

Risk Assessment – Covid-19 (Spring Term) (Lockdown - Review)	11/01/2021	Hull Collegiate School
Responsible Person	Alex Wilson, Headmistress	
Other Persons Involved	Chris Wainman (Senior Deputy Head), Andy Kiddy (Business Manager), Antje Kell (Head of Prep), Janet Maltby (EYFS), Katherine Bloomfield (Assistant Head, Pastoral), Paul Grimwood (Chair of Local Governing Body), Liz Kebell (Employee Trade Union Rep).	
Guidance Material Considered	<ul style="list-style-type: none"> • DfE – Guidance for Full Opening – Schools (Updated 14th January) • DfE - Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak (Updated 7th January) • DfE - Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak (Updated 8th January) • DfE – Face coverings in education (Updated 8th January) • BEIS - Working safely during coronavirus (COVID-19) Offices and Contact Centres (Updated 7th January). • NHS - Test and Trace – How it works (Updated 11th January) • PHE - COVID-19: cleaning in non-healthcare settings outside the home (16 October) • CLEAPSS - COVID-19 guidance re science, design and technology • AfPE – Coronavirus guidance and support re school sport • OEAP – Coronavirus guidance re educational visits • Music Mark – Guidance for Schools and Music Providers • Mass asymptomatic testing: schools and colleges guidance (7th January) • DfE Asymptomatic Testing Procedures and Guidance – available through the DfE portal 	
<ul style="list-style-type: none"> • National Lockdown from 5th January 2021 • During the period of national lockdown, schools and wraparound childcare and other out-of-school activities for children should allow only vulnerable children and young people and the children of critical workers to attend. • All other pupils and students should not attend and should learn remotely until February half term. • Early years provision should continue to remain open and should continue to allow all children to attend full time or their usual timetable hours. This includes early years registered nurseries and childminders, maintained nursery schools, as well as nursery classes in schools and other pre-reception provision on school sites. • Only vulnerable children and children of critical workers should attend on-site reception classes. • This is the default position for all areas irrespective of national lockdown restrictions 	Y	
<ul style="list-style-type: none"> • The control measures in this document remain unchanged for the staff and pupils still attending the school with the exception of the addition of the Asymptomatic Testing Programme 	Y	
<p>COVID-19 testing in secondary schools</p> <p>All testing to be carried out in strict adherence to the procedures contained in the <i>“NHS How to Guide: Rapid Testing in Schools and Colleges”</i>.</p> <p>Anyone experiencing symptoms should follow government guidelines to self-isolate, even if they have had a recent negative lateral flow test.</p> <p><u>Staff and pupils can access the Lateral Flow Testing in school and is voluntary and a consent form must be completed as follows:</u></p> <ul style="list-style-type: none"> • For pupils and students younger than 16 years - this form must be completed by the parent or legal guardian. Please complete one consent form for each child you wish to participate in testing. • Pupils and students over 16 who are able to provide informed consent - can complete this form themselves, having discussed participation with their parent / guardian if under 18. • For any pupil or student who does not have the capacity to provide informed consent - this form must be completed by the parent or legal guardian. Please complete one consent form for each child you wish to participate in testing. • Staff will complete this form themselves. <p>If a lateral flow test returns a positive result / indicates the presence of COVID-19, the pupil / staff member must leave the school premises and isolate pending the result of a COVID-19 test (PCR Test) and follow the resulting instructions.</p> <p>If a close contact of a pupil or staff member tests positive but they have tested negative, they will continue to attend school but will be tested every day at school for 7 days.</p>	Y	

Covering staff and pupil H&S and completion of key compliance tasks during the Covid-19 pandemic.

To minimise the risk of infection to all persons, the following system of controls has been applied by the school;

Prevention

- 1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.
- 2) Where recommended, the use of face coverings in schools.
- 3) Clean hands thoroughly more often than usual.
- 4) Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach.
- 5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
- 6) Minimise contact between groups of children and maintain social distancing wherever possible.
- 7) Where necessary, wear appropriate personal protective equipment (PPE).
- 8) Always keeping occupied spaces well ventilated

Numbers 1 to 5, and number 8, must be in place in all schools, all the time.

Number 6 must be properly considered, and schools must put in place measures that suit their particular circumstances. (See control measures below).

Number 7 applies in specific circumstances.

Response to any infection

- 9) Engage with the NHS Test and Trace process.
- 10) Manage, and report to OFSTED & PHE advice line, any confirmed cases of coronavirus (COVID-19) amongst the school community.
- 11) Contain any outbreak by following local health protection team advice.

Numbers 8 to 11 must be followed in every case where they are relevant.

**Are Control Measures
(Y, N, N/A)?**

Hazard	Who is at Risk	How Can the Hazards Cause Harm	Control Measures Currently in Place	In Place?	Residual Risk Acceptable?
Infection Control (people)	Staff, Pupils, Visitors	Staff contracting COVID-19	<ul style="list-style-type: none"> • Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school • Ensuring that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms or have tested positive in at least the last 10 days and ensuring anyone developing those symptoms during the school day is sent home, are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19) • If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow guidance for households with possible or confirmed coronavirus (COVID-19) infection, which sets out that they should self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). 	Y	Y

			<ul style="list-style-type: none"> • Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms. • Individual employee risk assessments have been carried out with those staff deemed to be most at risk using the central office revised template version reflecting the Government advice applicable at that time. • Health screening of staff carried out weekly (are you unwell, is anyone in your household unwell) with records held on employee file. A pre-programmed, timed, email will be sent to all employees at a regular time each week. 8.15 am Monday Morning. • Test: get a free NHS test immediately to check if you have coronavirus or call 119 if you have no internet access • To support the testing process, the school have been provided with a small supply of home testing kits • If the test is positive: <ul style="list-style-type: none"> • The staff member must notify the school immediately. • The school contact their local Health Protection Team for advice on any further action required in school. • The school will review the case against the Group guidance on COVID-19 and ARMS to establish if it was likely that the infection was contracted as a result of occupational exposure. • If the test is returned negative the staff member can return to school when they feel well enough to do so. If your test is negative, other household members no longer need to self-isolate. • Where a staff member indicates an individual in their household is unwell with symptoms compatible with COVID-19, they must self-isolate for up to 10 days. Under the NHS Test and Trace programme there is an expectation that their symptomatic household member is tested. If this test result is negative the staff member can return to school if they do not have any COVID-19 related symptoms. 		
		Pupils contracting COVID-19	<ul style="list-style-type: none"> • Any pupil with symptoms of Covid-19 should not attend school for 10 days and is expected to undertake a test under the NHS Test and Trace programme. The pupil/parents are instructed to notify the school immediately if a positive result is obtained. • To support the testing process, the school have been provided with a small supply of home testing kits. • Where a positive result is obtained, the school will contact the local Health Protection Team for advice on any further action required. • A negative result means the pupil can return to school. • Where a pupil indicates an individual in their household is unwell with symptoms compatible with Covid-19, they must self-isolate for up to 10 days. Under the NHS Test and Trace programme there is an expectation that their symptomatic household member is tested. If this test result is negative the pupil can return to school if they do not have any COVID-19 related symptoms. • Where a pupil, staff member has a positive test result, parents of all children in their year group bubble(s) will be informed, advice and blanket proformas given by head office. Advice is to ask HO each 	Y	Y

			<p>time as circumstances are different each time. New guidance suggests that bubbles will be sent home in the case of 2 CASES or more.</p> <ul style="list-style-type: none"> If any pupil needs/requests an individual risk assessment, tutors should discretely arrange a suitable time for a meeting with Sara Cannell (First Aider). This might be due to previous shielding, respiratory issues, immunosuppressant medications etc. 		
		<p>Visitors contracting COVID-19</p>	<ul style="list-style-type: none"> Visitors Only contractors / visitors carrying out essential works will be permitted on site All visitors to site will be carefully managed (by the Facilities Team) and identification details recorded and held (at the main reception) for 21 days to support the NHS Test and Trace process if called upon. <ul style="list-style-type: none"> Visitors attend by appointment only Visitors must not enter the school if unwell (Questions asked of visitor as to symptoms of Covid-19 for them, colleagues and members of their family) Visitors must sign in and out using our contactless visitor system and scan the Track and Trace QR code Visitors must wear a face covering, in the areas required, whilst within the school Visitors must use the hand sanitiser provided at the entry to the school and observe high levels of personal hygiene throughout the visit Visitors must always observe social distancing <p>Other visitors:</p> <ul style="list-style-type: none"> Parents/carers dropping or collecting Nursery or Reception children are encouraged to come alone where possible and to wear a face mask when on the school grounds. School tours with the school registrar will be able to continue during the lockdown period if this cannot be done virtually or via Microsoft Teams. All precautions apply. Nursery visits / settling sessions are not allowed during lockdown period. UL guidance states that these activities are best taken virtually: Central office visits, SEND peer review, Educational Partner visits, HO Moderation Meetings, HO Pay Moderation meetings, HO Safeguarding auditing Meetings to be taken place whilst socially distant from visitors are likely to include, but not limited to: Safeguarding meetings, return to work meetings following absence, SLT and PLT meetings, PDR, Pupil Progress Meetings, Induction, Coaching Prep parents' evenings - all parents should have had the opportunity to 'meet' with their child's class teacher – this will be done via Microsoft Teams. Prep parent Reception Phonics and Maths workshops via Microsoft Teams Senior School Parents' Evenings will be on Microsoft Teams for the foreseeable future. The Uniform Shop will remain closed until the Lockdown restrictions are lifted. 	Y	Y

			<p>Department for Education coronavirus (COVID-19) helpline opening hours</p> <p>The Department for Education coronavirus (COVID-19) helpline remains available to answer questions about coronavirus (COVID-19) relating to education and children's social care. Please listen carefully to the available options and select the most appropriate to your nursery or school's current situation.</p> <ul style="list-style-type: none"> • Staff, parents and young people can contact this helpline by calling: • Phone: 0800 046 8687 • Opening hours: Monday to Friday from 8am to 6pm Saturday and Sunday from 10am to 4pm 		
Suspected / confirmed case in school	Staff/pupils	Potential contamination of surfaces and for person to person spread	<ul style="list-style-type: none"> • Parents / Guardians have been informed; any pupil who feels unwell or displays any symptoms of Covid-19 must remain at home, they are not to send their child into school. • If a pupil or staff member displays symptoms within school, they will be sent home • Staff will pass details to the duty first aider (School Nurse) who will contact parents / guardian with instructions to collect pupil and to get tested. If the School Nurse is not present this should be the member of staff with the pupil. • Individual may be provided with a test by the school in exceptional circumstances, however, testing at a testing site will deliver the fastest results. • Pupil isolated in secure area outside the First Aid room if awaiting collection in line with government guidelines. If the School Nurse is not present a member of staff should supervise the pupil, with appropriate PPE and at a safe distance, until collected by a parent. • Any waiting area used will be cleaned accordingly. The secure area will be screened off from passing footfall which is at least 2 metres away from other people. The windows and door to the quad will be opened for ventilation. • PPE (available in First Aid Room), i.e. disposable face masks, gloves, and apron and suitable waste streams will be required for handling suspected cases where 2m separation cannot be maintained. • If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else. • PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found in the safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance. • Any member of staff who has provided close contact care to someone with symptoms, even while wearing PPE, and all other members of staff or pupils who have been in close contact with that person with symptoms, even if wearing a face covering, do not need to go home to self-isolate unless: 	Y	Y

			<ul style="list-style-type: none"> ▪ the symptomatic person subsequently tests positive ▪ they develop symptoms themselves (in which case, they should arrange to have a test) ▪ the symptomatic person subsequently tests positive ▪ they are requested to do so by NHS Test and Trace or the PHE advice service (or PHE local health protection team if escalated) <ul style="list-style-type: none"> • Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. • Cleaning and disinfection carried out by cleaning staff in accordance with DfE guidance COVID-19: cleaning of non-healthcare settings • Any potentially contaminated waste must be bagged and placed in the medical waste bin within the first aid room, this will be disposed of by the specialist waste disposal company. 		
Infection Control (practices)	Staff, Pupils, Visitors	Operational practices in place to minimise the risk of the spread of infection	<ul style="list-style-type: none"> • Soap and running water or alcohol-based hand sanitiser is readily available. (FDA recommend 60-95% alcohol WHO recommend formulations are 60% and above.) • Hands cleaned by all pupils, staff members and visitors, using soap or sanitiser on arrival, after break, when changing rooms, and before eating (at a minimum) • Skin-friendly cleansing wipes used for those who need assistance in cleaning hands (younger Nursery pupils where necessary) • Practices built into school behaviour culture. • ‘Catch-it, bin-it, kill-it’, promoted throughout school. • Lidded bins are recommended • School provides tissues and enough bins to support disposal of waste. • Regular robust handwashing to be carried out. • Signage advocating more frequent handwashing to be installed in various locations around the premises – If outside on the pavilion and in the toilets, if in the Sports Hall. • Everyone’s priority should be physical distancing, cleaning and hand hygiene because these are more effective barriers to transmission than face coverings, which offer very little protection to the wearer. <p>Face coverings</p> <ul style="list-style-type: none"> • Staff and Pupils are asked to wear face coverings in communal indoor spaces where 1m distancing can’t be guaranteed (such as in corridors while different groups are transitioning between lessons). • Reusable face coverings are available (£1 each) from the Senior Admin Office for anyone that doesn’t bring one. 	Y	Y

			<ul style="list-style-type: none"> • Face coverings should not be worn in classrooms because they are likely to interfere with effective teaching and learning. • Pupils are instructed not to touch the front of their face covering during use or when removing it and they must dispose of temporary face coverings in a 'black bag' waste bin (not recycling bin) or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom. • Similarly face coverings are not needed if working within a designated group such as an office team. • Anyone who wears a face covering must use it properly: putting it on and removing it using the straps, washing hands before and after handling it, and storing it in a plastic bag when not in use. • Communications via email to reinforce the message of 'Hands, Face, Space' • gov.uk/face-coverings-in-education • Use of shared resources reviewed to limit this as far as possible and to prevent materials being taken home. • NB: Reading books will be sent home in the prep school but will be quarantined for 72hrs before going back onto the bookshelves. Teachers should have their specific book band coloured books in their classrooms so that children are not necessarily needing to visit communal library spaces. Where a year group may need an overlap of books due to the spread in reading ability, new colour band book packs should be ordered by DW as needed. • Limited sharing of resources in year group bubbles in Pre-Prep and Prep. • No cash handling at this time, all funds via +Parent Mail / Parent Pay. • Mrs P Palmer to deal with post and adhere to good hand hygiene practice/alcohol hand gel provided. • Senior School Staff Meetings... are virtual on Microsoft Teams. Monday 08:30 (Whole Staff), Wednesday 08:30 (Senior Staff), Thursday 08:25 (Tutor Meeting). SLT socially distanced. Bandwidth issues will be carefully monitored. • Prep School meetings – PLT – will take place socially distanced, in person, whole staff meetings will be virtual indoors. • Senior Assemblies will take place on Microsoft Teams subject to bandwidth capacity. • In the prep school assemblies, whole school, phase and house will take place via Microsoft Teams as per the weekly timetable for 20/21 • Activities will continue virtually where possible in the senior school - VP • In the prep school activities will continue in year groups primarily, but some will be, under new guidance, up to 15 children from a mix of bubbles. So, Pre-prep and Prep clubs and cross phase clubs can operate with a strict limit of 15. Outdoors to be used where appropriate. At this present 		
--	--	--	--	--	--

			<p>time, clubs and enrichment to be organised over phases only, with year groups separated in classroom spaces.</p> <ul style="list-style-type: none"> • Year 1 and 2, Year 3 and 4, and Year 5 and 6 can operate phonics groups across year group, but to mitigate risk, children will sit separately, for example, Year 3 on the left, Year 4 on the right. • Senior Break and Lunch times... Weather permitting, all pupils are encouraged to go outside into their designated external areas. If the fields are dry and accessible: Year 7 (front lawn), Year 8 (sports pitch to right of pavilion), Year 9 (pitch to left of pavilion), Year 10, Pre-Sixth and Sixth Form (Prep sports pitches). If the pitches are wet and inaccessible: Year 7 (Concrete Playground), Year 8 (Half of the netball courts, closest to the entry gate - North), Year 9 (Half of the netball courts, furthest from the entry gate - South), Year 10 (Half the Astro-turf, closest to the entry gate), Pre-Sixth (Half the Astro-turf furthest from the entry gate), Sixth Form (Quad). • In the Prep school, EYFS will share the same outdoor environment. Each bubble ie: Explorers/Adventurers school day group/Adventurers full day group/Reception Key Worker pupils will be allocated a separate time for access. Year 1 and 2 will share lunch and break play times but will occupy zoned spaces. Year 3,4,5 and 6 will have zoned outdoor spaces comprising of the front lawn, concrete tarmac and perimeter hedging, lawn in front of pre-prep and the woodland area with hill. Opal resources will be organised into these zoned spaces to allow Opal play to recommence across the whole Prep school. The Opal Shed will remain out of bounds, with suitable resources spread amongst the zoned areas by the Opal play team. • In prep, in poor weather, pupils will remain in their classrooms and teachers will supervise, planned outdoor supervision will take place along the corridor to relieve teachers needing to do go for comfort breaks as required. Indoor play toys are to be shared in year group bubbles also. 2m socially distanced space at the front of each classroom space needs to be free to facilitate this. • In poor weather, all senior school pupils are encouraged to go to their designated internal areas. Prep school (Old Gym), Year 7 – 13 pupils (Sports Hall). These areas need good ventilation (doors and windows open). • Break time catering... Pupils can bring their own snacks (No nuts) into school for consumption at break times only. Pupils must use the bins provided. • In Prep, children will provide their own snacks (No nuts) for consumption at break time only. • Lunch: Service staggered in 'Bubble' Groups, any queue kept to a minimum and orderly distanced. • Limited meal choices pre plated and collected adhering to the one-way system, there will be no self-service. • Tables in the dining room will be spaced appropriately. 6 pupils from a bubble can sit at one table. • Cutlery will be wrapped and handed out with meals, pupils and staff will bring their own water container apart from Nursery, KS1 & 2 where drinks and cutlery will be provided at the table. 		
--	--	--	--	--	--

			<ul style="list-style-type: none"> • All staff and pupils will clear their own tray, plate and cutlery away into the racks provided. Foundation Stage equipment eating utensils for each Foundation Stage bubble will be cleared by the allocated members of staff. • All staff and pupils will adhere to the one-way system; in at the sports hall end and leave by the DT room exit. • The dining room will be split in to two zones (divided by a screen). One zone will be occupied with one pupil year-group and associated teachers at any one time. Once one zone is clear it will be cleaned in preparation for the next year-group to enter. Each zone will be occupied and cleared alternatively. This will speed up service and clearing times whilst adhering to distancing year-groups. • Catering staff will always wear appropriate PPE within the kitchen (apron & gloves), serving staff will wear a visor in addition to this. Gloves and aprons will be worn by catering staff when cleaning down tables between service. • Toilet breaks... staggered during lessons if asked for. If necessary, only one pupil per class at a time. This is especially important to consider from rooms S20, S21 and S22 (Art and IT due to the movement through lessons). Pupils will be reminded that they must not congregate in groups in and around toilets (particularly at break times). • First aid... Routine and for those displaying COVID-19 symptoms, the designated First Aider will deliver First Aid using appropriate PPE • On arrival, senior school pupils will go to their designated internal areas via the clearly marked one-way system. • On arrival, prep school pupils will go to their classroom via the designated doors • 07.30– 08:15 Nursery Early Morning Care pupils should be brought on foot via the side entrance to the Nursery – Adventurers and Explorers to use separate doors. • 08.20-08.40 Nursey pupils should be brought on foot via the side entrance to the Nursery. Adventurers and Explorers to use separate doors. • 07.30-08.15 Reception Early Morning Care pupils should be brought on foot to the main Prep entrance from where they will be based in an empty Year 1 classroom. • 08:25 – 08:35 pre-prep - drop off GFB then walk around the outside through pre-prep doors (socially-distanced) • 08:35 – 08:45 prep – drop off at drop off zone then walk to own classrooms via prep door (socially distanced, following one-way system and 2m spacing markings. Wash hands on entry) • 08.45-08.55 Reception children should be brought on foot to the socially distanced markers outside the Reception doors • Nursery lunchtime arrivals and departures should be on foot via the Main Prep School entrance • Departure of staff... size of car park mitigates the risk. • Departure of prep school: stagger timings and socially distanced pupils and staff. Parents to pick up from cars: 15.30 Pre-prep, 15.45 Prep, Reception pupils to be collected on foot at 15.15 from 		
--	--	--	--	--	--

			<p>the socially distanced markers outside the Reception doors. Nursery Teatime Club pupils collected on foot from side entrance to Nursery from 15.20 to 18.00. Explorers and Adventurers to use separate doors.</p> <ul style="list-style-type: none"> • Parents collecting Reception pupils attending After School Care to call at the Senior School Main Office entrance, where children will be brought to them. • Reception key worker pupils to wear appropriate dress for winter time regular outdoor activities and for a classroom environment ventilated by open bifold doors. • Reception to Year 6 pupils will attend school in their PE kit on PE/Games days all day to avoid changing/ spending more than necessary time in cloakrooms in close proximity and to reduce the amount of belongings coming in and out of the school building. In inclement weather, children to have seconds/ spares of kit to change into as needed in their sports bag. 		
			<ul style="list-style-type: none"> • Do all we can to minimise contacts and mixing while still delivering the curriculum. Teachers should maintain 2m distance where at all possible – particularly higher risk staff • Focus to be on groups for younger children, and distancing for older children. • Focus on whole year ‘groups’ across the full school. • Early years settings no longer have limits on group size; however, EYFS will operate as FOUR bubbles (Explorers, Adventurers school day group, Adventurers whole day group and Reception key worker pupils operating as 4 units with separate staff for each group, for example, Explorers and Adventurers and Reception will sit at different dining tables etc.) Cardboard box play etc can occur – boxes to be replenished and replaced frequently. • Keep groups apart as much as possible. • In shared environments/equipment increase cleaning frequencies. • Senior School pupils encouraged to keep 2m distance in their groups. • Mixing in wider groups for specialist subjects, wraparound care, or on transport is permitted. • The larger the group, the more robust the other controls need to be. • No expectation that young children distance within their groups. • Partial fulfilment of these aims acknowledged as being of benefit. • Siblings can be in different groups. • All staff can operate across multiple classes and year groups but should practise distancing, and 2m where possible. • To enable the tracing process to work effectively, schools will need to keep a comprehensive record of group/bubble composition and records of any close contact that takes place between children and staff in different groups. Close contact is defined as, <ul style="list-style-type: none"> ○ direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) 	Y	Y

			<ul style="list-style-type: none"> ○ proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual ○ travelling in a small vehicle, like a car, with an infected person ● There will need to be a reliable way of identifying which group an individual is part of so that breaches of these groups can be identified. ● For wrap around care children can now be in a mixed bubble from any year group of up to 15 pupils. Registers to be kept. Prep School wrap around care to be held in the Refectory. No breakfast available from Year 1 – 6. Morning care from 07.30 and After School Care until 5.30pm ● Morning Care and Wrap Around Care to be pre-booked via the Prep Office. Group maximum of 30 pupils. 		
			<p><u>Measures within Classrooms</u></p> <ul style="list-style-type: none"> ● Senior School – <ul style="list-style-type: none"> ○ Staff remain distanced from pupils, at the front of the class, away from colleagues, and 2m from all parties where possible. ○ Pupils sitting side by side and facing forwards where possible. ○ Avoid face to face contact and limit time spent within 1m of anyone. ○ Education and care support for those with complex needs to be provided as normal. <p>In the Senior School, the teacher’s desk(s) will have a clearly marked 2m box around</p> <ul style="list-style-type: none"> ● No group demonstrations unless social distancing can be maintained - video demos, data projectors, digital cameras and visualizers are permitted ● Teachers must keep their distance when observing the pupils as they work through practical activities. This may raise H & S concerns, as well as issues around the competency of the pupil to carry out the task without the intervention of the teacher. The teacher should risk assess the activity prior to the session and consider the competency of the pupils. This will enable them to limit the ‘riskier’ activities to those that the teacher feels their pupils cannot manage without intervention. ● No group work unless social distancing can be maintained ● Wash practical equipment before and after and keep equipment in year groups. Refer to CLEAPSS guidance. ● Tables facing front exam style ● No handing out equipment or printed worksheets unless 48-hour window for decontamination. Writing / drawing paper can be handed out on a need only basis. Any unused sheets must be decontaminated for 48 hours. If a pack of sheets is printed, handling only the top and bottom sheets then discarding them should minimise the risk of transmission. ● Where possible homework should be submitted on the hub but extended pieces of written work, either on paper or in books, can be collected in for marking – allowing 48 hours for decontamination if possible. If not possible, teachers should sanitise before, during and after marking. 	Y	Y

- Written pupil feedback is vitally important and however teachers choose to mark pupils' work, it simply must take place
- After school homework club will operate in year group clusters with supervision between rooms by one member of staff
- No group/partner work unless social distancing can be maintained, e.g. Y13 Geography has 2 pupils
- Hand sanitiser will be accessible for all pupils and staff (there are 37 fixed hand sanitising stations around the school and many more pump bottles available, plus each pupil and staff member is encouraged to bring their own).

Keeping occupied spaces well ventilated (3.8)

- Natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air
- Natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so)

To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate:

- opening high level windows in preference to low level to reduce draughts
- increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused)
- providing flexibility to allow additional, suitable indoor clothing. For more information see School uniform
- rearranging furniture where possible to avoid direct drafts
- Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.

- Ideally no raised voices, unless necessary for safety
- Pupils will wash or sanitise their hands before, during and after use.
- Teachers must ring the Network Manager (Brad Ashton on 442) with any pupil password/login issues rather than send pupils to the IT office.
- Keyboards in shared rooms have been provided with cleaning wipes.
- Primary and EYFS/Nursery–
 - Distancing remains unlikely to be possible. Focus remains on small group size and separation of groups as control mechanism.
 - Desks to be 1 per single table or 2 pupils at either end of double tables, facing forwards as classroom space permits.

			<ul style="list-style-type: none"> ○ SLT to be able to enter all classroom spaces at the front, spaces to be left to allow a 2m socially distant entry point, SLT unable to circulate in between desks for example. ○ On-line reading books and on-line phonic games to be used for Reception home reading activities. ○ Reading books to be quarantined for 72 hours. Classrooms have book banded books and themed topic books for subjects - collated pre-start of term from the library. ○ Group work can be undertaken in the Prep School. Where distancing can be maintained, then it should be observed. ○ Children should use a range of marking techniques, self-marking, oral feedback. Teachers can collect up extended pieces of writing and quarantine them for 48 hours before marking or use other methods such as screen shot the work and use an APP to annotate the work and then print for the child's book for example. ○ If a teacher would like to purchase a visualiser that has not already got one in place, then budgets will be made available for this. ○ All homework will be set via the Hub from Reception to Year 6. Reception to Year 4 will have homework books provided. Year 5 and 6 will submit all work electronically. Homework should be quarantined for 48hrs before marking. We must allow for these times and all maintain high expectations regarding completing and marking by teaching staff. ○ Prep pupils will use their own handwriting pen where permitted. Their pens should be named and left in their pencil cases. Children keep a separate pen at home for completing homework. 		
			<p><u>Measures Elsewhere</u></p> <ul style="list-style-type: none"> ● Groups to be kept apart where possible. ● Timetable to keep groups apart and minimise movement around the site as much as possible. ● Passing the odd person remains low risk but consider pinch-points – one-way system likely to be needed. ● Fire evacuation, staff and pupils to maintain social distancing whilst moving swiftly to the meeting point (though in a real fire the risk from fire takes precedence). ● Staff rooms have had seating capacity reduced and spaced out accordingly. Refer to BEIS guidance on Office and Contact Centres for guidance on staff only areas. ● Access to Support Staff offices; only staff working in these offices have direct access, other staff must enter only when appropriate (one at a time) and remain behind 2m line on floor (social distance) and use hand sanitiser before entering and when leaving. Items of paper etc that need to be passed to Support staff should be left where directed. ● Regular and thorough handwashing or use of alcohol-based sanitiser to be carried out by all pupils and staff members including: On arrival and before departure, before break, when groups change rooms and after using the bathroom 	Y	Y

			<ul style="list-style-type: none"> • In the Senior School and Prep School, no movement from registrations and lessons is permitted until the bell has sounded or the teacher has announced the end of the lesson. In the Prep School children should be escorted to their next lesson. Where a younger child needs to go to the toilet during lessons or has a medical need to go, then they should go to the toilet one at a time. • Unless in an emergency, a clearly marked one-way system is in place for pupils in the Senior School – wherever possible, a clockwise direction will be used based on Refectory and Curved Corridor (12 o'clock), DT workshop and Food (3 o'clock), First Aid Room and Foyer (6 o'clock) and Wilberforce Centre and Library (9 o'clock). The Science corridor must be walked by pupils in a northerly direction i.e. from Physics to Chemistry. • Unless in an emergency, the staircases are also one-way in the Senior School. Blue Carpet from Foyer (UP), Mount Thatcher (near Sharon McEwan's office – UP), Spiral Staircase (DOWN), Boy's changing room (UP), Girl's changing room (DOWN), German to First Aid Room (DOWN). • The facilities team will ensure the clarity of the one-way system with floor and wall markings • All doors except Fire Doors without magnetic stops and Entrances/Exits will be propped open. All windows that can be safely opened will be open to increase ventilation. 		
			<p><u>Measures for Arrival and Departure</u></p> <ul style="list-style-type: none"> • Stagger start and finish times to prevent groups mixing where possible, but without reducing the amount of teaching time. • (as above) On arrival, prep school pupils will go to their classrooms via the designated doors • 07.30– 08:15 Nursery Early Morning Care pupils should be brought on foot via the side entrance to the Nursery – Adventurers and Explorers to use separate doors. • 08.20-08.40 Nursey pupils should be brought on foot via the side entrance to the Nursery. Adventurers and Explorers to use separate doors. • 07.30-08.15 Reception Early Morning Care pupils should be brought on foot to the main Prep entrance from where they will be based in an empty Year 1 classroom. • 08:25 – 08:35 prep-prep - drop off GFB then walk around the outside through pre-prep doors (socially-distanced) • 08:35 – 08:45 prep – drop off at drop off zone then walk to own classrooms via prep door (socially distanced, following one-way system and 2m spacing markings. Wash hands on entry) • 08.45-08.55 Reception children should be brought on foot to the socially distanced markers outside the Reception doors • Nursery lunchtime arrivals and departures should be on foot via the Main Prep School entrance • Departure of prep school: stagger timings and socially distanced pupils and staff. Parents to pick up from cars: 15.30 Pre-prep, 15.45 Prep. • Reception pupils to be collected on foot at 15.15 from the socially distanced markers outside the Reception doors. • Nursery Teatime Club pupils collected on foot from side entrance to Nursery from 15.20 to 18.00. Explorers and Adventurers to use separate doors. 	Y	Y

			<ul style="list-style-type: none"> • Parents collecting Reception pupils attending After School Care to call at the Senior School Main Office entrance, where children will be brought to them. • Communicate arrangements to parents and agree a process for drop off and collection to prevent gathering at the school gates. • Process required for those arriving wearing face coverings, including safe disposal (covered bin) and wash hands before going to class (note point 2 on the system of control 'Clean hands more often than usual' which accepts alcohol based hand sanitiser as a suitable substitute for soap and water. • The small numbers involved in each bubble, and the use of school buses negates the need for staggered start times. • The departure times will be staggered between Prep and Senior Schools as usual (see above.) 		
			<p><u>Other Considerations</u></p> <ul style="list-style-type: none"> • Specific assessment for those with SEND needs to help with adjustments. • Supply/peripatetic teachers can move between schools but minimise contact and distance as much as possible. Specialist staff e.g. therapists work as normal. • Contractors and other visitors on site must distance as much as possible. Facilities Manager / Business Manager to explain local processes to them before arrival. Keep a record of all visitors (sign-in books fine so long as entries as legible as schools may be required to trace persons if required to by PHE). • Dual registered children can attend, but the two settings should ensure liaison as relevant to any COVID related concerns arising in either of the attended groups. JM to lead on as EYFS lead. Effects 2 children at present count. • Equipment – <ul style="list-style-type: none"> ○ Reception pupils should only bring their coat, hat, scarf and gloves and water bottle to school each day. Spare clothes, wellingtons and waterproof trousers to remain in school. ○ Personal items, e.g. pens and pencils recommended to remain individual ○ Classroom resources – can be used freely within the bubble/group, but subject to regular cleaning ○ Where items cannot be easily cleaned i.e. wicker baskets/ natural resources they should not be re-introduced. ○ Resources shared between groups will require frequent and meticulous cleaning, i.e. always before being used by another group, or quarantined for 48 hours between use (72 hours for plastic items). ○ Pupils should limit the amount of equipment they bring to school. Prep limited to coats, reading books in book bags, snack boxes, spare clothes where needed. No show and tell items or items for play to be brought from home. ○ Resources can be taken home where it contributes to education and development and subject to the same rules re cleaning and rotation as above. 		

			<u>Dedicated school transport</u> <ul style="list-style-type: none"> No school transport during the lockdown. 	Y	Y
			<u>Public Transport (key principles applied)</u> <ul style="list-style-type: none"> Promote walking/cycling to school if possible Face coverings are required on public transport for all over 11 years old. Schools need to plan for how to manage safe arrival of these students (See above) <p>Details of local arrangements: Very few, if any pupils using public transport due to location of school.</p>	Y	Y
			<u>Boarding Schools</u>	n/a	n/a
Infection Control (premises)	Staff, Pupils, Visitors	Changes to or introduction of physical control measure to minimise the risk of the spread of infection	<ul style="list-style-type: none"> Any unnecessary furniture removed to aid distancing between groups One-way system implemented in corridors and on stairwells Demarcating playground space to help with group management. Demarcating staff rooms or other areas where adult may congregate. Print rooms/photocopiers limited to one person within the room or within 2 metres if copier is within a larger room. Hand sanitiser will be available at each area. HVAC system switched to fresh air mode where possible and present. A/C units should be switched off, unless used for cooling IT equipment. Reduce occupancy for lifts - lift use must be restricted to facilities team and in the case of injury where mobility is impaired - limited to 2 people. Natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air Natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so) Further advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE coronavirus (COVID-19) advice. To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate: <ul style="list-style-type: none"> opening high level windows in preference to low level to reduce draughts increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused) providing flexibility to allow additional, suitable indoor clothing. For more information see School uniform 	Y	Y

			<ul style="list-style-type: none"> rearranging furniture where possible to avoid direct drafts Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces. Where multiple staff must occupy a single office and 2m separation is not possible: <ul style="list-style-type: none"> Work back-to-back Install screens between workstations Developing a rota so that staff don't have to work together Prohibit shared workstations if robust cleaning cannot be ensured between users - encourage use of classroom device over staff workroom where possible The Covid-19 Secure in 2020 poster – is displayed at each entrance Staff workroom, shared offices and Science prep room clearly demarcated to encourage social distancing Seating removed from Senior staff room to allow for social distancing before school and at break and lunch time. Not used for meetings. Staff tea/coffee - staff to bring their own flasks and use hand sanitiser before touching hot water dispenser tap. Preparation of food and drink fine but area must be regularly cleaned. Staff use their own mugs/cups/tea/coffee. Use of dishwasher is fine. Sanitiser near door. All in-person meetings will be avoided outside Senior Team and PLT unless numbers and rooms allow for strict 2 metre social distancing to be maintained throughout and all parties are content with the arrangements. Every interaction which can be virtual, should be - because every interaction carries a risk of transmission. All teaching rooms will have cameras and microphones to enable meetings to be virtual. Prep staff room seating to be changed to allow for 2m spacing/ chairs removed as necessary by facilities team. Limit use of the staff room to only necessary occupancy. Promote own classroom spaces or outside. Meetings, where social distancing can be adhered to, in smaller groups e.g. teaching staff only or support staff only. Whole staff prep meetings on Microsoft Teams. Prep staff CPD will continue. This may be organised by breaking staff into smaller groups or by meeting in a larger space, so that distancing can be maintained. It may be a blended approach of face-to-face training and activities/ reading circulated based on whole school improvement requirements. Staff may be asked to post outcomes of study, research and actions for the group for review. Continued use of Teams as appropriate and as the primary way to meet. <p>External lettings (First Steps Sports) cancelled from 5th January 2021 until restrictions are lifted.</p>		
Asymptomatic Testing Programme	Staff, Pupils	Additional measures required to support the routine weekly and daily contacts testing programme from January 2021.	<ul style="list-style-type: none"> All testing to be carried out in strict adherence to the procedures contained in the <i>"NHS How to Guide: Rapid Testing in Schools and Colleges"</i>. Training – The school have followed the <i>"NHS Training Guide for Rapid Testing in Schools and Colleges"</i>. All staff involved in the mass testing programme have completed the online training programme relevant to their assigned role(s) and have been signed off as competent by the using the competency assessment templates provided by DfE/PHE. Premises – The Drawing Room has been set up in compliance with the <i>"NHS How to Guide Rapid Testing in Schools and Colleges"</i>. The school have made provision for all materials required as detailed in the same. Testing areas will be 	Y	Y

			<p>cleaned down before being returned to normal use. General safety of the premises, e.g. condition, slips and trips, is already managed covered in other existing school risk assessments.</p> <ul style="list-style-type: none"> • Signage – the testing area has been clearly demarcated to support flow and to prevent unauthorised entry. • Logistics – Participants arrive through the door to G3, complete the consent form and scan QR code, wait to be called forward to the test area and follow instructions. Once complete follow instructions and leave through door in G4. Await result and take appropriate actions. • PPE – PPE requirements vary by role but will be provided in line with the DfE/PHE guidance. All testing staff will be training in correct donning and doffing procedures. PPE will be changed in line with the frequencies detailed in the <i>“NHS How to Guide: Rapid Testing in Schools and Colleges”</i> • Storage of materials – testing kits are stored securely at a temperature between 2C and 30C. Prior to use all reagents will be brought up to 15C if necessary. Deliveries will be handled in accordance with the school’s existing manual handling procedures. • Waste – Clinical waste contracts have been established and the Facilities Team / School Nurse will ensure that waste streams are not contaminated. • Cleaning – Cleaning is carried out in line with the requirements and frequencies detailed in the <i>How to Guide</i> and the linked training modules. • First Aid – the school will ensure that access to first aid provision is possible at all times that asymptomatic testing is being carried out. • Monitoring – the school’s Quality Lead/Team Leader will verify the school is ready to start testing and carry out periodic monitoring to verify that the requirement standards are being maintained. • Testing – tests will be self-administered under direction of the testing team. Where additional assistance is required please speak to the School Nurse or Senior Deputy Head, <p><u>Results</u></p> <ul style="list-style-type: none"> • For routine weekly testing, participants may return to work or class while awaiting their result. • For daily contact testing, participants will need to be held in a holding space, with a separate space for each group of close contacts that is cleaned once each group leaves. • Anyone in receipt of a positive result needs to self-isolate and take a confirmatory PCR test. Schools have a supply of PCR kits for participants to use at home. <p>Routine weekly and daily contact testing will be available in the Drawing Room during the following times:</p> <ul style="list-style-type: none"> • Monday – morning testing until 12:15pm • Tuesday – afternoon testing from 12:15pm to 16:00pm • Wednesday – morning testing until 12:15pm • Thursday – afternoon testing from 12:15pm to 16:00pm • Friday – morning testing until 12:15pm <p>Any pupil in school displaying symptoms or with a positive test result will be supervised outside the first aid room, regardless of age. Any member of staff available can do this, wearing the appropriate PPE and from a safe distance, until a parent arrives to collect them.</p>		
--	--	--	---	--	--

Anxiety, stress and worry	Staff, pupils (parents indirectly)	Those coming back to work, or school may be anxious, worried our stressed	<ul style="list-style-type: none"> Involve the workforce in the development of this risk assessment and control measures (refer to Group Consultation (HS) Policy for guidance). Communicate this risk assessment and its findings to staff and potentially pupils/parents. Feed the determined approach into the communication strategy. Staff have access to Group's occupational health and counselling service Publish the findings of this risk assessment on the school website. <i>The plan will be shared on our website for staff, parents and pupils. Webinar to take place to provide reassurance re safety and control measures.</i> Staff to keep up to date on current resources available through the United Hub https://hub.unitedlearning.org.uk/teaching-learning/continuity-of-learning/Pages/default.aspx Staff to visit the resources on the United Hub Wellbeing pages https://hub.unitedlearning.org.uk/policies-guidance/Staff-Wellbeing/Pages/default.aspx 	Y	Y
Cleaning	Staff, Pupils, Visitors	General hygiene to interrupt transmission from contact surfaces	<ul style="list-style-type: none"> Frequency to be increased with focus on areas used by multiple groups and hand-contact surfaces in line with normal procedures and cleaning risk assessment. No requirement for additional PPE to be worn. Cleaning staff reminded to be mindful to minimise face contact and the need for regular handwashing. Cleaning following confirmed/suspected case in accordance with DfE guidance COVID-19: cleaning of non-healthcare settings Hull Collegiate School building cleaning is contracted out to Greens Commercial Cleaning, the school has a record of what enhanced processes have been implemented and carry out audits of cleaning to ensure quality. See Method statement produced by GCC as evidence that the contractor is operating in line with Govt guidance and not just carrying out business as usual. <i>Staff should clear classrooms by 4.30 p.m. (where possible), to allow cleaning staff access to classrooms.</i> 	Y	Y
Delivery of 'higher risk' subjects	Staff, Pupils	Delivery of lessons such as science, D&T, Drama and PE require pupils and staff to work in close proximity thereby increasing the risk of infection	<ul style="list-style-type: none"> Subject leads to review their risk assessments for the planned activities and update accordingly with reference to CLEAPSS 344. Reference to specialist advisory bodies for latest guidance on required controls. (CLEAPSS, AfPE). Consideration required for availability of support staff e.g. technicians and the capability of practical lessons to be delivered while maintaining social distancing. PE – Teams Lessons, and some live teaching for those pupils in school Music – Teams lessons, including Peri Music teachers / lessons 	Y	Y
		Educational visits	<ul style="list-style-type: none"> Educational visits will not go ahead until restrictions are fully lifted. 		
Intimate Care/Higher Dependency Pupils	Staff, Pupils	Intimate care brings people within close proximity of each other thereby	<ul style="list-style-type: none"> Staff providing intimate care to use PPE as they would do normally for providing care in line with children's need No specific PPE required unless the child in question is symptomatic (see <i>Suspected/confirmed case in school</i> section). 	Y	Y

		increasing the risk of infection	<ul style="list-style-type: none"> • PPE available from First Aid Room • When changing nappies in Nursery/ Reception, gloves, wipes and sanitiser are provided. 		
Failure to follow local rules	Staff, Pupil, Visitors	Persons fail to follow local rules due to lack of awareness. Persons violate local rules	<ul style="list-style-type: none"> • AW to share details of risk assessment with staff, parents, pupils and LGB • Microsoft Teams used during INSET to familiarise staff with arrangements • compliance with this risk assessment and associated procedures will be monitored by the Collegiate Leadership Team with checklists, casual procedure observations and audits. • Regular communications to reinforce the messaging including 'Hands, Face, Space' • Transgressions of this nature will be handled as a safeguarding matter by the DSL, Headmistress, Senior Deputy Head and Headteacher of the Prep School. Transgressions may require disciplinary action/exclusion. • Behaviour policy updated. iSAMS notifications 'Society' or 'Respect' will be used. This is communicated home via FireFly. 	Y	Y
Maintaining a compliant premises	Pupils, Staff	Loss of site staff and access to contractors resulting in PPM and other compliance checks lapsing.	<ul style="list-style-type: none"> • Premises compliance status reviewed by Business/Facilities Manager, all areas are up to date and reviewed monthly. Post walk through with the Employee trade union rep items noted and included in RA where appropriate • Contractor access to site for PPM/compliance inspections is continuing. Legible record of all contractor details to be held for 21 days (to support Test and Trace process if necessary). 	Y	Y
The school lapses in following national/ group guidelines and advice	Staff, Pupil, Visitors	Lack of awareness leads to potential contamination of the premises or an outbreak spreads rapidly through the school and wider community	<ul style="list-style-type: none"> • Central office to ensure that Coronavirus pages on the Hub are kept updated • Important updates/changes to be included in Jon Cole's Heads Bulletins. • Headmistress to ensure that all relevant guidance is followed and communicated • Senior Leaders to keep up to date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE, and review this risk assessment accordingly • Information on the school website is updated. Parent tab has dedicated menu item for information relevant to parents. • Parents/Pupils updated via classrooms/email/parent text as necessary. • Any change in information to be shared with Chair of Governors and passed on to parents by +Parent mail and staff by email 	Y	Y
Other Risk Assessments	Staff, Pupils	Other risk assessment that aren't updated and therefore become invalid	<ul style="list-style-type: none"> • Extra-curricular provision subject to specific risk assessment developed with reference to DfE Guidance on Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak • Fire risk assessment reviewed • Fire safety procedures amended to support COVID-19 arrangements; Fire Alarm testing to continue. • Staff training scheduled monitored and any slippage identified 	Y	Y

			<ul style="list-style-type: none"> Key premises risk assessments reviewed to ensure they remain valid, e.g. fire risk assessment, manual handling, COSHH if new chemicals are brought in. Safety data sheets in place for new hand sanitiser 		
Display Screen Equipment (temporary home workers)	Staff	Staff working from home not having access to a workstation fully compliant DSE workstations giving rise to musculoskeletal issues.	<ul style="list-style-type: none"> Staff allowed to take home peripherals and chairs from office Guidance on setting up a suitable workstation provided on Hub coronavirus pages Additional equipment needs to be reviewed on a case-by-case basis <i>Reviewed on a case by case basis; as and when staff need to self-isolate. Staff will continue to teach and meet from home via Microsoft Teams unless too unwell to do so.</i> 	Y	Y
First Aid (temporary home workers)	Staff	Staff suffering injury at home	<ul style="list-style-type: none"> Low-risk, office-style work. No specific controls required. Any accidents to be logged onto ARMS. 	Y	Y
Wellbeing/ Stress (temporary home workers)	Staff	Social isolation leading to issues with wellbeing Unusual working environment arrangements contributing to stress	<ul style="list-style-type: none"> Guidance on wellbeing provided on Hub coronavirus pages – dedicated wellbeing section Guidance provided to managers on supporting their teams and reasonable expectations during this period. Managers to maintain regular contact with their employees, preferably by video link. Furloughed staff to have keep in touch days with their line manager <i>Reviewed on a case by case basis; as and when staff need to self-isolate.</i> Staff to keep up to date on current resources available through the United Hub https://hub.unitedlearning.org.uk/teaching-learning/continuity-of-learning/Pages/default.aspx Staff to visit the resources on the United Hub Wellbeing pages https://hub.unitedlearning.org.uk/policies-guidance/Staff-Wellbeing/Pages/default.aspx 	Y	Y

Details of any additional control measures for consideration	Target for completion	Date of completion	Completed By
Communication of Risk Assessment reviews and updates (update website)	11/01/2021	11/01/2021	ALK
Subject leads to regularly review their Risk Assessments for planned activities and update accordingly.	Ongoing	Ongoing	HOD / SL

<p>Health screening of staff to continue to be carried out weekly; staff to respond to a standard email” Are you unwell, is anyone in your household unwell?”. Positive replies only i.e. from those feeling unwell only.</p> <p>Lateral Flow testing to begin in school from 7th January 2021</p> <p>Next review towards the end of the February Half Term holiday period (21/02/2021) or as changes dictate</p>	<p>Weekly</p> <p>07/01/2021</p> <p>21/02/2021</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>HH / IT</p> <p>CW / SC</p> <p>CLT</p>
--	---	-------------------------------	--

Assessment completed by:	Chris Wainman / Antje Kell / Andy Kiddy / Janet Maltby	Date:	11/01/2021	Date of next review:	21/02/2021
---------------------------------	---	--------------	-------------------	-----------------------------	-------------------