





The sole purpose of this risk assessment is to support schools for all pupils in all year groups to return to school full time from the beginning of the autumn term, **while reducing the risk of coronavirus transmission**

- For the purpose of this risk assessment, the term ‘coronavirus’ to refer to coronavirus disease 2019 (COVID-19).
- Schools must ensure that this risk assessment reflects the local setting and context of the school.
- Staff and unions must be consulted with regard to this risk assessment.
- This risk assessment is not exhaustive and some of the controls will be dynamic. This is issued to schools as a template to assist in the production of a comprehensive document that covers the particular circumstance of the setting
- This should be viewed alongside relevant advice and guidance from the Department of Education and reflect any additional subsequent guidance issued to schools.
- When implemented in line with a revised risk assessment, these measures create an inherently safer environment for children and staff where the risk of transmission of infection is substantially reduced.

Coronavirus (COVID-19): Risk Assessment Action Plan for Full opening of schools from the beginning of the Autumn Term (Phase 2)
for Newport Girls’ High School

Assessment conducted by: Mr M J Scott & Miss H Clarke	Job title: Headteacher & Assistant Headteacher	Covered by this assessment: All staff and students of NGHS
Date of assessment: 10 th July 2020 Reviewed on 20 th August 2020 Reviewed again on 31 st August 2020 Reviewed again on 4 th March 2021 by K Jones	Date of next review: 19 th April 2021	This document was written on 10 th July 2020

Key:	
Risk Description:	Outlines the area of concern. This list is not exhaustive
Level of risk prior to control	Identifies the risk before any steps to reduce the risk have been taken using Low / Medium / High (LMH)

Risk Controls:	The measures that will be taken to minimise the risk. These are generic and should be adapted for the school context.						
Level of risk now:	Identifies the risk having taken the risk control steps using Low / Medium / High (LMH)						
Likelihood:	This is numerical 1 = very low, 2 = minimal risk, 3 = some risk, 4 = risk exists, 5 = significant risk						
Responsible person:	The identified staff member(s) responsible for implementing the risk controls						
	Head Teacher Sign  Date 31/08/2020 Chair of Governors sign  Date 31/08/2020						
Completion Date:	The date by which required plans for controls will be in place. To support planning, identify which controls need to be in place before pupils return to the setting. Individual schools can then personalise to their own setting.						
Line Manager Check:	Sign off to ensure that the risk has been minimised as far as possible.						
Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
The school lapses in following national guidelines and advice, putting everyone at risk	H	To ensure that all relevant guidance is followed and communicated: <ul style="list-style-type: none"> • The school to keep up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care, PHE, Telford & Wrekin Council advice and review its risk assessment accordingly • Information on the school website is updated. • Pupils updated via email/SchoolComms as necessary. • Any change in information to be shared with Chair of Governors, consulted with employees directly, or through a safety representative that is either elected by the workforce or appointed by trade union and passed on to parents and staff by email <i>As a result, the school has the most recent information from the government, and this is distributed throughout the school community.</i>	<u>L</u>	<u>1</u>	<u>SLT led by MJS</u>	<u>Ongoing as guidance updates</u>	<u>Govs</u>
Poor communication with parents and other stakeholders	H	<ul style="list-style-type: none"> • All staff/pupils aware of current actions and requirements and reminded frequently using school communication systems • Headteacher to share risk assessment with all staff 	<u>L</u>	<u>1</u>	<u>SLT led by MJS</u>	<u>Ongoing</u>	<u>Govs</u>

		<ul style="list-style-type: none"> Parents notified of risk assessment plan and shared with parents via website. As a result, all pupils and all staff working with pupils are adhering to current advice. 					
Lack of awareness of policies and procedures	H	<ul style="list-style-type: none"> School leaders will ensure that all policies impacted on by coronavirus controls are updated All staff, pupils and volunteers will make themselves aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> Health and Safety Policy First Aid Policy Behaviour policy All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 The Health Protection (Notification) Regulations 2010 Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' DfE and PHE (2020) 'COVID-19: guidance for educational settings' The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. A comprehensive and current list of key staff members available each day Staff are made aware of the school's infection control procedures in relation to coronavirus during staff INSET day Parents are made aware of the school's infection control procedures in relation to coronavirus via letter/social media/poster at entrance to school – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus Pupils are made aware of the school's infection control procedures in relation to coronavirus via a coordinated programme of delivery from staff on the first morning when students return to school. All are informed that they must tell a member of staff if they begin to feel unwell Briefing issued to staff on INSET day 	<u>L</u>	<u>2</u>	HC / KJ MJS MJS SLT	Policy Addendums Written Shared with parents by letter	<u>SLT & Govs</u>

		<i>As a result, all staff and pupils are aware of the policies and procedures in place to keep themselves safe in school.</i>					
Extremely clinically vulnerable (High risk) individuals	H	Individual risk assessment to be completed for staff in BAME and other categories noted by T&W. Staff have been asked to advise MJS if their Clinically Vulnerable/Clinically Extremely Vulnerable status changes following individual RA completion	<u>L</u>	<u>2</u>	<u>MJS</u>	<u>Completed</u>	<u>Govs</u>
Clinically Vulnerable staff and pupils	H	<ul style="list-style-type: none"> Individual risk assessment to be completed for vulnerable staff and pupils. Protective measures will be put in place for staff and pupils, as far as is possible, to ensure that the risk of transmission is reduced	<u>L</u>	<u>2</u>	<u>MJS</u>	<u>Completed</u>	<u>Govs</u>
Testing of staff and pupils	H	<ul style="list-style-type: none"> Asymptomatic testing has been in place since January. A separate risk assessment has been completed for this activity. All staff and students have been advised how the process will work and have been asked to give their consent. Staff who have consented will be tested on their first day back in school on 8/9 March. Students who have consented will be tested on their first day back on 8/9 March. Students will not be allowed to attend lessons until they have been tested/their year group return to lessons. 	<u>L</u>	<u>3</u>	<u>MJS</u>	<u>Ongoing</u>	<u>Govs</u>
Poor hygiene practice in school - General	M	<ul style="list-style-type: none"> Posters are displayed at the entrance to the school and around school reminding staff, pupils, parents and visitors of the hygiene practice required in school Pupils and staff to wash hands on entry to the school Pupils to wash their hands with soap before and after break times and lunchtimes for no less than 20 seconds School to use the E-Bug material Teachers to reiterate key messages to pupils to: <ul style="list-style-type: none"> Cover coughs and sneezes with a tissue, To throw all tissues in a bin To avoid touching eyes, nose and mouth with unwashed hands. 	<u>L</u>	<u>1</u>	<u>HC</u> <u>All students and staff</u> <u>All teachers</u> <u>All students and staff</u>	<u>Completed</u> <u>Ongoing</u> <u>Pupils reminded on return to</u>	<u>SLT</u>

		The 'catch it, bin it, kill it' approach continues to be very important, so staff and pupils will be reminded to bring their own tissues to school and to follow the guidance.				<u>school in March</u>	
Hand Hygiene	M	<p>Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitiser. Schools must ensure that pupils clean their hands regularly, including:</p> <ul style="list-style-type: none"> • when they arrive at school (handwashing on arrival), • when they return from breaks (hand sanitiser), • when they change rooms (hand sanitiser) • before and after eating (handwashing). <p>Regular and thorough hand cleaning is going to be needed for the foreseeable future. Dedicated handwash areas on entry have been provided for all pupils in personal tutor room list. Handwash times are dedicated in the school daily routine document.</p>	<u>L</u>	<u>1</u>	<p><u>All students and staff</u></p> <p><u>All staff</u></p>	<p><u>INSET and first days in September then ongoing</u></p>	<u>SLT</u>
Poor hygiene practice – specific – school entrance	L	<ul style="list-style-type: none"> • Clear signage in place regarding social distancing • Barriers / screens to be used by reception staff when dealing with parents / visitors / contractors • InVentry system to be wiped clean after each use and hand sanitiser available. • Areas touched to be wiped down • No-one other than students and staff to enter building except via Reception • Reduce the amount of people accessing reception area at any one time (outdoor signed area to wait once visitor has rung the bell) • Furniture has been rearranged in reception area to facilitate social distancing (although visitors are not being invited into the reception area). • Provide alcohol-based sanitiser (that contains no less than 60 percent alcohol) at the school reception area • Assess the school's ability to follow T&W cleaning in school guidance, if unable to complete notify the Local Authority <p><i>As a result, reception staff are protected.</i></p>	<u>L</u>	<u>1</u>	<u>MJS/HC</u>	<u>All complete</u>	<u>Headteacher</u>
Poor hygiene practice – specific – office spaces.	L	<ul style="list-style-type: none"> • Ensure distancing is maintained between desks • Staff to wash hands on arrival at school • Each individual is responsible for wiping down their own work area before and after use. • Protective screens in shared areas (shared offices/working staff room) 	<u>L</u>	<u>2</u>	<p><u>All staff</u> <u>All staff</u></p> <p><u>MJS</u></p>	<p><u>Ongoing</u></p> <p><u>31 August</u></p>	<u>SLT</u>

		<ul style="list-style-type: none"> Regular wiping down equipment such as printers and keyboards <p>2 x T&W cleaning staff on school site daily - Monday to Friday completing split cleaning regime AM/PM - 09.00am to 14.45pm daily whilst students in school. Cleaners provided with a daily cleaning regime overview which is signed daily to ensure all specific key point areas are cleaned, particularly in practical teaching curriculum subject areas – DT/ART/Labs & ICT. All T&W staff following T&W school guidance on PPE and cleaning resources.</p> <p>Cleaning also takes place early morning and early evening by cleaning staff daily to ensure school cleaning Service Level Agreement is fulfilled. Any issues are reported to T&W Cleaning Services – Local Authority.</p> <ul style="list-style-type: none"> Assess the school's ability to follow T&W cleaning in school guidance, if unable to complete notify the Local Authority <i>As a result, office practice in office spaces limits the risk of the spread of any infection.</i> 			<u>All staff</u> <u>KMA/MJS</u>		
System of Controls - Prevention	M	<p>Prevention You must always:</p> <p>1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school. Staff and students have been, and are regularly reminded, not to attend school if;</p> <ul style="list-style-type: none"> they, or a member of their household (including support bubble) are showing any of the 3 main COVID 19 symptoms (new persistent cough, loss of sense of smell/taste, high temperature. They are required to quarantine having recently visited countries outside the Common Travel Area They have received a positive test. They have been advised to self-isolate by NHS Test and Trace or their public health protection team. <p>Any students/staff who start to display any COVID 19 symptoms while in school will be isolated immediately and sent home.</p> <p>2) Ensure face coverings are used in recommended circumstances. All members of the school community have been advised that they must wear face coverings when moving around the premises, outside of classrooms and in</p>	<u>L</u>	<u>2</u>	<u>HC/MJS</u>	<u>HT letter July 2020</u>	<u>SLT</u>
					<u>All students and staff</u>	<u>All of these measures have been communicated to staff during briefing W/C 01/03/21</u> <u>This information was communicated to parents/pupils in a letter dated 26 Feb 2021</u>	
					<u>All students and staff</u>	<u>Pupils will be reminded of these measures</u>	

		<p>communal areas. Staff and students have been requested to wear face coverings in lessons if 2m distance can't be maintained. The only exceptions to this are for staff/students who are medically exempt and when eating or drinking.</p> <p>All PE lessons will be held outside until this is reviewed at Easter.</p> <p>3) Ensure everyone is advised to clean their hands thoroughly and more often than usual. Hand washing time has been built in to the school day and sanitising stations are available around school.</p> <p>4) Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach. Catch it, bin it, kill it posters are on display around school.</p> <p>5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents. Cleaners are on site throughout the school day and clean frequently touched areas, such as door handles, bannisters etc. regularly. Bubbles use the same classrooms for the majority of lessons, where a specialist classroom is used by more than one bubble it is cleaned in between uses.</p> <p>6) Consider how to minimise contact across the site and maintain social distancing wherever possible.</p> <ul style="list-style-type: none"> • A one way system is in operation around all areas of the school where it is possible to restrict movement in this way. Staff and students have been reminded that following the one way system is mandatory (except in the event of an emergency evacuation or first aid incident). Staff are expected to enforce this rule while moving around school themselves. • Core classes are taught in the same room wherever possible. • Seating plans have been written for each core class and students must sit in the same seat for all lessons in their 'home room'. • In non-core lessons, staff have been asked to seat students with their bubbles as far as possible. 			<p><u>PE Dept</u></p> <p><u>Duty staff to monitor</u></p> <p><u>All staff</u></p> <p><u>KMa/Caretakers</u> <u>Cleaning staff</u></p> <p><u>MJS</u> <u>Staff</u></p>	<p><u>during briefings on their return to school on 8/9 March 2021</u></p> <p><u>MJS/SLT will issue reminders as required</u></p>	
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		<ul style="list-style-type: none"> • Students have been told to stay within their bubbles during break and lunch times • Each year group has their own area to use during break/lunch • Each year group has their own room for after school use and students are asked to stick to their own bubbles. • Staff number in communal areas have been limited to ensure social distancing can be maintained. • Break, lunch and the end of the day have been staggered. <p>7) Keep occupied spaces well ventilated.</p> <ul style="list-style-type: none"> • Windows must be kept open during the day. Students have been advised to dress appropriately. • Where mechanical ventilation is in operation, this has been turned up a high level. • Doors will be open when safe to do so. <p>In specific circumstances:</p> <p>8) Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary. PPE is available to first aiders should they need to treat someone with COVID 19 symptoms and are not able to maintain a 2m distance. No Aerosol Generating Procedures are carried out in school currently.</p> <p>9) Promote and engage in asymptomatic testing, where available</p> <p>The school has been testing staff and Key Worker children since January. Information regarding testing has been provided to all staff (including cleaning staff), parents and students. A timetable for testing on return to school is in place and has been communicated to all staff, students and parents.</p> <p>Numbers 1 to 5, and number 8, must be in place in all schools, all the time.</p>			<u>Staff</u>		
					<u>First aiders</u>		
					<u>MJS</u>		

		Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances.					
System of Control - Responsive	H	<p>Response to any infection</p> <p>10) Promote and engage with the NHS Test and Trace process. Manager to advise Health Protection hub via email of positive cases. Complete online form to assist with contact tracing https://www.telford.gov.uk/testandtrace</p> <p>The school has its own Track and Trace system. Seating plans are in place and maintained accurately allowing effective tracing if a positive case appears. Senior staff are aware of their responsibilities in communicating with the local Health Protection Hub.</p> <p>11) Manage confirmed cases of coronavirus (COVID-19) amongst the school community. Manager to advise Health Protection hub via email of positive staff. Complete online form to assist with contact tracing https://www.telford.gov.uk/testandtrace</p> <p>Any staff or students identified as a close contact of a positive case will be sent home and will not be allowed to return to school until they have completed their self isolation period.</p> <p>12) Contain any outbreak by following local health protection team advice.</p> <p>The school will follow local health protection advice.</p> <p>Numbers 9 to 11 must be followed in every case where they are relevant.</p>	<u>L-M</u>	<u>2</u>	<u>MJS/HC</u>	<u>As required</u>	<u>SLT/ Governors</u>
Face coverings	M	Ensure where there is a need for face coverings in the school the control is implemented	<u>L</u>	<u>L</u>	<u>HoY on student return to school</u>	<u>Ongoing</u>	

		<p>There should be a process for when face coverings are worn within school and how they should be removed.</p> <p>Waste bins available in school for safe disposal of face coverings.</p> <p>Safe wearing of face coverings requires the;</p> <ul style="list-style-type: none"> • Cleaning of hands before and after touching, this includes removal and putting on • Safe storage of them in individual, sealable plastic bags <p>Students have been advised re safe wearing of masks during Bounce Back sessions on return to school in September. Students to be reminded of these measures during briefing on return to school in March.</p> <p>Where pupils in year 7 and above are educated, we recommend that face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. Covered in systems of controls above</p> <p>Face coverings do not need to be worn by pupils when outdoors on the premises.</p> <p>In addition, we now also recommend in those schools, that face coverings should be worn in classrooms or during activities unless social distancing can be maintained. Covered in systems of controls above</p> <p>This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons. In primary schools, we recommend that face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas). All PE to be taught outdoors, reviewed at Easter</p>			<p><u>All staff thereafter</u></p>		
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		<p>Children in primary school do not need to wear a face covering.</p> <p>This is an additional precautionary measure for a limited time during this period of high coronavirus (COVID-19) prevalence in the community. These measures will be in place until Easter. As with all measures, we will keep it under review and update guidance at that point.</p> <p>When face coverings become damp, it should not be worn, and the face covering should be replaced carefully You must instruct pupils to;</p> <ul style="list-style-type: none"> • Not touch the front of their face coverings during use or when removing it • Dispose of temporary face coverings in a black bag waste bin (not recycling bin) • Place reusable face covers in a plastic bag and take them home with them • Wash their hands again before heading to classroom <p>Students will be advised of these points on their return to school in March. Ensure there are sufficient waste bins located around the school for disposal of face masks and face covers Waste bins for face coverings are available around school</p> <p>See further advice in the Face Coverings guidance Exemptions -Some individuals are exempt from wearing face coverings.</p> <p>You should have a small contingency supply available for people who:</p> <ul style="list-style-type: none"> • are struggling to access a face covering • are unable to use their face covering as it has become damp, soiled or unsafe • have forgotten their face covering <p>There will be a supply of face coverings available for any staff or students who forget theirs.</p>					
Ventilation	H	<p>Keeping occupied spaces well ventilated Once the school is in operation, it is important to ensure it is well ventilated and a comfortable teaching environment is maintained.</p>	<u>L</u>	<u>L</u>	<u>KMa/Caretakers</u> <u>Staff</u>	<u>Ongoing</u>	

		<ul style="list-style-type: none"> Caretaker on site from 7.00am- windows/doors to classrooms and working areas are opened to allow air circulation prior to students/staff arriving on school site. <p>This can be achieved by a variety of measures including:</p> <ul style="list-style-type: none"> Mechanical ventilation systems, should be adjusted to increase the ventilation rate. Check that normal operation meets current guidance and that only fresh outside air is circulated Natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened fully during breaks to purge the air space. Opening internal doors can also assist with creating a throughput of air <p>Covered in systems of control above School schedule - 6 monthly AHU ventilation service checks with M&E contractors to ensure schools compliance with H&S requirements. Review ventilation within the school The Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm And CIBSE - CIBSE - Coronavirus COVID 19 Provide more information See further information in T&W Ventilation guidance</p>					
Poor hygiene practice – specific - spread of potential infection at the start of the school day.	L	<p>In line with government advice:</p> <ul style="list-style-type: none"> Issue information to young people, parents, carers and visitors not to enter the school if they display any symptoms of coronavirus Issue information to parents about arrival and departure procedures, including safe drop-off and pick-up Inform each year group and their parents of their allocated timings of the school day, including arrangements for wrap around care Inform each year group and their parents of the allocated entrance and exit points to school and where they should go on arrival (please see separate arrangements document). Side gate closed at 0900 for safeguarding. 	<u>L</u>	<u>2</u>	<u>MJS</u>	<u>Letter July 2020</u> <u>Reminder sent Feb 2021</u>	<u>SLT</u>

		<ul style="list-style-type: none"> • Pupils to be told to complete their handwashing on arrival to the school unsupervised, ensuring that pupils' queue while maintaining social distancing as they wait for facilities. • All staff to wash hands on arrival in school • Make it clear to parents and pupils that they cannot congregate at the front of school prior to the start of the school day • Make parents and pupils aware of government recommendations with regard to transport. Inform parents and pupils of restrictions and plans relating to school transport • Issue information to pupils in relation to restrictions on their movement around the site, timetable and rooming will show this. • Sufficient supplies of hand-washing supplies should be provided to accommodate this procedure at the start of the day. <p>Cleaners hand sanitise and to wear appropriate PPE whilst on school site first thing before school day starts ensure 2 metre distance where possible with other school staff on site.</p> <ul style="list-style-type: none"> • Assess the school's ability to follow T&W cleaning in school guidance, if unable to complete notify the Local Authority <p><i>As a result, the risk of infection is reduced as pupils and staff arrive at school.</i></p>					
Poor hygiene practice – specific – toilet/changing facilities.	M	Toilets will be regularly cleaned throughout the day. Students will use the toilets closest to their rooms, following the one-way system at all times	<u>L</u>	<u>I</u>	<u>TS/KMA</u>	<u>Ongoing</u>	<u>MJS</u>
Poor hygiene practice – specific - end of the school day.	L	<ul style="list-style-type: none"> • Issue information to parents about departure procedures, including safe pick-up • Inform pupils and parents of their allocated times for the end of their school day (Please see separate document). Times are slightly staggered. • Make it clear to parents and pupils that they cannot congregate at the front of school / in the playground prior to the end of the school day. If waiting to collect pupils, parents are to remain in cars and park safely • Make parents and pupils aware of government recommendations with regard to transport. Inform parents 	<u>L</u>	<u>I</u>	<u>MJS</u>	<u>Parent Letter July 2020</u>	<u>SLT</u>

		<p>and pupils of restrictions and plans relating to school transport and potential road closures.</p> <p>Cleaners hand sanitise and to wear appropriate PPE whilst on school site at end of school day to ensure classrooms are cleaned after students leave site. Maintain 2 metre distance where possible with any other school staff on site.</p> <ul style="list-style-type: none"> Assess the school's ability to follow T&W cleaning in school guidance, if unable to complete notify the Local Authority <p><i>As a result, the risk of infection is reduced as pupils and staff leave school.</i></p>			<u>TS/KMA</u>	<u>Ongoing</u>	
Use of Equipment	M	<p>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. Shared resources are cleaned regularly.</p> <p>Resources that are shared between classes or bubbles, such as sports, arts, and science equipment should be cleaned frequently. When sharing equipment between different bubbles, you should either:</p> <ul style="list-style-type: none"> Clean it before it is moved between bubbles Allow them to be left unused for a period of 48 hours (72 hours for plastics) <p>Equipment shared between bubbles will be cleaned before being moved between bubbles or left unused for the recommended period of time.</p> <p>You will need to assess the ability to clean equipment used in the delivery of therapies, for example, physiotherapy equipment or sensory equipment. Determine whether this equipment can withstand cleaning and disinfecting between each use before it is put back into general use. Where cleaning or disinfecting is not possible or practical, resources will have to be either:</p> <ul style="list-style-type: none"> Restricted to one user 	<u>L</u>	<u>L</u>	<u>All staff Cleaners</u>	<u>Ongoing</u>	

		<ul style="list-style-type: none"> Left unused for a period of 48 hours (72 hours for plastics) between use by different individuals <p>Outdoor playground equipment should be more frequently cleaned than normal. This also applies to resources used inside and outside by wraparound care and out of school settings providers.</p> <p>Pupils should limit the amount of equipment they bring into school each day, including essentials such as:</p> <ul style="list-style-type: none"> Lunch boxes Hats and coats Books Stationery Mobile phones <p>Students have been advised to bring necessary equipment only.</p>					
Ill health in school.	M	<p>Staff are informed of the symptoms of possible coronavirus infection,</p> <ul style="list-style-type: none"> ➤ A high temperature – this means they feel hot to touch on their chest or back (they do not need to measure their temperature) ➤ A new continuous dry cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if they usually have a cough, it may be worse than usual) ➤ A change to their normal sense of taste or smell (anosmia) ➤ Children may also display gastrointestinal symptoms and you should follow advice on the flow chart provided by the Health Protection Hub <p>They must be sent home and advised to follow ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’, which sets out that they must self-isolate for 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 10 days from when the symptomatic person</p>	<u>L</u>	<u>2</u>	All staff	Ongoing	<u>SLT to review in line with any changes to government guidance.</u>

		<p>first had symptoms. SLT will complete the school notification form and send to HealthProtectionHub@telford.gov.uk</p> <ul style="list-style-type: none"> • Appropriate PPE is available for first aiders and guidance shared on its location, use and disposal issued to staff in line with government guidance on what to do if a pupil or staff member becomes unwell • All staff are informed of the procedure in school relating a pupil becoming unwell in school • Any pupil who displays signs of being unwell is isolated from peers and ideally taken outside to talk to a member of staff in the fresh air. Failing that, she should be taken to the landing office. Reception must be alerted to summon a First Aider. Maintain 2m distance from student wherever possible. • Any staff member who displays signs of being unwell immediately refers themselves to a member of SLT and is sent home (See guidance on Dealing with incidents at school) • First aiders to ensure that any unwell pupils are moved to landing office whilst they wait for their parent to collect them. School receptionist to contact parents. Parents advised to follow the COVID-19: Guidance for households, including accessing testing. • If a pupil who is ill needs to use the bathroom, they should use the accessible toilet, which will be cleaned after use. • Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe. A pink grab box of PPE is available in the First Aid Room and in Karen Moore's office and should be worn by the supervising adult if a distance of 2 metres cannot be maintained • If contact with a child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If there is a risk of splashing, eye visor should also be worn • The receptionist on duty calls for emergency assistance (using 999) immediately if the pupil's symptoms worsen • Unwell potential Covid-infected pupils who are waiting to go home are supervised in landing office where they can be at least two metres away from others 			<p><u>HC</u></p> <p><u>All staff</u></p> <p><u>First Aiders</u></p> <p><u>MJS (HC)</u></p>	<p><u>INSET day Reminder to staff during briefings W/C 01/03/21</u></p> <p><u>ongoing</u></p>	
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		<ul style="list-style-type: none"> • Areas used by unwell pupils who need to go home are identified as out of bounds, thoroughly cleaned and disinfected once vacated. • Following a suspected case, the Headteacher or nominated representative should follow the guidance in appendix 2 <p><i>As a result, any member of the school community who becomes unwell, is isolated quickly and appropriate action is taken to minimise the risk of infection.</i></p>					
Poor management of pupil numbers reduces the ability of pupils and staff to practice social distancing.	H	<p>Students have been organised into year group bubbles. Wherever possible year groups are kept in their core classes (X, Y, Z, Aus, Rod, Sea). Seating plans for core groups have been completed and pupils will stay in these seats for all classes in their 'home rooms' therefore minimising the number of contacts. Updated information on rooming and bubbles will be communicated to students during return to school briefings on 8/9 March 2021</p> <ul style="list-style-type: none"> • Timetable including roomings has been reviewed and refreshed and programme communicated to staff. • Behaviour policy addendum reflects sanctions in place for not adhering to guidance • Desks have been adjusted to be forward facing in all classrooms • Pupil movement is to be limited to reduce movements around the school site and specialist teachers to move between allocated classrooms and bubbles • Remote lesson access is in place for any pupils not able to attend school due to having to self-isolate <p><i>As a result, staff and pupils are clear about where they should be, the times that they should be there and what they are delivering.</i></p>	<u>L</u>	<u>2</u>	<p><u>MJS</u></p> <p><u>MJS</u></p> <p><u>Students</u></p> <p><u>MJS</u></p> <p><u>HC</u></p> <p><u>MS/PS</u> <u>MJS</u></p> <p><u>AMD/RE</u></p>	<u>March 2021</u>	<u>Feedback to HC and Governors on wellbeing</u>
Mental Health and Wellbeing for pupils	M	<ul style="list-style-type: none"> • NGHS will <ul style="list-style-type: none"> ➢ consider their pupils' mental health and wellbeing and identify any pupil who may need additional support so they are ready to learn ➢ assess where pupils are in their learning, and hence what adjustments to their curriculum may be needed over the coming weeks 	<u>L</u>	<u>1</u>	<p><u>Pastoral Team</u></p> <p><u>All staff & HOF</u></p> <p><u>ABE</u></p>	<u>Sept 2020</u>	<u>SLT to Governors</u>

		<p>➤ identify and plan how best to support the education of high needs groups, including disadvantaged pupils, and SEND and vulnerable pupils</p> <p>➤ support pupils in year 6, who will need both their primary and secondary schools to work together to support their upcoming transition to year 7</p> <p>Bounce Back curriculum successfully implemented during Autumn Term.</p> <p>Students who we know might be anxious will be contacted by the pastoral team prior to return to school in March</p>			<p><u>JC</u></p> <p><u>HC</u></p> <p><u>Wellbeing Officers</u></p>		
A pupil is tested and has a confirmed case of coronavirus.	H	<p>In line with government advice:</p> <ul style="list-style-type: none"> Follow guidance from the Test and Trace team in the Health Protection Hub 	<u>M</u>	<u>2</u>	<u>SLT on duty (MJS)</u>	<u>Ongoing</u>	<u>MJS to Chair of Governors</u>
Insufficient staff to run face-to-face sessions for pupils. Supply teachers and temporary staff	M	<ul style="list-style-type: none"> Leaders to ensure that they have a complete list of shielded and vulnerable adults for their school Protocols for staff to inform leaders if they need to self-isolate are clearly in place Leaders ensure there is a rota in place for cover in the instance that staff have to self-isolate. Senior staff to cover where necessary Supply staff used very sparingly and only in extreme cases <p><i>As a result, sufficient staff cover in place to provide the face-to-face support sessions for pupils.</i></p>	<u>L</u>	<u>1</u>	<u>KJ/MJS</u>	<u>Ongoing</u>	<u>KJ to SLT</u>
Pupil movement between lesson, at breaktime and lunchtime increases the risk of infection.	M	<ul style="list-style-type: none"> Minimise contact with staff and pupils due to classroom layouts Maintain social distancing Staggered timings in place for break time and lunchtime for bubbles of students A one-way system will be implemented for pupils arriving and leaving Students will be asked to wear face coverings in corridors to minimise aerosol transmission in more crowded areas. shared lunch space/lessons, lunch times will be staggered and cleaning will happen between bubbles of students. Allocated outdoor areas for each year group to be identified for break time and lunchtime or use of home rooms in event of poor weather Break and lunchtime to be staggered 	<u>L</u>	<u>2</u>	<p><u>MJS/HC</u></p> <p><u>MJS/HC</u></p> <p><u>MJS</u></p> <p><u>All Students</u></p> <p><u>MJS/HC</u></p> <p><u>MJS/HC</u></p> <p><u>MJS/HC</u></p> <p><u>MJS/HC</u></p>	<p><u>Sept 2020</u></p> <p><u>Mid Sept (2 week review)</u></p>	<u>SLT discussion and change practice as necessary</u>

		<ul style="list-style-type: none"> • Full details about break and lunch arrangements can be read in the additional document. • Pupils advised not to play contact games at break time or lunchtime. Ball games and shared outdoor equipment to be prohibited. • Students to be supervised in washing hands before and after lunch • Catering staff to maintain strict levels of hygiene in food preparation areas and follow whole staff guidance in reporting illness <ul style="list-style-type: none"> • T & W cleaning staff assist with wiping down of areas where student have accessed over lunchtime period. • Assess the school's ability to follow T&W cleaning in school guidance, if unable to complete notify the Local Authority <i>As a result, the risk of infection during unstructured time is reduced.</i> 			<p><u>Form tutors</u></p> <p><u>Teaching Staff</u></p> <p><u>Catering Academy</u></p> <p><u>KMA</u></p>		
Spread of infection in classrooms/shared areas.	M	<ul style="list-style-type: none"> • Year group / Sixth Form bubbles will be in place to allow options lessons to be able to run. • Seat pupils' side by side, not face to face or side on, classroom layouts have been adjusted to allow this to happen • Students will be taught most lessons in their home room, where possible movement is staggered to other classrooms • Staff to maintain social distancing • Students are requested to wear a face covering in lessons if a 2m distance can't be maintained. • Individual equipment such as pens and pencils allocated for each pupil, pens can be purchased from Reception if a pupil forgets, they shouldn't borrow one. • Allocate shared items such as books / equipment to year group bubbles, to avoid mixed use • Shared equipment such as PE, art, science etc should be cleaned in between use and where possible isolated for 48-72 hours • Ideally, adults should maintain 2 metre distance from each other, and from children. • Teachers will need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can 	<u>L</u>	<u>2</u>	<p><u>MJS</u></p> <p><u>MS/PS</u></p> <p><u>MJS</u></p> <p><u>All staff Students</u></p> <p><u>All staff & Students</u></p> <p><u>HoF</u></p> <p><u>HoF/ Technicians</u></p> <p><u>All staff</u></p> <p><u>All staff</u></p>	<u>Ongoing</u>	<u>Regular review of practice at SLT</u>

		• Year group assemblies only will be permitted			AMD		
Music Lessons	M	Schools should note that there may be an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments or shouting. This applies even if individuals are at a distance. <ul style="list-style-type: none"> • Play/sing outdoors where possible • Limit group sizes to no more than 30 • Position pupils back to back or side to side 	M	2	AC	From September 2020	AC to MJS
Physical Activities	M	PE lessons will all be outside. To be reviewed after Easter.	L	2	PE Department	Ongoing	HC to MJS
After school provision	L	Parents asked to ideally arrange for students to be collected at end of day. If not possible, students may work in allocated rooms after school. Remote supervision by SLT during these times. Students must only use these rooms and cannot leave and then return to school.	L	1	Tutors	Pupils advised in parent letter and on first day	Review arrangements with HC
Poor pupil behaviour increases the risk of the spread of the infection.	M	• Pupils are reminded of the behaviour policy on their return to school • Sanctions (and how they will be applied in the context of social distancing) are clearly communicated to pupils and parents. Behaviour policy is adjusted as a consequence <i>As a result, pupils and staff understand the behaviour policy/individual plans in context.</i>	L	1	Tutors	Pupils reminded of behaviour standards during return to school briefings.	Review arrangements with HC
Vulnerable pupils and pupils with SEND do not receive appropriate support.	L	• Appropriate planning is in place to support the mental health of pupils returning to school • Agree what returning support is available to pupils with SEND in conjunction with families and other agencies. <i>As a result, pupils with SEND and those concerned about returning to school are well supported.</i>	L	2	ABE	ABE to use leadership time to ensure all SEND students are settled	ABE to AMD
Increased number of safeguarding concerns reported after lockdown.	M	• Agree safeguarding provision to be put in place to support returning pupils • Ensure that key staff (DSL and deputies) have capacity to deal with any arising concerns • Follow up any referrals made by staff swiftly, while maintaining social distancing. • DSL and DDSL additional discussions with T&W Safeguarding Team during lockdown closures <i>As a result, safeguarding remains of the highest priority and practice.</i>	L	2	HC and DSL team	March 2021	HC to MJS and Safeguarding Governor
Emergency evacuation due to fire etc.	M	• Lockdown, fire and emergency evacuation procedures to be reviewed so that social distancing can be maintained • Leaders to communicate procedures to all staff	L	2	All staff have been briefed W/C 01/03/21	March 2021	MJS to Fire Officer

		<ul style="list-style-type: none"> Staff to communicate any changes to emergency evacuation procedures to pupils at the beginning of each day. <p>Signage on doors indicates emergency evacuation route from each room</p> <p><i>As a result, social distancing is maintained in the event of an emergency evacuation.</i></p>			<p><u>Students to be briefed on their return to school in March</u></p>		
Cleaning is not sufficiently comprehensive.	M	<p>Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach.</p> <p>Points to consider and implement:</p> <ul style="list-style-type: none"> putting in place a cleaning schedule that ensures cleaning is generally enhanced and includes: <ul style="list-style-type: none"> more frequent cleaning of rooms / shared areas that are used by different groups frequently touched surfaces being cleaned more often than normal different groups don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet Additional cleaning staff employed from 8am – 4pm in school to clean toilets & communal areas Cleaning staff will clean tables/door handles with a disinfectant spray. Gloves to be worn during this and hands washed afterwards Staff reminded of good hand hygiene when using photocopiers Cleaners to act upon guidance normally linked to 'deep cleans' as part of their daily procedures (i.e. a focus on door handles and toilets). Assess the school's ability to follow T&W cleaning in school guidance, if unable to complete notify the Local Authority <p>By the end of the summer term, Public Health England will publish revised guidance for cleaning non-healthcare settings to advise on general cleaning required in addition to the current advice on COVID-19: cleaning of non-healthcare settings guidance. <i>As a result, high standards of cleanliness are maintained in school.</i></p>	<u>L</u>	<u>I</u>	<p><u>TS/KMA (T&W authority cleaners)</u></p> <p><u>Tutors</u></p> <p><u>TS/KMA</u></p> <p><u>TS</u></p> <p><u>All Staff TS/KMA</u></p> <p><u>KMA</u></p>	<u>August 2020</u>	<p><u>TS to T&W Cleaner management team</u></p> <p><u>KMA to MJS</u></p>

Contractors, deliveries and visitors increase the risk of infection.	M	<ul style="list-style-type: none"> • All contractors to be checked to ensure that they are essential visitors prior to entry to the school • Agree arrival and departure times with contractors to ensure that there is no contact with staff or pupils • All contractors/visitors to wash hands either prior to or on entry to the school site • Contractors and visitors are directed to specific/designated handwashing facilities in accessible toilet by Centenary Hall. • All areas in which contractors work are cleaned in line with government guidance • Contractors to bring own food, drink and utensils onto site. • Staff who receive deliveries to the school to wash hands in line with government guidance after handling • Where possible, staff to identify safe/designated place for delivery without need for contact with staff. Drivers are not permitted to enter the school premises when making deliveries • If drivers have to enter school site, ensure that they are asked to maintain social distancing and use hand sanitiser before entering the building • Surfaces to be cleaned after any deliveries have been made. <p><i>As a result, any external visitors/contactors are kept safe and the risk to other members of the school is minimised.</i></p>	<u>L</u>	<u>I</u>	<p><u>KMO/MS/PS</u></p> <p><u>KMA/MS/PS</u></p> <p><u>Receptionist</u></p> <p><u>Receptionist</u></p> <p><u>TS</u></p> <p><u>Contractors Receptionist/ Caretakers</u></p> <p><u>Receptionist</u></p>	<u>Ongoing</u>	<u>Any issues to be discussed with KJ</u>
Professional Visitors	M	<ul style="list-style-type: none"> • All visitors to be checked to ensure that they are essential visitors prior to entry to the school. Must check with MJS or HC first. • Agree arrival and departure times with professional visitor to ensure that there is no contact with staff or pupils • All professional visitors to wash hands on entry to the school site • Professional visitors are directed to specific/designated handwashing facilities <p><i>As a result, any professional visitors are kept safe and the risk to other members of the school is minimised.</i></p>	<u>L</u>	<u>I</u>	<p><u>KMo/ Receptionist</u></p> <p><u>All staff</u></p> <p><u>Receptionist</u></p>		
Transport	M	<p>NGHS does not run its own bus services. Parents are asked to contact the transport provider (Arriva, Haberdashers' Adams or private companies) to ensure the safe passage of students to NGHS at the current time. Students should</p>	<u>L</u>	<u>I</u>	<u>FD</u>	<u>Letter to parents – July 2020</u>	<u>SLT to discuss any issues raised</u>

		abide by regulations relating to face-mask wearing and hand cleaning.					
Educational Visits	M	There will be no trips in the Spring Term	<u>L</u>	<u>I</u>	KJ/MJS	April 2021	MJS to Governors

Please also refer to September guidance including:

- 1) **Interim Personal Tutor Groups and Rooms document**
- 2) **DFE “you said, we did” document**
- 3) **Schedule of school day in September**
- 4) **Timetable printouts around the school**

- Guidance for full opening of school: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>
- Guidance for full opening: Special schools and other specialist settings: https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings?utm_source=02a881e2-265a-4b6d-a67d-38470d12440a&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate
- Action for early years and childcare providers during coronavirus (COVID-19) outbreak: https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings?utm_source=02a881e2-265a-4b6d-a67d-38470d12440a&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate
- Actions for school a during the coronavirus outbreak: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak?utm_source=572d62e4-ce85-4056-8338-e87b1cbaf0c5&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate
- Protective measures for holiday or after school clubs and other out of school settings for children during coronavirus: 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?utm_source=4b581021-d798-4565-8fa0-579175be88cb&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate
- Providing free school meals during coronavirus: https://www.gov.uk/government/publications/covid-19-free-school-meals-guidance?utm_source=17707caa-1f12-4a5e-b1dc-611eb591a116&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate