



MATRIX ACADEMY TRUST

COVID-19 OPENING OF SCHOOLS

APRIL 2021

Current Community Tier: **ROADMAP PHASE 2**

School Name: Barr Beacon School

Headteacher: L Draycott

Head Caretaker: M McCarthy

Assessment conducted by:	Position:	In consultation with:	Date of Assessment:	Date Revised:	Review Date:
G. Smart	Deputy Headteacher	L Draycott; Headteacher G Smart Trust Estates and Facilities Manager J Newsome Trust Consultant	Monday 13 th July 2020	Tuesday 28 th August 2020 Monday 21 st September 2020 Friday 23 rd October 2020 05.11.20 (<i>new national guidance</i>) 08.12.20 (<i>updated national guidance 03.12.20</i>) 18.12.20 (<i>updated Schools, Colleges Testing Handbook V3.7: 17.12.20</i>) 03.01.21 02.02.21 25.02.21 01.03.21 (<i>walk-round/site visit</i>) 13.04.21	Monthly

IMPACT/SEVERITY				
Very High (VH) Strong likelihood of fatality / serious injury occurring	High (H) Possibility of fatality/serious injury occurring	Medium (M) Possibility of significant injury or over 3-day absence occurring	Low (L) Possibility of minor injury only	
LIKELIHOOD				
5 (Almost certain) Will undoubtedly happen/recur, possibly frequently	4 (Likely) Will probably happen/recur, but it is not a persisting issue/circumstances	3 (Possible) Might happen or recur occasionally	2 (Unlikely) Do not expect it to happen, but it is possible it may do so	1 (Rare) This will never happen/recur

What are the hazards?	Who might be harmed?	Controls Required	Impact/Severity	Likelihood	Action by who?	Action by when?	Done
NET CAPACITY							
Confirmatory PCR test	Staff Pupils Others	Pupils, staff and other adults must immediately cease to attend school and not attend for at least 10 days from the day after: <ul style="list-style-type: none"> the start of their symptoms. the test date if they did not have any symptoms but have had a positive test whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test. If an LFD test is taken first, and a PCR test is then taken within 2 days of the positive LFD test, and the PCR is negative, it overrides 	M	L	All	April 2021	YES

		<p>the LFD test and the pupil can return to school.</p> <p>It remains essential that anyone who gets a positive result from an LFD result self-isolates immediately, as must other members of their household, while they get a confirmatory PCR test. If a member of the household starts to display symptoms while self-isolating they will need to restart the 10-day isolation period and book a test.</p>					
<u>WS27</u> South African Strain Testing	Staff Pupils Others	<ul style="list-style-type: none"> • Anyone who has been on site since December 12th 2020, will be asked to take part in testing for the South African Strain of Covid-19 for Government research purposes. PHE have assured the school that this strain is in no way more dangerous than the current strain of COVID-19 and that staff and the local community (WS27) are being asked to take part in testing for research purposes only. • Staff will be informed of when testing will take place and staff working from home will be sent tests through the post. Staff to continue to follow COVID-19 precautions such as onsite testing, PPE, washing hands and social distancing. 	M	3	Head Staff Trust	Updated Feb 21	YES

		<ul style="list-style-type: none"> Do not need to be worn by pupils when outdoors on the premises <p>Subject to the roadmap process, as part of step 3, the government expects these precautionary measures to no longer be recommended. This would be no earlier than 17 May and will be confirmed with one week's notice.</p> <p>Face covering disposal Used PPE and disposable face coverings should not be put in a recycling bin or dropped as litter. Head Caretaker to provide extra waste bins for staff and students to throw away disposable face coverings. Recycling bins should not be used. Waste bags with used face masks should be:</p> <ul style="list-style-type: none"> Put it in a suitable and secure place marked for storage for 72 hours <p>Bags should then be disposed of in communal waste areas after the waste has been stored for at least 72 hours</p>					
SCHOOL ACCESS							
The use of public and school transport by pupils poses risks in terms of social distancing	Staff Pupils Others	<ul style="list-style-type: none"> Pupils in Year 7 and above to wear face coverings when travelling on dedicated school transport to secondary school in line with new national guidance. Staff, pupils and parents should follow Coronavirus (COVID-19): safer travel guidance for passengers when planning their travel to school and should be encouraged to walk or cycle where possible. 	M	4	Head Parents	Ongoing Reviewed October 20	YES

		<ul style="list-style-type: none"> • School is not responsible for where a child sits on the school bus when in the morning, parents will be responsible for advising their child of the safest way to travel by bus. • School buses will run but can also be used by members of the general public, therefore, pupils should be wearing face coverings on buses. They will remove them on arrival to school. Face coverings will remain on until the pupil arrives at their first lesson. These will be placed in a zipped bag provided by the parent until required during transitions around school site. • Pupils as they arrive on public transport will be directed to wash their hands as they arrive. 					
Arriving to school	Staff Pupils Others	<ul style="list-style-type: none"> • Pupils and staff will be expected to adhere to social distance regulations where possible when arriving on school site. • Staff and pupils to wash hands on arrival using additional washing facilities at entry points to the school. • There will be 4 entry points used and all pupils will have an assigned entry point for their year group and washing facilities near to the entrance that they will be guided towards on arrival. 	L	3	Site team/Head Head/Leadership	1 st September	YES

		<ul style="list-style-type: none"> • Pupils will go straight to their period 4 room form room on arrival at school. • Staff wearing face coverings on arrival to school will be continue to wear them until they are in their classroom these should be stored in a resealable bag during the school day. All staff will be provided with a visor for use during the school day, this can be worn at all times if staff choose to do so. It must be worn when social distancing is not possible. • Staff will be expected to wear a face covering when signing in at reception in the morning. • Staff MUST provide their own pen to sign in. • Pupils will be expected to arrive at school no earlier than 8.25am so that they can be directed immediately to their classroom. Pupils arriving prior to 8.25am will be expected to remain outside school grounds until the school opens. • The gate to B Block car park will be closed at 8.10am to further control entry to school site. 					
Groups of people gather in reception (parents, visitors, deliveries) which risks	Staff Pupils Others	<ul style="list-style-type: none"> • Parents/carers or visitors permitted on school site by invitation only and must have an arranged appointment. • All visitors will be expected to wear a face covering and will be informed of this when a meeting is booked. This can be removed in the venue for the 	M	3	Head Site	Ongoing	YES

breaching social distancing guidelines		<p>meeting if social distancing is possible.</p> <ul style="list-style-type: none"> • Deliveries to be dropped off to a designated area and collected by Site Team. • Parents/Carers should not congregate at school gates at any time. 					
Pupils leaving at the end of the school day.	Staff Pupils Others	<ul style="list-style-type: none"> • The finish to school will be slightly staggered to allow pupils to remain in their year group bubble as they leave school. • School buses will be loaded according to year group at the end of the school day whilst on school site. • Pupils adhering to social distancing rules in the community will not be monitored by the school, but parents will be informed if it comes to our attention that pupils are not following guidelines in the community. 	L	3	Leadership	1 st September	YES

Parent wishing to talk to staff	Staff	<ul style="list-style-type: none"> • Where possible conversations with parents/carers staff will be either over the phone or via the school's postbox email address. • If parents/carers are required on school site, it will be by appointment only. • Visitors will be collected from reception as soon as possible to avoid unnecessary waiting. • All visitors will be expected to wear face coverings whilst waiting in reception. 	L	4	Head Site team	1 st September	YES
WRAP AROUND CARE AND INTERVENTIONS							
Transmission during <u>intervention sessions</u>		<p>From 29th March, all parents will also be able to access provision for one of these additional purposes:</p> <ul style="list-style-type: none"> • Where the provision is taking place outdoors - all children may access outdoor provision regardless of circumstances; • Their children are eligible for free school meals and are attending provision as part of the holiday activities and food programme. <p>As part of step 2 (no earlier than 12th April) of the roadmap, all parents may access wraparound and extra-curricular provision, without any restrictions on the reasons for which they may attend.</p> <p>If the provision is taking place indoors and it is not possible to group children in the same bubble as they are in during the school day,</p>	L	2	Staff	Updated and review April 21	YES

		<p>providers should try to keep them in consistent groups of no more than 15 children and at least one staff member.</p> <p>From 29th March, when all outdoor sports and supervised activities for children will be able to open without restrictions on attendance, activities taking place outdoors can happen in</p>					
PRACTICAL SUBJECTS and EQUIPMENT							
Transmission during <u>practical subjects</u>	Staff Pupils Others	<ul style="list-style-type: none"> • Significant reduction in practical work and increase in teacher demonstration - enhanced cleaning when needed: music, science, PE, art, food and resistant materials. • All practical equipment handled by pupils (<i>including apparatus in maths</i>) to be wiped with antibacterial wipes after each use • Where not possible, 48 hours to be left between uses by different bubbles (<i>72 hours for plastics</i>). • Demonstrations are used where appropriate. • Schools are able to work with external coaches, clubs and organisations for <i>curricular</i> activities where they are satisfied that it is safe to do so. • Competition between different schools should not take place. <p>Physical Education Pupils should be kept in consistent groups, sports equipment thoroughly cleaned</p>	M	3	Staff DoLs Head	Updated and review Sept 20 Updated Nov 20	YES
			M	3	Staff Pupils		

		<p>between each use by different individual groups.</p> <p>PE lessons can take place indoors, including those that involve activities related to team sports, for example practising specific techniques, within existing system of controls.</p> <p>For sport provision, outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible), distancing between pupils, and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sport setting because of the way in which people breathe during exercise. External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities.</p> <p>From 29th March, outdoor competition between different schools can take place. Indoor competition between different schools should not take place until wider indoor grassroots sport for under 18s is permitted. This will be no earlier than 12th April and the DfE will confirm in due course.</p>					
EDUCATIONAL VISITS							
Educational Visits	Staff Pupils Visitors	Educational day visits: In line with the roadmap, should step 2 commence as planned, school can resume educational day visits no earlier than 12 th April. Any educational day visits must be conducted in line with relevant Covid-19 secure guidelines	M	2	Leadership Staff	April 2021	YES

		<p>and regulations in place at that time. School will undertake full and thorough risk assessments in relation to all educational visits to ensure they can be undertaken safely.</p> <p>Domestic residential educational visits: In line with the roadmap, the DfE advises against domestic residential educational visits until at least step 3, no earlier than 17th May. For existing bookings, should step 3 commence as planned, schools may undertake domestic residential education visits that are already booked, no earlier than 17th May. For new bookings, schools may begin planning for new domestic residential educational visits to take place. Should step 3 commence as planned, new visits will be possible from no earlier than 17th May.</p> <p>International visits: The Global Travel Taskforce has been commissioned to set out how to facilitate a return to international travel as soon as possible while managing the risk from imported variants of concern. It is due to report on 12th April 2021.</p> <ul style="list-style-type: none"> • 					
CLEANING and COMPLIANCE							
Stock control	Staff	<ul style="list-style-type: none"> • Staff must inform caretaker when they require cleaning supplies for their classroom. • Head Caretaker to ensure stock levels of: <ul style="list-style-type: none"> - Toilet rolls - Hand soap - Hand sanitiser - Disinfectant 	L	2	Site team	Ongoing	YES

		<ul style="list-style-type: none"> - <i>Anti-bacterial wipes</i> - <i>Blue roll</i> - <i>Refuse bags</i> <p>Head caretaker will communicate with MAT with ordering requirements in a timely fashion when stock levels are depleted.</p>					
Cleaning while school open	Staff	<ul style="list-style-type: none"> • All hard surfaces to be cleaned on a regular basis, this will include <ul style="list-style-type: none"> ✓ All door handles ✓ All tables and chairs used by staff and pupils ✓ Toilet flushes and regular cleaning of toilets. • Three full time cleaners employed on school site throughout the day. • All classrooms in use to have anti-bacterial tubs with wipes for ICT related equipment and disinfectant spray and blue roll for tables and chairs. • Teachers are to wipe down tables and chairs using disinfectant spray during transition of lessons throughout the day. • Regular cleaning of surfaces will reduce the risk of spreading the virus. • All areas in use during the day will be cleaned overnight. • Shared spaces such as the success centre or iCentre will have cleaning supplies provided. 	M	2	Site Cleaning Contract	Ongoing	YES

Statutory Tests and Inspections	Staff Pupils	<ul style="list-style-type: none"> • Statutory inspections to continue but with social distancing in place always. With records maintained and checked by Headteacher. • In-house inspections should continue to ensure the school remains as safe as possible. 	M	1	Site team/Head	Ongoing	YES
Contractors in school	Staff Pupils Contractors	<ul style="list-style-type: none"> • Contractors should only attend the school site if it has been prearranged and arrangements agreed with the Headteacher and Head Caretaker. • Where contractors are coming into school, they must have up to date Risk Assessments and Method Statements. • Control measures regarding the COVID -19 must be included within their Risk Assessments and Method Statements. • School to ensure no pupils or staff are in the area where contractors are working. • Contractors will be responsible for removing all rubbish they have created and to clean their area of work prior to leaving. • They must ensure no workers are displaying any signs or symptoms of COVID-19 prior to entering the school site. • If they become aware of a contractor coming down with symptoms within 14 days of being at the school or having a positive test for COVID-19 	M	2	Estates Manager/Head Caretaker Site team	Ongoing	YES

		<p>they must inform the school immediately.</p> <ul style="list-style-type: none"> Contractors must wear a face covering on entry to the school and whilst waiting in reception and if they are unable to socially distance from staff and pupils. 					
FIRE SAFETY							
Fire procedures are not appropriate to cover new arrangements	Staff Pupils Others	<ul style="list-style-type: none"> Fire procedures have been reviewed and revised where required, due to: <ul style="list-style-type: none"> ✓ The need for year group bubbles. ✓ Possible absence of fire marshals. ✓ Social distancing rules during evacuation and at assembly 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 doors can be left open to support ventilation but must be monitored and closed in the event of a fire. Lockdown, fire and emergency evacuation procedures to be reviewed so that social distancing can be maintained where possible at assembly point. Practise fire drill to take place in September in year group bubbles. 	M	2	<p>Head Head Caretaker Estates Manager</p> <p>Staff</p> <p>Site Head</p>	<p>1st September</p> <p>Ongoing</p>	YES

VENTILATION							
Ventilation on site		<ul style="list-style-type: none"> • Mechanical ventilation systems • Should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (<i>if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply</i>) 	L	2	Site Team	Updated and review March 21	YES
		<ul style="list-style-type: none"> • Natural ventilation - Opening windows (<i>in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space</i>). - In cooler weather, windows at the top of the room should be used and windows which create a direct draft to pupils need only be opened fractionally to allow trickle ventilation. If this type of ventilation has been used to maintain a comfortable room temperature, then windows at the end of the lesson should be opened widely to 'purge' the air in the room prior to the next group coming in. - Opening internal doors can also assist with creating a throughput of air. 	L	2	Site Team Staff		

		<ul style="list-style-type: none"> If necessary external opening doors may also be used (<i>as long as they are not fire doors and where safe to do so</i>) 					
FIRST AID PROVISION and PPE							
PPE	Staff	<ul style="list-style-type: none"> All staff will be provided with a visor. This must be worn during transitions around school site and if staff are unable to socially distance 2 metres during the school day from each other or pupils, eg LSAs working closely with pupils in lessons. Staff can choose to wear it at other times but it will not be expected Caretakers will only be expected to wear a visor during transition times the school day. PPE to be available for First Aiders. <ul style="list-style-type: none"> Masks Gloves Aprons Thermometer <p>Head Caretaker to ensure all items in stock and checked daily.</p>	M	2	Site team Trust Estates Manager	15 th June 2020	YES
Signs of COVID-19	Staff Pupils Others	<p>Staff are informed of the symptoms of possible COVID-19 infection, e.g. loss of sense of smell and taste a cough, difficulty in breathing, loss of sense of smell/taste and high temperature and are kept up to date with national guidance about the signs, symptoms and transmission of COVID-19.</p> <p>Any pupil or member of staff who displays signs of being unwell COVID 19, such as having a continuous dry cough,</p>	M	3	Leadership Head/ Staff	Ongoing	YES

		<p>infection, these will be located next to reprographics and a sign will be placed on the door when in use by a suspected COVID-19 infected person.</p> <ul style="list-style-type: none"> • The cleaner will be radioed to clean the toilet after they have been used by a suspected COVID-19 infected person. • Any pupils who display signs of infection are taken home immediately, or as soon as practicable, by their parent/carers. Parent/carers told to contact NHS 111 or 999 if the pupil becomes seriously ill. • Any members of staff who display signs of infection are collected by a family member if they are not fit to drive home or they are going home on public transport. They are advised to contact NHS 111 or 999 if they become seriously ill. The pupils will remain supervised at all times. • Pupils and staff with suspected COVID-19 must book a test at their earliest convenience and the result shared with the Headteacher as soon as it is available. • A check will be done for siblings in the school and they will also be sent home to self isolate. • Parent/carers informed that they must notify school if the child has a positive result if tested for COVID-19. 			<p>Parents</p> <p>Staff</p> <p>Parents/Staff</p> <p>Head</p>		
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		<ul style="list-style-type: none"> • If a positive test result is confirmed the headteacher will contact Public Health for advice. • School to contact the dedicated advice service introduced by Public Health England (PHE) and delivered by the NHS Business Services Authority. This can be reached by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case. • Schools will be put through to a team of advisers who will inform them of what action is needed based on the latest public health advice. • If, following triage, further expert advice is required the adviser will escalate the school's call to the PHE local health protection team. • All DfE guidance, together with guidance from PHE to be followed at all times. • Any confirmed case of COVID-19 in a member of staff or pupil will result in internal contact tracing and 14-day isolation for all staff and pupils who have been in contact with the confirmed case. • If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where COVID-19 is suspected, they may have an outbreak and must continue to work with their local 					
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		health protection team who will be able to advise if additional action is required.					
First Aid – minor treatment	Staff Pupils Others	<ul style="list-style-type: none"> The tent outside reception will be allocated for the treatment of First Aid for those showing signs of COVID-19. For all first aid treatment first aiders must ensure they wear gloves, aprons and a face covering when dealing with injuries. This will take place in the medical room for non-COVID-19 related issues. All first aiders will be supplied with a pack of PPE to keep in their offices. Pupils will be asked to wipe away any blood or hold cold compresses etc. Injury and treatments will be documented along with who administered first aid treatment. Any contact with pupils will be followed up by hand washing for at least 20 seconds. 	M	2	Head Site team First Aider Staff	Ongoing	YES
First Aid – Life threatening	Staff Pupils Others	<ul style="list-style-type: none"> In the event of a serious injury or incident call 999 immediately. Wear face covering, aprons and gloves when in close contact or dealing with bodily fluids. In the event of CPR being required it is advised only chest compressions are given. Always wash hands for at least 20 seconds after contact. First aiders will be informed of the medical conditions of any pupil on 	VH	2	Head/Leadership Staff	Ongoing	YES

		<p>school site so an informed judgement can be made.</p> <ul style="list-style-type: none"> No pupil with a diagnosis of asthma or any other underlying medical condition that may be affected by COVID-19 will be sat next to people with suspected coronavirus cases. They will be kept a minimum of 2 metres away from others in the tent until they can be collected. 					
First Aid & Medication	Staff Pupils Others	<ul style="list-style-type: none"> First Aiders must always wear gloves, aprons when administering first aid procedures. It is advisable a face covering is worn if having to deliver close contact first aid. (always refer to up to date information from Gov.UK) Any used dressing to be discarded of should be double bagged. Where any medications are administered try and encourage pupils to self-administer. If they are unable to self-administer a face covering should be worn. (always refer to up to date information from Gov.UK) Pupils will be expected to socially distance (chairs will be distanced to accommodate this) in the medical room and the conference room will be used as an overspill if necessary where available. 	H	2	First Aider Site team	Ongoing	YES
Spread of infection	Staff Pupils Other	<ul style="list-style-type: none"> Spillages of bodily fluids, e.g. respiratory and nasal discharges, are 	M	3	Site team	Ongoing	YES

		<p>cleaned up immediately in line with guidance, using PPE at all times.</p> <ul style="list-style-type: none"> • Parent/carers are informed not to bring their pupils to school or on the school premises if they show signs of being unwell and believe they have been exposed to COVID-19. • If staff or pupils have been tested positive or displayed symptoms of COVID-19, they must not return to school before the minimum recommended self-isolation period in line with <u>Public Health England</u>. • Parent/carers notify the school if their child has a medical condition that means they are vulnerable to infections. Please refer to the government guidance. • Any additional provisions for pupils who are vulnerable to infections are put in place by the Headteacher, in liaison with the pupil's parent/carers and/or medical professionals where necessary. • Staff that are demonstrating symptoms of COVID-19 are to facilitate a test at their earliest convenience. • Staff to inform the school immediately if they have a positive test and have been in school with pupils. • Hand sanitiser supplies are increased in number and pupils are encouraged to use them frequently in addition to hand washing. 			<p>Head</p> <p>Parents/Carers</p> <p>SENDCo</p> <p>Staff</p> <p>Site team</p>		
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		<ul style="list-style-type: none"> • If a pupil sneezes they are directed to use the nearest available hand sanitiser immediately. • Staff must socially distance from each other at all times, if staff are within 2 metres of each other they must be wearing their visor and should not be nearer than 1m for a period longer than 15 minutes. • There are no staff bubbles. 					
Intimate Care	Staff Pupils	<ul style="list-style-type: none"> • No pupil at Barr Beacon School has known intimate care needs. If intimate care is needed parent/carers will be called to collect the child immediately and the arrangements will be reviewed. • In the event of a pupil soiling themselves parent/carers will be contacted to collect immediately. Pupils will be unable to borrow uniform. • In the event of a pupil wearing incorrect uniform pupils will be able to borrow uniform from the success centre. This uniform will be washed as soon as it is returned. 	M	1	Leadership	Ongoing	YES
TRACK AND TRACE							
Engagement in NHS Track and Trace	Staff Pupils Others	<ul style="list-style-type: none"> • Leadership understand the NHS Test and Trace process. • Staff members and parents/carers understand that they will need to be ready and willing to: 	M	3	Leadership All staff Pupils Carers	Updated and review Oct 20	YES

		<ul style="list-style-type: none"> ○ Book a test if they or their child are displaying symptoms. The main symptoms are a high temperature, a new continuous cough and/or a loss or change to sense of smell or taste. ○ Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. ○ All pupils can be tested if they have symptoms, including children under 5, but children aged 11 and under will need to be helped by their parents/ or carers if using a home testing kit. ○ Provide details of anyone they or their child have been in close contact with if they were to test positive for COVID-19 or if asked by NHS Test and Trace. ○ Self-isolate if they have been in close contact with someone who tests positive for COVID-19, or if anyone in their household develops symptoms of COVID-19. ● All schools have been sent an initial supply of 10 home test kits and information about how to order to replenish this supply when they are running out. Schools should call the 					
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		<p>tables/desks. All classrooms will have a line to indicate where teachers can remain socially distanced from the pupils.</p> <ul style="list-style-type: none"> • All adults and pupils in Year 7 and above to wear face coverings in all indoor settings, including classrooms as an extra temporary precaution. • Where possible, windows and doors to be opened to provide ventilation. • Inform all the pupils that they must bring the required equipment to school (stationery, calculators etc.) • Shared teaching resources (such as science equipment or ICT equipment) to be cleaned prior to and after use. • Staff to clean the teacher's keyboard, mouse, interactive screen and any other shared resource with anti-bacterial wipes before and after each use if they are being used by a different person the same day. • Teachers to wipe tables and chairs down during lesson transition using the disinfectant spray and blue roll provided. • Teachers to remain in a specific classroom where possible throughout the day. • Pupils to remain in the same seat for the duration of the lesson and no group work to take place. • Learning support assistants supporting pupils with an EHCP will only sit next to a pupil when 			<p>Staff/Technicians</p> <p>Staff</p> <p>Leadership</p>		
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		<p>absolutely necessary and will be expected to wear a visor when working closely with pupils. If possible, Learning Support Assistants will stand behind the pupil to offer support and will support for no longer than 15 minutes unless absolutely necessary.</p> <ul style="list-style-type: none"> • A one way system will be in place in corridors to avoid year groups meeting. 					
Pupils taking part in science lessons		<ul style="list-style-type: none"> • Science practicals will only take place if it is safe to do so with the teacher and science technicians socially distancing from pupils. • If Bunsen burners are to be used pupils MUST be taken to the nearest hand washing station to wash the alcohol based sanitiser off their hands. 					YES
Pupils taking part in PE lessons	Staff Pupils Others	<ul style="list-style-type: none"> • Changing rooms are cleaned straight after use by a year group bubble when used • The gym and the community lounge will be used as additional changing rooms where needed staff will be supported by a coach where required e.g. female teacher would be supported with the boys changing by a male coach to ensure boys changing is supervised • PE equipment is cleaned thoroughly in between lessons to 					YES

		<p>ensure no contamination between year group bubbles.</p> <ul style="list-style-type: none"> • PE staff can wear a visor at any point during the lesson. • Schools are able to work with external coaches, clubs and organisations for <i>curricular</i> activities where they are satisfied that it is safe to do so. • 					
Large gatherings such as assembly	Staff Pupils Others	<ul style="list-style-type: none"> • Pupils will only meet in large numbers as a year group to ensure the integrity of the bubbles in place. • Pupils will sit in form groups in alphabetical order. Where possible there will be a social distance between forms. • Large gatherings of pupils will be less frequent and may be done virtually if possible. • Staff meetings will only take place if staff can socially distanced, staff will be expected to wear visors in whole staff meetings or when asked by the headteacher to do so. • Examinations will take place in a venue where staff are able to remain at a social distance from pupils. • Examinations will only take place in year group bubbles. • Access arrangements will only be done if staff can socially distance from the pupils, staff must not be 	M	3	Estates Manager Site team	Ongoing	YES

		<p>within 1 metre of a pupil for more than 15 minutes at any time and must wear a face covering.</p> <ul style="list-style-type: none"> Exam papers will be stored for 72 hours prior to being marked. 					
School performances	Staff Pupils Visitors	<ul style="list-style-type: none"> Schools in local restriction tier 3 areas should not host performances with an audience. Where schools are unable to put on live performances to parents, they may wish to consider alternatives such as live streaming and recording performances, subject to the usual safeguarding considerations and parental permission. 	L	2	Leadership	Updated Dec 20	YES
Pupils requiring the toilet in lesson times	Staff Pupils Others	<ul style="list-style-type: none"> Inform the child of the importance of washing their hands after using the toilet and where possible on their return to the classroom use the hand sanitiser on entering the classroom. Cleaners will regularly clean toilets throughout the day. 	L	3	Leadership/Head of House	Ongoing	YES
Pupils at increased risk from the virus	Pupils	<ul style="list-style-type: none"> Parents of pupils identified as previously needing to shield are contacted to discuss their possible return to school. Medical advice should be sought by parents to identify if they should attend school and what controls need to be implemented 	H	2	Head	1 st September	YES

		<ul style="list-style-type: none"> • Pupils who are clinically vulnerable – medical advice should be sought by parents to identify if they should attend school and what controls need to be implemented • Pupils living with someone who has previously been shielding – medical advice should be sought by parents to identify if they should attend school and what controls need to be implemented • Pupils with certain medical conditions and special educational needs will be exempt from wearing a mask. This will be agreed with parents and the headteacher and staff will be informed of the pupil's names. 					
CORRIDORS and MOVEMENT							
Movement around the school risks breaching social distancing guidelines	Staff Pupils Others	<ul style="list-style-type: none"> • One-way systems reviewed and relaunched to staff and pupils. • Corridors are divided where feasible. • Appropriate signage is in place to clarify circulation routes. • Pinch points and bottle necks are identified and managed accordingly. • Movement of pupils around school is minimised as much as possible, with double lessons and the need to have a form period removed. 	M	3	Head Leadership Site team	Ongoing	

		<ul style="list-style-type: none"> Lesson changeovers are staggered to avoid overcrowding. Some pupils may be directed to a holding area to ensure year groups don't mix. Pupils are regularly briefed regarding observing social distancing guidance. Appropriate duty rota and levels of supervision are in place. All adults and pupils in Year 7 and above to wear face coverings in all indoor settings, including classrooms as an extra temporary precaution. Duty monitors will be given a designated chair in reception away from the area for visitors and will decrease in numbers from 4 to 2. Duty monitors will not enter classrooms other than to place notes into a designated box that will be situated near to the doorway. Duty monitors must keep their face covering in a resealable bag in their pocket, they will only be expected to wear this during transition times throughout the school day. 			Leadership		
Break times	Staff Pupils Others	<ul style="list-style-type: none"> Pupils informed again of the importance of social distancing whilst outside. Pupils in different year groups will be allocated a specific venue for breaktime. Staff on duty to remain socially distant from pupils and staff where possible and not to stand face to face with 	M	3	Staff Leadership	Ongoing	YES

		<p>pupils or staff for a period of 15 minutes or more. Pupils will not be allowed to use venues that they would mix with other year groups e.g. iCentre. This will be allocated to a year group per day.</p>					
Lunch breaks	<p>Staff Pupils Others</p>	<ul style="list-style-type: none"> Year groups will be allocated a venue for lunch i.e. Bistro or School Hall. Venues will be set up to ensure pupils are sitting side on in rows or screens will be provided if pupils need to sit face to face. Tables will be cleaned thoroughly between year group sittings. Each year group will be allocated a set of toilets for their sitting A block toilets for the School Hall and D block toilets for the bistro. Catering staff will wear visors and gloves when serving. Cutlery will be passed to pupils when they are served instead of helping themselves. The fingerprint scanner will be wiped after every pupil has touched it as they are being served. All pupils will sanitise their hands on arrival and departure from a lunch venue. Pupils will be directed to sit in a specific area in the bistro if they have sandwiches. 	L	3	Staff	Ongoing	YES

		<ul style="list-style-type: none"> • Staff and sixth form will be expected to pre-order food and collect when arranged to do so. • The salad bar will not be available until further notice. • Staff supervising pupils in lunch venues will be required to wear a visor if they are not able to socially distance from pupils. • Pupils are not expected to wear face coverings in lunch venues. 					
PUPIL SUPPORT							
Pupils utilising the success centre	Pupils Staff	<ul style="list-style-type: none"> • The success centre will be divided into year group zones to ensure year groups do not come into contact • Staff working with pupils in the success centre must remain at a social distance, if not possible e.g. school counsellor there will be a Perspex screen in place in order for confidential sessions to take place safely. 	L	3	Head Success Centre manager	Ongoing	YES
Use of the iCentre	Staff Pupils	<ul style="list-style-type: none"> • The iCentre will made available for use by pupils during the school day when under the supervision of a teacher or a member of support staff eg coach or LSA. It will be available to be used as a bookable classroom. It must be booked with the icentre manager at least 24 hours prior to the timetabled lesson. The icentre cannot be used as a lesson venue if it has not been previously booked. 	L	3	Head Leadership	Ongoing	YES

		<ul style="list-style-type: none"> • Teachers using the icentre must, as much as possible, stick to the seating plan they have in lessons, the actual seating arrangement for that lesson must be recorded and produced immediately if requested by the Headteacher. • Teachers of the booked lesson are responsible for cleaning the surfaces used by the class at the end of the lesson. • The resource manager will be responsible for ensuring surfaces are cleaned when sixth form students have been working in the icentre, • Sixth Form will only be allowed to use the iCentre if prearranged with the Head of sixth form, she must inform the icentre manager of the periods and names of the students that will be using the icentre as a work venue. The resource manager will ensure sixth form are in the glass box if there is a different year group using the icentre as a lesson. • The resource manager will sign students into and out of the icentre to ensure a record of the students working in there at the same time is kept. • The icentre will be separated into designated areas and the glass box will have a maximum of 4 people in it all facing the same way. 					
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		<ul style="list-style-type: none"> • Staff will still be able to use the iCentre to work during the school day, but priority will be given to a lesson booking and staff will not be able to work in there if it is not possible to remain 2metres from pupils. • Any books returned to the iCentre will be stored for 72 hours before returning them to the shelf. • Hands must be sanitised on entry to the iCentre. • Pupils will only be able to access the iCentre after school on day specified for their year group. This information will be shared with parents on the Extra Curricular information sheet which will be on the website. • Support staff may work with different year groups in the icentre after school, so long as they ensure pupils from different year groups are always 2 metres apart. This will be by invite only. 					
Pupils who are upset	Staff Pupils Others	<ul style="list-style-type: none"> • Where a pupil is upset, it is advised still trying to maintain a safe distance whilst offering comfort to pupil. • Encourage pupil to use a tissue to wipe eyes/nose etc. • If contact is required, consider wearing a face covering. • Wash hands for at least 20 seconds after contact. 	L	3	Staff	Ongoing	YES

Pupil Wellbeing	Pupils	<ul style="list-style-type: none"> Where a pupil is demonstrating unusual/different behaviour to pre-Covid19: <ul style="list-style-type: none"> Conversations to take place with pupils. Discussions with parents. Ensure resilience is developed through PSHE programme. School Counsellor support if necessary. Referral to appropriate external agencies if necessary. Where BAME pupils indicate anxieties an extended offer of support is made. 	L	3	Staff	Ongoing	YES
Pupils with behavioural issues	Staff Pupils	<ul style="list-style-type: none"> Refer to the COVID-19 behaviour management guidance, this will have been reviewed for wider opening in September, all staff to have read this document which will be emailed out prior to the school opening, read receipts collated to ensure all staff have read it. 	L	3	Staff	Ongoing	YES
Meetings between staff and pupils	Staff Pupils	<ul style="list-style-type: none"> Staff must take appropriate steps to ensure social distancing when meeting with pupils and must be done in an appropriate venue to facilitate this. Staff should wear the visor provided when meeting pupils in an enclosed environment if they are not able to remain 2 metres apart. A designated venue will be available to hold confidential meetings with pupils at a safe distance. 	L	3	Head Success Centre manager	Ongoing	YES

		Safeguarding issues will take priority when the room is needed by more than one staff member. There will be a do not disturb sign inside the office that can be placed on the door when it is in use.					
Meetings between staff and parents or other external visitors		<ul style="list-style-type: none"> • Meetings can only take place by prior arrangement; parents will not be allowed to walk onto school site and request a meeting takes place immediately. • A suitable venue must be secured prior to the meeting being arranged. The venue must be of an adequate size to socially distance all parties. • Support services must only attend when prearranged and only if there is a suitable venue available where social distancing can be adhered to or a Perspex divider can be used. 					YES
Vulnerable pupils and pupils with SEND do not receive appropriate support.	Staff Pupils	<ul style="list-style-type: none"> • Appropriate planning in place to support the mental health of pupils returning to school. • Agree what support is available to pupils returning with SEND in conjunction with families and other agencies. • Support and guidance is tailored to the needs of the child to ensure a smooth transition. • Parent/carers are contacted with guidance to support their child at home. • All LSAs and coaches will be provided with a visor and will be given 	L	3	Head/Leadership SENDCo	Ongoing	YES

		<p>guidance as to when they must wear it.</p> <ul style="list-style-type: none"> Relevant interventions to support pupils such as homework club will be in place as soon as possible and social distancing will be possible when pupils are in attendance. 					
Increased number of safeguarding concerns reported following lockdown	Staff Pupils	<ul style="list-style-type: none"> Agree safeguarding provision to be put in place to support returning children. All staff to have read the COVID-19 safeguarding Annex which will have been reviewed for wider opening in September. Ensure that key staff (Pastoral & DSL) have capacity to deal with arising concerns. If referrals made by staff, these are followed up appropriately and swiftly and social distancing practice maintained. <p>Safeguarding as always remains of the highest priority and practice.</p>	L	3	Head Head DSL	Ongoing	YES
Clinically extremely vulnerable pupils	Pupils	Shielding advice is being paused nationally from 31 st March. From 1 st April, all CEV pupils should attend their school unless they are one of the very small number of pupils under paediatric or other specialist care and have been advised by their GP or clinician not to attend. Pupils who live with someone who is CEV should continue to attend school as normal.	M	2	Head HR	Updated April 21	YES
STAFF SUPPORT							

Staff Well-being	Staff	<ul style="list-style-type: none"> • Staff counselling service available. • Requests to ldraycott@barrbeaconschool.co.uk • The counselling service would remain confidential at all times (unless life or death situation). • Staff to have regular communication with line managers and colleagues via phone, email, face-to-face. • Fortnightly bulletin promotes well-being by sharing good practice and providing contact numbers of support agencies. 	M	3	Head/ Staff	Ongoing	YES
Vulnerable staff at increased risk from the virus	Staff	<ul style="list-style-type: none"> • Headteacher to ensure that they have a complete list of previously shielded, clinically vulnerable, those living with previously shielded individuals and B.A.M.E. adults for their school. • Pregnant workers should be considered vulnerable and an individual risk assessment should take place if they are required to work in school. • Headteacher will follow government guidance and the advice from Browne Jacobson (Education Law Solicitors) about staff in vulnerable categories. • Staff who have previously been advised to shield will have a separate risk assessment in place. 	H	2	Head	Ongoing	YES

		<ul style="list-style-type: none"> • The Trust and Headteacher will provide support for workers around mental health and wellbeing. • All vulnerable staff will be provided with a visor and can choose to wear it throughout the school day. • 					
BAME Black, Asian and Minority Ethnic and Clinically vulnerable staff	Staff	<ul style="list-style-type: none"> • All staff that are vulnerable must stick to social distancing guidelines and minimise their movement around the school. 	M	3	Trust	Ongoing	YES
		<ul style="list-style-type: none"> • Busy changeover times should be avoided, and staff will be advised to bring their own refreshments to avoid movement to a catering venue. 	M	3	Head		
		<ul style="list-style-type: none"> • Vulnerable staff will be expected to do duty but must speak to their line manager of any concerns, the school will attempt to allocate them with duty positions that are of least risk. 	M	3	Staff		
		<ul style="list-style-type: none"> • All classrooms will have a line indicating an appropriate social distance from the class, the recommendation is that vulnerable staff remain in this area and also wear their provided face visor. 	M	3	Head		
		<ul style="list-style-type: none"> • There will be wipes available in toilets for staff to use it is recommended that vulnerable staff use this facility at all times. 	M	3	Head		

Pregnant staff	Staff Students	<ul style="list-style-type: none"> Pregnant women from 28 weeks' gestation, or with underlying health conditions at any point of gestation, may be at greater risk of severe illness if they catch Covid-19. This is also the case for pregnant women with underlying health conditions that place them at greater risk of severe illness if they catch Covid-19. Risk assessment already takes into consideration any risks to female employees of childbearing age and, in particular, risks to new and expectant mothers. School to follow the same principles for pregnant pupils, in line with wider health and safety obligations as set out in risk assessment. 	M	2	Head HR	Updated April 21	YES
Clinically extremely vulnerable staff (CEV)	Staff	From 1 April, CEV individuals are no longer advised to shield but must continue to follow the rules in place for everyone under the current national restrictions. Staff in schools who are CEV will be advised to continue to work from home where possible, but if they cannot work from home should attend their workplace.	M	2	Head HR	Updated April 21	YES
Clinically vulnerable staff (CV)	Staff	<ul style="list-style-type: none"> Clinically vulnerable staff can continue to attend school. While in school they should follow the sector-specific measures in this document to minimise the risks of transmission. This includes taking particular care to observe good hand and respiratory hygiene, minimising 	M	2	Head HR	Updated Jan 21	YES

		<p>contact and maintaining social distancing in line with the provisions set out in section 6 of the 'prevention' section of this guidance. This provides that ideally, adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others. While the risk of transmission between young children and adults is likely to be low, adults should continue to take care to socially distance from other adults including older children and adolescents.</p> <ul style="list-style-type: none"> • People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace unless advised otherwise by an individual letter from the NHS or a specialist doctor. 					
HEALTH & SAFETY							
Awareness of policies / procedures /	Staff Pupils Others	<ul style="list-style-type: none"> • All staff emailed the risk assessment and read receipts collated to confirm it has been read. • All staff, pupils and parent/carers are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> ✓ Health and Safety Policy ✓ Behaviour Policy 	M	2	Leadership Staff	1 st September 2020	YES

		<ul style="list-style-type: none"> ✓ Safeguarding Policy including COVID-19 Annex ✓ Emergency Evacuation COVID-19 Annex (reviewed for wider opening in September) • All staff, returning to work must ensure they are aware of the current guidelines regarding safe distancing and washing hands on a regular basis. • All staff can access the following information on-line for up to date information on COVID-19 <ul style="list-style-type: none"> ✓ Public Health England ✓ Gov.uk ✓ NHS ✓ DfE ✓ Department for Health and Social Care • Support staff to have accessed FLICK COVID-19 training. • Staff are made aware of the school's response to coronavirus. They contact the school as soon as possible if they believe they have symptoms or have been exposed to anyone with COVID-19. • Staff and pupils are to engage fully with the Test and Trace service. • Parent/carers are made aware of the school's response to coronavirus. They contact the school as soon as possible if they believe that their child has symptoms or have been exposed to anyone with COVID-19. 			Staff			Head
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		<ul style="list-style-type: none"> • Pupils are made aware of the school's response to coronavirus. They inform staff as soon as possible if they believe they have symptoms or have been exposed to anyone with COVID-19. • All interested parties to inform the school immediately if they have a positive test for COVID-19. • Staff to contact the Headteacher immediately by email, phone or via TEAMS if they are contacted by a test and trace worker informing them that they have been in close contact with a known case of COVID-19. The Headteacher will then pass on this information to all interested parties. • Staff can continue to work at home if they are self-isolating and are not unwell. 			Staff		
Poor hygiene practice	Staff Visitors Pupils	<ul style="list-style-type: none"> • Posters are displayed throughout the school reminding pupils, staff to wash their hands for at least 20 seconds, e.g. before entering and leaving the school. • Pupils and staff will regularly wash their hands with soap or alcohol-based sanitiser (that contains no less than 60% alcohol) and follow infection control procedures in accordance with the DfE and Public Health England guidance. 	M	3	Site team Staff Site team	Ongoing	YES

		<ul style="list-style-type: none"> • All staff, pupils and visitors will be expected to wash their hands on arrival at Barr Beacon School. • Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels/hand dryers are supplied in all toilets and kitchen areas. • Additional areas available for hand washing when arriving on school site. • Pupils may be supervised by staff when washing their hands to ensure it is carried out correctly, where necessary. • Pupils are forbidden from sharing cutlery, cups or food. • Staff cutlery and cups are thoroughly cleaned by the member of staff before and after use. • Cleaners to carry out daily, comprehensive cleaning that follows national guidance in line with COSHH and the Health and Safety Policy. Door handles, doors and toilets are cleaned at least 3 times a day and paper/hand towels are checked and refilled at least 3 times a day. • Trust Estates Manager arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the Health Protection Team /Public Health England. 			<p>Leadership</p> <p>Staff</p> <p>Cleaners/ Site team</p> <p>Trust Estates Manager/ Site team</p>		
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		<ul style="list-style-type: none"> Hand sanitiser only available in appropriate containers to avoid the possibility of ingestion. 					
Poor management of infectious diseases	Staff Pupils Other	<ul style="list-style-type: none"> Everyone is instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus. Staff are vigilant and report concerns about their own, a colleague's or a pupil's symptoms to the Headteacher or Leadership as soon as possible. The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus. The school is informed by parent/carers when a child contracts COVID-19 and when they return to school. Staff inform the Headteacher when they plan to return to work after having coronavirus. The Trust Estates Manager monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus. Public Health England does not (based on current evidence) recommend the use of face coverings in schools. This evidence will be kept under review. 	M	2	All Staff All Staff Trust Estates Manager	Ongoing	YES

		<ul style="list-style-type: none"> School guidance for face coverings will become mandatory in the event of a local lockdown. This advice will be reviewed according to changing government guidelines. 					
Emergencies	Staff Pupils	<ul style="list-style-type: none"> All staff and pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required. Pupils' parent/carers are contacted as soon as practicable in the event of an emergency. Staff and pupils' alternative contacts are contacted where their primary emergency contact cannot be contacted. 	L	2	Admin	Ongoing	YES
Lack of communication	Staff Pupils Other	<ul style="list-style-type: none"> Risk assessment to be shared with all staff via email, read receipts collated to ensure the email has been read. Staff reports immediately to the Headteacher about any cases of suspected COVID-19, even if they are unsure. The Headteacher contacts the Central Trust Team or the Estates Manager for additional support. Public Health England can also offer guidance. Schools keep staff, pupils and parent/carers informed of any changes. 	M	1	Head/Leadership Head	1 st September 2021 Ongoing	YES
Insufficient staff to run face-to-	Staff Pupils Other	<ul style="list-style-type: none"> Protocols for staff to inform leaders if they need to self-isolate clearly in place. 	M	3	Head	Ongoing	YES

sessions for pupils.		<ul style="list-style-type: none"> Teachers and support staff identified and rota in place for cover in the instance that planned staff have to self-isolate. As a result, sufficient staff cover in place to provide the face-to-face support sessions for pupils. 			Trust HR Head		
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