



COVID-19 School Operations RISK ASSESSMENT

As per 13th January 2021, to be updated and revised as appropriate in accordance with regular review and change of guidance

Main sources of guidance informing this risk assessment have been issued by the DFE and include:

- [Guidance for Full Opening: Schools](#)
- [Safe working in education, childcare and children's social care settings, including the use of personal protective equipment \(PPE\)](#)
- [COVID-19: cleaning in non-healthcare settings outside the home](#)
- [Transport to school and other places of education](#)
- Public Health South East guidance

Reference has also been made to guidance provided by Buckinghamshire Council, ASCL, Unison, NEU, Unite and GMB. The school's Health & Safety Advisor has also reviewed this document.

In all education, childcare and children's social care settings, preventing the spread of coronavirus involves preventing:

- direct transmission, for instance, when in close contact with those sneezing and coughing or breathing in close proximity
- indirect transmission, for instance, touching contaminated surfaces

A range of approaches and actions should be employed. These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system where the risk of transmission of infection is substantially reduced.

This risk assessment will follow the hierarchy identified by the DFE and identify what steps we have taken at Sir William Ramsay School to adhere to guidance and reduce transmission. No risk assessment and introduction of new safe practices can completely remove the risk of transmission.

As required under Health & Safety legislation, this risk assessment is subject to consultation with staff. It has been informed by staff feedback from briefing sessions in July 2020 and continues to be updated following feedback from staff.

The Senior Leadership Team will check the latest Government guidance on a daily basis, update this risk assessment accordingly and communicate changes to staff, parents and students.

What is the hazard?	Who might be harmed?	How might people be harmed?
<p>Spread and infection of Covid-19 Coronavirus</p>	<p>Anyone who enters Sir William Ramsay School Site, including:</p> <ul style="list-style-type: none"> • Staff • Students • Visitors to the premises • Cleaners • Contractors • Drivers <p>Most at risk are those who are “Clinically extremely vulnerable” as described by UK government. Such persons should attend school as directed by the Public Health England advice.</p>	<p>Contracting the virus</p> <p>Severe illness consequent to contracting the virus</p> <p>Stress</p> <p>Worsening of mental health condition</p>

Existing individual, role and task Risk Assessments will continue to be relevant for all aspects that are NOT covered by this Risk Management Plan.

	Existing risk control measures	Additional detail	Additional management	Action / monitored by whom	Action / monitored by when
Transmission risk management	The school will record the details of every student, member of staff and visitor (including contractors) who are on the school site each day (including contact details) so that 'track and trace' can easily be implemented should there be a case of COVID-19	<p>Fixed seating plans in place when students are taught within tutor groups. Set seating plans for 'setted' subjects are also in place so that the school can easily identify students who have been in close proximity to positive cases and isolate as per Public Health guidance.</p> <p>Staff are required to keep a record of any changes they make to seating plans during a lesson as well as a record of any students they have had to be within 1m of for more than one minute.</p> <p>LSAs are required to keep a record of any students they have provided personal care to and/or have had to be within 1m or for more than 1minute or have had any face to face contact with at less than 1m distance.</p>	<p>Separate seating plans to be recorded for after school detentions and catch up sessions.</p> <p>Daily seating plan records to be made for each 'reflection toom'.</p>	Business Manager	Ongoing
Transmission risk management	Clear communication with parents clearly requesting that students who show symptoms are kept at home for at least 7 days from when the symptoms started or they can evidence clear test results (whichever is sooner).	Regular email communications to parents reminding them of the latest government guidelines regarding social isolation.	SIMS registers will be coded as per the government guidance to ensure clear tracking of students	Headteacher	Ongoing
Transmission risk management	Students who exhibit COVID-19 – related symptoms must immediately be placed in	School has a clear procedure to manage symptomatic students.	Coordination of record-keeping and follow-up action in relation to COVID-19 -related absences, either	Business Manager	From 1 Sept

	Existing risk control measures	Additional detail	Additional management	Action / monitored by whom	Action / monitored by when
	<p>an isolated room and remain there until such time as they have been collected by a parent or authorised guardian.</p> <p>They are encouraged to obtain testing, either through the school's portal or independently, and should not return to school until a clear test has been obtained and evidence thereof provided to the school.</p>	Attendance to be recorded as per the guidance and coordinated approach in place to ensure 'isolating' students have access to their curriculum through the 'blended learning' process.	through confirmed illness, or because of isolating		
Transmission risk management	Students whose household members exhibit symptoms are requested to stay at home for 14 days or until a clear test has been obtained and evidence thereof provided to the school (whichever is sooner).	<p>Regular email communications to parents reminding them of the latest government guidelines regarding social isolation.</p> <p>Students who are required to isolate will be provided with access to their curriculum through the 'blended learning' process.</p>	SIMS registers will be coded as per the government guidance to ensure clear tracking of students	Headteacher	Ongoing
Transmission risk management	Clear communication with staff instructing anyone showing symptoms to remain at home and inform the school. The member of staff must get a test and may only return after a	<p>Regular email communications to all staff reminding them of the latest government guidelines regarding social isolation.</p> <p>Staff who have family members at home who are in the vulnerable groups and are required to come into school will be</p>	Staff are to be allowed time off for testing purposes and will work from home while they await test results (unless they are too ill in which case they will be recorded as 'sick').	Head teacher	Ongoing

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	clear test has been confirmed or 7 days after the symptoms started (whichever is sooner).	reminded of the need to follow strict distancing and cleaning regimes when they return home.			
Transmission risk management	Any staff member exhibiting one or more symptoms, is required to leave the site immediately. The member of staff must get a test may only return after a clear test has been confirmed.	Line managers will maintain regular contact with staff members while they await test results. Which symptoms may indicate presence of the virus may be found here: https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/	Line managers will offer support to staff who are affected by Coronavirus, maintaining contact with them at regular intervals Staff are to be allowed time off for testing purposes and will work from home while they await test results (unless they are too ill in which case they will be recorded as 'sick'). Rigorous checks to be carried out by line managers to ensure that the necessary procedures are being followed.	SLT / HoY / HoD / Line Managers / Staff	Ongoing
Transmission risk management	Staff members whose household members exhibit symptoms are required to stay at home for 14 days or after a clear test result (whichever is sooner). The member of staff must get tested.	Line managers will maintain regular contact with staff members while they await test results. Which symptoms may indicate presence of the virus may be found here: https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/	Line managers will offer support to staff who has a family member affected Staff are to be allowed time off for testing purposes and will work from home while they await test results (unless they are too ill in	SLT / HoY / HoD / Line Managers / Staff	Ongoing

	Existing risk control measures	Additional detail	Additional management	Action / monitored by whom	Action / monitored by when
			which case they will recorded as 'sick').		
Transmission risk management	If advised that a student, member of staff, visitor or public has developed COVID-19 whilst on our premises, follow PHE and other government policy for educational settings and for employers	Weekly monitoring of all relevant websites and updating of this Risk Assessment. Regular communication to staff of measures, both for purposes of reinforcing and for updates as they occur		Headteacher / Business Manager	Ongoing
Transmission risk management	Staff who have previously been shielding due to being at a high risk due to underlying health conditions will be required to come to work and a personal risk assessment will be completed.	Staff are responsible for requesting a personal risk assessment by contacting their line manager. Referrals to Occupational Health will be made where appropriate.		All Staff Business Manager	1 Sept
Transmission risk management	Individual student risk assessments will be extended where necessary to take account of the new situation relating to the change in the nature of service provision being made.	This will include students who need specific care and physiotherapy which cannot be delivered whilst ensuring social distancing and potentially violent students especially those with a known risk of spitting and / or requiring physical constraint. In such instances, PPE will be provided.		SLT	From 1 Sept
Transmission risk management	The school Behaviour Policy will be reviewed to ensure that it covers COVID-19 related incidents	This will allow for sanction, up to and including exclusion, for students who wilfully refuse to adhere to arrangements of social distancing and deliberately cough or spit at students or staff, putting them at risk.		DHT Support and Intervention	From 1 Sept

	Existing risk control measures	Additional detail	Additional management	Action / monitored by whom	Action / monitored by when
		Guidance will be provided to staff to confirm how they are to deal behaviour incidents where social distancing is not possible (eg breaking up fights).			
Transmission risk management	Students attending school during national lockdown (children of Critical Workers and Vulnerable students) are encouraged to take part in Lateral Flow Testing on a weekly basis	Any positive results will be given PCR test to do at home and required to isolate for 10 days. Track and trace will be followed to identify close contacts in school who will either need to consent to 7 days of Lateral Flow tests OR isolate for 10 days.		Business Manager	From 7 Jan
Transmission risk management	Staff attending school during national lockdown are encouraged to take part in Lateral Flow Testing on a weekly basis	Any positive results will be given PCR test to do at home and required to isolate for 10 days. Track and trace will be followed to identify close contacts in school who will either need to consent to 7 days of Lateral Flow tests OR isolate for 10 days.		Business Manager	From 7 Jan

	Existing risk control measures	Additional detail	Additional management	Action / monitored by whom	Action / monitored by when
Physical distancing	Each year group will operate as a 'bubble' and will be assigned separate areas of the school site with separate classrooms for non-specialist subjects, toilets and recreation spaces.	Management checks to ensure that the zoning is being complied with. See site maps for details. Ongoing review to check whether certain areas of the school need to be open/accessed, in	Clear signage for all zoned areas including markings on the field for year group recreational spaces Indoor areas allocated to each bubble for 'wet breaks'	Premises Team / Facilities Manager	1 Sept

	Existing risk control measures	Additional detail	Additional management	Action / monitored by whom	Action / monitored by when
	All bubbles to access 'specialist/practical classrooms' (Performing Arts, Art & Technology, Science, PE, Beauty) but never at the same time.	accordance with need for access and feasibility of social distancing. See specialist subject risk management plans for more details.			
Physical distancing	Staff will be on duty throughout the school day to ensure students in different year group bubbles do not mix.	Staff duties to include supervising students during lesson changeover as well as at start or day, break, lunch and end of day	See duty 'maps' for details Support staff to have 'training' during inset days on supervising students, roles and responsibilities etc.	Deputy HT	1 Sept
Physical distancing	When students arrive on site they will go to their year group bubble's recreational space until the start of the school day when they must go to their tutor group room.	Tutors will unlock tutor group rooms at 8.30, prop the door open and open windows.		Tutors	1 Sept, thereafter ongoing
Physical distancing	Classrooms with ground floor exterior doors to be used where possible.	Exterior doors to be propped open to allow easy entrance and exit without the need to touch door handles.	Fire risk assessment amended.	Premises Team / Facilities Manager	1 Sept, thereafter ongoing
Physical distancing	SEN study will be used for one year group at a time. Students and staff accessing the PD ARP will use the external door to enter/exit.	Students will clean the desks and chairs at the end of the session. Staff will keep a distance of 2m from the students.		SENDCo	1 Sept, thereafter ongoing
Physical distancing	Students getting a bus home at the end of the school day will be required to queue up outside of school in their year group bubble	Staff will escort students offsite/ to their bus queue at the end of the school day.		Premises Team / Facilities Manager	1 Sept

	Existing risk control measures	Additional detail	Additional management	Action / monitored by whom	Action / monitored by when
	– these will be clearly marked on the pavement	Students will put a face mask on whilst in the bus queue prior to being allowed on the bus. Students will be require to continue to wear their face mask whilst on the bus.			
Physical distancing	Staff toilets - every other toilet cubical / urinal blocked off to maintain 2m distancing	Limit the numbers of people allowed in the toilet block at any one time through signage and locking cubicles. Additional staff toilets to be identified across the site to ensure enough capacity.	Clear markings in all toilets. Maximum number of entrants to be displayed on door.	Premises Team	1 Sept
Physical distancing	Offices / meeting rooms reconfigured to ensure desks/ chairs 2m apart. Where not possible, occupancy is limited to ensure 2m distancing is adhered to at all times.	Multiple occupancy offices to have a rota. Use of photocopier in main office limited to admin staff. Dedicated work space identified for staff during 'free periods' – staff room, LRC and vacant classrooms Signs on doors to confirm maximum safe occupancy in room. 'X' marks on floor where chairs are allowed.	All staff to liaise with their line management to ensure effective coordination of presence on site	All Staff	1 Sept, thereafter ongoing

	Existing risk control measures	Additional detail	Additional management	Action / monitored by whom	Action / monitored by when
		Surplus chairs removed from rooms.			
Physical distancing	Meetings must respect the 2m distancing rule and staff should not sit too close to doorways to allow colleagues to enter and exit safely.	<p>Meeting convenors to take limitations into account when convening meetings and consider virtual meetings where possible.</p> <p>Meeting rooms reconfigured to ensure 2m distancing.</p> <p>Meetings to be held virtually wherever possible.</p>		All Staff	1 Sept, thereafter ongoing
Physical distancing	Staff to maintain 2m distance from students and each other wherever practicable and possible.	<p>Where staff need to support student they should stand behind or to side of student and minimise the time they are within 2m.</p> <p>Staff to ensure they are not less than 1m away from a student or colleague for more than 1 minute at a time – staff training and adapted classroom practices.</p> <p>See Behaviour Policy for more details.</p>	<p>See Supporting Students in the Classroom – advice for LSAs and Teachers</p> <p>Where staff need to carry out physiotherapy on a student (as per their EHC Provision), this cannot be delivered whilst ensuring social distancing. PPE will be provided for staff and the student must wear a mask. The door must remain open (a screen can be used for privacy), usual hand sanitation procedures are required, equipment used and door handles will be sanitised by staff at the end of the session.</p>	All Staff	1 Sept, thereafter ongoing

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Physical distancing	<p>Classrooms set out so that all desks face the front of the class. Where this is not possible (eg IT suites) screens will be put between desks facing each other.</p> <p>A clear 2m zone to be laid out around the teacher's desk marked out on the floor.</p>	<p>Provide a clear student-free area around the teacher's desk marked out on the floor.</p> <p>Templates for all classrooms available in MINTclass to enable teachers to do seating plans.</p> <p>Fixed seating plans in place when students are taught within tutor groups. Set seating plans for 'setted' subjects are also in place so that the school can easily identify students who have been in close proximity to positive cases and isolate as per Public Health guidance.</p>	Floor to be clearly marked with tape.	Premises Team / Facilities Manager	1 Sept
Physical distancing	<p>Staff can access the staff kitchen to make a drink but no more than 1 person can be in there at any one time. Controlled through clear signage, one-way system and glass in the door.</p> <p>The layout of the main staffroom will be adjusted to ensure 2m social distancing.</p>		Clear signage on entrance to staffroom and staff kitchen	Premises Team / Facilities Manager	1 Sept
Physical distancing	Large meetings/ assemblies will not take place even within year group bubbles	Staff Briefing updates to be provided via the 'news channel' on the staff intranet.			

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		Virtual assemblies to take place with students remaining in their tutor rooms.			
Physical distancing	Only curriculum catch up focused extra-curricular activities to run until October half term.	No trips to be organised for the autumn term.			
Physical distancing	Students attending school during national lockdown (children of Critical Workers and Vulnerable students) will be sat 2m apart during lessons	Staff continue to remain 2m from students and each other		SLT lead on duty	Ongoing
Physical distancing	Desks in exam hall spaced 2m apart	Staff on duty at start and end of exam to encourage social distancing between students before entering/ when leaving the exam hall		SLT lead on duty	Ongoing

	Existing risk control measures	Additional detail	Additional management	Action / monitored by whom	Action / monitored by when
Hygienic practice	All staff and students are encouraged to wash hands frequently and required to use hand sanitisers whenever they enter a classroom and before they eat lunch.	<p>Hand washing facilities with soap and hot water in place.</p> <p>Hand dryers or towels available in every toilet.</p> <p>Stringent hand washing taking place.</p> <p>Extensive provision of hand sanitisers in every room across the school site.</p> <p>Staff and students required to use hand sanitiser as they arrive at school.</p> <p>Caretakers to do regular checks to ensure a good supply of soap is available in toilets.</p>	<p>Display posters promoting hand, washing, respiratory hygiene & social distancing.</p> <p>https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p>	Premises Team / SLT	1 Sept, thereafter ongoing
Hygienic practice	Cleaning process will be increased in accordance with government advice, particularly in areas with high contact levels	<p>Daytime cleaner onsite to clean 'high volume' areas (eg door handles) and areas used by different bubbles.</p> <p>Daily clean at a minimum of all used areas, with special attention to high contact surfaces.</p> <p>See specialist subject risk assessments for details to</p>	<p>Close monitoring of cleaning process and effectiveness a Including cleaning log.</p> <p>See Cleantec risk assessment for more information.</p>	Premises Team / Facilities Manager	Ongoing

	Existing risk control measures	Additional detail	Additional management	Action / monitored by whom	Action / monitored by when
		cleaning of rooms between bubbles and equipment etc.			
Hygienic practice	Provide plentiful access to hand sanitisers	Hand sanitisers to be installed at entrance to each room	Monitoring of sanitisers to ensure they remain well stocked and are being used.	Premises Team / Facilities Manager	Ongoing
Hygienic practice	Cleaning materials will be made available to all teachers and non-teaching staff and all are encouraged to use them in classrooms, offices and meeting rooms.	Students and staff will wipe down their own specific work area surfaces before they leave the classroom, office or meetings room. Teaching staff will carry their open anti-bac spray and paper towels for students to use at the end of each lesson. Caretaking staff will undertake a twice daily disinfection of communal surfaces that may be touched by others (eg handrails).	Monitoring of stocks and regular procurement	Premises Team / Facilities Manager	Ongoing
Hygienic practice	Continued reminders & communication of PHE & Gov guidelines & updates.	Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees.	Regular communications to all staff, and prompt updates of any changes	SLT	Ongoing
Hygienic practice	'Catch it, bin it, kill it' promoted across the school site	Signage around the school. Tissues, bin and hand sanitiser to be available in every classroom, office and meetings room.		Premises Team / Facilities Manager	Ongoing

	Existing risk control measures	Additional detail	Additional management	Action / monitored by whom	Action / monitored by when
Hygienic practice	Continued communication to encourage staff and students to avoid touching their faces.			SLT	Ongoing
Hygienic practice	Enhance air circulation by keeping windows open as much as possible – minimum of one window and internal door must be open at all times	First member of staff in the room to open windows each morning. Last member of staff in the room to close the windows at the end of the day.		All staff	Ongoing
Hygienic practice	Minimise the need to touch any surface by keeping doors open as far as possible <ul style="list-style-type: none"> - Tutors to open tutor room classrooms at 8.30 each morning - Technicians/ teaching staff to unlock specialist classrooms as required and prop doors open 	Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation – all external doors to be kept open when it is not too cold to do so. Where rooms don't have an external door, the internal door and a minimum of one window must be open. When it is too cold to keep external doors open, teachers will sanitise their hands before closing the external door open once all students are in the room. At the end of the lesson, the teacher will sanitise their hands before propping the external door open again. If external doors are closed during lessons, a minimum of one	Maintain fire safety vigilance. Ensure fire safety doors are shut after school hours.	Premises Team / Facilities Manager	From 1 Sept

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		<p>window and the internal door will be open to aid ventilation.</p> <p>Fire Evacuation routes reconfigured to ensure safe evacuation of all areas of the school that are in use.</p>			
Hygienic practice	Use of school equipment is kept to an absolute minimum and is cleaned using anti-bac spray after each use.	Students are reminded to bring their own equipment into school (eg pens, books etc) and not to share it with friends	Stock of pens and pencils in each classroom to ensure students who have forgotten equipment can continue to learn – students to keep the items	Business Manager	From 1 Sept
Hygienic practice	Where school resources are required (eg text books) these are not shared across the year group bubbles.	HoD's to ensure they have enough equipment to allow 'set' per year group. Where this is not possible (eg specialist subjects), technicians will clean resources between year group bubbles.		HoY	From 1 Sept

	Existing risk control measures	Additional detail	Additional management	Action / monitored by whom	Action / monitored by when
PPE	Masks, gloves, and visors are available for use by Premises Team when social distancing is not possible.			Facilities Manager	Ongoing
PPE	A stock of masks, gloves and plastic aprons are available in the First Aid room for use when dealing with any students/ staff who are displaying symptoms.	<p>Current Government guidance has only identified 2 situations in educational settings where PPE should be worn:</p> <ul style="list-style-type: none"> • providing intimate medical care as per an EHCP • when dealing with a suspected case of COVID-19 <p>Suspected cases will be sent to the First Aider who will have PPE on prior to checking the symptoms and contacting parents to collect the student. The student will be put in the 'isolation room' (Physio room 1 next door to First Aid room) and await collection. They will be given a face mask to wear whilst waiting to be collected. First Aider has access to gloves, face masks and disposable aprons as needed.</p> <p>Any staff displaying symptoms will be sent home immediately</p>	<p>Students and staff who have been sent home will be asked to get tested.</p> <p>Ensure safe disposal of all PPE used when dealing with anyone exhibiting symptoms of COVID-19.</p> <p>Ensure area is cleaned in line with government guidance (including any toilets used by individual with symptoms) prior to them being used again.</p> <p>The school will follow Thames Valley Health Protection Team flowchart for any suspected or confirmed case.</p>	Facilities Manager	Ongoing
PPE	A stock of masks, gloves and plastic aprons are available in	This can be disposed of in normal bins as long as neither student		Facilities Manager	Ongoing

	Existing risk control measures	Additional detail	Additional management	Action / monitored by whom	Action / monitored by when
	the two physio rooms for use when providing personal care to PD students including stretch/physio sessions.	nor member of staff displays symptoms of COVID-19.			
PPE	Government guidance is clear that staff and students should NOT wear face masks in classrooms as they inhibit teaching and learning. Student, staff and visitors will be required to wear a face mask in indoor communal areas (eg corridors, PE Changing Rooms, Toilets)	See procedure for face coverings at SWR for more information A stock of face masks will be available for staff and students who have forgotten/ lost their mask.		Business Manager	1 Sept
PPE	See specialist subject Risk Management Plans for details of PPE within practical lessons.				

	Existing risk control measures	Additional detail	Additional management	Action / monitored by whom	Action / monitored by when
Food Provision	<p>Limited provision of food to lunchtime only with split lunchtimes for KS3 and KS4.</p> <p>Year groups to have dedicated time/ area to buy food/drink at lunchtime only and take it back to their recreational space.</p> <p>Students to bring own snacks and drinks for breaktime.</p>	<p>Work with catering supplier to ensure that healthy meals continue to be available for in 'grab and go' format.</p> <p>Year group bubble to be allocate to either canteen or kiosk to get food.</p> <p>Staff to buy food/ drinks from the kiosk during the second half of each lunch break.</p> <p>6th formers to buy food/ drinks from the kiosk during the second half of KS4 lunch break.</p>	<p>Installation of contactless payment at tills to replace finger-print scanning</p> <p>See Aspens Risk Assessment for more details.</p>	Business Manager	1 Sept

	Existing risk control measures	Additional detail	Additional management	Action / monitored by whom	Action / monitored by when
Mental Health	The school will promote mental health & wellbeing awareness to students and will offer appropriate support.	<p>Students and parents will be reminded of the different ways they can access support when they return to school.</p> <p>Signposting of professional support and referrals to outside agencies where needed.</p>	School Counsellor to be available to students who come into school for 'drop in' support.	DHT (EH) / School Counsellor	Ongoing
Mental Health	The school will promote mental health & wellbeing awareness to staff and will offer what support they can as well as encouraging mutual support between staff	<p>Active promotion of mutual support and encouragement.</p> <p>Active consideration for opportunities to thank and support colleagues e.g sharing letters of thanks from parents, community etc</p> <p>Consultation with union reps on key issues.</p> <p>Awareness of importance of regular communications to alleviate uncertainties.</p> <p>Staff sent information on wellbeing and articles / links to information on coping with lockdown.</p> <p>Signposting of professional support if requested.</p>		SLT	Ongoing

	Existing risk control measures	Additional detail	Additional management	Action / monitored by whom	Action / monitored by when
Mental Health	There is a risk that members of our school community will have suffered a bereavement due to COVID-19 and this could impact the mental health of students, staff and parents.	Referrals to School Counsellor, appropriate external agencies for students and EAP for staff.			

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Staff health & well-being	<p>Staff will be required to move around the school site and teach from different classrooms each period.</p> <p>Teaching resources have relocated to year group store rooms close to the year group classrooms.</p>	<p>All teaching staff will be given a trolley to transport their laptop and other equipment around the school site.</p> <p>The lift in the 'new build' will be unlocked for use by any staff teaching in the upstairs classrooms.</p> <p>All classrooms have been set up for projection, sound and visualisers using the minimum number of cables as possible – instructions have been put in every room</p>	Individual risk assessments to be completed where necessary	Business Manager	1 Sept
Staff health & well-being	<p>Staff will not be able to use their normal departmental offices during breaks/ free periods due to them being used as storerooms and/ or the requirement to maintain a 2m distance from their colleagues.</p> <p>The Staffroom and LRC are available for staff to use as workspaces during breaks/free periods.</p>	<p>A timetable of 'free' rooms will be provided to ensure there is enough space for all staff to work safely.</p> <p>Staff will be required to wipe down the desk after they have used it.</p> <p>'Team' meetings will continue to be done virtually unless the HoD has pre-booked a room big enough to maintain 2m distancing.</p>		Business Manager	1 Sept

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Visitors	<p>All visits to site must be planned in advance.</p> <p>Uninvited visitors will not be allowed into the school.</p> <p>Visitors who have, or live with someone who has, symptoms of Coronavirus will not be allowed on the school site.</p>	<p>Parents to be reminded that they are not allowed to come onto the school site unless it is planned in advance.</p> <p>Visitors to declare when signing in that they do not have symptoms.</p>		Business Manager	Ongoing
Visitors	<p>All visitors (including regular contractors) are required to sign in and leave their full details, committing to abide by our social distancing requirements.</p> <p>Hand sanitising station in reception which all visitors are required to use prior to entering the school site.</p>	<p>Attention paid to number of visitors in case of reaching higher numbers</p> <p>See visitor procedure for more details.</p>		Facilities Manager	Ongoing