

RISK ASSESSMENT – FULL OPENING OF SCHOOLS FROM 1 SEPTEMBER 2020 (to be read in conjunction with the school’s operational plan)

Introduction

This risk assessment template has been prepared to assist relevant duty holders in their effective management of the risk to people from Coronavirus (COVID-19). Duty holders should familiarise themselves with the most recent guidance published by the government before completing the risk assessment.

Overview

The risk assessment template draws on the guidance published by the [Health and Safety Executive](#), DfE, [Public Health England](#) and the [Department for Business, Energy & Industrial Strategy](#), in accordance with the ‘COVID-19 secure’ guidelines.

Context

Coronavirus COVID-19 may be present in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).

Most people infected with the virus experience disease with mild or moderate symptoms, however a significant minority become severely unwell requiring hospitalisation and for some people the disease is fatal.

The risk of serious disease and death are unevenly distributed. The population groups at increased risk are:- older people, people with pre-existing health conditions, men, people from BAME communities.

Principles

The control measures follow the principles outlined in the current advice provided by government around Full Opening of Schools. 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 and formal consideration of how to reduce contacts and maximising distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable.

The Risk Assessment

This document is a live document applicable for the duration as required. It will therefore be subject to regular review and revision as change occurs and assessed in order to ensure its continued adequacy, in so far as it is reasonable practicable to do so. If events change on the day, dynamic assessment based upon professional judgement will direct the necessary additional control measures.

As an employer, we must protect people from harm. This includes taking reasonable steps to protect workers and others from coronavirus.

Identify what work activity or situations might cause transmission of the virus

- think about who could be at risk
- decide how likely it is that someone could be exposed
- act to remove the activity or situation, or if this isn’t possible, control the risk.

Consultation

Relevant duty holders will consult with their workforce and trade union representatives as part of putting measures in place. Involving them promotes ownership and demonstrates that you take their health and safety seriously.

Risk Assessment	COVID-19 Arrangements: Full Opening from 1 September 2020	
School	Northfield School & Sports College	

Task/Activity:	Implementing Protective Measures to Mitigate against Coronavirus (Covid-19) Infection
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Author:	Julie Norton	Date:	9 July 2020
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Quality Assurance Check by Manager / Line Manager	Richard Henderson	Date:	9 July 2020
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Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by date?	Completed
Minimised contact with individuals who are unwell to reduce risk of transmission	Ensure that students, staff and other adults do not come into school if they have coronavirus symptoms, or have tested positive in the last 10 days, and ensure anyone developing those symptoms during the school day is sent home.	If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell they will be sent home and advised to follow 'stay at home guidance for households with possible or confirmed coronavirus infection, guidance here . Latest guidance for what parents and carers need to know about school here	RH/JN	Ongoing	
	If a student is awaiting collection, they will be moved to a room where they can be isolated, with appropriate supervision. PPE will be worn by staff supervising the student if a 2m distance cannot be maintained. PPE is available for those who elect to use it where distance can be maintained. PPE guidance here .		Hygiene guidance will be followed following contact with someone who is unwell, guidance here	All staff	Ongoing

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by date?	Completed
<p>Engagement with NHS Test and Trace process</p>	<p>The school will ensure that staff and parents/carers understand that they will need to be ready and willing to: book a test (how to here); provide details of anyone they have been in close contact with if they were to test positive and self-isolate if they have been in close contact with someone who develops coronavirus, guidance here</p> <p>Staff and parents/carers will be asked to inform school immediately of the results of a test.</p> <p>From 26 August, all schools and FE providers will receive an initial supply of 10 home test kits. Home test kits should only be offered to individuals in the exceptional circumstance where it is deemed an individual may have barriers to accessing testing elsewhere. The best and fastest way for students or staff to access a test is to visit a testing site. See guidance here</p>	<p>Communicate expectations to staff and parents/carers. Latest guidance here</p> <p>A supply of kits will be stored securely on site and made available where circumstances are deemed to be exceptional.</p>	<p>RH</p> <p>Staff/parents/carers</p> <p>RH/JN</p>	<p>17 July 2020</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Complete</p>
<p>Managing confirmed cases of coronavirus amongst the school community</p>	<p>The school 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 attended the school, as identified by NHS Test and Trace.</p>	<p>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.</p> <p>The health protection team will work with the school to guide actions required. They will</p>	<p>RH/JN</p>	<p>Ongoing</p>	

		determine who must be sent home. Where individuals who are self isolating are defined as vulnerable, contact will be maintained to offer pastoral support and to check if education is accessible.	Pastoral teams	Ongoing	
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Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by date?	Completed
Robust Hand and Respiratory Hygiene	Sufficient hand washing and cleaning facilities readily available with liquid soap dispensers and hand sanitiser.	Communicate expectations to staff, students and parents about hygiene protocols.	RH	17 July 2020	Complete
	All persons are to wash their hands on arrival at the building, after sneezing or coughing.	Frequent hand washing and drying, see guidance on hand cleaning here . Alcohol gel is only recommended in circumstances where hand washing is not immediately practical.	All staff/students	Ongoing	
	Students will be encouraged to wash their hands thoroughly after toilet use and before eating.		All staff	Ongoing	
	Students will sanitise their hands on entering and exiting each classroom	Hand sanitiser stations will be installed in each classroom and use will be reinforced. This will support the maintenance of clean surfaces.	JN/AC		Complete
	Students encouraged to improve their hygiene habits, use tissues to cough or sneeze into rather than using hands (“catch it, bin it, kill it”)	Hygiene signage installed around school. Adequate tissues and bins provided.	JN/AC/RO All staff JN/AC		Complete Ongoing

	Persons encouraged not to touch their mouth, eyes and nose.	Signage displayed around school.	JN/AC/RO		Complete
Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by date?	Completed
	<p>All spaces in use and regularly touched surfaces will be cleaned regularly using bleach* or detergents. This will include touch screens, door handles, bannisters, desks, seats, light switches, toilets, sinks etc. See cleansing guidance.</p> <p>*Following manufacturer's instructions. Spaces will be deep cleaned during school holiday periods.</p> <p>Where possible, all spaces will be well ventilated using natural ventilation.</p> <p>For individual and frequently used equipment, staff and students where possible should use their own.</p> <p>Classroom based resources such as books and games, can be used and shared; these should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics)</p>	<p>Brief/reinforce cleaning staff in cleaning protocols. Guidance on cleaning non-healthcare premises available here. Sufficient product purchased and stock monitored.</p> <p>Further guidance on cleaning approaches available from Implementing Protective Measures in Education and Childcare Settings, available here</p> <p>Staff will open windows and doors where possible.</p> <p>Wipes will be provided to clean keyboards and equipment where sharing is unavoidable.</p> <p>All frequently touched surfaces will be cleaned regularly. In addition, surface wipes will be available in all classrooms.</p>	<p>JN/AC</p> <p>All staff</p> <p>JN/AC</p> <p>Teaching staff</p> <p>JN/AC</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Complete</p> <p>Complete</p>

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by date?	Completed
<p>Enhanced Cleaning Regimes</p>	<p>Enhanced cleaning schedules and regimes established.</p> <p>Frequently touched surfaces will be cleaned more frequently than normal.</p> <p>Areas which are shared by different groups will be cleaned more frequently.</p> <p>Each classroom will undergo enhanced cleaning each night.</p> <p>The school will be deep cleaned during school holidays</p> <p>Enhanced cleaning of toilets will be carried out regularly throughout the day.</p> <p>Dining hall surfaces will be cleaned after every year group sitting and each night. Reval units and till points to be cleaned regularly.</p>	<p>Further guidance on cleaning in non-healthcare settings available here.</p> <p>Wipes will be provided for use between cleans.</p> <p>Staff to log requests for top up wipes and sanitisers through the facilities help desk.</p>	<p>JN/AC/Cleaning staff</p> <p>JN/AC</p> <p>All Staff</p> <p>Catering/cleaning staff</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Complete</p>
<p>Using Personal Protective Equipment (PPE) & First Aid</p>	<p>PPE guidance can be found here</p> <p>Latest guidance on Face Coverings can be found here</p> <p>In light of the national and more importantly local picture in terms of the rising number of cases and the latest guidance from the Department of Education, our position is now as follows:</p> <p>From Monday 21st September, all pupils and staff (excluding those who</p>				

	<p>are medically exempt) will be required to wear face coverings in busy indoor communal areas in school. This approach will mean that pupils and staff will only be required to wear face coverings for a short amount of time each day.</p> <ul style="list-style-type: none">• Pupils should put their face covering on as soon as they enter the school buildings.• Pupils and staff are to wear face coverings in corridors and stairwells at the change of lesson and as pupils move to and from break and lunch.• Pupils and staff supervising them are to wear face coverings when indoors at break and lunch.• Pupils and staff supervising them need to wear face coverings when pupils queue for lunch.• Pupils are to wear face coverings when they are lining up to enter classrooms.• Face coverings do not need to be worn once pupils are seated in the dining hall.• Pupils and staff supervising them need to wear face coverings en route to assembly. Face coverings can be removed once pupils are seated.• Pupils are not advised to wear face coverings in classrooms, however if a pupil would like to keep a face covering on,				
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	<p>this will be permitted.</p> <p>Parents have been asked to ensure that their child is provided with an appropriate and plain face covering for Monday 21 September 20. The school has a small supply of face coverings for any pupil who is unable to purchase one before Monday.</p> <p>All visitors to the school will be required to wear face coverings.</p> <p>PPE must also be worn:</p> <ul style="list-style-type: none"> • where a student becomes ill with Covid -19 symptoms and only then if a distance of 2 metres cannot be maintained • where a student has routine intimate care needs that involves the use of PPE or need for first aid <p>The school will continue to provide PPE for first aiders.</p>	<p>Gloves, aprons, masks and visors are available to staff</p> <p>Pupil to first aider ratios considered. First aiders updated on the additional risks associated with treating persons during Covid situation. Advice from St John's Ambulance is available here</p>	<p>JN</p> <p>JN</p> <p>HL/First Aiders</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>Complete</p>
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Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by date?	Completed
<p>Minimising contact between individuals and maintain social distancing wherever possible</p>	<p>The overarching principle applied is to reduce the number of contacts between students and staff. This will be achieved through keeping groups separate (in 'bubbles') and through maintaining distance between individuals.</p> <p>The school will avoid, where possible, large gatherings. All meetings will be held remotely where possible.</p> <p>From 5 November 2020, in line with the new national lockdown, parents and carers are requested to only come into school in the case of an emergency or if they have been asked to collect their child. There will be no face to face meetings in school.</p> <p>The school's operational plan sets out the school's approach in conjunction with DfE guidance on full opening here</p> <p>Classrooms: Where possible and where circumstances allow, staff will maintain a 2m distance from students and colleagues and/or minimise time spent within 1 metre of anyone.</p> <p>Other internal school spaces:</p> <p>Congestion in corridors will be minimised by using allocated exit and entrance points to the school at student movement times. Students will keep to the left. See school operational plan.</p>	<p>Circulate plans to all stakeholders.</p> <p>Where possible, students will be seated side by side, facing forwards.</p> <p>All staff will facilitate through supervision.</p>	<p>All staff</p> <p>Parents/Carers</p> <p>RH</p> <p>Teaching staff</p> <p>All staff</p> <p>RH</p>	<p>Ongoing</p> <p>Ongoing</p> <p>17 July 2020</p> <p>Ongoing</p> <p>Ongoing</p> <p>17 July 2020</p>	<p>Complete</p> <p>Complete</p>

	<p>Year groups will be assigned their own social spaces internally.</p> <p>The staff room will be arranged to support social distancing.</p> <p>The dining hall will be set up to accommodate two year groups at a time – one year group to each side of the dining hall.</p> <p>Library control measures will be implemented in accordance with Library professional guidance here and risk assessment here</p> <p>PE control measures will be implemented in accordance with PE professional guidance here and here and risk assessment here</p> <p>Sportsdrome (Community Use) control measures implemented in accordance with government guidance here and risk assessment.</p> <p>Music/Drama control measures will be implemented to reduce risk, such as: physical distancing and playing outside if possible, limiting group sizes, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation.</p> <p>Science, DT and Art will follow CLEAPSS guidance available on their website, Leaflet GL345</p>	<p>Duty rota will facilitate supervision.</p> <p>Hand sanitisers at entrance/exit. Duty rota will facilitate supervision.</p> <p>School kitchens will continue to operate complying with guidance found here</p> <p>Guidance for Performing Arts can be found here. Schools in Tier 3 should not host music or drama performances. Those in Tiers 1 or 2, who wish to do so, should follow DCSM performing arts guidance.</p>	<p>PR</p> <p>JN/AC</p> <p>JN/SBC Catering PR</p> <p>SBC Catering</p> <p>JN/AG/LC</p> <p>GA/DC</p> <p>JN/CF</p> <p>LH/NW</p> <p>AB/SB/LR</p>	<p>1 September 2020</p> <p>28 August 2020</p> <p>28 August 2020 1 September 2020</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p>
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	<p>LSA support. LSAs are routinely required to provide one to one support. In those instances, control measures will be used to mitigate risk.</p> <p>Offices: Hot desking and sharing of equipment will be avoided where possible. Where unavoidable enhanced cleaning regimes will be implemented</p> <p>Where 2m distance cannot be maintained, 1m plus mitigation is used eg avoiding sitting face to face, open doors, windows.</p> <p>Photocopiers: Staff to reduce use of copiers where possible. Wipes provided to clean key pad after individual use.</p> <p>External Spaces: Year groups will be assigned their own social spaces externally.</p> <p>Arriving at and Leaving school: Students naturally arrive at school in a staggered fashion. Students will move</p>	<p>LSAs will social distance where possible. Where this is not possible, close contact will be minimised by sitting side by side, rather than face to face.</p> <p>Contact will be minimised to 15 minutes where possible. Staff may elect to wear PPE in these circumstances. This RA will be read in conjunction with the SEND operational plan.</p> <p>Lesson changeover will be managed to minimise contact in corridors.</p> <p>Advice for working safely in offices can be found here</p> <p>See school operational plan.</p>	<p>GA/RW</p> <p>JN/AC/Cleaners</p> <p>JN/AM/AC</p> <p>RH</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>17 July 2020</p>	<p></p> <p></p> <p></p> <p>Complete</p>
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	<p>straight to their social zone until the start of the school day.</p> <p>Finish times will be staggered. See school operational plan.</p> <p>Students will be assigned a coloured lapel badge which will identify their year group, to aid bubbling monitoring</p>	<p>Duty rota will facilitate supervision.</p> <p>Duty rota will facilitate supervision.</p>	<p>PR</p> <p>RH/NW/PR</p> <p>JN</p>	<p>1 September 2020</p> <p>17 July 2020</p> <p>1 September 2020</p>	<p>Complete</p> <p>Complete</p> <p>Complete</p>
Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by date?	Completed
Vulnerable Groups	<p>Staff:</p> <p>The latest government guidance advises that all staff across all tiers can attend work.</p>	<p>The school has applied full measures as detailed in the guidance here to mitigate risk significantly, including for those who are extremely clinically vulnerable and clinically vulnerable. Staff falling into these categories are asked to take particular care while community transmission rates continue to fall. Risk assessments are carried out for vulnerable staff.</p> <p>Guidance for the clinically vulnerable, including expectant women, can be found here and here. Risk Assessments are completed with Expectant Mothers.</p> <p>Advice for those who are extremely clinically vulnerable can be found here. It is the schools position, and in considering advice from ASCL, that extremely clinically vulnerable staff will work from home where possible.</p> <p>Staff who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the</p>	<p>RH/JN/vulnerable staff</p> <p>JN</p> <p>JN</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by date?	Completed
Safeguarding	The school will review its Safeguarding Policy to reflect the return of all pupils, see guidance here		PR/AB	17 July 2020	Complete
Individual Student Risk Assessments	Students who have not previously required a risk assessment but who may now present with a risk, will be risk assessed: <ul style="list-style-type: none"> • students who need specific care, which cannot be delivered whilst ensuring social distancing • potentially violent students, especially those with a known risk of spitting and/or requiring physical restraint. 		GA/RW/Pastoral staff	17 July 2020	Complete
Supply, peripatetic staff, specialists, Trainee Teachers	Where it is necessary to use supply staff and to welcome visitors to the school such as peripatetic teachers, those individuals will be expected to comply with the school's arrangements for managing and minimising risk, including taking particular care to maintain distance from other staff and students. Such groups may also have their own organisational risk assessments, which will be shared with the school. The school will continue to place trainee teachers.	Expectations will be communicated on arrival. The school will consider longer term assignments for supply staff where possible Teacher training organisations will ensure they have identified and comply with relevant legislation here .	NW/AM ER	Ongoing Ongoing	

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by date?	Completed
Home to School Transport	<p>Students using Taxis will follow taxi transport covid protocols.</p> <p>Where LA buses are used by students, the following will be considered by the LA and school:</p> <ul style="list-style-type: none"> • use of hand sanitiser upon boarding and/or disembarking • additional cleaning of vehicles • organised queuing and boarding where possible • students will sit in year bubbles • face coverings must be worn. <p>Where staff vehicles or school minibuses are used to transport students, face coverings must be worn.</p>	<p>Students are encouraged to walk or cycle where appropriate/possible to minimise the use of public transport.</p> <p>DfE guidance to LAs here.</p>	<p>PR</p> <p>PR</p>	<p>17 July 2020</p> <p>17 July 2020</p>	<p>Complete</p> <p>Complete</p>
Educational visits	<p>In accordance with current advice, the school will not arrange overnight and overseas educational visits at this stage, guidance here</p> <p>The school will resume non-overnight curriculum related educational visits.</p>	<p>The school will follow protective and covid secure measures and as normal risk, assess all trips. Consideration will also be given to wider advice on visiting indoor and outdoor venues. Guidance here will be consulted.</p>	<p>KS/Trip Leaders</p>	<p>Ongoing</p>	
School uniform	<p>The school will enforce its usual uniform policy.</p>	<p>Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.</p>	<p>RH/All staff</p>	<p>Ongoing</p>	
Extra-curricular provision	<p>In accordance with latest guidance here, schools and providers are now able to open for both outdoor and</p>		<p>RH/ER</p>	<p>Ongoing</p>	

	indoor provision provided that they follow the protective measures set out by government in this guidance.				
Behaviour expectations	The school will review its behaviour policy taking into consideration new restrictions around movement within school and new hygiene rules as examples.		GA	17 July 2020	Complete
Wellbeing and support	The school will consider the provision of pastoral and extra-curricular activities to all students designed to: support the rebuilding of friendships and social engagement; address and equip students to respond to issues linked to coronavirus and support students with approaches to improving their physical and mental wellbeing	Where possible, provision will take into consideration requirements for bubbling (year groups) and wider protective measures.	RH/PR/pastoral staff	Ongoing	
Contingency planning for outbreaks	In the event of a local outbreak, the PHE health protection team and LA will advise the school (or number of schools) to close temporarily to help control transmission. The school will consider its contingency plan for this eventuality. This will follow latest guidance on a tiered response.	Latest guidance, including a tiered response and contingency framework can be found here and here Latest guidance on remote learning can be found here . All parents have received notification of the schools expectations for and the provision for remote learning.	RH	Ongoing	

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by date?	Completed
Essential Maintenance and Water Hygiene	<p>All essential maintenance will be completed in accordance with schedule during the summer break.</p> <p>As a result of part closure, drinking some parts of the water systems may have been subject to stagnation due to low turnover of mains water or water in storage.</p> <p>This may result in warming of water in internal plumbing systems, microbiological regrowth or increased uptake of plumbing metals.</p> <p>Unless steps are taken before the building is reoccupied there is a risk of adverse drinking water quality and potential risks to health.</p>	<p>The school will consult with its water hygiene contractor.</p> <p>Mitigation will include running all taps and application of Legionella protocols already in place.</p>	<p>JN/AC</p> <p>JN/AC</p> <p>JN/AC</p>	<p>28 August 2020</p>	<p>Complete</p> <p>Complete</p> <p>Complete/ongoing</p>
Control of Contractors	<p>Where contactors are required to attend site for emergency, cyclical and routine maintenance, the school's safe social distancing, hygiene and other associated control measures will be communicated to the visiting contractor, and enforced.</p> <p>Control of contractors documentation will be updated and made available in preparation of the contractor attending site.</p> <p>Deliveries to site organised to ensure that no physical handover is undertaken and larger deliveries allocated a drop off area for staff to collect.</p> <p>All contractors visiting the site will</p>		<p>JN/AC</p> <p>JN/LA Asset Management</p> <p>JN/AM/AC</p>	<p>Ongoing</p>	<p>Complete</p> <p>Complete</p>

	wear face coverings.				
Fire Management	<p>The school Fire Risk Assessment and Fire Plan have been reviewed and updated to include information on emergency evacuation procedures in line with safe social distancing and site zoning. Updated Fire plan circulated to staff.</p> <p>All relevant fire safety equipment and systems will be tested as per current protocols</p>		JN		Complete
			JN/AC		Complete

Review Schedule:

	Name	Date	Comments
1 st review by	J Norton	16 July 2020	Complete
Quality assurance check	R Henderson	16 July 2020	Complete
2 nd review by	J Norton	24 August 2020	Links to guidance updated
Quality assurance check	R Henderson	24 August 2020	Complete
3 rd review by	J Norton	28 August 2020	Guidance on testing kits added Updated guidance on face coverings added School protocol on face coverings added
Quality assurance check	R Henderson	28 August 2020	Complete
4 th review by	J Norton	30 August 2020	Guidance on tiered approach added Full opening link updated
Quality assurance	R Henderson	30 August 2020	Complete
5 th review by	J Norton	10 September 2020	Links to guidance updated. Protocol for using face coverings when transporting students in cars/school minibuses added
Quality assurance check	R Henderson	10 September 2020	Complete
6 th review by	J Norton	15 September 2020	Protocol on wearing of face coverings updated
Quality assurance check	R Henderson	15 September 2020	Complete

7 th review by	J Norton	2 October 2020	Link to DfE remote learning guidance added. Links to guidance updated
Quality assurance check	R Henderson	2 October 2020	Complete
8 th review by	J Norton	22 October 2020	Links to latest guidance updated
Quality assurance check	R Henderson	22 October 2020	Complete
9 th review by	J Norton	2 November 2020	Updated guidance on what Parents and Carers need to know added
Quality assurance check	R Henderson	2 November 2020	Complete
10 th review by	J Norton	5 November 2020	Links to latest guidance re national lockdown added, including: suspension of extra-curricular activities and updated advice for the vulnerable. School operational plans updated to include: stance on visitors to the school and the holding of meetings remotely
Quality assurance check	R Henderson	5 November 2020	Complete
11 th review by	J Norton	30 November 2020	Links to latest guidance updated, including: reinstatement of extra curricular activities; advice for extremely clinically vulnerable; advice on contacting vulnerable who are self isolating and music performances in tiers 1 to 3.
Quality assurance check	R Henderson	5 November 2020	Complete

Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

• FIVE STEPS TO SAFER WORKING TOGETHER •

- ✓ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- ✓ We have **cleaning, handwashing and hygiene procedures** in line with guidance
- ✓ We have taken all reasonable steps to **help people work from home**
- ✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- ✓ Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**

Employer _____ Date _____

Who to contact: _____ Your Health and Safety Representative
(or the Health and Safety Executive at www.hse.gov.uk or 0300 003 1647)