

**Covid-19 Risk Assessment and Plan for Full Re-opening from September 2020**

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|--|--|--|----------------------------|---|--|
| Public Health Advice : System of controls - prevention                                   | Arrival and Departure from School  | Spread of Covid-19 from the community into school and back | Students<br>Staff Visitors | Ensure students are organised in bubbles and these are kept separate wherever possible  | Year Group bubbles access the school through separate entrance/exits : Y7 Side cafe door and congregate in Cafe area, Y8 backdoor down service drive and congregate in main hall, Y9 front student entrance and straight to lessons, Y10 congregate in Sports Hall and dismissed once cafe area is clear, Y11 back door, up first stairs and straight to lessons |
|  |  |  |                            |   | Staff to be at Classrooms/collection areas by 8.15 am<br>Teachers to be directed to collect their classes from the appropriate venue and escort them up to class. Lead staff allocated to each area to ensure ordered exit, use of radios to coordinate exit from each area, once one area is cleared  |
|  |  |  |                            |   | Exit from school building by designated door : Y7 - cafe entrance, Y8 back LH doors, Y9 main student entrance, Y10 Cafe Entrance, Y11 Back door right side (2 closest to canopy area). Y7 dismissed 7 minutes before other year groups (at 2.35 pm)  |
|  |  |  |                            |   | Exit from school managed by teaching staff escorting students out and allocated duty points at each door   |
|  |  |  |                            | Students and adults advised about safety arrangements on public transport and journeys to and from school   | Covered in assemblies and parent letter  |
|  |  |  |                            | Arrangements for visitors and suppliers are made clear  | Signage in reception and communication with key contractors. Sanitiser available. Arrival leaflet with key safety info provided  |
|  |  |  |                            | Ensure social distancing is in place on the school premises   | duty points, reminder signage in school, corridors, classrooms, outside areas, café area, reception barrier in place, avoid visitors congregating in reception area  |
|  |  |  |                            | Students, staff and visitors need to continue to follow Government Guidance on social distancing outside school   | letter to parents, Staff training, student assemblies, website information   |
|  |  |  |                            | Visitors limited to only essential and by appointment only and parents should only attend on invitation and one at a time and follow the social distancing requests | letter to parents, staff training, reception to ensure visitors have agreed appointments<br>Visitors taken to visitor room only. Sanitiser/wipes available in the room and must be wiped down by member of staff. Cleaning log to be completed. HOY to avoid making appointments and to deal with communications via phone where possible                        |
|  |  |  |                            | Contractors must follow all safety protocols  | Contractors coming to work in school must arrange a convenient time with premises team, agree to follow our RA, therefore wear a face covering once in the building and adhere to the one way system.  |
| Sanitise/wash hands on entrance to the building and in different areas of the building   | Sanitiser at all entrances and exits (student entrance, staff entrance, café entrance/exit, both back doors), all students and staff to use or wash hands on entry, staff to be on duty to supervise students, parent letter, staff training, student assembly |  |                            |   |  |
| Allocate set entrances and exits to and from the building for student Year Group bubbles | Students to be directed by staff on duty to use: Y7 cafe entrance, Y8 backdoor A via service drive, Y9 student entrance, Y10 cafe doors from SH, Y11 back door B   |  |                            |   |  |

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|  |   |   |                 | Ensure there is adequate staff supervision for all entry and exit from the building  | Supervision rota to cover entry/exit, all lesson changes and beginning and end of break and lunch. Staff to collect groups from locations and escort to lessons throughout the day  |
|  |   |   |                 | Ensure staff duties allow staff to maintain social distancing from students at all times   | Duty points to be numbered throughout the school and ensure staff can maintain social distancing where possible. Duty rota to include directions about the expectations of staff at each point. Include in staff training session and ensure students understand the need to remain 2m from staff. Duty Staff lead checks punctuality and attendance and follows HR processes for staff not adhering to rota  |
|  |   |   |                 | Students are expected to wear full uniform and encouraged to wash it regularly but no more than normal expectations (i.e. not every night). Standard uniform is expected. Footwear borrowed will be sanitised. <b>Face coverings are mandatory in all areas of the school, including classrooms for all staff and students</b> | Outlined in letter to parents and in induction assemblies. <b>Main changes involve the mandatory wearing of face masks. Students who are not wearing a face mask will receive 1 hour after school detention</b>   |
| Public Health Advice : System of controls - prevention | <b>Circulating within the school building</b> | Infection from Virus to adults and students once in the school building | Staff Students  | Maintain Social Distancing where possible on corridors and stairs through signage and markers  | <p>One Way system in corridors (ANTICLOCKWISE). Stairs are one way except beginning of the day when all stairs are UP. Retain Social Distancing signs. Instill walk on the left in single file and quietly. <b>Students must not line up in corridors, teacher must be present to meet and greet and ensure corridor behaviour is calm.</b> Signage in place at TSC. Teachers and other staff must ensure there is one way movement on the corridors and ensure students keep moving. HOY /SLT to be rota'd onto duty points at all lesson changes. <b>Teachers should check the corridors are clear before releasing their classes to ensure corridors are not crowded</b></p> <p>Inform students in assemblies, staff in training and letter to parents.</p> <p>Teaching/Duty staff to ensure movement on corridors is calm and adheres to expectations at lesson changes, before and after break and lunch, on arrival and exit. Duty rota to include guidance about expectations for each duty point</p> <p>Regular Social Distancing and "catch it, bin it, kill it" signs placed on corridors, classrooms, work areas/rooms</p> <p>Staff to ensure one way system around school is adhered to. Staff escort the students onto the corridor and insist on one way flow. Students to walk single file, quietly and to the left. Entry and exit doors are adhered to by the students. Staff to check corridor is not too crowded before releasing a class. <b>Where possible students should be escorted to the nearest stairs if moving floors</b></p> <p>Place no-entry and one way signs to clearly show routes</p> <p>Duty staff to direct the students to use main entrance, café side entrance and both back entrances to lead to the upper floors, outlined in staff training</p> |

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|                       |             |                              |                 | Remove corridor 'furniture' and decommission water fountains  | Remove/decommission Water Fountains. Arrangements to be made for students to fill water bottles/obtain water from cafe /sports hall area   |
|                       |             |                              |                 | Ensure all movement during the school day around the school enables bubbles to remain separate                      | timetabling ensures classes/teachers are allocated appropriately and movement is reduced where possible, and students are well supervised during movement times. Staff training, student assembly  |
|                       |             |                              |                 | Enhanced cleaning rota around school to be enhanced to ensure circulation spaces have reduced transmission          | Cleaning rota for classrooms, café area toilets and stair rails following movement during the day  |
|                       |             |                              |                 | Transition to the TSC is well ordered and well supervised   | Students must walk on the left. Staff to be punctual to escort groups up to the centre (teachers and HOY). HOY to ensure they remain with groups where the majority of a year group is scheduled at the TSC. Signage in place to remind students. Signage at TSC needed. Students expected to line up under canopy if more than one group is going to TSC to ensure no mixing of bubbles   |
|                       |             |                              |                 | Use of lifts and students who require manual handling : Risk Assessment needed to ensure that staff can remain safe | Risk Assessments to be undertaken for all students who need to use the lift/need manual handling to ensure staff can maintain social distancing wherever possible and undertake other protective measures (PPE) where proximity is vital. Signs needed for lifts and sufficient lift keys available to ensure swift movement   |
|                       |             |                              |                 | Ensure that the large communal areas are well ventilated after use to ensure there is an air change                 | large communal spaces must be well ventilated following use, doors should be opened to ensure there is air circulation following use (sports hall and cafe area after morning, after break and after lunch   |
|                       |             |                              |                 | Students and staff follow procedures for the localised "Tier" approach  | Observe local and national regulations regarding the use of face coverings and all other mitigations. All students and staff to wear face coverings at all times : when using communal areas of the school and in classrooms (reviewed at the end of the Spring Term), covering nose and mouth and ensure their masks are disposed of/stored safely throughout the day. All staff to wear face coverings when in communal spaces and ensure they are stored in accordance with guidance (staff training). In the event of Government changes to advice, follow advice from the LHPT regarding phased reduction on numbers attending and blended learning rotas if necessary. |

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|  | Infection from Virus to adults and students once in the school building | Transmission of the virus via asymptomatic carriers                     | Staff<br>Students | LFT administered on school site in accordance with Government guidance and then from home   | LFT to be undertaken by students who have consent from parents (or have signed their own consent if they are 16Yrs). Test to be self administered under trained supervision. 1 negative test required prior to full time return. Students have 3 x onsite tests before administering from home. Going forward, 2 x weekly tests to be administered from home via home test kit provided by school. Staff in school are also offered tests prior to full return of students. Positive tests require process for symptomatic persons (student/staff isolated in school, collected/sent home and advised to attend for PCR test). Covid tracker completed and PHE informed. |
|  |   |   |                   | Students  |  |
| Public Health Advice : System of controls - prevention | Classrooms  | Infection from Virus to adults and students once in the school building | Staff<br>Students | Classes organised so that all students face the front. Strict rules on seating plans and students remaining seated at all times. Limit face to face contact at a distance of less than 2 m to an absolute minimum.  | Teachers to prepare seating plan and insist on the plan. HOY to support this. If taught in larger spaces ensure Social Distancing where possible. HOY to identify hot spots and support behaviour and in the event of student sudden illness.  |
|  |   |   |                   | Teachers/LSAs/other staff maintain at a safe distance from students, maintain Social Distancing at all times  | Student assembly and staff training to communicate expectations in classrooms. Revisit regularly in tutor time using virtual assemblies/powerpoint   |
|  |   |   |                   | Clean and tidy classrooms, no clutter   | Classrooms and work areas cleared of unnecessary clutter during staff training week  |
|  |   |   |                   | All students and staff sanitise hands when entering and leaving the classroom. Classroom doors to remain open to avoid transmission on door handles<br>Classrooms MUST be well-ventilated. Students will be allowed to wear a plain black jumper beneath their blazer<br>"catch it, bin it, kill it" emphasised in lessons through signage and reminders. | Sanitisers, wipes, tissues and flip top bin, signs in every classroom/teaching area. cleaning rota to ensure teaching spaces are maintained during the day and thoroughly cleaned at the end of each day. Bins emptied throughout the day  |
|  |   |   |                   | Students and staff must use their own equipment - no lending. Equipment should only be used where we can ensure that it is appropriately cleaned between groups of students using it, and that multiple groups do not use it simultaneously – includes outdoor equipment  | Assemblies to ensure students know they must bring own equipment. Parent letter to make this clear. White board, rubbers and pen markers to be given to students to keep throughout and distributed in induction session   |
|  |   |   |                   | All subjects must complete a Risk Assessment for practical activities to ensure equipment can be safely used adhering to the need for sanitising  | Practical subjects (PE/sport, Drama, Music, science, technologies, ICT, art, photography, construction) and other subjects where the sharing of resources is necessary (e.g. calculators in maths) to undertake a Risk Assessment which ensures hygiene regulations  |
|  |   |   |                   | Classrooms must be well ventilated at all times   | AC systems must be operational and classroom doors must be kept open. Teachers must ventilate classrooms and ensure windows are closed at the end of the day   |

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| Public Health Advice : System of controls - prevention | Break and lunch | Infection from Virus to adults and students once in the school building | Staff students  | 'Bubbles' to be allocated a zone for break and lunch for eating and socialising, including outside areas     | Y11 Café Y9 Sports hall Y7 Café Y8 Café Y10 Sports Hall<br>Café groups use canopy area and field, sports hall groups use mezzanine and tennis court area. Duty lead nominated for café and sports hall  |
|  |                 |   |                 | One way system in operation in café and sports hall areas  | Queues managed and supervised to ensure they are as efficient as possible. One duty lead for each area and appropriately staffed to ensure hygiene and one way system is adhered to<br><br>Cash machines to be wiped down with sanitising cleanser after each use.  |
|  |                 |   |                 | Café and outside area cleaned thoroughly after each lunch/break prior to next bubble entering                | duty rota to ensure supervision in café and outside area (lunch only), staff training to include expectations of staff to be proactive. Students to sanitise in and out   |
|  |                 |   |                 | Managing queues  | flexi barriers to secure one way access to service area, duty staffing increased in order to supervise and maintain good order and to ensure hands are sanitised. Staff training and Assemblies   |
|  |                 |   |                 | Students to sanitise before eating   | Supervising staff to ensure students sanitise their hands in the queue at sanitising station - outlined at staff training<br>Exit managed as 'bubbles' – HOY to coordinate this. Information shared with staff at training and students in assemblies   |
|  |                 |   |                 | Staff eat separately from students and maintain 2m distancing when queuing                                   | Staff lunch/break area set up in Main Hall. Ordering process for staff food to be put into place to alleviate the need for queuing  |
|  |                 |   |                 | Cleaning on student exit from food area  | Café and outside seated areas wiped down (10.30 am and 11.15 am)  |
|  |                 |   |                 | Ensure communal areas are well ventilated after use  | Doors opened in cafe and sports hall area once the students have left for 10 minutes to enable an air change  |
| Public Health Advice : System of controls - prevention | Toilets         | Infection from Virus to adults and students once in the school building | Staff students  | Toilet areas to be supervised at all times<br>Hands must be washed after using the toilet.                   | supervised at other times (break, lunchtime). Expectations made clear through assemblies and staff training. Toilet<br>Pastoral team/SLT ensure no use of toilets in lesson time unless student has medical pass<br>signage on toilets, supervision rotas in place to ensure there is no overcrowding. Sinks re-commissioned<br>Expectations of students and staff at assembly and training |
|  |                 |   |                 | Toilets must be cleaned at regular intervals   | Toilets cleaned according to the cleaning rota and must include flushes and doors to cubicles, and bins emptied   |
|  |                 |   |                 | Induction assemblies at the start of full return to clarify expectations and the organisation of the school. | Induction assembly timings tbc  |
|  |                 |   |                 |  |   |

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| Public Health Advice : System of controls - prevention | Assemblies and Staff Training Sessions | Infection from Virus to adults and students once in the school building | Staff<br>Students | Entry and exit to assemblies managed to an orderly exit is maintained and staff can remain at Social Distance. <b>Face masks must be worn and hands sanitised in and out</b> | Supervision by HOY and SLT to ensure this happens   |
|  |  |   |                   | <b>Year Group Assemblies managed to ensure they re Covid Safe going forward</b>  | to be kept to a minimum but ensuring all are Covid safe   |
|  |  |   |                   | Staff training sessions to take place to ensure all staff are clear about the Risk Assessment and any changes, ensure social distancing                                      | Staff training sessions <b>wb 28 February</b>   |
|  |  |   |                   | Staff briefing to be moved to Friday at 1.00 pm  | Staff to be informed of this arrangement in staff training session <b>wb 28 February</b> to ensure appropriate arrangements can be made. All staff training/briefings to be socially <b>distanced and face masks mandatory</b>  |
| Public Health Advice : System of controls - prevention |  |   |                   | Staff must maintain social distancing between staff at all times   | Staff must consider 2 M working distance when working in work rooms. Staff should report concerns regarding others in their faculty who are not adhering to this.   |
|  |  |   |                   | Staff must ensure work stations are sanitised before and after use including keyboards, mice and phones  | Hand sanitiser and wipes available in each workroom/office. Staff to wipe down their own area   |
|  |  |   |                   | Staff workrooms/Offices should be free from 'clutter', personal belongings and paper resources must not be left  | staff training week to ensure workrooms are clear and tidy personal items removed and any 'clutter' removed   |
|  |  |   |                   | Staff should work in areas where social distancing can be maintained should not enter overcrowded workrooms  | SLT/DOF to check social distancing is adhered to  |
|  |  |   |                   | All refreshment facilities centralised   | Main hall will be set up for staff.   |
|  |  |   |                   | Photocopying all centralised   | All copying to be done via reprographics, ordered by email with 48 hours notice and admin staff to deliver to teaching rooms  |
|  |  |   |                   | No other staff should enter the main admin office  | Staff to ask admin staff to retrieve any pigeonhole contents. No entry sign on main office door   |
|  |  |   |                   | Social Distancing in other offices should be in place  | Staff to adhere to this. Signage needed "Please Knock and Wait" needed for : HR office, JGt, Office, HOY Offices, Safeguarding Office   |
|  |  |   |                   | Staff workrooms/offices must be thoroughly cleaned at the end of the school session daily  | premised team cleaning rota for work rooms  |
|  |  |   |                   | Parents, students, staff and visitors must not enter the building with Covid-19 symptoms   | Students and staff and visitors reminded of Covid-19 symptoms (through assembly, staff briefing, parent letter and information sheet/script at reception)<br>Parents to be informed (letter) they must not send their child if they are unwell with Covid-19 symptoms (they should get them tested) or if anyone in the family has confirmed Covid-19.<br>Signage in reception area |

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| Public Health Advice : System of controls - response to infections | Illness whilst in school | Infection from Virus to adults and students in the school building | Staff<br>Students<br>Visitors | If students, staff or visitors become ill they must follow the isolation process and arrangements made to leave the building as soon as possible   | Students, staff and visitors told (through assembly, staff training and signage in reception) where to report immediately they become ill in <i>school: Staff to report to HR immediately if they show symptoms</i><br><i>Visitors to report to reception if they show symptoms</i><br><i>Students told to report these immediately to their HOY if they show symptoms</i>                                  |
|  |                          |  |                               | Maintain a symptoms register to support track and trace  | Area where the person became ill should be reported to premises team and cleaned (not necessary for general circulation spaces) Premises team should empty bin in that area, double bag the waste and retain according to guidance until the test has shown negative or positive. Other students present and staff re-roomed. Any person within that space will be relocated.                               |
|  |                          |  |                               | Any student, member staff or visitor becomes unwell with Covid-19 symptoms must be sent home and advised to follow the "COVID-19: guidance for households with possible coronavirus infection" guidance  | Spreadsheet maintained by Attendance Team/First Aid lead and HR for staff of all cases of covid-19 symptoms, illness in school and non-attendance due to Covid-19   |
|  |                          |  |                               | If a student is awaiting collection, they should be escorted, maintaining 2 m distance to the A floor Hygiene room opposite reception by the HOY where they can be isolated  | Processes shared by parent letter, website, student assembly, staff training<br>Student Medical Policy Annexe to be amended (in place)<br>Staff handbook to be added making this clear and the need to report Covid illness   |
|  |                          |  |                               | If the ill person needs to go to the bathroom while waiting to be collected, they should use the Hygiene room toilet The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. (staff training for first aiders and HOY) | Students and staff who become ill should be isolated in the Hygiene room, and families contacted immediately to collect in the case of students. If Hygiene room is already occupied, use visitors room next door. Signage to indicate occupancy  |
|  |                          |  |                               | PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained e.g. such as for a child with complex needs or one who is very ill   | The student /staff member must not leave the Hygiene Room (or meeting room next door if it is being used) for any reason - use of toilet facilities within the room<br>Welfare of student/staff to be checked on by HOY/first aider at social distance  |
|  |                          |  |                               | If the child or adult is seriously ill call 999  | If 2m distancing cannot be maintained and contact with the student or adult is necessary, the HOY/First aider must wear full PPE (face mask, goggles, apron, gloves). 2 clean sets of PPE to maintained in Hygiene room at all times<br>Two sets of PPE to be located on each floor (A floor in Medical room, B Floor in Safeguarding office, C floor science prep room. Staff made aware through training) |
|  |                          |  |                               | If the person becomes ill in a shared space the relevant person must be alerted (Student : HOY, Staff : DOF/HR, Visitor : Reception)   | Key First Aiders to be trained in these processes and the wearing of PPE  |
|  |                          |  |                               | Any shared space must be cleaned (premises team alerted, other classmates/staff relocated is necessary)  | WSe to make the decision re 999 call (in Jcm's absence)   |
|  |                          |  |                               |  | Medical room and toilet areas and other relevant shared space areas to be cleaned thoroughly after use including door handles   |

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|                       |             |                              |                 | <p>If a member of staff has helped someone who was unwell with Covid-19 symptoms they do not need to go home unless they develop symptoms themselves or if the child tests positive for Covid-19 (staff should to undertake a test and report the results to HR)</p> | <p>HOY/First aider or anyone who has dealt with the illness to ensure hands are washed and PPE disposed of appropriately</p>  |
|                       |             |                              |                 | <p>Staff who support a student/other staff member or visitor should wash their hands after any contact with someone who is unwell. (if PPE is worn due to close contact premises team to be advise and appropriate disposal method deployed)</p>                     | <p>If contact with the young person is necessary, then gloves, an apron, goggles and a face mask should be worn by the supervising adult.</p> <p>The student/staff member who has become ill must have a Covid 19 test and must isolate at home for at least 10 days if the test is positive. Family members must self isolate for 10 days. If a family member becomes ill, parents must notify the school and the student must self isolate for 10 days.</p> <p>If the student/staff member tests positive they must inform school and self isolate with their families (themselves for 10 days and their family members/close contacts for 10 days). School will follow procedure for track and trace in the event of a positive test. If people in contact with the infected student or member of staff develop symptoms, they should get a test and advised to self isolate for 10 days. If they then develop symptoms, this restarts the 10 day isolation period.. They must report the outcome of the test to school. School will track the isolation period to ensure attendance marks are allocated correctly</p> <p>Parents of the tested student /staff members must be told they must advise school of the outcome of the test results so that appropriate action can then be taken in school regarding advice to test others</p> <p>If there are 2 or more positively confirmed cases within the school, this may constitute a 'cluster' and Local Health Protection Team should be contacted for further Test and Trace advice and possible further, school-wide testing. A template letter is available from the Local HPT and can be used to inform the relevant people. 'Close contact' with a person who has tested positive will be investigated and categorised in the following ways : DIRECT CONTACT (face to face or skin to skin, including sexual contact, within 1 metre for any length of time, PROXIMITY CONTACT (within 2 m for longer than 15 minutes) Travelling in a car with an infected person</p> |
|                       |             |                              |                 | <p>Ensure staff, visitors and students and parents are fully aware of all Covid illness related processes</p>  | <p>Summarised and displayed in reception, provided for supply staff and visitors and shared at staff training</p>   |
|                       |             |                              |                 |  |   |
|                       |             | Infection from Virus to      | Staff           | <p>All waste that has been in contact with the individual who has shown Covid-19 symptoms, including used tissues, and masks if used, should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed</p>                           | <p>All waste bins to contain bin bags with an appropriate lid which limits the need for touching</p> <p>Waste bins to be emptied regularly by premises staff according to a rota</p> <p>Bins to be ordered to ensure they adhere to standards</p>   |



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| Reference from Gov.uk  | Hazard Area                                   | Risk Before Control Measures                                       | Persons at Risk            | Control Measures   | Actions Points   |
|--|---|--|----------------------------|--|--|
| Public Health Advice: System of controls - response to any infection | <b>Waste Disposal</b>                         | Infection from virus to adults and students in the school building | Staff<br>Students          | plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. It should be put in a safe place and marked for storage until the result is available. If the individual tests negative, this can be put in the normal waste. <b>All waste from LFT testing site should be disposed of in Yellow bags are treated as 'Medical Waste'</b>   | Any bin with known covid-19 waste - bag tied and double bagged<br>Any waste which has come into contact with an infected person (tissues, wipes, face mask, apron, goggles) should be kept securely until test results are shown to be (a) negative in which case it can be disposed of normally or (b) positive in which case instructions about the waste disposal will be given   |
| Attendance   | <b>"Lost Learning" and high absence rates</b> | Students 'falling behind' with learning                            | Students                   | <p>Revert to school attendance policy. <b>Shielding advice for adults and children is in place for Clinically Extremely Vulnerable people up until 31 March.</b> All students should be expected to return to school from this date. Those who are clinically extremely vulnerable should discuss their care with their health professional before returning to school and contact the school in cases of concern. <b>Medical evidence will be required but we can accept prescription information and medical appointment cards</b></p> <p>In the case where public health advice advises against student attendance (Self Isolating, have covid symptoms, have had a positive test or live with someone who has symptoms) ensure 'remote access learning' work is available and absence codes are adjusted appropriately</p> <p>All remote access learning should be of high quality, engagement must be monitored and interventions put in place</p> <p>In the case where public health advises localised increased rises of Covid-19 students may be advised to shield</p> | <p>Letter to parents. Contact made for all students who have medical concerns to ensure they are clear about expectations to return to school and what medical advice they need to take</p> <p><b>Identify students who are at risk of disengagement and ensure they have a pastoral intervention plan in place which may involve SW, ESW and other agencies as necessary.</b></p> <p>Safeguarding/mental health team need capacity to deal with additional safeguarding concerns which may have arising following the lockdown. List maintained of such students through the ISSI register to ensure accurate registers are kept and non-attendance is kept under weekly review. Teachers /DOFs should be advised of students in this category and home learning work of an appropriate standard must be set and managed</p> <p>Ensure the quality of remote learning and clear processes for monitoring engagement and the quality of staff feedback</p> <p>Ensure there is an immediate response to this by having remote work prepared and disseminated without undue time delay</p> |
| Estates  | <b>Buildings</b>                              | Infection from virus in the school building                        | Students<br>Staff Visitors | <p>Sports Hall to be recommissioned to accommodate year group 'bubbles' for break and lunch</p> <p>Deep clean to be undertaken during the summer closure of main school and TSC</p> <p>Ensure all areas are well-ventilated</p> <p><b>Sports Activity room recommissioned as a temporary LFT centre</b></p>  | <p>Re-organisation of Sports Hall to accommodate food service for a year group at Break and Lunch</p> <p>Cleaning rota /external contractors to be deployed</p> <p>Daily rota of window opening and closing and outside doors opened where appropriate</p> <p><b>Risk assessment in place for the administering of LFT</b></p>   |
|  |   | Infection from Virus to adults and students in the school building | Students                   | Review Behaviour Expectations and ensure staff and students understand the arrangements based on reducing spread risk  | Behaviour Policy annex to cover expectations and consequences for not following guidance: social distancing, one way and corridor behaviour, use of appropriate exits and entrance doors, coughing, sneezing/spitting and 'catch it, bin it, kill it', <b>lack of face coverings will result in after school detention</b> and articulate with parents (letter/website) students   |

**Covid-19 Risk Assessment and Plan for Full Re-opening from September 2020**

*This document is revised regularly to ensure that the risk of the spread of Covid-19 infection is minimised within school for students and staff attending Carlton Bolling. Government guidance has been followed in all cases. Staff feedback will be gathered and QA will take place at regular intervals in order to assess effectiveness and re-adjust the plan where necessary. [This Risk Assessment/Plan adheres to Gov.uk "School Coronavirus \(COVID-19\) operational guidance February 2021"](#). Last Reviewed 23 February 2021*

| Reference from Gov.uk               | Hazard Area                 | Risk Before Control Measures  | Persons at Risk | Control Measures   | Actions Points  |
|-------------------------------------|-----------------------------|---|-----------------|--|---|
| Behaviour Discipline and Well-Being | Behaviour and Pastoral Care | Safeguarding risks  | Students        | Emphasis should be placed in meeting students' well-being and mental health' needs through curriculum provision and internal support structures  | Sessions on student well-being are scheduled for Induction week. All students to complete well-being questionnaire, ensure staff feel confident in identifying where there may be issues (addressed in SG staff training) and maximise capacity of the safeguarding team to deal with increased cases |
|                                     |                             |   |                 | Identify students who have experienced a range of adversity and trauma, including bereavement, anxiety, welfare and safeguarding risks and ensure a plan is in place to support them   | Ensure plans are in place and external agencies are appropriately informed including school nurse, SW, ESW, CAMHS   |
|                                     |                             |   |                 | Undertake Risk Assessment for all students with an EHCP or who have support from an LSA and provide advice accordingly to staff, students and parents about the adjustments which may be needed to ensure social distancing of staff | Students with EHCP or who have one to one or small group support from LSA, ensure they are able to access the curriculum whilst adhering to staff need to maintain 2 m distancing - Risk Assessments need to be in place and students and parents made aware. Lift use arrangements must be in place  |
| Contingency Planning                | In case of outbreak         | Infection from Virus to adults and students in the school building and beyond | Staff students  | Local area spike in infections: Follow PHE health protection team, DfE, LA advice (this will be forthcoming in due course)   | Monitor Covid-19 in school (attendance team/ Medical Welfare Officer student tracker and HR tracker in place) use track and trace facilities. Observe local advice re lockdown, closure, partial closure and contact Local Health Protection team for further advice on this prior to decisions.      |
|                                     |                             |   |                 | Remote learning educational plans in place for all students who are self isolating and in case of local lock downs for full cohorts of students  | Ensure work is ready to disseminate immediately in case of closure/partial closure  |
|                                     |                             |   |                 | Contingency plan in place for vulnerable and key worker students   | Initiate rota for In school provision   |
|                                     |                             |   |                 | Implement testing procedures for all staff and students in accordance with government guidance   | Arrange for regular testing of staff and students in accordance with the requirements advised by the Government   |