



# ST GEORGE'S CHURCH OF ENGLAND FOUNDATION SCHOOL

*"Every moment, every day, every individual counts"*

Last day of update: 02/11/2020

Governor review: 02/11/2020

<b>School: St George's Church of England Foundation School</b>			
This Risk Assessment is for the whole school. This Risk Assessment follows advice received from the Government and KCC and is reviewed weekly or as required.			
Details of workplace/activity	Pupils and employees partaking in school activities within the school premises, including general classroom activities, dining, break-times, playgrounds, pick-up and drop off (where applicable), First aid and external visitors to the school.	Persons Affected (Who may be harmed)	Pupils, Employees, Contractors and Visitors.
<a href="#">HSE's core guidance on managing risk.</a>			

**Note:**

Our aim is to enable "usual" education to take place as much as possible. We adhere to all Government and LA advice with reference to our context.

Government guidance is advising *"The risk to children themselves of becoming severely ill from coronavirus (COVID-19) is very low and there are negative health impacts of being out of school"*

The public health advice in this guidance makes up a PHE-endorsed 'system of controls', building on the hierarchy of protective measures that have been in use throughout the coronavirus (COVID-19) outbreak. When implemented in line with this revised risk assessment, these measures create an inherently safer environment for children and staff where the risk of transmission of infection is substantially reduced.

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

***"For the body does not consist of one member but of many" 1 Corinthians 12:14***

HAZARD	Who can be harmed?	Control Measures to reduce risk	What further action do you need to consider to control the risks?	Who is responsible	Review and Revision
<p><b>Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school</b></p> <p><b>If a student/staff member becomes unwell with Covid19 whilst in the setting – call DfE helpline on 0800 0468687 in response to positive cases and be directed by Public Health advice</b></p>	<p>Staff, Pupils, contractors, visitors</p>	<p><b>System of Control: “Prevention”</b></p> <ul style="list-style-type: none"> <li>• Pupils, staff and other adults must not come into the school if they have <a href="#">coronavirus (COVID-19) symptoms</a>, or have tested positive in the last 7 days</li> <li>• All stakeholders to engage with NHS track and trace by booking a test if sign of symptoms.</li> <li>• Follow track and trace guidance for isolation.</li> <li>• Anyone developing COVID-19 symptoms (new, continuous cough or high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), <b>MUST be sent home</b> and advised to follow ‘<a href="#">stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>’, which sets out that they must self-isolate for at least 10 days and should <a href="#">arrange to have a test</a> 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.</li> <li>• Covid designated areas at both schools to be only used for this purpose.</li> <li>• First aid will be carried out in a separate area.</li> <li>• Pupils to wait for parents in a designated area</li> <li>• PPE (disposable face mask/gloves/apron and a face shield) must be worn by staff caring for the student while they await collection <u>if a distance of 2 metres cannot be maintained</u> (such as for a very young child or a child with complex needs). More information on PPE use can be found in the <a href="#">safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE)</a> guidance. A PPE pack will be available in this area for use by staff.</li> </ul>	<p><b>Isolation medical room identified in both schools. School nurse or identified first aid staff will assess pupils, and keep isolated in this room until parents arrive to collect.</b></p> <p><b>Separate toilet next to the isolation room only for use for this purpose at Secondary, and an identified toilet at Primary when needed.</b></p>	<p>Headteacher, SLT, staff, Pupils, parents, Site Facilities team</p>	

		<ul style="list-style-type: none"> <li>• Designated toilet in Covid areas to only be used for this area</li> <li>• Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test &amp; Trace.</li> <li>• Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. See the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>.</li> <li>• Deep cleaning of this area needed regularly to avoid the spread of infection.</li> <li>• Double bagging potentially contaminated rubbish, tissues in case COVID-19 is confirmed. PHE guidelines on disposal if case confirmed.</li> <li>• Staff and cleaning staff to follow guidance on how to correctly dispose of PPE when in contact with an actual or suspected case.</li> <li>• PPE should be disposed of using the clinical waste bins.</li> <li>• Where a pupil or member of staff presents as unwell, their temperature will be taken by either the School Nurse or first aider.</li> </ul>			
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		<ul style="list-style-type: none"> <li>Where pupils do not have a tissue available they will be guided to cough/sneeze into the crook of their elbow.</li> </ul>			
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<p><b>Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</b></p>	<p>Staff, Pupils, contractors, visitors</p>	<p><b>System of Control: “Prevention”</b></p> <ul style="list-style-type: none"> <li>An enhanced cleaning schedule has been put in place with additional day time cleaning and change in routines: This includes: <ul style="list-style-type: none"> <li>more frequent cleaning of rooms / shared areas that are used by different groups</li> <li>frequently touched surfaces being cleaned more often than normal</li> </ul> </li> <li>Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including: door &amp; window handles, bannisters, light switches, bathroom facilities (including taps and flush buttons), classroom desks/tables, reception desks, teaching and learning aids, computer equipment (including keyboards and mouse), and telephones to be cleaned down every day and throughout the day every hour, if possible.</li> <li>The school site is deep cleaned at the end of each day</li> <li>Each year group in its own pod has an allocated toilet block. Extra day time cleaning means that toilets will be cleaned regularly throughout the day.</li> <li>The Schools will always follow the current advice on <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>.</li> <li>Cleaning supplies will be topped up regularly and monitored to make sure they’re not close to running out.</li> </ul>			
<p><b>Minimise contact between individuals and</b></p>	<p>Staff, Pupils, contractors, visitors</p>	<p><b>System of Control: “Prevention”</b></p>			



		<ul style="list-style-type: none"> <li>• Similarly, it will not be possible when working with many pupils who have complex needs or who need close contact care. These pupils' educational and care support will be provided as normal.</li> <li>• Pupils will be supported/reminded to maintain distance and not touch staff and their peers where possible. This will not be possible for some children with complex needs and it is not feasible in some areas where space does not allow.</li> <li>• Classrooms have been reorganised, where possible so that Pupils are seated side by side and facing forwards, rather than face to face or side on. Group work will not be allowed</li> <li>• Singing, chanting and shouting will not be allowed as these are considered higher risk.</li> <li>• Worships will only occur for year groups and will take place on Microsoft Teams to avoid large gatherings.</li> <li>• One way systems are in place where possible to minimize contact with peers which will avoid creating busy corridors, entrances and exits. Although passing briefly in a corridor or playground is low risk</li> <li>• Staff briefings and meetings will be held virtually, using Microsoft Teams, to reduce contact between staff.</li> <li>• Shared spaces, such as the staff rooms are limited to certain members of staff at any time, all work surfaces are cleaned down between use.</li> <li>• Staff are encouraged to use communal areas in the School Heart for marking in between lessons, rather than staff bases. These communal areas are cleaned between uses.</li> </ul>			
<b>Canteen</b>	Staff, Pupils, contractors, visitors	<ul style="list-style-type: none"> <li>• All Pupils have separate canteen areas to queue.</li> <li>• Each year group has their own separate lunch area to eat and socialise.</li> <li>• Pupils have no interaction with other year groups due to the one way system for each year pod.</li> </ul>		Pupils	

		<ul style="list-style-type: none"> <li>• Disposable cutlery and plastic containers are being used instead of reusable.</li> <li>• Catering will follow their own Risk Assessment such as giving out cutlery, all food will be wrapped, staff wearing visors on the tills</li> <li>• Cashless catering is already in operation and from Term 2 no cash will be used onsite.</li> </ul>		Catering Staff	
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<b>Arrival to and exit from school</b>	Staff, Pupils, contractors, visitors	<ul style="list-style-type: none"> <li>• Staggered start and finish time across both Primary and Secondary. All pupils know the area they should be in, the one way systems in and out to not come across any other pods.</li> <li>• Different entrances / exits for each year group. SLT and Senior Staff on duty at the start and end of the day to ensure all pupils are following their allocated route in and out of the building.</li> <li>• New pick up arrangements at Primary to ensure social distancing of parents, staff and pupils.</li> </ul>		Pupils SLT / Headteacher	
<b>Equipment and resources</b>	Staff, Pupils,	<ul style="list-style-type: none"> <li>• All pupils at Secondary have to bring in their own equipment each day such as pen, ruler. This is checked each morning in form time. We are unable to loan equipment to pupils. At Primary each pupil is provided with their own equipment for solely their use.</li> <li>• Classroom based resources, such as books and games, can be used and shared within the year group; these will be cleaned regularly, along with all frequently touched surfaces.</li> <li>• Resources that are shared between classes or year groups, such as sports, art and science equipment will be cleaned frequently and meticulously and always between year groups, 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</li> </ul>		Pupils / Teaching Staff	

		<p>different year groups. See individual subject risk assessments, where needed.</p> <ul style="list-style-type: none"> <li>• Teachers to sanitise, using the hand gel or antibacterial spray provided, the IWB pens provided before and after use. <u>Teachers to use the IWB pens rather than touch the IWB screen with hands to avoid cross-contamination.</u></li> <li>• <u>Cleaning of the IWB screens requires specialist cleaning fluid so as not to damage the screen.</u> If cleaning the IWB board Screen - Please do not clean the screen unless using cleaning material provided by ICT Support.</li> </ul>			
<b>Equipment and resource between home and school</b>	Staff, Pupils,	<ul style="list-style-type: none"> <li>• It is still recommended that pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags and coats are allowed.</li> <li>• Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation will apply to these resources.</li> <li>• Staff can still mark books and are advised to wash hands regularly and/or wear protective gloves, which should be disposed of after use.</li> </ul>			
<b>Use of Toilets</b>	Staff, Pupils, contractors, visitors	<ul style="list-style-type: none"> <li>• Pupil use of toilets is managed by staff and communicated to Pupils;</li> <li>• Toilets are cleaned throughout the day.</li> <li>• Toilets and wash stations have single use paper towel for drying hands.</li> <li>• WC's and Toilets are to be thoroughly cleaned twice each day and paper waste removed from bins daily and taken outside.</li> <li>• Cleaners/site team to use disinfectant in toilet areas.</li> <li>• Anti-bac wipes should be available to staff to wipe down surfaces they come into contact with</li> </ul>		Pupils / Staff	

		<ul style="list-style-type: none"> <li>Regular checks of soap throughout the day</li> </ul>			
<b>Outdoor recreational areas</b>	Staff, Pupils,	<ul style="list-style-type: none"> <li>Outdoor recreational areas: Tennis courts, Field, playground, back playground</li> <li>Areas to be zoned with year groups directed to each zone to maintain social distancing and to limit any inter-year group interaction</li> </ul>			
<b>Pupils signing in and out</b>	Staff, Pupils	<ul style="list-style-type: none"> <li>All pupils allocated a different colour lanyard, which has to be worn at all times to easily identify their zoned area they should be in.</li> <li>Gates to the school are locked at all times, with pupils only allocated a 5 minute entry per year group.</li> <li>Parents unable to enter either site through the gates at all to reduce traffic and risk to pupils around the site.</li> <li>Pupils will be registered in lessons as normal.</li> <li>Late arrivals / those pupils needing to leave during the day would take their normal one way route through the building and sign in and out with their allocated pastoral support worker.</li> </ul>		Pupils	
<b>Where necessary, wear appropriate personal protective equipment (PPE)</b>  <b>(applies in specific circumstances only)</b>	Staff, Pupils, contractors, visitors	<p><b>System of Control: “Prevention”</b></p> <ul style="list-style-type: none"> <li>The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including: <ol style="list-style-type: none"> <li>where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained</li> <li>where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used</li> <li>The guidance on <a href="#">safe working in education, childcare and children’s social care</a> provides more information about preventing and</li> </ol> </li> </ul>			

		<p>controlling infection, including when, how PPE should be used, what type of PPE to use, and how to source it.</p> <ul style="list-style-type: none"> <li>PPE are readily available for the school nurse to use when looking after Pupils suspected of having Coronavirus until they can be picked up from the school. The pack will include gloves, face mask, face shield and apron. All PPE (apart from the face shield) should be disposed of in the clinical waste bin provided in that area.</li> <li>PPE available to all Cleaners.</li> </ul>			
<b>Engage with the NHS Test and Trace process</b>	Staff, Pupils, contractors, visitors	<p><b>System of Control: “Response to any Infection”</b> School Leaders understand the NHS Test and Trace process and how to contact our local <a href="#">Public Health England health protection team</a>.</p> <ul style="list-style-type: none"> <li>Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to: <ol style="list-style-type: none"> <li><a href="#">book a test</a> if they are displaying symptoms. 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 children can be tested</li> <li>provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test &amp; Trace</li> <li><a href="#">self-isolate</a> if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)</li> </ol> </li> <li>Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS <a href="#">testing and tracing for coronavirus website</a>, or ordered by telephone via NHS 119 for those without access to the internet.</li> </ul>		Headteacher / SLT	

		<p>Essential workers, which includes anyone involved in education or childcare, have priority access to testing.</p> <p>Schools should ask parents and staff to inform them immediately of the results of a test:</p> <ol style="list-style-type: none"> <li>1) if someone tests <b>negative</b>, 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.</li> <li>2) if someone tests <b>positive</b>, they should follow the <a href="#">‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’</a> 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 10-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.</li> </ol>			
<p><b>Manage confirmed cases of coronavirus (COVID-19) amongst the school community</b></p>	<p>Staff, Pupils, contractors, visitors</p>	<p><b>System of Control: “Response to any Infection”</b></p> <ul style="list-style-type: none"> <li>• The school will take swift action when we become aware that someone who has attended has tested positive for coronavirus (COVID-19).</li> <li>• We will contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.</li> <li>• The health protection team will carry out a rapid risk assessment to confirm who has been in close</li> </ul>		<p>Headteacher / SLT</p>	

		<p>contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.</p> <ul style="list-style-type: none"> <li>• The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health 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: <ol style="list-style-type: none"> <li>1) <b>direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</b></li> <li>2) <b>proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</b></li> <li>3) <b>travelling in a small vehicle, like a car, with an infected person</b></li> </ol> </li> <li>• The health protection team will provide definitive advice on who must be sent home. To support them in doing so, the schools 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 This will be proportionate to the recording process.</li> <li>• Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.</li> <li>• The schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.</li> </ul>			
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		<ul style="list-style-type: none"> <li>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 <a href="#">‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’</a>. They should get a test, and:             <ol style="list-style-type: none"> <li>if the test delivers a <b>negative result</b>, 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.</li> <li>if the test result is <b>positive</b>, 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 <a href="#">‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’</a></li> <li>The schools will not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.</li> <li>Further guidance is available on <a href="#">testing and tracing for coronavirus (COVID-19)</a>.</li> </ol> </li> </ul>			
<b>Contain any outbreak by following local health protection team advice</b>	Staff, Pupils, contractors, visitors	<p><b>System of Control: “Response to any Infection”</b></p> <ul style="list-style-type: none"> <li>If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, we may have an outbreak, and must continue to work with our</li> </ul>		Headteacher / SLT	

		<p>local health protection team who will be able to advise if additional action is required.</p> <ul style="list-style-type: none"> <li>• In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. If schools are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams.</li> <li>• In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person’s class, followed by their year group</li> </ul>			
<b>Travelling to and from school</b>	Staff/Pupils	<ul style="list-style-type: none"> <li>• Staff/Pupils are encouraged to walk, cycle or be driven/drive to school.</li> <li>• Those staff/Pupils who use public transport should observe rules and wear face coverings.</li> <li>• School staff are on Duty at the school buses to encourage social distancing and the wearing of face coverings on the bus.</li> <li>• No vehicles will be allowed on either site other than staff , outside agencies (where agreed). Reasonable adjustments will be made for drop off times outside the school gates for vulnerable pupils. This would reduce risk with large numbers of pupils entering the school site at any given time , and to reduce the number of visitors.</li> </ul>		Pupils	
<b>Supply teachers</b>		<ul style="list-style-type: none"> <li>• Supply teachers can be used. Personnel manager will have to provide a brief to all guest teachers so they are clear of the requirements of this policy before working in the school. Cover teachers should use a</li> </ul>		Personnel	

		different social space to avoid any prolonged contact with staff (meeting room)			
<b>SEND Pupils</b>	SEND Pupils	<ul style="list-style-type: none"> <li>• Health Care Plans updated and provision provided for SEND Pupils as appropriate</li> <li>• Reasonable adjustments will be made where necessary.</li> <li>• TAs to be allocated to each year group to provide consistent support to pupils. Pupils to be supported in their year group unless they are educated in Nurture at Primary, or ACU at Secondary.</li> <li>• TA intervention should be considered carefully and where possible socially distanced.</li> <li>• TAs will be provided with full PPE while working closely with pupils in examination environments.</li> </ul>			
<b>Staff Attendance</b>	Staff	<ul style="list-style-type: none"> <li>• Where schools apply the full measures in the guidance the risks to all staff will be mitigated significantly, including those who are extremely clinically vulnerable and clinically vulnerable.</li> <li>• It is expected that all staff will return to the workplace, although we advise those in the most at risk categories to take particular care while community transmission rates continue to rise.</li> <li>• Advice for those who are <a href="#">clinically-vulnerable, including pregnant women</a>, is available.</li> <li>• Individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work as long as they maintain social distancing. Advice for those who are extremely clinically vulnerable can be found in the <a href="#">guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</a>.</li> <li>• People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.</li> <li>• All staff risk assessed and grouped. Staff can request an individual risk assessment</li> </ul>	Currently updating individual risk assessments	All staff	

<b>Educational Visits</b>	Staff, Pupils,	<ul style="list-style-type: none"> <li>At present DFE advises against overnight educational visits.</li> </ul>			
<b>Managing Pupils behaviour</b>	Staff, Pupils,	<ul style="list-style-type: none"> <li>Detentions will be carried out in year group bubbles</li> <li>Behavior procedures remain the same, but within bubbles.</li> </ul>			
<b>Safeguarding</b>	Staff, Pupils, contractors, visitors	<ul style="list-style-type: none"> <li>School Safeguarding Policy is updated annually and when necessary and has been updated in line with the newly published KCSIE 2020</li> <li>Any pupils considered vulnerable to the safeguarding team will continue to receive daily welfare checks if off school.</li> </ul>			
<b>Contingency plans for any outbreak</b>	Staff, Pupils,	<ul style="list-style-type: none"> <li>Where a class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home, the schools will deliver remote education via Microsoft Teams from Year 6 upwards.</li> <li>Primary to use Purple Mash.</li> </ul>			
<b>First Aid</b>	First Aiders Pupils/Staff	<ul style="list-style-type: none"> <li>First aid room identified at both Primary and Secondary sites.</li> <li>Additional PPE should only be worn when a dealing with a suspected case of COVID, see section above.</li> <li>No additional PPE over and above normal PPE for first aid needs to be worn.</li> <li>Clinical waste bins are provided for the disposal of gloves and first aid waste.</li> <li>If gloves, protective aprons are worn please dispose using the clinical waste bins after each student.</li> <li>Treatment area cleaned down after each casualty.</li> <li>Hand sanitisers to be available in this area to be used by Pupils and staff as required.</li> </ul>			
<b>Fire procedures</b>	Staff, Pupils, contractors, visitors	<ul style="list-style-type: none"> <li>Normal fire procedures will resume.</li> <li>Fire evacuation drills will be practiced as normal.</li> <li>Pupils, where possible, to adhere to 1m social distancing</li> </ul>			

		<ul style="list-style-type: none"> <li>• Staff/Visitors/contractors to adhere to 2m social distancing where possible</li> </ul>			
<b>Reception</b> <ul style="list-style-type: none"> <li>• Visitors</li> <li>• Lates</li> <li>• Deliveries</li> </ul>	Staff, Pupils, contractors, visitors	<ul style="list-style-type: none"> <li>• Hand sanitizer on the wall outside reception by the door</li> <li>• Staff and Pupils advised to avoid reception and only use if essential</li> <li>• Parents advised that they must contact reception in advance book an appointment if they wish to come into school</li> <li>• Hand sanitizers in reception and all visitors to be asked to use them when entering the school.</li> <li>• No lanyards are issued to visitors to reduce re-use, all visitors are instead given a sticker to wear whilst in school.</li> <li>• Hot desking to be avoided where possible, but where this is necessary each person upon leaving the desk must leave it tidy and sanitise the desk, phone, keyboard, mouse and any other equipment before the next persons use.</li> <li>• Anti-bacterial wipes and spray are provided to clean the desk after every visitor</li> <li>• Staff and contractors not working with pupil groups will be asked to maintain 2m distances from each other and from the pupil groups, where possible.</li> </ul>			
<b>Visitors</b>	Staff, Pupils	<ul style="list-style-type: none"> <li>• Visitors can only attend school by invitation.</li> <li>• Visitors to school should only be permitted provided no other alternative to a face to face discussion is possible.</li> <li>• All visitors must arrive in school through reception and hand sanitise before entering and leaving the building. Meetings should take place after school hours in classroom spaces so appropriate social distancing can take place.</li> <li>• Visitors must be chaperoned at all times.</li> <li>• Open evenings will not take place. Video tours and speeches will be used</li> </ul>			

<b>Offices</b>	Staff, Pupils	<ul style="list-style-type: none"> <li>Offices should be well ventilated, with doors and windows open where possible</li> <li>Prop doors open where possible, unless it is a fire door – DO NOT prop fire doors open.</li> <li>Meetings should be conducted using technology if reasonably practicable, however, it is recognised that some meeting require face to face such as safeguarding interviews. If meetings have to be face to face, they will only take place in an office or meeting room if 2 metres can be adhered to and a maximum of 6 people.</li> </ul>		All staff	
<b>Photocopiers</b>	Staff, Pupils	<ul style="list-style-type: none"> <li>Photocopiers must be sanitised before and after use using the anti-bacterial wipes provided.</li> </ul>		All staff	
<b>Staff work areas</b> <b>Staffroom</b> <b>Staff meetings</b>	Staff	<ul style="list-style-type: none"> <li>Where possible, staff working with other adults should try to maintain 2m social distancing.</li> <li>Staff are advised to avoid staff workroom if possible as a working space and to use empty classrooms. If used, then do not work opposite each other, but where possible side by side, or back to back.</li> <li>Hot desking to be avoided where possible, but where this is necessary each person upon leaving the desk must leave it tidy and sanitise the desk and any other equipment before the next persons use.</li> <li>Staff when using the staff room to try to maintain 2m social distancing where possible.</li> <li>Staff not working with pupil groups will be asked to maintain 2m distances from each other and from the pupil groups, where possible</li> <li>Cloths and antibacterial spray is available to clean down kettles/microwave and all kitchen services and appliances, coffee tables and work benches etc...</li> </ul>		All staff	
<b>Minibus</b>	Staff, Pupils	<ul style="list-style-type: none"> <li>The School Mini-buses will be available for use but these can only be used within year group bubbles</li> <li>Enhanced cleaning will take place after each use</li> <li>As this is school transport and not public transport there is no requirement to wear face coverings,</li> </ul>		Headteacher / SLT	

		however face coverings will be worn by Pupils/staff as a to mitigate the risk of infection.			
<b>Sport fixtures</b>	Staff, Pupils	<ul style="list-style-type: none"> <li>Sixth Form fixtures resumed under strict KSFA guidelines.</li> </ul>			
<b>Spreading infection due to the school environment/site</b>	Staff, Pupils, contractors, visitors	<ul style="list-style-type: none"> <li>Checks to the premises will be done to make sure the school is up to health and safety standards before reopening.</li> <li>Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with changes to how the school space is being used. (See above)</li> </ul>		Premises Team  Headteacher / SLT	
<b>Lettings</b>	Staff, Pupils, contractors, visitors	<ul style="list-style-type: none"> <li>Currently there are no lettings taking place on the school site.</li> </ul>			