statutory compliance is up to date.</li> <li>Water systems have been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged.</li> </ul>	<ul style="list-style-type: none"> <li>Statutory compliance</li> <li>Building checks</li> <li>Maintenance checks</li> </ul>
	2. Costs of additional measures and enhanced services to address Covid-19 considered	<ul style="list-style-type: none"> <li>Additional cost pressures due to COVID-19 identified and an end-of-year forecast which factors them in has been produced.</li> <li>Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review.</li> <li>Additional sources of income are under exploration.</li> <li>The school's projected financial position has been shared with governors and LA or trust.</li> </ul>	<ul style="list-style-type: none"> <li>Additional costs of resources monitored</li> <li>Budget forecasting reports</li> </ul>
<b>F: Fire Procedures</b>	1. Fire procedures to cover new arrangements	<ul style="list-style-type: none"> <li>Fire procedures to be reviewed and revised where required, due to: <ul style="list-style-type: none"> <li>Reduced numbers of pupils/staff</li> <li>Possible absence of fire marshals</li> <li>Social distancing rules during evacuation and at muster points</li> <li>Possible need for additional muster point(s) to enable social distancing where possible</li> </ul> </li> <li>Staff and pupils and governors have been briefed on any new evacuation procedures.</li> <li>Fire drill arranged in line with Covid plan.</li> <li>Plans for fire evacuation drills are in place and are in line with social distancing measures, with marked areas if required</li> </ul>	<ul style="list-style-type: none"> <li>Fire Drill</li> <li>Fire signage</li> <li>Fire assembly point</li> <li>Guidance issued to staff and protocols in place</li> </ul>
<b>G: Coronavirus Illness/ symptoms identified</b>	1: Staff member / student or household member becoming ill	<ul style="list-style-type: none"> <li>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.</li> <li>Staff are aware of the location of the emergency PPE pack. (main reception and student reception)</li> <li>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. <a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a></li> <li>All staff should keep up date with the latest government guideline on self-isolating (if experiencing Covid-19 symptoms): <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a></li> <li>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.</li> <li>Parents should ring the attendance line to report child's absence (for both illness and self-isolating)</li> <li>School to keep in touch with staff members who are in self-isolation and include them in communications.</li> <li>If staff are self-isolating and feel well, they may work from home.</li> <li>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.</li> <li>SLT are responsible for reporting confirmed Covid-19 cases – see flow chart at end of this document.</li> </ul>	<ul style="list-style-type: none"> <li>Guidance issued to staff and protocols in place</li> <li>Up to date government /LA guidance followed.</li> <li>Strict isolation procedures in place</li> </ul>

	2: Caretaking/ cleaning staff	<ul style="list-style-type: none"> <li>• The site team will clean areas with appropriate cleaning materials after someone with suspected Covid-19 has left to reduce the risk of passing the infection on to other people.</li> <li>• 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.</li> <li>• 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.</li> <li>• Site team should wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning.</li> </ul>	<ul style="list-style-type: none"> <li>• Any reported suspected cases of Covid-19 to be reported to site team immediately so they can ensure the area is cleaned</li> </ul>
	3: Arrangements to isolate individuals displaying symptoms of Covid-19	<ul style="list-style-type: none"> <li>• Students who display signs of Covid-19 will be moved to the medical room on the ringway.</li> <li>• Additional areas to be used are the waiting area on the ringway and dotcom area whilst student is waiting to be collected.</li> <li>• Where possible keep these areas well ventilated</li> <li>• Isolated individuals should be in rooms where door can be closed (age permitting of child) and with windows for ventilation.</li> <li>• Parents should be contacted to collect students immediately</li> <li>• If parents do not agree to collect student immediately staff contact pastoral team/SLT</li> <li>• Admin team to ensure site team are informed when student leaves so that the medical room or other spaces used are cleaned immediately after.</li> <li>• PPE to be used for accompanying staff where pupil symptomatic and 2m distance <b>cannot</b> be sustained.</li> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• Guidance issued to staff and protocols in place</li> <li>• Site team informed and action immediately</li> <li>• Communication with parents to ensure they know they must collect student</li> </ul>
<b>H: Administering first aid</b>	1: Administering First Aid to a student or staff member presenting symptoms of Covid-19	<ul style="list-style-type: none"> <li>• Staff to adhere to social distancing where possible</li> <li>• Digital thermometers can be used to check temperatures.</li> <li>• 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"> <li>➢ A door you can close</li> <li>➢ A window you can open for ventilation</li> <li>➢ A separate bathroom they can use (either attached to the room or nearby)</li> </ul> </li> <li>• 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.</li> <li>• Staff must follow the process for putting on and taking off and disposing of PPE as identified in the <a href="#">PPE Guidance For Children's Services</a> document</li> <li>• Staff notify site team of suspected cases so appropriate cleaning of the setting can take place.</li> <li>• If the student is unwell and is not experiencing Covid-19 symptoms they may wait in student reception.</li> </ul>	<ul style="list-style-type: none"> <li>• Guidance issued to staff and protocols in place</li> <li>• A member of the site team who is first aid trained or a nominated first aider will be available at all times.</li> <li>• Training given to first aiders</li> </ul>

		<ul style="list-style-type: none"> <li>If a student has a first aid injury and is not experiencing Covid-19 symptoms they may wait in student reception</li> </ul>	
	2: Administering first aid to a student or staff member <b>not presenting</b> symptoms of Covid-19	<ul style="list-style-type: none"> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>Guidance issued to staff and protocols in place</li> </ul>
<b>I: The School Site</b>	1: Students	<ul style="list-style-type: none"> <li>SLT to review school site and specify entry/exit points and classroom use for students</li> <li>Design layout and arrangements in place throughout school to enable social distancing.</li> <li>Clear messaging to pupils on the importance and reasons for social distancing is reinforced throughout the school day by staff</li> <li>Students will be grouped together in their year groups and will remain in their groups throughout the day.</li> <li>Contact between groups will be limited/avoided where possible</li> <li>Regular handwashing on entering the building, throughout the day and leaving the building.</li> <li>Re-integration day for each year group (form time, emotional wellbeing, new routines and structures)</li> <li>Each year group will use a different entrance and exit</li> <li>Each year group will use different toilets.</li> <li>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.</li> <li>Encourage use of the outdoor playing fields.</li> <li>Large gatherings and whole school assemblies to be avoided with more than one group.</li> <li>The designated prayer room is limited to 4 students at any one time and only accessed during breaks on a rota system. Students should maintain 2 metre distance at all times.</li> </ul>	<ul style="list-style-type: none"> <li>SLT site planning</li> <li>Guidance issued to staff</li> <li>Guidance and support to students on return</li> </ul>
	2: Staff	<ul style="list-style-type: none"> <li>Home working will be considered for staff dependant on their job role and individual circumstances (where possible and for exceptional circumstance)</li> <li>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.</li> <li>Staff should ensure regular handwashing on entering the building, throughout the day and leaving the building.</li> <li>Staff to keep a 2m distance from other staff and students as much as possible</li> <li>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.</li> <li>Staff to take responsibility for using the cleaning materials supplied in classrooms and offices to wipe down surfaces and equipment as necessary.</li> <li>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.</li> <li>Staff to model social distancing consistently. Clear messaging to pupils on the importance and reasons for social distancing is reinforced throughout the school day by staff.</li> <li>Staff break times and lunch times are structured to support social distancing</li> </ul>	<ul style="list-style-type: none"> <li>Guidance issued to staff</li> <li>Staff to consistently follow risk assessment procedures and ensure students are regularly informed of social distancing/washing hands etc.</li> </ul>

		<ul style="list-style-type: none"> <li>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.</li> <li>Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed.</li> </ul>	
	3: Start and end of school day	<ul style="list-style-type: none"> <li>It is to be made clear to parents and students that they cannot gather at the bottom of the drive before or after school.</li> <li>In the morning - the car park at the bottom of the drive will be open for drop off only with no stopping of cars.</li> <li>At the end of the day – the car park will not be available to cars 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.</li> <li>Staggered entry and departure of year groups</li> <li>Staff rotas to supervise students entering the building, moving around the building, and at the end of the day.</li> <li>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.</li> <li>There will be a sibling pick up area (end of day and waiting area in the morning)</li> <li>There will be a late waiting area for students in the mornings.</li> <li>Car park will have designated waiting area for students</li> <li>Appropriate arrangements will be made with the school bus company.</li> <li>There will be no entry to the school building before the start of the school day</li> <li>Different entrances/exits are identified and used for different year groups.</li> <li>Staff and students are briefed, and signage provided to identify which entrances, exits and circulation routes to use.</li> <li>Floor markings are visible where it is necessary to manage any queuing.</li> <li>Attendance patterns have been optimised to ensure maximum safety.</li> </ul>	<ul style="list-style-type: none"> <li>Guidance issued to staff</li> <li>To be reviewed weekly</li> <li>Procedures will be implemented dependant on numbers of students in school.</li> <li>Communication to parents</li> </ul>
	4: Movement around school	<ul style="list-style-type: none"> <li>There will be limited movement around school for students and year groups will stay in their groups</li> <li>Staggered change overs for each year group throughout the day</li> <li>Movement of staff/students around the building to avoid groups of people congregating.</li> <li>Outside of buildings used where possible</li> <li>One-way systems in operation where possible.</li> <li>Corridors are divided where possible.</li> <li>Circulation routes are clearly marked with appropriate signage.</li> <li>Any pinch points/bottle necks are identified and managed accordingly.</li> <li>The movement of students around school is minimised as much as possible.</li> <li>Where possible, students stay in classrooms and staff move around.</li> <li>Lesson change overs are staggered to avoid overcrowding.</li> <li>Staff to monitor students and ensure they are observing social distancing guidance whilst moving around the building.</li> <li>Appropriate supervision levels are in place.</li> <li>Safety measures and messages will be implemented and displayed around school.</li> </ul>	<ul style="list-style-type: none"> <li>Guidance issued to staff and students</li> <li>Building, classrooms, one way systems to be reviewed regularly</li> </ul>

5: Toilet arrangements	<ul style="list-style-type: none"> <li>• Queuing zones for toilets and hand washing will be established and monitored.</li> <li>• Floor markings are in place to promote social distancing.</li> <li>• Hand washing facilities identified for each year group that is close to their working area/classroom</li> <li>• Students will be allowed to go to the toilet during lesson times, one at a time.</li> <li>• The toilets are cleaned frequently to take account for the number of students accessing the facilities.</li> <li>• Site team to ensure a constant supply of soap and paper towels.</li> <li>• Toilet bins are emptied regularly throughout the day.</li> <li>• Students are reminded regularly on how to wash hands</li> <li>• Handwashing is incorporated into the daily timetable.</li> <li>• 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)</li> <li>• Engaged/Occupied signs to be used on the outside door of staff toilets and shared kitchen areas where appropriate</li> </ul>	<ul style="list-style-type: none"> <li>• Guidance issued to staff</li> <li>• To be reviewed regularly</li> <li>• Procedures will be implemented dependant on numbers of students in school.</li> </ul>
6: Classroom/lesson arrangements	<ul style="list-style-type: none"> <li>• Designated classrooms for each year group.</li> <li>• Staff should not walk around the classroom and remain at the front of the class keeping a 2 metre distance at all times.</li> <li>• <b>Guidance on using different ways of teaching to enable social distancing will be communicated to all staff separately</b></li> <li>• Students to have their own equipment and not share resources.</li> <li>• 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.</li> <li>• Classrooms will be arranged so that they are forward facing</li> <li>• Desks/furniture will be removed from classrooms as necessary.</li> <li>• Soft furnishings in rooms should be moved.</li> <li>• Regular SLT meetings to review school site and assess which classrooms can accommodate entry/exit points</li> <li>• Agreed new timetable and confirmed arrangements for each year group to allow for reduced interaction between year groups.</li> <li>• Classroom size and numbers reviewed through daily planning.</li> <li>• In secondary schools, assuming that setting is maintained, the year group stays together and does not mix with other pupils</li> <li>• Collaboration between schools where a child routinely attends more than one setting on a part time basis e.g. dual.</li> <li>• Encourage use of outdoor space, weather dependent</li> <li>• Clear signage displayed in classrooms promoting social distancing.</li> <li>• Staff to take responsibility for using the cleaning materials supplied in classrooms and offices to wipe down surfaces and equipment as necessary.</li> <li>• Limit the amount of shared resources that are taken home and limit exchange of take-home resources between students and staff</li> <li>• Prevent the sharing of stationery and other equipment where possible.</li> <li>• Shared materials and surfaces cleaned and disinfected more frequently</li> </ul>	<ul style="list-style-type: none"> <li>• Guidance issued to staff</li> <li>• To be reviewed regularly</li> <li>• Procedures will be implemented dependant on numbers of students in school.</li> </ul>

		<ul style="list-style-type: none"> <li>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.</li> <li>Roles and responsibilities identified for each area with cleaning resources, e.g. each class is allocated their own cleaning products</li> <li>The current government guidance on practical lessons should be followed and any changes to the guidance should be followed at that time.</li> <li>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.</li> <li>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)</li> <li>PE uniform can be worn to school by students who are undertaking PE lessons on that day.</li> <li>The latest guidance on the marking books will be followed</li> <li>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.</li> <li>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 <a href="#">Annex B</a> of the guidance.</li> <li>Careful consideration of how to minimise risk from music classes e.g. singing outside, chanting, playing wind or brass instruments or shouting and encouraging social distancing.</li> <li>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 <a href="#">guidance</a> on phased return of sports. A separate Risk Assessment from any external provider operating on site is required and reviewed.</li> <li>Encouraging audiences to events to undertake safety measures and maintain social distancing.</li> </ul>	
	7: Lunchtimes	<ul style="list-style-type: none"> <li>Breaktimes and lunchtimes will be staggered for each year group.</li> <li>Lunch will be for 30 minutes per year group in the dining room and 15 minutes outside taking bags with them.</li> <li>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.</li> <li>The main hall has been set up as a second dining room to allow for 2 lunchtime sittings, so student bubbles are socially distanced with one-way routes where possible.</li> <li>No gatherings of students in large groups.</li> <li>Designated, marked off areas of the front field allocated to year groups of students.</li> <li>Staff lunch times to be staggered where possible and meeting rooms to be used where social distancing cannot be achieved in staff areas.</li> </ul>	<ul style="list-style-type: none"> <li>Guidance issued to staff</li> <li>To be reviewed regularly</li> </ul>

	8: Offices and shared staff communal areas	<ul style="list-style-type: none"> <li>• Staff should work in their classroom or offices and take their breaks and lunchtimes in their classrooms or offices where possible</li> <li>• 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.</li> <li>• Staff should use Microsoft teams and hold virtual meetings where possible.</li> <li>• Staff should use the phone to ring staff internally instead of visiting them where possible.</li> <li>• 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.</li> <li>• The doors to the staffroom will be kept open (staff to consider this and ensure confidentiality at all times as doors will be open and staff and students will be passing)</li> <li>• Adjustments to shared communal areas will be made where possible.</li> <li>• Staff should liaise with the site team to identify if their own area is socially distanced and request any movement of furniture etc if necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• Guidance issued to staff</li> <li>• To be reviewed regularly</li> </ul>
<b>J: Transport</b>	1. Student travelling to and from school	<ul style="list-style-type: none"> <li>➤ Hillcrest School travel survey completed by parents</li> <li>➤ Survey results to be reviewed before start of September term.</li> <li>➤ There will be staggering start and finish times to help take the pressure off peak travel times.</li> <li>➤ 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</li> <li>➤ Students will be grouped together on transport, which should (<b>wherever possible</b>) reflect the bubbles that are adopted within school</li> <li>➤ Students will be advised to wear a face mask and carry a hand sanitiser and wash their hands before and after they travel.</li> <li>➤ At the end of the day students will be organised and board the school bus in a queue at the bus stop.</li> <li>➤ <b>As per Government guidance:</b></li> <li>➤ Inform parents that if their child needs to be accompanied to school only one parent should attend</li> <li>➤ 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.</li> <li>➤ 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)</li> <li>➤ talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times),</li> <li>➤ Consideration of emergency school streets measures as identified in the <a href="#">Emergency Birmingham Transport Plan</a> including Car Free School Streets, parking restrictions and reducing speed limits.</li> <li>➤ <b>As per Government guidance:</b></li> <li>➤ <b>Children, young people and parents are encouraged to walk or cycle where possible</b></li> <li>➤ Ensure parents and young people are aware of recommendations on transport to and from education or childcare setting (including avoiding peak times). Read the <a href="#">Coronavirus (COVID-19): safer travel guidance for passengers</a></li> </ul>	<ul style="list-style-type: none"> <li>• Travel survey</li> <li>• School bus</li> <li>• Travel advice</li> <li>• Guidance issued to staff, parents and students.</li> </ul>

		<ul style="list-style-type: none"> <li>➤ Encourage walking, cycling or scooting to their education setting where possible.</li> <li>➤ 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 and guidance visit: <a href="https://nxbus.co.uk/west-midlands/news/stay-safe-when-travelling-with-us">https://nxbus.co.uk/west-midlands/news/stay-safe-when-travelling-with-us</a></li> <li>➤ <b>For further information and guidance regarding any of the above points see: <a href="http://www.birmingham.gov.uk/modeshiftstars">www.birmingham.gov.uk/modeshiftstars</a> or contact: <a href="mailto:connected@birmingham.gov.uk">connected@birmingham.gov.uk</a>. For information regarding home to school travel contact: <a href="mailto:Mark.Hudson@birmingham.gov.uk">Mark.Hudson@birmingham.gov.uk</a></b></li> <li>➤ 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. <a href="#">All are available via this link.</a></li> <li>➤ 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"> <li>➤ <a href="#">Travelling Safely on bus (social distancing)</a></li> <li>➤ <a href="#">Travelling Safely on Metro (social distancing)</a></li> <li>➤ <a href="#">Getting through train stations (social distancing)</a></li> </ul> </li> </ul>	
<p><b>K: Catering</b></p>	<p>1. Aspens external caterers/School site</p> <p>Meals available for all children in school and for FSM provided for FSM isolating students</p>	<ul style="list-style-type: none"> <li>• <a href="https://www.gov.uk/government/publications/covid-19-free-school-meals-guidance/covid-19-free-school-meals-guidance-for-schools">Consider alongside https://www.gov.uk/government/publications/covid-19-free-school-meals-guidance/covid-19-free-school-meals-guidance-for-schools</a></li> <li>• Up to date government advice for caterers will be implemented</li> <li>• Social distancing will be implemented between bubbles for the queue into the canteen and in the canteen area and the main hall.</li> <li>• Staggered lunchtimes for each year group</li> <li>• Food safety regulations followed</li> <li>• Disposable food cartons and cutlery.</li> <li>• Enhanced cleaning regimes.</li> <li>• Food suppliers deliver early to avoid contact. No contact delivery service.</li> <li>• Delivery boxes unpacked and wiped before storage</li> <li>• New enhanced recording procedures implemented</li> <li>• Meal services certified compliant with Head of QHSE</li> <li>• Catering team given full training on Covid-19.</li> <li>• Payment made via online payment system so no cash on site.</li> <li>• The school will work with the catering contract to agree hot/cold food provision, pre-order menus where possible.</li> <li>• Limit lunch menus as to offer a set nutritionally balanced menu eg. One vegetarian, one non-vegetarian option.</li> <li>• A second meal service will be set up in the main hall to enable two groups to have lunch at the same time.</li> <li>• Procurement plan in place which confirms that suppliers are following social distancing and hygiene measures.</li> <li>• Safe food preparation space, taking account of social distancing.</li> </ul>	<ul style="list-style-type: none"> <li>• Guidance issued to staff and students</li> <li>• Catering team training</li> <li>• Procedures implemented and reviewed regularly</li> <li>• Food safety and hygiene</li> </ul>

	2. Pupils eligible for FSM	<ul style="list-style-type: none"> <li>• FSM parcels arranged for students who are self-isolating to ensure they continue to receive a FSM.</li> <li>• FSM Voucher scheme is continued (as and when directed by the government/LA)</li> <li>• Issues with food poverty to be addressed through application to Early Help Hubs</li> </ul>	<ul style="list-style-type: none"> <li>• Provision of FSM when isolating/at home</li> </ul>
	3. Breakfast clubs, lunch clubs and after-school clubs	<ul style="list-style-type: none"> <li>• Feasibility on continuation or reimplementation of wrap-around provision.</li> <li>• Breakfast session will commence when possible and only after a review and risk assessment undertaken.</li> <li>• Breaktime session will commence when possible and only after a review and risk assessment undertaken.</li> <li>• Children to be grouped with the same children each time wherever possible (in groups of 15 children max) and at least one staff member, depending on the type of provision or size of the group. If it is not possible to maintain bubbles being used during the school day then schools should use consistent groups.</li> <li>• Maintain up-to-date records of the children attending for at least 21 days, including the schools or early years setting that they attend and the specific groups and members of staff they have been assigned to in your setting in order to review groups.</li> <li>• Offer services on rotational basis.</li> <li>• Consideration of use of space for food preparation and consumption</li> <li>• Communicate decisions to parents and encourage parents to limit the number of providers that they are accessing where possible.</li> </ul>	<ul style="list-style-type: none"> <li>• To be reviewed regularly</li> <li>• Implemented as and when safe to do so following government advice and guidance</li> </ul>
<b>L: Enhanced cleaning procedures</b>	1: Cleaning contract with Genie Cleaning /Site Team	<ul style="list-style-type: none"> <li>• An enhanced cleaning plan (including deep cleans) has been agreed and implemented which minimises the spread of infection.</li> <li>• Working hours or additional capacity for cleaning is planned and in agreement with site and cleaning staff.</li> <li>• 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.</li> <li>• Introduce enhanced daily cleaning of doorways, handles and corridor walls and other frequently touched surfaces.</li> <li>• More frequent cleaning of rooms/shared areas that are used by different groups</li> <li>• Cleaning company is aware of the guidance for cleaning of non-healthcare settings <a href="#">Covid-19: cleaning of non-healthcare settings guidance</a></li> <li>• Sufficient and suitable equipment is available for the required clean</li> <li>• Adequate waste disposal arrangements are in place to dispose of possible contaminated equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Guidance issued to cleaning contractor and site team</li> </ul>
	2: Cleaning supplies	<ul style="list-style-type: none"> <li>• An audit of handwashing facilities (including soap and hand towels) and sanitiser dispensers undertaken, and additional supplies purchased as necessary.</li> <li>• Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day</li> <li>• Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently.</li> <li>• How to wash hands guidance posters in all toilets</li> <li>• Hand dryers replaced/installed in staff and students toilets to enhance drying process.</li> </ul>	<ul style="list-style-type: none"> <li>• Guidance issued to cleaning contractor and site team</li> <li>• Site team to stock take cleaning supplies and do regular checks to ensure supplies are maintained at all times</li> </ul>

<b>M: Safeguarding</b>	1: School safeguarding policy and procedures are in place.	<ul style="list-style-type: none"> <li>• Safeguarding remains highest priority and policy is updated to reflect changes</li> <li>• All staff are briefed on updated safeguarding arrangements, including those contacting families of students that are not attending school</li> <li>• All DSLs have swift access to advice from LA, CSC, school / health visitors and police (LA has provided contact details)</li> <li>• 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</li> <li>• Expectations to be shared with students in the event of the need to evacuate the building in an emergency</li> <li>• Hillcrest School safeguarding policy has been updated in line with DfE guidance during COVID 19 pandemic.</li> <li>• New safeguarding policy implemented September 2020</li> </ul>	<ul style="list-style-type: none"> <li>• Guidance issued to staff and protocols in place</li> </ul>
	2. High risk of increased disclosures from returning students	<ul style="list-style-type: none"> <li>• DSL capacity is factored into staffing arrangements to ensure enough staff are available to deal with the potential increase in disclosures from students</li> <li>• Contact is maintained with families where there are vulnerable students that are not attending school due to isolation or following GP advice.</li> <li>• Multi-agency arrangements in place to support early help</li> <li>• School is aware of support through Early Help Hubs</li> <li>• Advice is available through CASS, BCC Safeguarding and BCC Prevent Team</li> </ul>	<ul style="list-style-type: none"> <li>• Guidance issued to staff and protocols in place</li> </ul>
	3. Staff confidence or awareness of mental health, pastoral support, wider wellbeing support for pupils returning to school	<ul style="list-style-type: none"> <li>• Staff are aware of the offer from the LA and partners so support pupil wellbeing, including initiatives such as 'You've Been Missed' bereavement support and any changes that have occurred in children's lives since they have been away from school.</li> <li>• Staff have access to a range of support services and feel well prepared to support pupils with issues that are impacting on their health and wellbeing. This is differentiated for pupils attending school and those still at home.</li> <li>• Staff are aware of how to access support for issues such as anxiety, mental health, behaviour, young carers, behaviour in addition to safeguarding in general.</li> </ul>	<ul style="list-style-type: none"> <li>• Guidance issued to staff and protocols in place</li> </ul>
<b>N: PPE equipment</b>	1. Gloves/masks/ aprons	<ul style="list-style-type: none"> <li>• Government guidance on wearing PPE is understood and communicated to all staff.</li> <li>• Read the guidance on <a href="#">safe working in education, childcare and children's social care</a> for more information about preventing and controlling infection and use of PPE.</li> <li>• Read the guidance <a href="https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education">https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education</a></li> <li>• Sufficient PPE has been procured through normal stockist</li> <li>• 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.</li> <li>• Staff are reminded that wearing of gloves is not a substitute for good handwashing.</li> <li>• The school will seek LA support for emergency PPE stock if necessary.</li> <li>• Appropriate measures are taken on the cleaning of reusable PPE items in line with guidance</li> <li>• For Students, face coverings to be wore at all times in corridors or areas where they may find it difficult to maintain a 2-metre distance. The school will assess individual circumstances of students who feel that they would need to wear a face covering in lessons.</li> </ul>	<ul style="list-style-type: none"> <li>• Guidance issued to staff and protocols in place</li> </ul>

		<ul style="list-style-type: none"> <li>For staff, face coverings to be wore at all times 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 in lessons and a visor in may be agreed to be worn in lessons dependant on circumstances.</li> <li>Staff and students who declare they are exempt from wearing a face covering for medical reasons will not be required to wear a face mask.</li> </ul>	
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Risk Type	Issue/Hazard	Measures to Minimise Risk	Schools Actions and comments
<b>M: Contingency Planning for local lockdown</b>	1. Cases of COVID-19 reported in school/community local lockdown	<ul style="list-style-type: none"> <li>School Business Continuity Plan has been updated</li> <li>Proposed resourcing model is in place should lockdown and partial or full closure be required</li> <li>Arrange for communications to be available in readiness for release to staff and families to incorporate any advice from Public Health Birmingham.</li> <li>Staff have been fully briefed on the action planning for local/bubble lockdown or outbreak.</li> <li>Preparation for learning continuity in the event of local or bubble lockdown               <ul style="list-style-type: none"> <li>Blended learning offer to support continued delivery including support for pupils isolating or required to remain at home due to being diagnosed clinically extremely vulnerable-</li> <li>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.</li> </ul> </li> </ul> <p><a href="https://www.gov.uk/guidance/remote-education-practice-for-schools-during-coronavirus-covid-19">https://www.gov.uk/guidance/remote-education-practice-for-schools-during-coronavirus-covid-19</a></p> <ul style="list-style-type: none"> <li>Resources have been prepared that take account of online education resources for home learning (published by DfE 24 June 2020)</li> </ul> <p><a href="https://www.gov.uk/guidance/remote-education-during-coronavirus-covid-19">https://www.gov.uk/guidance/remote-education-during-coronavirus-covid-19</a></p> <ul style="list-style-type: none"> <li>Information and guidance have been shared to support parents and carers of children who are learning at home</li> </ul> <p><a href="https://www.gov.uk/guidance/supporting-your-childrens-education-during-coronavirus-covid-19">https://www.gov.uk/guidance/supporting-your-childrens-education-during-coronavirus-covid-19</a></p> <ul style="list-style-type: none"> <li>Resumption of original Risk Assessment to consider phased opening as appropriate</li> <li>Parents have been informed of the school's procedures for local/bubble lockdown</li> <li>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</li> <li>In local lockdown areas children in Y7 and above should wear face coverings when moving around communal areas where social distancing is difficult to maintain, such as corridors. Consider use of face coverings for pupils outside of local lockdown areas if appropriate.</li> <li>Consider impact of isolation for vulnerable children and ensure that key workers are notified of isolation and expected date of return and whether an individual risk assessment would be beneficial.</li> </ul>	<ul style="list-style-type: none"> <li>SLT continuity planning</li> <li>Communications</li> <li>Procedures and protocols in place</li> </ul>

Risk Type	Issue/Hazard	Measures to Minimise Risk	Schools Actions and comments
<b>0: Curriculum</b>	<b>1. Pupils who may have fallen behind in their learning during school closures and achievement gaps will have widened</b>	<ul style="list-style-type: none"> <li>• Gaps in learning and starting points are addressed in teachers' planning and assessed through regular learning e.g. quizzes</li> <li>• For pupils in year 7, it may be necessary to address gaps in English and maths from the key stage 2 curriculum.</li> <li>• Home (and remote learning) is continuing and is calibrated to complement in-school learning and day to day delivery. Consider digital poverty.</li> <li>• 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.</li> <li>• 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.</li> <li>• Additional financial support has been made available to schools to address gaps in learning.</li> <li>• Exam syllabi are covered and revised where appropriate.</li> <li>• Plans for intervention are in place for those pupils who have fallen behind in their learning, or isolating and are supported through home learning</li> <li>• Consider the response to young children who have fallen behind in their self-care skills</li> <li>• School is aware of pupils who are young carers and have targeted support for online learning where they are unable to return to school</li> </ul>	<ul style="list-style-type: none"> <li>• Curriculum planning</li> <li>• Timetabling</li> <li>• Additional resources</li> <li>• Data</li> <li>• Examinations</li> </ul>
	<b>2. Extra-Curricular Activities</b>	<ul style="list-style-type: none"> <li>• Any extracurricular activities/events will be reviewed on a termly basis and will be considered by following current government guidance.</li> <li>• Extracurricular activities may be agreed if a department produces a full individual risk assessment that is reviewed and approved by SLT.</li> <li>• Departmental risk assessments must detail Covid-19 procedures in keeping staff and students safe.</li> </ul>	<ul style="list-style-type: none"> <li>• Curriculum planning</li> <li>• Individual departmental risk assessments</li> <li>• SLT</li> <li>• Assessment and review</li> </ul>
	3. Resumption of day visits	<ul style="list-style-type: none"> <li>• In the autumn term, schools can resume non-overnight domestic educational visits. These trips should include any trips for pupils with SEND connected with their preparation for adulthood (for example, workplace visits, travel training etc.). <ul style="list-style-type: none"> <li>○ Protective measures, such as keeping children within their bubble, and the COVID-secure measures in place at the destination.</li> <li>○ Use of outdoor spaces in the local area to support delivery of the curriculum.</li> <li>○ Usual full and thorough risk assessments in relation to all educational visits.</li> <li>○ Schools should consult the <a href="#">health and safety guidance on educational visits</a> when considering visits and seek relevant parental consents.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Curriculum planning</li> <li>• Individual departmental risk assessments</li> <li>• SLT</li> <li>• Assessment and review</li> </ul>
	<b>4. Support ongoing learning offer for eligible pupils who can't attend school, as well as those</b>	<ul style="list-style-type: none"> <li>• Access BEP offer for online resources</li> <li>• NS engage with NS Trust and Teaching Schools Alliance to discuss arrangements to support ongoing learning offer for pupils who can't attend school</li> <li>• Review online offer for pupils that are unable to attend school</li> <li>• Learning offer for pupils unable to access online resources</li> <li>• Access Early Help Hub support for those pupils affected by ICT poverty</li> </ul>	<ul style="list-style-type: none"> <li>• Support agencies</li> </ul>

	<b>that continue to be out of school</b>	<ul style="list-style-type: none"> <li>• Differentiate offer for eligible children that can't attend school to support future transition</li> </ul>	
	<b>5. Pupils moving on to the next phase in their education</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• There is regular and effective liaison with the destination institutions to assist with pupils' transition.</li> <li>• Regular communications with the parents of incoming pupils are in place, including letters, newsletters and online broadcasts.</li> <li>• Virtual tours of the school are available for parents and pupils.</li> <li>• Online induction days for pupils and parents are planned.</li> </ul>	<ul style="list-style-type: none"> <li>• Pastoral team</li> <li>• Tours of school</li> <li>• Induction days</li> </ul>

## 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/SEu5SQQuSnLyfbjU6>**

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

