

COVID-19 RISK ASSESSMENT for January 2021

Name of School	Maiden Erlegh School
Completed By	Nicola Scott, Business Manager
Date	05 January 2021

This risk assessment should be completed by all Maiden Erlegh Trust schools with specific reference to issues and risks that may materialise as a result of the COVID-19 pandemic.

Risk Score Criteria:

LIKELIHOOD	
Very High	The issue will occur (and reoccur) in most circumstances
High	The issue is expected to occur
Medium	The issue may occur at some time
Low	The issue could potentially occur
Very Low	The issue is unlikely to occur

IMPACT	
Very High	Critical impact to staff and students and/or critical threat
High	Significant impact to staff and students and/or significant threat
Medium	Moderate impact to staff and students and/or moderate threat
Low	Manageable impact – within acceptable boundaries
Very Low	Negligible

Risk Score	
15-25	Urgent remedial action required
5-14	Close monitoring of risk required; ensure mitigation plan in place
1-4	Risk noted and stakeholders aware; mitigation plan in place

		IMPACT				
		Very Low	Low	Medium	High	Very High
LIKELIHOOD	Very High	5	10	15	20	25
	High	4	8	12	16	20
	Medium	3	6	9	12	15
	Low	2	4	6	8	10
	Very Low	1	2	3	4	5

Guidance NB – this changes frequently and it is the responsibility of the Headteacher and Business Manager to keep up to date.

Background

In relation to working in schools, whilst it is not possible to ensure a totally risk-free environment, the Office of National Statistics' analysis on [coronavirus \(COVID-19\) related deaths linked to occupations](#) suggests that staff in educational settings tend not to be at any greater risk from the disease than many other occupations. There is no evidence that children transmit the disease any more than adults, and no evidence that staff in education settings are at any greater risk of fatal outcomes than many other occupations.

Given the improved position, the balance of risk is now overwhelmingly in favour of children remaining in school. For the vast majority of children, the benefits of being back in school far outweigh the very low risk from coronavirus (COVID-19), and this bespoke Maiden Erlegh School Risk Assessment guidance explains the steps we are taking to reduce risks still further. As a result, we can plan for all Maiden Erlegh School students to continue to remain in school and ~~start~~ continue to reverse the significant costs of missed education. ~~This will be an important move back towards normal life for many children and families, and we are looking forward to welcoming everyone back.~~

This latest update is based on the fresh guidance issued on 4th November 2020 for the 2nd Lockdown

Key Principles of this Maiden Erlegh School Risk Assessment:

Essential measures include:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable
- Face coverings (Masks/face shields) are mandatory for students and staff when moving around the school site & in communal areas

How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:

- grouping students together
- avoiding contact between groups
- arranging classrooms with forward facing desks

- staff maintaining distance from students and other staff as much as possible

This risk assessment has been produced with the information and knowledge available at this time. The Controls and Ratings are appropriate at the present time, however this Risk Assessment will continue to be reviewed periodically or in the event of new information and guidance.

Guidance:

<https://www.gov.uk/coronavirus>

<https://www.gov.uk/government/publications/local-lockdowns-guidance-for-education-and-childcare-settings>

<https://www.gov.uk/coronavirus/education-and-childcare>

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>

<https://www.gov.uk/government/news/statement-from-the-uk-chief-medical-officers-on-extension-of-self-isolation-period-30-july-2020>

<https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings>

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020?utm_source=4%20November%202020%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19

Due to the 'impact' score remaining static, residual scores in the risk assessment often remain yellow. The school has attempted to mitigate risks to reduce the 'likelihood' scores to acceptable levels though the residual scores remain at level that requires the school to monitor the risks closely and respond swiftly to the changing situation.



Ref	Issue	L	I	Score	Control Measures	L	I	Residual Score	Risk Owner
R1	Transmission of COVID-19 virus in school setting – full reopening school preparation	4	5	20	<p>Hierarchy of control measures in place of 2m distancing, as advised by government are:</p> <ul style="list-style-type: none"> • Avoid contact with anyone with symptoms • Frequent handwashing and good hygiene practices • Regular clearing of the setting • Minimizing contact and mixing between students • Mandatory wearing of face coverings when moving around the premises & in all communal areas by adults and children aged 11 and above <p>Steps to be taken to reduce contact between students</p> <ul style="list-style-type: none"> • Mixing in bubbles – detailed below • Group separation – detailed below • Good infection control measures – detailed below <p>Staff Distancing</p> <ul style="list-style-type: none"> • All staff in secondary schools should maintain distance from their pupils, staying at the front of the class within the marked Teacher’s Box, and away from their colleagues where possible. Ideally, adults should maintain a 2 metre distance from each other where possible. Therefore, although Staff work rooms and department kitchens will in operation during the full re-opening, this will be purely for use of the water boilers and fridge and not for sitting or socialising. Soft furnishings are not in use. Entry to the kitchen area is on a strict one-in, one-out basis with the maximum occupancy of each kitchen displayed outside the room. This rule will be subject to regular checks and if the rule is found to be breached then action to close off staff rooms and kitchen may need to be taken. • Sneeze Screens are in place in all multiple-occupancy offices and work rooms where a 2-metre distance is not possible. 	2	5	10	HT/SLG Site/BM



			<ul style="list-style-type: none">• Staff are asked to eat their lunch at their desk or work space. Where this is not possible they should refer to their HoD or Line Manager for a local decision on where to safely eat their lunch.• Morning break coffees will be available to staff each day but should be consumed at the staff member's desk or work space as per the lunch arrangement.• Staff are regularly reminded to practise Social Distancing via staff briefings and in person. <p>Students</p> <ul style="list-style-type: none">• Students are separated into Year Group bubbles which are isolated as much as possible from other year group bubbles (further details below). <p>Travel & One-Way movement</p> <ul style="list-style-type: none">• A strict one-way system has been implemented across the site, both internally and externally to minimise contact and this is enforced at all times for students, and during transition times for staff (i.e. when students are in lessons the rule is not in force).• The route follows an anti-clockwise path around the exterior to the site which is supported by painted white arrows.• Inside the building there are also directional arrows to follow in the form of stickers on the floor.• Where possible stairways are one-direction however most stairways are two-way.• Maps of the school have been prepared to indicate the flow of movement and identify the blocks and stairwells which each year group should utilise.• Parking etiquette means that staff should be careful when entering or exiting their vehicle that they do not come within 2m of a colleague parking or arriving. Car sharing is discouraged outside of families. <p>Ventilation</p> <ul style="list-style-type: none">• Windows are kept open by staff during the day and closed at the end of the shift except where air-conditioning extraction is available to use. Staff should refer to the Guidance for Ventilation issued to them on 6th November 2020 for detailed information about how to keep warm in the winter months whilst allowing natural air flow:		
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					<ul style="list-style-type: none"> • During winter, pressure variances caused by wind and differences in temperature between indoors and outdoors, are usually greater so windows do not need to be opened as wide as in the summer • opening high level windows in preference to low level to reduce draughts • increasing the ventilation, opening the windows fully, while spaces are unoccupied • providing flexibility to allow additional, suitable indoor clothing • rearranging furniture where possible to avoid direct drafts <ul style="list-style-type: none"> • At the end of the school day between 3-4pm, the Site Team check all classroom and office windows are closed, however if there are still staff using the staff workrooms at this time they will leave the windows open in line with this guidance. After 4pm, the last person to leave the staff work room closes the staff work room windows in order to make the rooms secure for the night. <ul style="list-style-type: none"> • Air-conditioning is used where available as it features outside extraction. • Doors are left open where this complies with fire safety. The last person to leave a room must close the door behind them if it is a fire door. • The measures extend to the off-site staff smoking area outside the caretaker's bungalow where the bench has been temporarily removed. • Fans which re-circulate air cannot be used except in rooms occupied by only one person as the fan can spread the virus. <p>Use of furniture</p> <ul style="list-style-type: none"> • Remove unnecessary furniture/paper – ensure furniture in classes is limited to essential furniture only. We need to make sure good house-keeping is in place and that clutter doesn't build up. Audits by the site team to be carried out weekly. • Furniture in staff rooms to be rendered inaccessible by removing, turning chairs on top of each other or taping. 				
R2	The ability to ensure physical distancing between year groups of	4	4	16	<p>Corridors</p> <ul style="list-style-type: none"> • When timetabling, groups should be kept apart and movement around the school site kept to a minimum. While passing briefly in the corridor or playground is low risk, we should avoid creating busy corridors, entrances 	3	4	12	HT



	<p>students and staff as far as possible, and provide sufficient staff for operation</p>			<p>and exits. One-way systems are implemented where possible throughout the site and these are clearly marked with directional signage and taped arrows on the floor for students emerging from classrooms in between signage. Masks/visors must be worn in corridors and stairwells.</p> <ul style="list-style-type: none">• Where a strict One-Way system is not possible, tape will indicate which side of the corridor you should use with one half of each corridor being one way only. <p>Toilets</p> <ul style="list-style-type: none">• There will be 2m markers outside all toilets to show students where they should queue.• Each multiple-occupancy toilet has a sign outside specifying the maximum occupancy for that specific toilet. The overall maximum will not exceed 4 students at any one time.• Staff toilets clearly marked for staff use only with a laminated sign.• All toilet areas will remain open to spread out usage and limit any queues. <p>Other</p> <ul style="list-style-type: none">• PPE in the form of face coverings must be worn by staff and students when moving between lessons using corridors, paths, stairwells etc. and in all communal areas. This is no longer optional and with effect from 9th November 2020 is mandatory.• The three water fountains continue to be taken out of use and students and staff asked to bring their own water into school. Jugs of tap water and disposable cups are made available daily in all dining areas.• Visitors by appointment only (unless an emergency) and new Visitor Procedure (Version 2) in place for essential visitors only such as SEND personnel, careers advisors and Qualified Healthcare Professionals.• Signage remains in place throughout the site to remind staff, students and visitors that where possible, the 2-metre rule is in place for social distancing.• The Test & Trace QR code is on display in Reception which is now a mandatory display requirement.• The Reception door is kept locked to minimise transmission within the Reception Team• Visitors are required to wear face coverings in line with this Risk Assessment which is included in the Visitor Protocol. Notices and an A-Board at the front door remind visitors of this rule.• Singing (subject to guidance) and shouting are not permitted• Staff must leave their work spaces clear of clutter each day to enable all surfaces to be thoroughly cleaned each day.			
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Lunchtime Arrangements

- Student social bubbles will be maintained throughout the lunchtime periods and students are allocated separate dining areas as follows:
 - Year 7 eat in Lower School Hall over 3 sittings
 - Year 8 eat in Dining Room 1 over 3 sittings
 - Year 9 eat in Dining Room 2 in one sitting
 - Year 10 eat in Dining Room 2 in one sitting
 - Year 11 eat in Dining Room 2 in one sitting
 - Year 12 eat in the 6th Form Common Room and the Main Hall
 - Year 13 eat in either the 6th Form Common Room or 6th Form Study
- All students from Years 8, 9 & 10 are be able to purchase food from the canteen but packed lunches are encouraged.
- Year 7 have the option of ordering baguettes/hot food which is brought over to LSH by the catering staff.
- Dining Room 2 is thoroughly cleaned between each of the three sittings by the Lunchtime Controllers.
- Perspex screens have been installed across the tables in DR2 to allow the students to sit opposite each other safely
- Students were briefed on the Perspex screens so that they know not to touch them or move them as they are loose and not fixed to the table.
- In DR1 there are sufficient tables for Year 8 to sit on one side only of the tables over 3 sittings.

Vulnerable Staff Return

Following the reduction in the prevalence of coronavirus (COVID-19) and relaxation of shielding measures from 1 August, we expected that all staff would attend school. The recent guidance dated 4th November 2020 states that all Clinically Extremely Vulnerable (CEV) staff should work from home. The school is notified of CEV staff by the staff who have received a letter from their GP or the NHS advising shielding or stating they are CEV.

As at 04/11/2020 the definition of CEV is:

People at high risk from coronavirus include people who:

1. have had an organ transplant
2. are having chemotherapy or antibody treatment for cancer, including immunotherapy



					<ol style="list-style-type: none"> 3. are having an intense course of radiotherapy (radical radiotherapy) for lung cancer 4. are having targeted cancer treatments that can affect the immune system (such as protein kinase inhibitors or PARP inhibitors) 5. have blood or bone marrow cancer (such as leukaemia, lymphoma or myeloma) 6. have had a bone marrow or stem cell transplant in the past 6 months, or are still taking immunosuppressant medicine 7. have been told by a doctor they have a severe lung condition (such as cystic fibrosis, severe asthma or severe COPD) 8. have a condition that means they have a very high risk of getting infections (such as SCID or sickle cell) 9. are taking medicine that makes them much more likely to get infections (such as high doses of steroids or immunosuppressant medicine) 10. have a serious heart condition and are pregnant <ul style="list-style-type: none"> • A Risk Assessment is being carried out by the Business Manager on any staff member who is unable to come into work. • Risk Assessments will be reviewed and updated by the Line Manager for each member of staff who has had an initial Risk Assessment. • It remains the case that wider government policy advises those who can work from home to do so. We recognise this will not be applicable to most school staff, but where a role may be conducive to home working, for example some administrative roles, staff members are invited to discuss this with their line manager. • Advice for those who are pregnant is available: <u>clinically-vulnerable, including pregnant women.</u> 				
R3	Staff wellbeing including workload consideration	4	4	16	<ul style="list-style-type: none"> • Regular communication of mental health information and open-door policy for those who need additional support. • Mental Health First Aiders are featured on posters around the school to drive awareness of who they are and what they can do to help • Ensuring staff have sufficient rest breaks during the day and that existing school policies on limiting communication in the evening, at weekends and during the holidays is upheld and respected. • Staff were consulted on the risk assessment to reopen the school • Line managers to understand the needs/ concerns of those in their teams and try to take these into account as far as possible in their scenario planning; 	3	3	9	HT



				20	<ul style="list-style-type: none"> • Recognition that different staff will react differently to returning to work and this could impact their mental health differently. LMs and SLT to discuss concerns and provide reassurance as appropriate; • Staff workload – managing possible combinations of on-line and face-to face learning • Leadership – sharing the load strategies • SLG and Line Managers will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help <p>Reference: https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</p> <ul style="list-style-type: none"> • Meetings in person are now capped to a maximum of three people 			10	
R4	Potential transmission of COVID-19 in school environment	4	5	20	<p>Classroom environment</p> <ul style="list-style-type: none"> • The overarching principle for the classroom setting is reducing the number of contacts between children and staff. This is achieved through keeping year groups separate (in 'bubbles') as much as possible and through maintaining distance between individuals. At Maiden Erlegh School, the emphasis is on separating groups, and distancing. Students are also supported to maintain distance and not touch staff where possible. Maintaining distinct groups or 'bubbles' that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate, and keep that number as small as possible. • All teachers can operate across different classes and year groups in order to facilitate the delivery of the school timetable. Where staff move between classes and year groups, they should try to keep their distance from pupils and other staff as much as they can, ideally 2-metres from other adults. Note: it is the staff that move to the students, not the students moving to the teacher's class. • With effect from 28th September 2020, the Teaching Assistants are assigned to their own bubble where possible to minimise cross-bubble transmission. • Staff teaching in science labs have also been asked to wipe the student desks at the end of each lesson as they host more than one bubble. An anti-viral disinfectant or detergent-based products are used. <p>Sports and physical education</p>	2	5	10	HT



- It is important that children continue to remain fit and active and, wherever possible, have the 60 active minutes of daily physical activity recommended by the Chief Medical Officers.
- Schools have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls
- Sports whose national governing bodies have developed guidance under the principles of the government's guidance on team sport and been approved by the government are permitted. Schools must only provide team sports listed on the return to recreational team sport framework. Competition between different schools should not take place, in line with the wider restrictions on grassroots sport.
- Pupils should be kept in consistent groups and sports equipment thoroughly cleaned between each use by different individual groups.
- Schools are able to work with external coaches, clubs and organisations for curricular activities where they are satisfied that it is safe to do so.
- Outdoor physical education 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 sports setting because of the way in which people breathe during exercise. External facilities, if permitted, can also be used in line with government guidance for the use of, and travel to and from, those facilities (i.e. for MES - walking).
- Currently there are no extracurricular activities planned.

The Year Groups are allocated (subject to timetable) as follows:

Year 7 – M Block

Year 8 – P & N Blocks

Year 9 – G Block

Year 10 – H Block

Year 11 – L Block



Year 12 – F Block

Year 13 – C,S & B

Student numbers and spacing

- Students' numbers are no longer limited in classrooms therefore classrooms are returned to a full level of occupancy. However, we have made adaptations to the classrooms to support distancing where possible. This includes seating students side by side and facing forwards, rather than face to face or side on, and moving unnecessary furniture out of classrooms to make more space. The details are:
 - **Year 7** are taught in year group bubbles in a consistent area. For practical subjects, students will move to appropriate classrooms via a one-way system. Setting will take place as normal and the mix in HUMs and languages will continue. The Purple Pathway will operate as a separate bubble for identified subjects, but return to tutor groupings for other classes. Consistent rooming reduces movement around the site and reduces the use of touched surfaces. Break time will be spent in their area.
 - **Year 8** are taught in a year group bubble in a predominantly single area. For practical subjects, students will move to appropriate classrooms.
 - **Year 9** are taught in a year group bubble in a predominantly single area. For practical subjects, students will move to appropriate classrooms.
 - **Year 10 and 11** operate in whole year group bubbles to allow for students to study their options choices and to allow setting across a whole year group. The teaching areas will remain constant except for when movement is required for practical subjects.
 - **Year 12 and 13** Currently on a one-year group in, one-year group on home study for all frees rotating weekly. This will make the study area one-year group use only each week.
 - Claire's Café is closed and leaving site for Tesco is not permitted for year groups on their 'in week'.
- For break, students will be expected to remain in their year group area and use the toilets in that area also. Where students need to move out of their area for practical lessons, then they will use the nearest student toilets to that class.
- Class rooms have been laid out with all students facing the front. Teachers have been 'given' 70cm space marked out as the Teacher's Box at the front of the rooms and where possible 2 metres from there. Where this is not possible,



				<p>staff have been given one metre plus. Teachers should stay at the front of the room and support staff at the back whenever possible. If support is required it should be given from behind. Time spent within 1 metre should be strictly minimised. PPE is available and should be used where a 1 metre distance cannot be maintained or where communication will be longer than</p> <ul style="list-style-type: none">• A large marquee has been installed to provide continuous outside PE teaching space despite any adverse rain or wind conditions to free up space in the Main Hall.• The staff move to the students for each class to minimise movement of required. <p><u>Desks and surfaces</u></p> <ul style="list-style-type: none">○ All surfaces left clear for ease of cleaning.○ Projector remotes left on desk and wiped at end of each session.○ Cleansing detergent or disinfectant wipes for computers in every class.○ Bleach and Detergent-based products should be used to clean surfaces, or alternatively anti-viral spray cleaners/wipes. <p><u>Resources</u></p> <ul style="list-style-type: none">• For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and students have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces.• Risk Assessments for practical subjects including Art, Music, D&T, Food Tech, PE and Science have been prepared and reviewed.• Resources that are shared between classes or bubbles, such as sports, art and science equipment will 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.• Shared materials and surfaces should be cleaned and disinfected more frequently. Each teaching space is provided with a pack of disposable cleaning wipes and a pump dispenser of hand sanitiser by the site team and the site team will regularly check availability of these products.• Stocks of hand sanitiser pumps are limited due to supply/availability issues. If a product run out during the day the teacher will call Reception or OP to request a replacement.• There are fixed hand sanitisation stations around the school.• Students must limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, coats, books, stationery and mobile phones. Bags are allowed. Pupils and teachers can take books and other shared			
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				<p>resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development.</p> <ul style="list-style-type: none"> • DfE recommendation was that practical work was avoided for the first two weeks although demonstrations can be used. All practical lessons have been risk assessed by the department and signed off by the Head Teacher. All HoDs have been given a populated RA document to refine for their department practical activities. Instead the teacher may choose carry out the practical work and the students observe. However, we are ensuring that where practical lessons can go ahead, the specific risk assessments will be reviewed regularly and the equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same students or young people in one day, or properly cleaned between cohorts by the technicians. This RA will be updated accordingly. • All extra-curricular activities are currently cancelled except for Homework Club which runs on a rota to ensure Year group bubbles are maintained, since the first 2 weeks of school have completed-Other clubs will need SLG approval before commencing. • The guidance is that school uniform should be worn and is not subject to any additional washing requirements, therefore full and correct School uniform is being re-introduced as being compulsory although students are asked to wear PE kit on days when they have PE in order to reduce the use of changing rooms. • Staff are encouraged to wear machine-washable clothing that can be cleaned at the end of each working day. <p><u>APPOINTMENTS/DETENTIONS</u> From January 2021, we will dissolve the centralised detentions system. Teachers will set their own appointments/detentions again, based around their timetable and availability. To be Covid-19 compliant, the detentions have to be based in the year group base areas, to maintain bubbles at the end of the day. The base group areas are:</p> <p>Year 7 – M Block Year 8 – N Block Year 9 – G Block Year 10 – H Block Year 11 – L Block</p> <p>We ask that there is a maximum of 4 students in each classroom, so they can remain social distanced in each corner. If there are more in the room than the</p>		
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					teacher can house, the teacher can move with your students to another classroom. Clearly two teachers may book the same room, but again, as long as they are within the 'bubble' base group area, then they will have the flexibility to move to another room, with their student.				
R5	Cross contamination: Journey, arrival and departure from school.	4	5	20	<ul style="list-style-type: none"> We will continue to promote walking or cycling as the best mode of transport to reach our school. Parents will be advised that they are not permitted to enter the school site or the school buildings without an appointment or to drop off their children without express written permission e.g. for a child who for SEN reasons has to be accompanied at all times. A member of the site team will continue to be on the gate each morning to restrict vehicle access. The Government continues to advise against domestic (UK) overnight and overseas educational visits at this stage see coronavirus: travel guidance for educational settings. Furthermore, since 12 March 2020 the RPA has advised its members against booking new trips and is unable to confirm that any such trip will be covered while either FCO advice on travel or DfE advice on school trips would not permit it. All non-essential residential trips are now cancelled for the entire academic year 2020/21 and day trips are cancelled until February half-term at the earliest. Groups should be kept apart, meaning that Maiden Erlegh School will avoid unnecessary large gatherings such as collective student meetings with more than one group. All music events, Open Days and sports fixtures are cancelled until at least after the February 2021 half-term break. Single "Bubble" assemblies may take place in Dining Room 2 with the exception of any singing activities. The tables and screen in this room will be cleaned after each assembly by the Eco-clean daytime cleaner. Peripatetic music lessons by Berkshire Maestros in person are suspended until January 2021 at the earliest. The use of the 4 school minibuses for transporting people is prohibited without the express permission of the SSLG. An exception has been made for the delivery of FSM food parcels which are delivered by authorised drivers with a maximum of one member of staff in the minibus at any one time. The minibus RA will be updated in February 2021 when the minibuses are possibly back in use. A safe walkway has been painted to the rear of the school and there are 2 new Zebra Crossings by the rear gates to the school. 	2	5	10	HT



					<ul style="list-style-type: none"> Staggered arrivals and departures will be in place where possible to reduce volumes of students arriving at the same time as follows: Start and end of School day are staggered into 3 arrival times – <ul style="list-style-type: none"> Year 7, & Tutor week 6th at 8.30. Year 8 & 10 at 8.35. Year 9 and 11 at 8.40. Non-Tutor Week 6th Form at 8.50 Students will be staggered at leaving time and are will be expected to leave straight away and not congregate allowing a natural flow of people from different parts of the building. Year 7 & 11 at 2.55 (2.20). Year 8 & 10 at 3.00 (2.25). Year 9 & 12 at 3.05 (2.30). Year 13 at 3.10 (2.35) or last lesson. On arrival the following gates should be used: <ul style="list-style-type: none"> Y7,8 & 9 Main Gate Y10 & 11 & 6th form Gate by Maiden Erlegh Drive Parents are asked to tell their children to avoid going to the Silverdale Road shops to buy non-essential goods such as sweets after school. This is to help protect the local communities who should have priority to use the stores for essential purchases. 				
R6	Student wellbeing – COVID-19 impact Including Safeguarding/Attendance & Behaviour	4	5	20	<ul style="list-style-type: none"> Students will continue to receive support in the classroom Support from behind is expected rather than face-to-face and face coverings worn when support provided. Risk assessments will be carried out for: <ul style="list-style-type: none"> SEND students (as per the link above) pupils who have not previously been risk assessed but in the new circumstances may pose a risk; pupils who need specific care, which cannot be delivered whilst ensuring social distancing; Potentially violent pupils, especially those with a known risk of spitting and/or requiring physical restraint will need an individual risk assessment carried out by the SEND team Specialists, therapists, clinicians, career advisors and other support staff for students with SEND may provide interventions as usual. The visitor policy must be provided and explained to visitors on or before arrival. Where visits can happen outside of school hours, they should. Youth support services, including 1-1 youth work and support groups, may continue to operate. These settings should continue to undertake risk assessments and implement the system of controls set out in the protective measures for holiday clubs and after-school clubs and other out-of-school clubs 	2	4	8	HT



					<p>for children during the coronavirus (COVID-19) outbreak guidance. Providers of youth services and activities should also refer to the National Youth Agency's guidance for managing youth sector spaces and activities during COVID-19, where it is relevant to do so.</p> <ul style="list-style-type: none"> • Violet College students will exist in their own bubble rather than their year group. • Inclusion continues to be a critical part of the school and will help to support students with anxiety or concerns regarding well-being. • Inclusion is divided into 5 areas to maintain year group bubbles. • Hearing Impaired Students who carry their radio microphone from one lesson to the next will need to have the microphone wiped by the teacher between lessons with staff washing their hands after having performed the wipe • All students were briefed during the first full week back in September 2020 on the latest Covid-19 rules so they are all very clear about what is expected. • The Behaviour policy allows for adaptation to Covid19 situations – the updated policy is available on the school website. • Staff are supported in enforcing the regulations by an On-Patrol services that will be operating. • OP Radios are still allocated to an individual and not shared • JAC and the Silverdale Centre have an RA in place for JAC students. 				
R7	Potential transmission of COVID-19 in school environment through coughs and sneezes	4	4	16	<ul style="list-style-type: none"> • Coronavirus (COVID-19) is deemed to be an easy virus to kill when it is on skin. This can be done with soap and running warm water or hand sanitiser. Staff should ensure that pupils clean their hands regularly, for 20 seconds with water and soap and follow with proper drying with disposable paper towels. Alternatively, they will be provided with hand gel to wash. See hand washing guidance: https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ including when they arrive at school, when they return from breaks, if they change rooms and before and after eating. Regular and thorough hand cleaning is going to be needed for the foreseeable future. • Students must bring in their own hand-sanitizer into school to carry with them and use under teacher direction. • Science teachers will advise students not to use hand sanitiser immediately before a Bunsen Burner activity. • Staff and students to be reminded on a regular basis to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it which continues to be very important, and to avoid touching face, eyes, nose or mouth with unclean hands. • The site team have a good supply of liquid soap, toilet paper, disposable blue hand wipe paper, tissues and disposable wipes. The site team will check these consumables throughout the day. 	3	4	12	HT



					<ul style="list-style-type: none"> Hand sanitiser is available throughout the school in suitable dispensers. These dispensers are now situated around the school in high traffic areas. All areas in use have bins for disposal of tissues – rubbish double bagged when removed only if contaminated. Wipes for keyboards and remotes are provided to teaching spaces and multiple-occupancy offices. 				
R8	<p>Attendance of clinically vulnerable pupils https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#shielded-and-clinically-vulnerable-adults</p>	4	3	12	<ul style="list-style-type: none"> School attendance is mandatory again from the beginning of the autumn term and all absences are followed up. Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, we will immediately offer them access to remote education and we will monitor engagement with this activity (as set out in the section below). We will be clear with parents that pupils of compulsory school age must be in school unless a statutory reason applies (for example, the pupil has been granted a leave of absence, is unable to attend because of sickness, is absent for a necessary religious observance etc.). Where students are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised.; Attendance policy has been to be revised and communicated with parents. Any clinically vulnerable students have been contacted by the school primary First Aider to identify any specific requirements, and if necessary, a Risk Assessment will be is carried out by their Head of Year. Note: specific guidance launched on 4th November 2020 states that parents of students who are classed as Clinically Extremely Vulnerable should speak to their child's GP or specialist clinician if they have not already done so, to understand whether their child should still be classed as clinically extremely vulnerable. Those children whose doctors have confirmed they are still clinically extremely vulnerable are advised not to attend education whilst the national restrictions are in place. Students who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend school. Parents of clinically extremely vulnerable children will receive a letter confirming this advice. Update 2nd December 2020 by DfE: Individuals who are self-isolating are within our definition of vulnerable, it is important that schools put systems in place to keep in contact with them, offer pastoral support, and check they are able to access education support. Our published definition of vulnerable children includes young people are defined as those who have a social worker or an education health and care (EHC) plan or those who are clinically extremely 	3	3	9	HT



					<p>vulnerable, can continue to attend deemed otherwise vulnerable by the school or the local authority.</p> <p>The advice for pupils who remain in the clinically extremely vulnerable group is that they should return to school from 2 December unless they are one of the very small number of pupils or students under paediatric or NHS care (such as recent transplant or very immunosuppressed children) and have been advised specifically by their GP or clinician not to attend an education setting.</p> <p>In the future, The government will may reintroduce formal restrictive formal shielding measures for the clinically extremely vulnerable in the worst affected areas, based on advice in specific local areas at very high alert level with exceptional circumstances where this has been advised by the Chief Medical Officer, and then only for a limited period of time.. This will only apply to some areas in tier 3: very high alert, and the government will write to families separately to inform them if extremely vulnerable children are advised to follow formal shieldingshield and not attend school. Where a pupil is unable to attend school because they are complying with clinical or public health advice, we expect schools to be able to immediately offer them access to remote education. Schools should keep a record of, and monitor engagement with this activity but this does not need to be formally recorded in the attendance register.</p> <p>Where children are not able to attend school as they are following clinical or public health advice related to coronavirus (COVID-19), the absence will not be penalised.</p>				
R9	<p>Providing First Aid Non-COVID Possibly symptomatic person.</p> <p>Link: Training for First Aid – COVID-19</p>	4	5	20	<ul style="list-style-type: none"> • First aiders made aware of this guidance: https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/ • Staff will continue to need basic first aid training on how to spot the signs of a symptomatic person and to know how to deal with them. This training is provided through a Handsam Course assigned after a Risk Assessment. • The former First Aid room has been converted into a waiting room for symptomatic children. 	2	5	10	HT
R10	<p>Staff & Student Face Coverings</p> <p>Face Coverings are now mandatory in specified places and at specified times to limit the increased risk of exposure to the virus</p>	3	5	15	<ul style="list-style-type: none"> • Although we consider that our school has very low risk of CoVID19 transmissions and we have already taken a lot of precautions to minimise risk further, we took decision, that with effect from 16th September 2020, the wearing of face coverings is mandatory in specified areas of our school. • In the context of the coronavirus (COVID-19) outbreak, a face covering is something which safely covers the nose and mouth. You can buy reusable or single-use face coverings. You may also use a scarf, bandana, religious 	2	5	10	Site/SLT



	<p>Link: Training for First Aid – COVID-19</p>			<p>garment or hand-made cloth covering but these must securely fit round the side of the face.</p> <ul style="list-style-type: none">• Staff must address students or colleagues who are not wearing a face covering at the appropriate time as this is now a mandatory rule.• Due to the complexity of the different contexts in which COVID-19 can spread & the rapidly changing & growing evidence base on the effectiveness of face masks and coverings, there are currently no UK product standards for face coverings.• Face coverings are not classified as <u>PPE (personal protective equipment)</u> which is used in a limited number of settings to protect wearers against hazards and risks, such as surgical masks or respirators used in medical and industrial settings. Face coverings are instead largely intended to protect others, not the wearer, against the spread of infection because they cover the nose and mouth, which are the main confirmed sources of transmission of virus that causes coronavirus infection (COVID-19).• It is the responsibility of parents to ensure that their child is provided with enough face coverings as required throughout the school day. These face coverings must be non-offensive and not contain any logos, flags or offensive language. Any student mis-using a mask will be required to take it off.• Parents are being asked to provide their child with a plastic bag or container within which to store the face covering(s) during lesson time.• Students who arrive at school without a face covering will be asked to collect a disposable face mask from Inclusion and their parent will be invoiced £1 via parent pay for this purchase.• At no point should a student place a face covering on a desk in a classroom – it should be in a bag or pocket when not in use.• All school staff have been provided with the Handsam training module on PPE (Called First Aid in Schools) and must complete the course before wearing PPE.• School staff can bring in their own face coverings or be provided with a <i>face shield</i> by the school.• Staff should label their face shield with their name and to clean it with wipes provided when finishing their shift. Staff must never share a face shield. <p><u>How to wear a face covering</u> A face covering should:</p> <ul style="list-style-type: none">• cover your nose and mouth while allowing you to breathe comfortably• fit comfortably but securely against the side of the face• be secured to the head with ties or ear loops			
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				<ul style="list-style-type: none">• be made of a material that you find to be comfortable and breathable, such as cotton• ideally include at least two layers of fabric (the World Health Organisation recommends three depending on the fabric used)• unless disposable, it should be able to be washed with other items of laundry according to fabric washing instructions and dried without causing the face covering to be damaged• Single use masks can be disposed of in general waste, unless the user is symptomatic. <p>When wearing a face covering you should:</p> <ul style="list-style-type: none">• wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on• avoid wearing on your neck or forehead• avoid touching the part of the face covering in contact with your mouth and nose, as it could be contaminated with the virus• change the face covering if it becomes damp or if you've touched it• avoid taking it off and putting it back on a lot in quick succession (for example, when leaving and entering shops on a high street) <p>When removing a face covering:</p> <ul style="list-style-type: none">• wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removing• only handle the straps, ties or clips• do not give it to someone else to use• if single-use, dispose of it carefully in a residual waste bin and do not recycle• if reusable, wash it in line with manufacturer's instructions at the highest temperature appropriate for the fabric• wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser once removed <p>Where/when face coverings are mandatory</p> <ul style="list-style-type: none">• On arrival at school every morning upon entering the school site• On departure from school the face covering should be applied before leaving the last lesson of the day• When moving along corridors, stairwells, when traveling between classes, to/from toilets, and in public areas including Reception, dining halls (except when sitting down for eating/drinking)			
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					<p>Where face coverings are non-mandatory</p> <ul style="list-style-type: none"> In the classroom setting it is advised that face coverings are safely removed and stored. Long periods of use of face coverings are to be avoided therefore staff and students are encouraged not to wear face coverings in lessons where social distancing can be maintained. While this guidance applies to employees wearing a face covering, normal policies relating to occupational workwear and PPE will continue to apply. There will be times when screens or visors are in use, or when a staff member is not in close proximity to people they do not normally meet, and so it will not be necessary for staff to wear a face covering. Examples include working in a single/multiple occupancy school office or work room. <p>Exemptions</p> <ul style="list-style-type: none"> We are mindful that there will be staff and students who are exempt from wearing face coverings due to medical or mental health reasons. Parents are asked to ensure the School Office are aware of any students who are affected by this and we will share relevant information with staff as soon as we are able to. Additionally, in some cases a green lanyard may be worn as a visual marker of this exemption and to avoid unnecessary challenges taking place. The weekly staff bulletin contains details of the few students who are currently exempt. Members of staff who are exempt from wearing a face covering and are concerned about this at all, are requested to liaise with their line manager to ensure they are fully supported. 				
R11	COVID-19 cleaning Enhanced cleaning requirements	4	5	20	<ul style="list-style-type: none"> The cleaning team will continue to work their contractual hours and their commitment to working safely includes the provision of PPE for all staff. Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods including detergent and bleach. This will be carried out daily from 23pm onwards by the Eco-clean team. All areas of the school are cleaned at the end of every day by Eco-clean and by the school's employed cleaners. During September and October, Eco Clean are supplying additional cleaning resource during the day to focus on the staff and student toilets "Hot spots" from 10am to 2pm Monday to Friday. Keyboard and remote wipes are provided in every classroom and must be used every time a new teacher starts with in a room. 	2	5	10	Site Manager & Eco Clean



				20	<ul style="list-style-type: none"> Teachers to ensure surfaces (including teacher desks) are kept clear and remotes on the desk. General waste paper bins in central areas (not recycling) will be emptied both partway through the day and at the end of the day. Double bagged only if tissues or bodily fluids are involved. The minimum PPE to be worn for cleaning an area where a person with possible or confirmed coronavirus (COVID-19) is disposable gloves and an apron. Hands should be washed with soap and water for 20 seconds after all PPE has been removed. If a risk assessment of the setting indicates that a higher level of virus may be present (for example, where unwell individuals have slept such as on the medical bed) or there is visible contamination with body fluids, then the need for additional PPE to protect the cleaner's eyes, mouth and nose might be necessary. The local Public Health England (PHE) Health Protection Team (HPT) can advise on this. 			10	
R12	Cross contamination: Accessing school site at main school reception area.	4	5	20	<ul style="list-style-type: none"> Visitors to the site are to be minimised, and reduced only essential visitors, for example no guest speakers, no work experience, no new student teachers School photos have been postponed. The Careers fayre has been cancelled for this academic year and the work experience activity is under review. Lettings are under review and outdoor/indoor lettings may be opened back up in after February 2021 at the earliest (Note: This has been communicated to all hirers and Community Arts organisations). Parents evenings will not be held in person and instead are held over a telephone call/Zoom call/written report Silverdale Centre has recommenced their standard opening hours. Barriers are in place outside the Silverdale Centre front doors to support queue management of the Silverdale centre parents and keep this group physically separated from student and staff of MES. Aldryngton School have resumed normal hours. We are advising parents that if their child needs to be accompanied to the school, only one parent should attend and book an appointment. Parents should not wander the site. We are making it clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely) Temporary lanyards are now replaced by stickers for visitors to wear Meetings in person are now capped to a maximum of three people and so where staff would like to speak with a parent about their child, some may be 	2	5	10	HT



					carried out virtually via Zoom to keep everyone safe. Some meetings, however, are exempt from this rule to ensure that they are effective for a child and when this happens there will be robust social distancing protocols in place.				
R13	Fire Drills / Lock downs/ H&S compliance	3	5	15	<ul style="list-style-type: none"> Due to the marquee, which is sited on the school tennis courts, a revised line up plan is in place for September for fire evacuations. Years 7, 8, & 9 will continue to line up on the top tennis courts, Years 10 & 11 will be on the lower courts, and Year 12 and 13 will line up on the Astro Turf. A practice fire evacuation was held in October 2020 and a practice Lockdown will be held in November 2020. Contractors will abide by the latest visitor advice provided by the Trust. Contractors will sign in using InVentry and use the sticker provided in lieu of a lanyard. <p>H&S compliance</p> <ul style="list-style-type: none"> Essential health and safety procedures have been maintained throughout the lockdown period; Estates Manager to review the DfE guidance re Premises to ensure compliance. This is to include a consideration of the ventilation system, legionella and fire alarm/ emergency light testing; Ventilation system to be set to full fresh air; All toilets will be flushed through with the lid down 	2	5	10	HT/ Site Manager
R14	Local Lockdown – Enforced School Closure	3	5	15	<p>Logistics</p> <ul style="list-style-type: none"> The Trust would be informed in the event of us receiving a notification to close; Staff and students would be notified of a closure. The website would also be updated to reflect this; SBM would notify catering, cleaning and site staff as soon as possible; Learning would switch to an online provision, which has been planned and is available in advance; All remote access granted to staff will not be removed for the foreseeable future; Laptops would be made available to staff as required; A local lockdown plan including communications templates will be created and shared with staff as appropriate. <p>Staffing and Wellbeing</p> <ul style="list-style-type: none"> Line managers would be asked to contact their teams virtually to update and identify issues or concerns. 	2	5	10	SLT



<p>R15</p>	<p>Identification/Treatment of symptomatic member of school community Including measures, actions & communication</p>	<p>5</p>	<p>5</p>	<p>20</p>	<ul style="list-style-type: none"> • No students, staff and other adults should come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 10 days, and anyone developing those symptoms during the school day including a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), will be sent home and advised to stay at home. & follow this guidance: 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms. • We are asking parents and staff to inform us immediately of the results of a test: <ul style="list-style-type: none"> ○ if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating. ○ if someone tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days. • If a student is awaiting collection, they should be moved, to the new First Aid Room which is situated in the former meeting room behind reception where they can be isolated behind a closed door, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. • If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else. • PPE must be worn by staff caring for the student while they await collection if a distance of 2 metres cannot be maintained (such as for a student with complex needs). More information on PPE use can be found in the safe working in 	<p>3</p>	<p>4</p>	<p>12</p>	<p>HT</p>
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[education, childcare and children's social care settings, including the use of personal protective equipment \(PPE\)](#) guidance.

- The First Aider dealing with the suspected case will take responsibility for informing the Site Team of the need to clean that toilet and medical room.
- In an emergency, we will call 999 if they are seriously ill or injured or their life is at risk.
- If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the student subsequently tests positive (see 'What happens if there is a confirmed case of coronavirus in a setting?' below). They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the [COVID-19: cleaning of non-healthcare settings guidance](#).
- If a member of staff has helped someone who was unwell, and subsequently wants to go home, we will support that decision.
- Digital thermometers are available to test temperatures of people feeling unwell.
- Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is now deemed as an unreliable method for identifying coronavirus (COVID-19).
- PPE will be provided to First Aiders in line with the section on PPE above.
- All suspected cases or positive cases of Covid-19 in students are recorded on the Handsam Incident Log and are now classed as incident reportable via RIDDOR.
- Staff cases are uploaded on to the Trust Microsoft Teams spreadsheet.

- We will take swift action if we become aware that someone who has attended Maiden Erlegh School has tested positive for coronavirus (COVID-19). Our first action will be to contact the local health protection team. This team will also contact us directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended our school – as identified by NHS Test and Trace.
- If a case is notified over the weekend, the entire year group will initially self-isolate until any contacts have been traced and notified.
- The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.
- The health protection team will then work with us in this situation to guide them through the actions they need to take. Based on the advice from the health



				<p>protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:</p> <ul style="list-style-type: none">○ direct close contacts - face to face contact with an infected individual for any length of time, within 1 meter, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)○ proximity contacts - extended close contact (within 1 to 2 meters for more than 15 minutes) with an infected individual○ travelling in a small vehicle, like a car, with an infected person <ul style="list-style-type: none">● The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we will keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups (see section 5 of system of control for more on grouping pupils). This should be a proportionate recording process. We do not need to ask students to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.● Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’. They should get a test, and:<ul style="list-style-type: none">● if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days. <p>if the test result is positive, they should inform their setting immediately, and must isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’</p>			
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					<p>Note: Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.</p> <p>If Maiden Erlegh School has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, this may we have an outbreak, and we must continue to work with our local health protection team who will be able to advise if additional action is required.</p> <p>Further guidance is available on testing and tracing for coronavirus (COVID-19).</p> <p>Engagement with NHS Test and Trace</p> <ul style="list-style-type: none"> • Business Manager to ensure school community to understand the Test and Trace process through Training and comms • BM to understand how to contact the PHE team and ensure that systems are in place to enable this in their absence • BM to ensure that staff and parents understand they will need to be willing to: <ul style="list-style-type: none"> ○ Book a test ○ Provide details of close contacts ○ Self-isolate as required • BM to ensure that parents and staff inform school of test results <ul style="list-style-type: none"> ○ Negative result = once feeling well can stop self-isolating and return to work/school <p>Positive result = follow stay at home guidance and remain in isolation for 10 days since onset of symptoms. Can return only if they do not have symptoms apart from cough / loss of smell and/or taste. Other members of the household (including siblings) self-isolate for 14 days</p>				
R16	The school will not be prepared for an Ofsted visit	5	5	25	<ul style="list-style-type: none"> • Additional guidance in respect of nature of visits to be released late September; • Likely to involve a consideration of safeguarding, action taken against previous points and how we are improving our practice); • Ensure ghost plan is reviewed regularly • Ensure SCR is reviewed and audited regularly <p>School will need to maintain their preparation for these inspections and ensure there is rigor in their SEF and SIP/PP Strategy review processes.</p>	3	3	9	SLT



					<ul style="list-style-type: none"> Ofsted readiness plan to be created at SLT level to consider the approach and information required. 				
R17	Use of Catch-up Funding Recovery Curriculum and Gap Analysis	4	5	20	<ul style="list-style-type: none"> Plan detailed on further documentation & published on the school website. 	3	4	12	SLT
R18	Risk Assessment is not fit for purpose.	3	4	12	<ul style="list-style-type: none"> RA Informed by DfE advice and guidance; RA to be reviewed by Trust leadership Date TBC RA to be reviewed by Trustees (audit/risk committee); RA to be circulated to Staff for consultation (on-going). An MES staff working party is being established for September 2020 to help monitor the RA during the first term RA is dynamically reviewed, adjustments made and circulated as appropriate. 	2	3	6	Trust/LAB/ SLT HT/SBM
R19	Consultation of RA	3	4	12	<p>RA will be shared with the following for consultation purposes and feedback:</p> <ul style="list-style-type: none"> Any named trade union Representatives All members of staff particularly those not part of a TU <p>HT will provide an outline letter to parents explaining our RA strategy. A copy of the RA will be made available on request and will be published on the website to provide transparency of approach to parents, carers and pupils</p>	2	3	6	HT
R20	<p>Students are asked to self-isolate and need access to Teaching/Learning</p> <p>Staff Link: P:\Staff Resources\LEARNING TEACHING & ASSESSMENT\Learning during lockdown guidance GV.docx</p>	3	3	9	<ul style="list-style-type: none"> School departments are creating resources for delivery for self-isolating students The school has registered for the free Chromebooks for identified FSM students 	0	0	0	HT
R21	FSM students may need access to food when self-isolating or during partial/full lockdown.	3	4	12	<ul style="list-style-type: none"> Ambient food parcels have been prepared which will provide 5 hot lunches for a FSM student when confined to home. Parcels are vegetarian and include pasta, pasta sauce, brown bread, baked beans and fruit pots. Delivery is by MES minibus driven by licensed MES staff 	0	0		HT



	https://www.gov.uk/government/publications/covid-19-free-school-meals-guidance/covid-19-free-school-meals-guidance-for-schools								
R22	Public and local exam conditions cannot be maintained	3	4	12	<ul style="list-style-type: none"> The requirements of the Exam Boards can fit within the existing school Covid-19 Risk Assessment: https://www.gov.uk/government/publications/responsibility-for-autumn-gcse-as-and-a-level-exam-series/public-health-arrangements-for-autumn-exams?utm_source=30%20September%202020%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19 <u>Public health guidance to support autumn exams</u> has also been published. This guidance sets out arrangements that schools, colleges and other exam centres should implement when delivering exams in autumn 2020 to enable them to progress while reducing the transmission risk of coronavirus For those students in examination years, the Department for Education has also reclarified their intention for examinations to go ahead in the summer with a 3 week delay. Maiden Erlegh School will continue to support these year groups to ensure they are ready for these. 	2	2	4	HT
R23	The “Pop-Up” School provision for vulnerable students and children of critical worker poses additional risks	4	5	20	<p>Hierarchy of control measures in place of 2m distancing, as advised by government are:</p> <ul style="list-style-type: none"> Avoid contact with anyone with symptoms Frequent handwashing and good hygiene practices Regular clearing of the setting Minimizing contact and mixing between students Mandatory wearing of face coverings when moving around the premises & in all communal areas by adults and children aged 11 and above <p>Steps to be taken to reduce contact between students</p> <ul style="list-style-type: none"> Mixing in bubbles – detailed below Group separation – detailed below Good infection control measures – detailed below <p>In addition, with the potentially increased infectivity of the new variant for pop up school distancing will be enforced as much as the capacity allows. This includes:</p>	2	4	9	HT/Site/ SLG



			<ul style="list-style-type: none">• Number analysis to ensure the most appropriate computer rooms in sued for each year group.• At least one chair space between each student in pop up – more where capacity allows.• One at a time to the nearest toilet. <p>Lunch – due to the new variant, where pop up allows it, the canteen will not be used. Students should have a packed lunch or lunch will be delivered.</p> <p>Unlike the Summer Pop Up, there will be no outdoor or group activities and break time will be spent in their seats.</p> <p>Due to small numbers, students should be monitored sanitising their hands at regular intervals.</p> <p>Wipes should be sued for computers used by staff.</p> <p>Staff Distancing</p> <ul style="list-style-type: none">• All staff in secondary schools should maintain distance from their pupils, staying at the front of the class within the marked Teacher’s Box, and away from their colleagues where possible. Ideally, adults should maintain a 2 metre distance from each other where possible.• In pop up, teachers will be delivering remotely and so no requirement for support in close proximity.• Staff work rooms and department kitchens will in operation during pop up as teachers are able to use school to deliver. Soft furnishings are not in use. Entry to the kitchen area is on a strict one-in, one-out basis with the maximum occupancy of each kitchen displayed outside the room. This rule will be subject to regular checks and if the rule is found to be breached then action to close off staff rooms and kitchen may need to be taken.• Sneeze Screens are in place in all multiple-occupancy offices and work rooms where a 2-metre distance is not possible.• Staff are asked to eat their lunch at their desk or work space. Where this is not possible they should refer to their HoD or Line Manager for a local decision on where to safely eat their lunch.• Staff are regularly reminded to practise Social Distancing via staff briefings and in person.• When delivering remotely, staff should use a classroom with one staff per room.		
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				<p>Students</p> <ul style="list-style-type: none">• Students are separated into Year Group bubbles which are isolated as much as possible from other year group bubbles (further details below). <p>Travel & One-Way movement</p> <ul style="list-style-type: none">• A strict one-way system has been implemented across the site, both internally and externally to minimise contact and this is enforced at all times for students, and during transition times for staff (i.e. when students are in lessons the rule is not in force).• Inside the building there are also directional arrows to follow in the form of stickers on the floor.• Where possible stairways are one-direction however most stairways are two-way.• Maps of the school have been prepared to indicate the flow of movement and identify the blocks and stairwells which each year group should utilise.• Parking etiquette means that staff should be careful when entering or exiting their vehicle that they do not come within 2m of a colleague parking or arriving. Car sharing is discouraged outside of families. <p>Ventilation</p> <ul style="list-style-type: none">• Windows are kept open by staff during the day and closed at the end of the shift except where air-conditioning extraction is available to use.• Doors should also be kept open in pop up school.• Staff should refer to the Guidance for Ventilation issued to them on 6th November 2020 for detailed information about how to keep warm in the winter months whilst allowing natural air flow:<ul style="list-style-type: none">• During winter, pressure variances caused by wind and differences in temperature between indoors and outdoors, are usually greater so windows do not need to be opened as wide as in the summer• opening high level windows in preference to low level to reduce draughts• increasing the ventilation, opening the windows fully, while spaces are unoccupied• providing flexibility to allow additional, suitable indoor clothing• rearranging furniture where possible to avoid direct drafts• At the end of the school day between 3-4pm, the Site Team check all classroom and office windows are closed, however if there are still staff using the staff workrooms at this time they will leave the windows open in			
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					<p>line with this guidance. After 4pm, the last person to leave the staff work room closes the staff work room windows in order to make the rooms secure for the night.</p> <ul style="list-style-type: none"> • Air-conditioning is used where available as it features outside extraction. • Doors are left open where this complies with fire safety. The last person to leave a room must close the door behind them if it is a fire door. • The measures extend to the off-site staff smoking area outside the caretaker's bungalow where the bench has been temporarily removed. • Fans which re-circulate air cannot be used except in rooms occupied by only one person as the fan can spread the virus. <p>Use of furniture</p> <ul style="list-style-type: none"> • Remove unnecessary furniture/paper – ensure furniture in classes is limited to essential furniture only. We need to make sure good house-keeping is in place and that clutter doesn't build up. Audits by the site team to be carried out weekly. • Furniture in staff rooms to be rendered inaccessible by removing, turning chairs on top of each other or taping. 				
R24	On-site access during lockdown constitutes extra risk to staff & students	5	5	25	<p>On-Site Access</p> <ul style="list-style-type: none"> • Staff who are able to work from home should do so and liaise with their Line Manager in terms of their work plan and any support they need when working remotely such as IT hardware or systems access. • Line Managers should ensure that support staff working from home are given work to carry out at home where possible • Should staff wish to work on site to deliver lessons they must seek approval from the HT in advance. • Adherence to the school Lone Working Policy should be maintained in all areas at all times – risk minimised by being told to only be on site if necessary and being assigned a room. • Non-essential visitors continue to be forbidden from the site <p>Teaching Staff - Access to Classrooms and other spaces</p> <ul style="list-style-type: none"> • Staff rooms will only be available for food storage and access to water/ hot drinks. • Signs will be in place to remind staff that these areas are a max occupancy of one person at any time. 	4	4	16	HT/SLG



			<ul style="list-style-type: none">• All work areas will be taped off to stop more than one person in the area – only classrooms should be used for work with one person occupancy.• Toilet use will be one person max occupancy.• Teaching Staff may use classrooms for teaching if they notify the Head Teacher and are assigned a specific room for their use only <p>Support Staff - Access to Classrooms and other spaces</p> <ul style="list-style-type: none">• Similarly Support staff are able to come on site but limited to one member of staff per room if the Site Team have been notified with a rota in place by Line Managers <p>Staff & Student Asymptomatic Covid-19 Testing</p> <ul style="list-style-type: none">• All staff will be tested for Covid-19 on the school site on a weekly basis. Participation is encouraged but voluntary – to ensure as many are captured as possible, the staff will have two different time slots on different days as well as access to the pop up day.• Student testing will also take place subject to parental consent where a contact has been made, and in place of self-isolating <p>Student Well-being</p> <ul style="list-style-type: none">• Welfare checks need to be carried out. Rotas will be in place and outcomes need to be recorded on CPOMS/ spreadsheet.• FSM students will receive weekly food parcels – no vouchers are provided due to enhanced restrictions• Attendance – students in Pop-Up need to be coded normally, others need to be X's. Attendance team will regularly check DfE guidance• The school will continue to host essential vaccination services as requested by the NHS as required such as the HPV inoculations <p>Staff Well-being</p> <ul style="list-style-type: none">• Line Managers are to check on the well-being of their teams, especially those who are vulnerable• Existing staff Risk Assessments are reviewed by the Line Manager of the staff member• New Staff Risk Assessments are initiated by the Business Manager• Clinically Extremely Vulnerable Staff (identified by a NHS shielding letter or Dr Note) must work from home		
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				<ul style="list-style-type: none"> Staff who are concerned about a colleague are encouraged to report this in confidence to a Senior Leader, a MHFA or their Line Manager in order to help their colleague gain signposting to support <p>Site Compliance & Maintenance</p> <ul style="list-style-type: none"> The Site Team continue to carry out regular testing of systems and risks throughout the school site in line with the Compliance Plan. Third Party contractors are able to come on site to carry out compliance checks and subsequent maintenance & repair works. Cleaning contractors will remain on site to clean the Pop-Up School areas, and toilets that in use throughout the site. A reduced presence may be requested to avoid excessive cleaning of unused areas and to “bank” the cleaning hours for additional cleaning when the school is re-opened. The Site Team will use the opportunity of a quieter site to undertake maintenance and improvements to the school where this is possible in a socially distanced manner. 			
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FORMAL REVIEW

THE RISK ASSESSMENT WILL BE REVIEWED FORMALLY BY BM & HT, AND ANY AMENDMENTS NOTIFIED TO THE TRUST:

- WEEKLY for first 2 weeks of re-opening to wider school year groups
- FORTNIGHTLY for the remainder of the Summer term
- FULL REVIEW 15th July 2020 - Complete
- FULL REVIEW 31st August 2020 - Complete
- WEEKLY for the first 2 weeks of the Autumn term
- **FULL Review 5th October 2020 Complete**
- FORTNIGHTLY for the remainder of the Autumn term
- FULL REVIEW 31st December 2020

Signed by: **Paul Gibson** Headteacher

Date: 05 January 2021



MAIDEN ERLEGH
TRUST