

Risk Assessment Form

Department: <i>Halesbury School</i>	Service: <i>Education</i>	Reference: <i>V2</i>
Activity: <i>Full School Operation during COVID-19</i>	Site: <i>Halesbury School</i>	
People at Risk: <i>Staff, pupils and visitors</i>	Additional Information: <i>Written in respect of the Corona Virus</i> <i>MOST RECENT CHANGES IN BOLD TYPE</i>	
Name of Person Completing Form: <i>John Kulyk</i> Date: <i>9/11/2020</i>	Job Title: <i>Head Teacher</i>	Review Date: <i>Jan 21 or as new guidance is released</i>

Hazard	Risk	Initial Rating L, M, H	Existing Control Measures	Final Rating L, M, H	Additional Action Required (action by whom and completion date – use separate Action Plan if necessary)
<p><i>Staff/pupils/parents/visitors</i> <i>unaware of policies and procedures</i></p>	<p><i>Infection transmission due to poor awareness of policies and procedures implemented to reduce the risk of spread of infection.</i></p>	<p>H</p>	<p><i>All staff are made aware of the policies and documented procedures in place to reduce the risk of spreading the infection via email. These include:</i></p> <ul style="list-style-type: none"> - <u>Health and Safety Policy</u> - <u>Infection Control Policy</u> - <u>First Aid Policy</u> - <u>Coronavirus (COVID-19): Full Opening Handbook for Parents/Carers</u> - <u>Remote Learning Policy</u> - <u>Safeguarding Policy</u> - <u>Addendum – COVID-19</u> <p><i>Staff receive any necessary information on measures that have been implemented that are relevant to their role, e.g. infection control and pupil wellbeing.</i></p> <p><i>The Head Teacher keeps up-to-date with advice issued by, but not limited to, the following:</i></p> <ul style="list-style-type: none"> - <i>DfE</i> - <i>NHS</i> 	<p>H</p>	<p><i>Whole school training required to ensure every employee is aware of the action the school MUST take when necessary. Training sessions to be commenced immediately.</i></p> <p><i>Senior leaders should ensure they are aware of current guidance and legislation in respect of whole school operations during the COVID-19 pandemic including, but not limited to:</i></p> <ul style="list-style-type: none"> - <i>Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</i> - <i>DfE (2020) ‘Guidance for schools: coronavirus (COVID-19)’</i> - <i><u>Safe working in education, childcare and children’s social care</u></i> - <i><u>Supporting children and young people with SEND in schools and colleges</u></i> <p><i>The Head Teacher must ensure staff are aware of and implement, any new advice relevant to their role, from but not limited to, the following:</i></p> <ul style="list-style-type: none"> - <i>DfE</i>

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			<ul style="list-style-type: none"> - PHE - Department of Health and Social Care - The school's local health protection team (HPT) <p>All staff have received a copy of the Infection Control Policy, have been asked to become familiar with their responsibilities and follow the procedures.</p> <p>Posters around school and floor markings make it clear to the school community and visitors the expectation to return home if experiencing Coronavirus symptoms, maintain social distancing and good respiratory and hand hygiene, and how to navigate the school safely.</p> <p>All the above documents as well as the Full School Operation During COVID-19 risk assessment is available on the school website, sent out to parents via ParentHub and to staff via email.</p>		<ul style="list-style-type: none"> - NHS - PHE - Department of Health and Social Care - The school's local health protection team (HPT) <p>Every manager needs to ensure that policies and procedures are being implemented and followed consistently including supply staff and visitors.</p> <p>The senior leadership team should review relevant school policies to ensure they account for new provisions.</p> <p>Senior Leaders and managers must stay up to date with policies and guidance specifically relating to their roles. Regular updates and meetings to communicate any change are essential for staff and parents</p>
Transmission of Covid19 among staff, pupils and visitors due to poor hand and respiratory	Infection transmission due to poor awareness and implementation of hand and respiratory	H	<p>All pupils, staff and visitors should wash or sanitise hands on arrival and regularly throughout the day including when they arrive at school, when they return from breaks, when they change rooms, and before and after eating.</p> <p>Hand sanitiser is provided in all rooms.</p>	H	<p>All pupils, staff and visitors must ensure they carry out hand hygiene routines.</p> <p>Staff must ensure all pupils wash/sanitise their hands each time they leave their room as a matter of routine.</p>

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<i>hygiene</i>	<i>hygiene</i>		<p><i>Pupils to be supervised by staff, where appropriate to age and/or understanding, for example when using hand sanitiser to ensure they do not ingest any.</i></p> <p><i>Younger pupils and those with complex needs are supported with hand and respiratory hygiene practices, however, these routines are capped where the constant need to maintain good hygiene would have a negative impact on learning and mental health.</i></p> <p><i>Individual risk assessments are conducted in relation to pupils with complex needs who struggle to maintain good respiratory hygiene.</i></p> <p>Face coverings should be worn by all staff, visitors and pupils from year 7 and above outside classrooms when moving around communal areas where social distancing cannot easily be maintained. Some individuals will be exempt from wearing face coverings, including those who:</p> <ul style="list-style-type: none"> • Cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability. • Speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate. <p>We expect everyone in the school community, including parent and visitors, to be sensitive</p>		<p><i>Check regularly to ensure information notices are clearly on display. Replace where necessary.</i></p> <p><i>Ensure all staff/pupils and visitors are aware of procedures. Ensure all families of pupils in the school are communicated with on a regular informative basis.</i></p> <p><i>Monitor official guidance for updates and share with school community.</i></p> <p><i>Hygiene measures need to be explained to visitors and contractors upon their arrival.</i></p> <p><i>It is the responsibility of all staff receiving visitors from outside agencies to ensure they have received the information and training to manage infection control in line with their tasks.</i></p> <p><i>Infection control information and procedures should be adapted and made accessible to pupils.</i></p> <p><i>Staff should continue to support pupils to follow the guidance and embed hygiene routines into the curriculum and daily school routines, as appropriate for age, understanding and ability.</i></p> <p><i>Many of the pedal bins are broken. These need to be repaired or replaced as quickly as possible.</i></p> <p><i>Pupils in year 7+ are to be educated in how to put on, remove and store face coverings safely.</i></p>

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			<p><i>to these needs.</i></p> <p><i>No pupil will be excluded from education on the grounds that they are not wearing a face covering.</i></p> <p><i>Pupils in year 7+ will be educated in how to put on, remove and store face coverings safely.</i></p> <p><i>Staff have been emailed and asked to carefully read the Infection Control Policy, informing them of school procedures in line with their tasks.</i></p> <p><i>Notices are displayed in some areas of the school reminding staff and pupils to cough/sneeze into a tissue or elbow, put used tissues into a lidded bin immediately and wash hands thoroughly and regularly.</i></p> <p><i>Pupils are encouraged not to touch their faces or others, however many of our pupils are not able to manage such impulses or have any awareness of the action.</i></p> <p><i>Information is displayed in many areas of the school, listing symptoms of Covid 19, providing personal hygiene and social distancing advice.</i></p> <p><i>Staff and visitors are asked to follow the ‘hands, face, space’ guidance.</i></p> <p><i>Hand sanitiser or soap & water, tissues and a foot operated, lidded bin are available in all areas,</i></p>		

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			<i>including entrances/exits.</i>		
<i>Increased risk of infection due to difficulties maintaining social distancing.</i>	<p><i>Having all pupils and staff onsite makes social distancing more difficult and greatly increases risk of spread of infection.</i></p> <p><i>Pupils having little awareness of personal space and are unable to maintain social distancing independently.</i></p>	H	<p><i>LA risk assessments have been carried out for all pupils returning to school.</i></p> <p><i>Pupils <u>and staff</u> are separated into groups (or 'bubbles').</i></p> <p><i>Most bubbles are the size of a full class (less than 30 including staff). Secondary classes mostly work in their class bubbles, but to enable the full curriculum to be offered it is necessary to combine groups on occasion to contain all of the 80 pupils and staff. The school day is organised to ensure pupils remain in their own bubbles as much as possible.</i></p> <p><i>Due to the requirement to deliver specialised care and treatments, it is sometimes necessary for staff to work across several classes/bubbles in a day and they are unable to maintain social distancing from pupils and sometimes other staff. Where possible, staff should wear a face covering unless exempt.</i></p> <p><i>Staff are asked to maintain 2 metre social distancing from each other and pupils</i></p> <p><i>Staff have been asked to communicate via a digital medium e.g. Teams messaging/groups/video call or email rather than face to face where possible.</i></p> <p><i>Pupils' educational and care support plans are</i></p>	H	<p><i>Maximum person capacity limits to be clearly displayed in small staff communal areas e.g. PPA room</i></p> <p><i>Staff delivering specialised care and treatments for pupils in bubbles other than their own (e.g. feeding, manual handling, intimate care) are required to wear full PPE throughout the process.</i></p> <p><i>Managers should ensure risks to pupils, staff and visitors are mitigated so far as is reasonably practicable.</i></p> <p><i>PPE should be used as needed and all staff should dispose of PPE by safely following guidelines as set out in the Infection Control Policy.</i></p> <p><i>Supply and cover staff who move between bubbles should be supported to maintain social distancing <u>as strictly as possible</u> where pupils are able to adhere to the guidance. Face coverings should be used unless teaching or exemption applies.</i></p> <p><i>Staff should maintain a two-metre distance from each other and from pupils, where possible.</i></p> <p><i>Where close proximity interaction between staff and pupils or 2 adults (being less than two metres apart) cannot be avoided, managers should instruct staff and volunteers to:</i></p> <ul style="list-style-type: none"> <i>Identify beforehand which tasks must be done in close proximity to others and which tasks can</i>

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			<p><i>provided with as little disruption as possible.</i></p> <p><i>Classrooms have adapted to support social distancing in classes where this is possible. Staff have been asked to seat pupils side by side and facing forwards, however most primary classes continue to sit in groups which favour learning and best support the often complex needs of the pupils.</i></p> <p><i>Visual aids have been used to display social distancing measures.</i></p> <p><i>Pupils to stay in their own classes/bubbles for lessons. Break times are staggered to reduce quantity of pupils on the playground at any one time and prevent mixing.</i></p> <p><i>Pupils have been asked and encouraged to maintain social distancing at break times, with limited success, even with pupils for whom it might be achievable.</i></p> <p><i>Assemblies are held within groups/bubbles. Whole school or phase assemblies have been paused.</i></p> <p><i>Staff have been asked to limit their use of communal areas, e.g. the staff room, to avoid unnecessary group gatherings and facilitate social distancing between adults.</i></p> <p><i>Pupils will be collected and returned to their taxis as per the Halesbury COVID-19 Dedicated Transport Procedures. Hand sanitiser should be</i></p>		<p><i>be carried out at a distance or remotely.</i></p> <ul style="list-style-type: none"> • <i>Work facing away from each other or side-by-side, where possible, instead of face-to-face.</i> • <i>Where face-to-face interaction is essential, minimise the frequency and duration of the interaction.</i> • <i>Limit close proximity interaction to <u>15</u> minutes at a time.</i> • <i>Limit the number of people in close proximity interactions to no more than <u>two</u> people.</i> <p><i>Many interactions between staff in school are still face to face, class staff often use shared equipment (e.g. telephones in admin office, pens etc.), admin staff go into classes to pass on urgent messages to class staff who are not able to access their IT due to teaching.</i></p> <p><i>Teachers should continue to remind pupils to maintain social distancing at all times where possible.</i></p> <p><i>Staff communal areas, such as the staff room, should be set up to reduce the number of places available and clearly show seating at 2 metres apart.</i></p> <p><i>Where pupils, staff or volunteers cannot follow social distancing arrangements for a particular activity, a member of the SLT should assess whether the activity needs to continue – mitigating actions are put in place if continuing the activity is essential.</i></p>

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			<p><i>used upon alighting and boarding the vehicles.</i></p> <p><i>Pupils age 11 and over must wear a face covering on <u>public transport</u>.</i></p> <p><i>Pupils age 11 and over are advised to wear a face covering on <u>dedicated school transport</u> if they feel able to and can handle them safely.</i></p> <p><i>Pupils, parents/carers have been encouraged to avoid using public transport where possible and to walk or cycle where appropriate.</i></p> <p><i>Supply teachers, peripatetic teachers and other temporary staff members can move between schools but are expected to <u>maintain social distancing from staff and pupils</u> and wear a face covering unless teaching or exempt.</i></p> <p><i>A record is kept of all visitors and contractors that come to the school site on our Inventory system which can be used for track and trace purposes.</i></p> <p><i>In classes where it is possible, pupils keep to their own seats and only use their own frequently touched equipment in classrooms – age and ability dependent. In our younger classes and those with more complex needs, this is not possible and children continue to mix freely to support their learning, particularly in key social and emotional areas.</i></p> <p><i>There is a tight rota for moving around the school with the recognition of the 'bubble' to minimise</i></p>		<p><i>Leaders need to ensure teachers, peripatetic teachers and other temporary staff members are aware of our requirement for them to <u>maintain social distancing from staff and pupils</u> and wear a face covering unless teaching or exempt, however, we acknowledge that due to the needs of our children, close contact is often required. Consideration should be given to mitigating risks of virus transmission in these situations.</i></p> <p><i>Social distancing measures should be explained to all contractors and visitors upon their arrival.</i></p> <p><i>Staff are not always maintaining social distancing when the opportunity arises e.g before pupils arrive and after they leave. An email will be sent to staff reiterating the need to refrain from socialising in social groups outside of their bubbles at the beginning and end of the school day. It is essential that this is adhered to by staff to reduce transmission.</i></p> <p><i>Staff need to ensure that all occupied rooms are kept well ventilated throughout the school day.</i></p> <p><i>Floor markings, particularly in one way corridors, should be reviewed as to their effectiveness. Staff should be advised to report loose marking tape as it poses a tripping hazard.</i></p> <p><i>Staff should be encouraged to avoid using public transport where possible and to walk or cycle instead.</i></p>

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		H	<p>contacts between groups.</p> <p>Staff have been asked to keep rooms well ventilated, doors and windows open where it is safe and sensible to do so.</p> <p>A one way system is marked out in some corridors to enable social distancing when moving around school.</p>	H	<p>All staff should ensure occupied rooms are always well ventilated where possible, but also to consider the impact of changing weather and keeping children safe.</p> <p>The one way system should be reviewed to assess effectiveness, practicality and compliance.</p>
	Gatherings of pupils at any time including lunch, break times and toileting.		<p>Classes or bubbles will have staggered breaks and eat in class where this is possible.</p> <p>Pupils and some staff eat in their bubbles. The school kitchen is providing hot meals daily, which are delivered to classes in disposable polystyrene containers. Pupils who have packed lunches are also required to eat in their class bubbles.</p> <p>Staff have been asked to monitor pupil toileting where support may be required with hygiene routines.</p> <p>Pupils are required to wash or sanitise their hands before and after eating and when changing rooms or returning from break.</p>		<p>Staff may be unaware of pupils mixing with those from other bubbles when they are sent to the toilet unaccompanied. This should be reviewed by school leaders and line managers with class staff.</p>
Transmission of Covid19 in staff only areas.	Adults working closely	H	<p>Adults have been asked to reduce contacts and <u>maximise distancing from other staff</u> as much as possible.</p> <p>Face coverings do not have to be worn by adults who are working within their own class bubble, but must be worn in communal areas or if working in any bubble other than their</p>	M	<p>Adults should be regularly reminded to maintain social distancing and refrain from mixing socially with others outside their class bubble. Face coverings should be worn in school by all adults outside classrooms when moving around communal areas unless exempt.</p>

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			own unless exemptions apply.		
	Lunch times and breaks, rooms where staff previously met to socialise.	H	<p>Staff break areas to have soap & water or hand sanitiser available.</p> <p>Staff are asked not to share lunches and to use only their own cutlery, cups and utensils, or use the dishwashers provided, but this is not monitored.</p> <p>Staffroom and shared areas to be kept well ventilated.</p> <p>Cleaning spray or wipes are provided in the staff room. Staff have been asked to clean their space before and after using the area.</p> <p>Face coverings should be worn by all adults in communal areas of the school unless eating, drinking or exempt.</p>	M	<p>Staff lunch breaks are not co-ordinated across the school to allow for social distancing in the staff room. This should be looked at to ensure staff are getting breaks and are able to social distance.</p> <p>Managers should be reminded to ensure staff are using only their own cutlery, cups and utensils, and any shared items are cleaned in the dishwashers provided.</p> <p>Signage should be placed in staff areas to notify of the procedures in place.</p> <p>Kitchenette areas are planned for mobile classrooms, making facilities available for staff taking breaks in their classrooms.</p>
	Transmission of virus during staff Meetings	H	<p>Staff meetings will either be held via Teams or socially distanced in a well ventilated room.</p> <p>Face coverings should be worn unless exempt.</p>	L	<p>Staff in all classes should be reminded to maintain social distancing in classes during Teams meetings. IT equipment should be wiped clean between each change of user.</p>
	Transmission of virus in reprographics areas	H	<p>Only one person at a time should use the reprographics areas. Others waiting to use the equipment must wait outside the room.</p> <p>Photocopiers must be cleaned and hands washed/sanitised after use.</p> <p>Face coverings should be worn in the reprographics and PPA areas unless exempt.</p>	L	<p>Ensure sanitising wipes are always available by photocopiers.</p> <p>Visual reminders to wipe equipment before and after use should be displayed.</p>

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<p><i>Transmission of virus in intimate care and First Aid situations.</i></p>	<p><i>Intimate care procedures put staff and pupils at greatly increased of viral transmission through close contact and managing waste contaminated with bodily fluids/solids.</i></p>	<p>H</p>	<p><i>Pupils are encouraged to manage their own personal care.</i></p> <p><i>The Infection Control Policy has been emailed to all staff and is available on the shared area of the school network and on the school website.</i></p> <p><i>Where first aid treatment is required and social distancing cannot be maintained, gloves and a surgical mask provided by school may be worn but are not required unless the pupil displays coronavirus symptoms. A visor may be worn if the pupil is known to spit. PPE must be removed and disposed of in accordance with guidance. Hands must be washed thoroughly with soap and running water for at least 20 seconds. The first aid room should be cleaned with wipes after use.</i></p> <p><i>Frequently touched areas much be cleaned and disinfected between each use.</i></p> <p><i>PPE is available for staff to use and following process should be adhered to:</i></p> <ul style="list-style-type: none"> • <i>Type IIR surgical mask – not a ‘face covering’</i> • <i>Visor/goggles</i> • <i>Apron</i> • <i>Gloves</i> <p><i>All touched surfaces and items should be disinfected after use.</i></p> <p><i>PPE should be removed safely following the procedure in the displayed PHE poster in care</i></p>	<p>M</p>	<p><i>A regular repeat order of all required PPE, hygiene and cleaning solutions will be maintained by the office.</i></p> <p><i>Training on the Infection Control Policy should be delivered to all staff.</i></p> <p><i>Regular checks should be organised to ensure posters displaying the safe removal of PPE are prominently displayed in areas where PPE is stored.</i></p> <p><i>Managers should check that staff are aware of how to put on and remove PPE safely.</i></p>

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			<p>rooms and the first aid room.</p> <p>Staff routinely wash their hands for more than 20 seconds with soap and water after supporting pupils with intimate care.</p> <p>On exit the handle of the door will be wiped clean.</p> <p>Any soiled clothing should be double bagged and sent home.</p>		
Cross infection due to lack of PPE for staff.	Staff/pupils not protected in close contact situations from transmission of the virus.	H	<p>Stocks of PPE held by the school are checked weekly by admin staff and reordered as necessary. All school staff should report shortages of stock immediately. PPE includes:</p> <p>Type IIR fluid repellent face masks Visors Gloves Aprons Protective glasses Hand sanitiser no less than 60% alcohol based Cleaning products including disinfectant, virucidal wipes and disposable cloths. Where wipes become unavailable, Esteem and paper towels will be used and stored in an area inaccessible to pupils.</p>	L	All staff should be reminded of the need to report PPE shortages immediately to the admin team.
Improper use of PPE.	PPE providing inadequate protection due to improper use.	H	<p>PPE is provided for use by all staff as needed.</p> <p>Posters with guidance for putting on/ taking off PPE are on display in areas where PPE is available.</p> <p>Face masks must:</p> <ul style="list-style-type: none"> cover both nose and mouth 	L	<p>Managers to check staff understanding of how to safely put on and remove PPE – see donning and doffing procedures. (click on link)</p> <p>Use of PPE by staff in dealing with a symptomatic pupil needs to be recorded on the COVID-19 Record of school illness.</p> <p>Email to be sent out to all staff.</p>

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			<ul style="list-style-type: none"> • <i>not be allowed to dangle around the neck</i> • <i>not be touched once put on, except when carefully removed before disposal</i> • <i>be changed when they become moist or damaged</i> • <i>be worn once and then discarded - hands must be cleaned after disposal</i> <p><i>Only masks labelled Type IIR (2R) and a bacterial filtration efficiency (BFE 98%) are fluid repellent and should be used when staff are within 2 metres of any pupil with any symptoms of coronavirus. This is not the same as a 'face covering' which are not to be used as PPE. If the pupil requires physical assistance, apron, visor/goggles and gloves should be worn in addition to a mask.</i></p>		
<p>Poor social distancing and gatherings at the start of the day.</p>	<p><i>Pupils, staff and visitors arriving at the same time makes it difficult to maintain social distancing.</i></p> <p><i>Transport taxis gathering in the car park.</i></p>	H	<p><i>Staff and pupils arrive at their usual time and have been asked to maintain social distancing.</i></p> <p>Face coverings are to be worn by all staff, visitors and pupils in Yr7 + in communal areas until they reach their class bubble, unless exempt.</p> <p><i>Visual reminders around school are a reminder to maintain social distancing.</i></p> <p><i>Parents have been asked to maintain social distancing when dropping off children, using the floor markings as a guide.</i></p> <p><i>Contractors and visitors are given different arrival times where possible.</i></p>	M	<p><i>Support and alternative arrangements will be put in place for families who need extra help due to the needs of their children.</i></p>

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			<i>Pupils arriving at the rear of the school on dedicated school transport (taxis) alight vehicles following the Halesbury COVID-19 Dedicated Transport Procedure. Pupils wearing face coverings on transport must keep them on until they reach their class bubble.</i>		
<i>Pupils and staff leaving school at the end of the day.</i>	<i>Pupils and staff gathering at the front entrance, mixing bubbles without social distancing. Staff queuing to log out.</i>	H	<i>Parents have been asked to socially distance and wear a face covering when collecting or dropping off pupils at the front entrance. Pupils collected by parents/carers are taken to the front entrance to await their arrival. Parents/carers are required to take pupils offsite immediately after collection to avoid gatherings. Staff and parents have been asked to exchange information by email or phone to avoid gatherings at the front door. Staff have been asked to maintain social distancing and wear a face covering unless exempt when queuing to log out.</i>	M	<i>Staff/pupils/parents and carers to be informed of the process. Weekly review to be carried out by Head Teacher and Operations Administration Officer. The original plan to bring out pupils to the parent at the front of the queue, one at a time or in family groups, has not been maintained since the return of all pupils in September. This may need to be reintroduced, or SLT to devised a new plan. Staff should be reminded regularly to maintain social distancing and wear a face covering unless exempt when clocking out at the end of the day.</i>
Physical contact through TEAM TEACH and any other physical intervention.	<i>Close contact of TEAM TEACH physical interventions is needed to manage behaviours which may harm the pupil themselves or</i>	H	<i>Pupils requiring physical intervention to meet their needs will be supported to access education in accordance with their risk assessment, IBP, care plan and the school's Behaviour Policy. If non-symptomatic children present behaviours which may increase the risk of droplet transmission (such as biting, licking, kissing, spitting, coughing or vomiting) or require care that cannot be provided without close hands-on contact, they will continue</i>	H	<i>SLT will update the Behaviour Policy and parental agreement to reflect changes to safe working practices due to COVID-19. Parents to be notified of incidents in the usual way. Due to staff absences, some staff with expertise and training in particular areas such as manual handling, PEG feeding etc., have been asked to</i>

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	<p>others around them.</p>		<p>to receive care in the same way, including any existing routine use of PPE. Staff are advised to refer to the Infection Control Policy where no care plan exists.</p> <p>Staff required to work with pupils outside of their own class bubble should wear a face covering unless exempt.</p> <p>The government have not produced guidelines to mitigate risk posed by potentially asymptomatic staff/pupils in these situations, therefore PPE is available for staff to use if they feel they need to, and where the wearing of PPE will not cause a hazard e.g. when working with pupils who have been identified as clinically extremely vulnerable or if they have underlying health conditions themselves.</p> <p>Pupils and staff are organised into groups/bubbles in order to minimise the spread of infection. Staff and pupils have been asked not to mix with other bubbles.</p> <p>Frequency of handwashing may be increased for pupils who spit uncontrollably, who use saliva as a sensory stimulant or who struggle with 'catch it, bin it, kill it'.</p> <p>Thorough handwashing/cleansing for staff and pupils will take place after physical intervention (and before where intervention is planned).</p> <p>All accidents, injuries and behaviour incidents are</p>		<p>support pupils in other bubbles for all or part of the day. Staff should be reminded to wear a face covering when working with pupils not in their own class bubble unless exempt.</p> <p>Staff should wash hands thoroughly for more than 20 seconds after any physical intervention.</p>

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			<i>to be recorded in the usual way in the medical book, staff accident forms, CPOMS and the Bound and Numbered Book.</i>		
<i>Use of shared equipment and furniture.</i>	<i>Transmission of the virus on small, large equipment, furniture and surfaces in shared rooms.</i>	H	<p><i>Regular cleaning of surfaces and equipment in classrooms by staff on duty.</i></p> <p><i>Staff have been asked to ensure cutlery, cups and utensils are only used by one person. Where items are shared they should be washed in a dishwasher. Pupils and staff will not share food unless cut up into portions and shared out with all hygiene protocols adhered to, as in sharing out a birthday cake for example.</i></p> <p><i>ICT equipment including computer keyboards and iPads will be thoroughly sanitised before use.</i></p> <p><i>Equipment shared between bubbles will be thoroughly cleaned before use or set aside for 48 hours (72 hours for plastics).</i></p> <p><i>Where possible in subjects such as art, the class will have their own set of items which are regularly used e.g. Paintbrushes, colouring pencils, crayons.</i></p>	M	<p><i>Pupils should be encouraged to bring in their own drinks bottles.</i></p> <p><i>Staff should be reminded to use their own equipment for eating and drinking unless washed in the dishwasher.</i></p>
<i>Anxiety and distress caused by poor communication with parents and carers.</i>	<p><i>Poor pupil attendance and limited access to support for pupils and families.</i></p> <p><i>Increased anxiety levels for pupils</i></p>	H	<p><i>Parents are able to contact the school via telephone or class teachers via email.</i></p> <p><i>A Full School Opening Handbook and letters outlining safe procedures have been created and distributed to all parents/carers.</i></p> <p><i>Regular updates are sent out to parents/carers via ParentHub.</i></p>	M	<p><i>Talk with parents/carers about their or their pupil's concerns.</i></p> <p><i>Following Guidance from DfE, PHE and other professional bodies, pupils with existing respiratory infections will follow infection control policies in line with other pupils a written communication will be sent to all parents/carers and an email to staff reinforcing this.</i></p>

Hazard	Risk	Initial Rating L, M, H	Existing Control Measures	Final Rating L, M, H	Additional Action Required (action by whom and completion date – use separate Action Plan if necessary)
	<i>returning to school.</i>		<p><i>The school website is kept up to date with new information as it becomes available.</i></p> <p><i>Parents are advised to read the risk assessment on the school website.</i></p> <p><i>All staff, pupils and volunteers are made aware of the symptoms of coronavirus, what to do if they display symptoms, and if others display symptoms.</i></p>		<p><i>Arrange support as necessary.</i></p> <p><i>Regular updates to be sent to parents to try to reduce FAQs</i></p>
<i>Inadequate staffing levels</i>	<i>Pupil safety may be compromised due to low staffing levels.</i>	H	<p><i>All staff have been asked to make known to SLT if they are clinically vulnerable, clinically extremely vulnerable, shielding a member of their household, or part of the BAME community. These staff have individual risk assessments detailing arrangements for social distancing and reasonable adjustments made to minimise risks.</i></p> <p>Clinically extremely vulnerable pupils who have received advice to shield should stay home. School work will be provided by class staff.</p> <p>Clinically extremely vulnerable staff who have received advice to shield should not attend work, but work from home where this is possible.</p> <p><i>Staff are required to phone in before start of school day if they cannot attend, following the staff absence procedure.</i></p> <p><i>Supply staff will be brought into school where needed to maintain staffing levels and are required to maintain social distancing and be aware of Infection Control Policy</i></p>	M	<p><i>Managers should ensure that lists of clinically vulnerable, clinically extremely vulnerable, shielding a member of their household and members of the BAME community are up to date and available in the event of a local lockdown.</i></p> <p><i>The HR Officer and Head Teacher should ensure all staff risk assessments are kept up to date.</i></p>

Hazard	Risk	Initial Rating L, M, H	Existing Control Measures	Final Rating L, M, H	Additional Action Required (action by whom and completion date – use separate Action Plan if necessary)
<p><i>Insufficient cleaning</i></p>	<p><i>Virus can remain on items for a number of days, enabling it to spread.</i></p> <p><i>Any absences among cleaning staff could prevent thorough cleaning.</i></p>	<p>H</p>	<p><i>Cleaning is enhanced with at least one member of the cleaning team onsite from 10am onwards and includes:</i></p> <ul style="list-style-type: none"> <i>• More frequent cleaning of rooms and shared areas (including specialist classrooms, communal areas, offices, eating areas) that are used by different groups.</i> <i>• Frequently touched surfaces being cleaned more often than normal.</i> <i>• Toilets cleaned throughout the day.</i> <p><i>Where shared classrooms are used, they are cleaned between use by different bubbles.</i></p> <p><i>All areas that remain temporarily closed or partially closed, for cleaning or infection control purposes, are clearly identified.</i></p> <p><i>Adequate amounts of suitable cleaning agents are available.</i></p> <p><i>PPE is to be worn for deep cleaning, in areas where someone has experienced symptoms of coronavirus or in instances where body fluids/solids may be present. Cleaning staff are informed where symptomatic cases have been cared for.</i></p> <p><i>Classroom resources, e.g. books and games, are permitted to be shared within a bubble. These resources are cleaned regularly by class staff.</i></p> <p><i>Resources that are shared between bubbles, e.g. sports equipment, are thoroughly cleaned before they are shared between bubbles. Some resources</i></p>	<p>M</p>	<p><i>Cleaners should complete daily record sheets to create a cleaning log.</i></p> <p><i>Outdoor play equipment should be cleaned as part of the cleaning schedule as per the Local Authority cleaning schedule.</i></p>

Hazard	Risk	Initial Rating L, M, H	Existing Control Measures	Final Rating L, M, H	Additional Action Required (action by whom and completion date – use separate Action Plan if necessary)
			<p><i>are rotated to allow them to be left unused and out of reach between use by different bubbles for a period of 48 hours (or 72 hours for plastics).</i></p> <p><i>Staff in each bubble will be responsible for cleaning frequently touched or used items and surfaces in their areas while in use throughout the day.</i></p> <p><i>Cleaning staff are kept up to date with LA guidelines by the Operations Administration Officer during the absence of the Site Manager.</i></p> <p><i>For further information on government guidance ('COVID-19: cleaning of non-healthcare settings')</i></p>		
<p><i>Pupils/staff bringing potentially contaminated items into school.</i></p>	<p><i>Risk to the whole school community through introduction/spread of infection from unnecessary items being brought into school.</i></p>	H	<p><i>Pupils are permitted to bring bags to school.</i></p> <p><i>Pupils only bring essential items to school each day, e.g. lunch boxes, hats, coats, books, stationery (and mobile phones for independent travellers in KS4 only).</i></p> <p><i>Any shared resources that need to be taken home by pupils and staff are appropriately cleaned or a rotation is put in place.</i></p> <p><i>Parents will be advised of the need for pupils to bring in essential items only.</i></p> <p><i>Face coverings should be clean every day and kept in a plastic re-sealable bag when not in use.</i></p>	L	

Hazard	Risk	Initial Rating L, M, H	Existing Control Measures	Final Rating L, M, H	Additional Action Required (action by whom and completion date – use separate Action Plan if necessary)
Poor ventilation	Increased risk of infection due to poor ventilation.	H	<p>A minimum of 2 windows should be kept open in classrooms to increase ventilation where appropriate e.g. where weather and outside temperature permits. A flexible approach will be taken to allow additional indoor clothing to be worn as the colder weather sets in.</p> <p>Some lessons may take place outside, weather permitting e.g. in the secondary outside classroom</p>	M	Areas with no external ventilation should be assessed in their suitability for use and adjustments made where necessary. HT
Staff or pupil showing symptoms of Covid19	<p>Virus could be spread among school community posing a high health risk.</p> <p>Pupils experiencing symptoms but not able to identify or communicate how they are feeling.</p>	H	<p>Anyone who displays symptoms of coronavirus, or who has tested positive in the last 10 days, will not be permitted entry to the school grounds.</p> <p>Notices at entrance clearly state those with symptoms should go straight home and get a test.</p> <p>Staff and parents/carers must inform school of any absence following the usual school procedures.</p> <p>COVID-19 Standard Operating Procedure for Dudley is followed where any member of the school community, or someone in their household, reports illness.</p> <p>From 28th September the school will record all positive and symptomatic cases on the Dudley Council School COVID Return here</p> <p>Any adult experiencing the onset of symptoms while onsite are required to:</p> <ul style="list-style-type: none"> • Inform SLT • Go straight home • Isolate with their household 	H	<p>Parents and visitors to be kept up to date with school policies and procedures.</p> <p>All staff, including cleaning team, should be regularly reminded of how to manage symptomatic cases in school.</p> <p>SLT and admin must have access to latest version of COVID-19 SOP.</p> <p>Leaders should check staff knowledge of the procedure for dealing with a symptomatic staff member/visitor/pupil and how to safely manage waste.</p> <p>The letter referred to in the Dudley COVID-19 Standard Operating Procedure is to be sent or emailed home to all those who are experiencing coronavirus symptoms.</p> <p>Managers should allocate a room in the school to be used for those isolating with coronavirus symptoms while awaiting collection by parent/carers.</p>

Hazard	Risk	Initial Rating L, M, H	Existing Control Measures	Final Rating L, M, H	Additional Action Required (action by whom and completion date – use separate Action Plan if necessary)
			<ul style="list-style-type: none"> • Get a test • Inform school of results <p>Procedure for staff members working with an ill pupil are as follows:</p> <ul style="list-style-type: none"> • Isolate the pupil away from others, preferably in a separate, well ventilated room, and near a toilet. The medical room should not be used for holding symptomatic pupils. • Parents/carers are contacted to request collection as soon as possible. • A member of staff will supervise the pupil until collected by parent/carer. • Any rooms use by isolating pupil are made as being out of use by anyone else until cleaned and disinfected. • Staff are required to wear PPE: gloves, apron, mask (type 2R BFE98%) and visor if 2 metres distance from the pupil cannot be maintained. As a minimum staff should use PPE in accordance with the Intimate care Policy and pupil's Care Plan if they have one. • Staff will call for emergency assistance immediately (9 for outside line, followed by 999) if the pupil's symptoms worsen significantly. • Contaminated fabrics belonging to the pupil which cannot be worn (due to spillages of bodily fluids for example) will be double bagged and sent home with the pupil. • Parents/carers collecting the pupil will be given information sheet regarding isolating and testing. 		<p>SLT should consider producing advice for staff/parents where children who have chronic respiratory or other medical conditions which present similarly to coronavirus symptoms. Most consultants are not providing guidance for parents/schools as the government had suggested and are instead advising schools to follow government guidance. This is leading to pupils being at home disproportionately to their peers, and parents refusing to collect and isolate their children when their child experiences their usual, or a slight change to their usual symptoms. We are aware of such cases, in other schools, where pupils tested positive.</p>

Hazard	Risk	Initial Rating L, M, H	Existing Control Measures	Final Rating L, M, H	Additional Action Required (action by whom and completion date – use separate Action Plan if necessary)
			<ul style="list-style-type: none"> • Staff member/duty cleaner will wear PPE to thoroughly clean and disinfect all equipment, surfaces and door/window handles used before the room or area can be used by others. • Contaminated fabrics belonging to the school are to be bagged, transported to washing machine and laundered at a min of 60 degrees. • Staff member will remove and dispose of all PPE used into the yellow bag provided in accordance with guidance. • Strict handwashing for 20 seconds under running water should be undertaken before leaving the room. <p>If a test returns a positive result, the school will act swiftly in contacting the DfE Helpline on 0800 046 8687 to report a detected case and seek further guidance. The school will act in accordance with guidance received.</p> <p>The school will follow advice from the DfE and PHE on how to communicate the confirmed case to the school community.</p> <p>Government guidance does not recommend taking temperatures of pupils routinely as this is not a reliable method for detecting coronavirus, however, staff are advised they should continue to monitor the temperature of any pupils who exhibit a change in behaviour indicating they may be feeling unwell.</p> <p>All symptomatic cases are recorded in line with guidance.</p>		

Hazard	Risk	Initial Rating L, M, H	Existing Control Measures	Final Rating L, M, H	Additional Action Required (action by whom and completion date – use separate Action Plan if necessary)
<p>Spread of infection due to staff/ pupils/ parents/ visitors not engaging with NHS Test and Trace</p>	<p>Widening spread of infection throughout the school due to those with symptoms not being tested or following guidance.</p>	<p>H</p>	<p>Staff members and parents are informed of the need to engage with the NHS Test and Trace programme, meaning they need to be ready and willing to:</p> <ul style="list-style-type: none"> • Self-isolate then book a test for anyone in their household experiencing symptoms. • Provide details of anyone they (or their child) have been in close contact with if they were to test positive for coronavirus or are asked by NHS Test and Trace. • Self-isolate if they have been in close contact with someone who tests positive. • Follow the guidance provided by NHS Test and Trace or school. • Parents and staff are asked to inform the school immediately of test results. • If an individual tests negative and nobody else in the household is experiencing symptoms, they can stop self-isolating immediately and return to school. • If an individual tests positive, they are required to self-isolate for at least 10 days from the onset of symptoms and then return to school only if they do not have symptoms other than a cough or loss of sense of smell/taste. Other members of their household are required to continue self-isolating for the full 14-day period. 	<p>M</p>	
<p>Transmission of virus to pupils/staff and their family members at</p>	<p>Pupils/staff may contract the virus in school, putting themselves or family members</p>	<p>H</p>	<p>Shielding has been reinstated by the government for all those who are clinically extremely vulnerable and have recently received guidance to shield during this second national lockdown.</p>	<p>M</p>	<p>Individual staff risk assessments to be updated in line with review dates.</p> <p>Risk assessment advice should be followed.</p> <p>Opportunities for home working should be</p>

Hazard	Risk	Initial Rating L, M, H	Existing Control Measures	Final Rating L, M, H	Additional Action Required (action by whom and completion date – use separate Action Plan if necessary)
<i>high risk or extremely clinically vulnerable.</i>	<i>at risk.</i>		<p><i>For pupils who are clinically vulnerable (but not clinically extremely vulnerable), parents should seek and follow medical advice if their child is in this category.</i></p> <p><i>Staff who are clinically vulnerable will have an individual risk assessment containing advice and support for mitigating risks (this includes those who are pregnant).</i></p> <p><i>All pupils and staff must now attend unless they have received a message or letter advising them to-shield.</i></p>		<i>identified and encouraged where possible (e.g. PPA)</i>
<i>Mental health difficulties arising from changes or isolation</i>	<i>Staff mental health - In these difficult times staff finding it hard to cope with the current situation.</i>	H	<p><i>Head Teacher is a current Mental Health First Aider along with several trained members of staff. Staff will use the Mental Health First Aiders as point of contact to discuss anything they are worried about or is affecting them.</i></p>	M	<i>Staff to be encouraged to contact the Mental Health First Aiders to discuss any mental health concerns.</i>
	<i>Pupils and families' mental health</i>		<p><i>Pupils and families will continue to have access to our Family Outreach team.</i></p> <p><i>All pupils will be supported by teams of staff experienced in supporting pupil's mental health and wellbeing.</i></p>		
<i>Safeguarding and wellbeing of pupils at home if self-isolating.</i>	<i>Tensions arising in families causing stress and anxiety as a result of isolation, home schooling or coping with the</i>	H	<p><i>Welfare checks by staff and by the Family Outreach Team take place to keep in touch with pupils.</i></p> <p><i>Staff are to follow our updated child protection and safeguarding guidance including recording incidents on CPOMS.</i></p>	M	<p><i>SLT to construct system for how Family Outreach and class staff will carry out and record welfare checks for all self-isolating pupils.</i></p> <p><i>Family Outreach to contact specialist staff to provide increased support if there are issues to be dealt with.</i></p>

Hazard	Risk	Initial Rating L, M, H	Existing Control Measures	Final Rating L, M, H	Additional Action Required (action by whom and completion date – use separate Action Plan if necessary)
	<p><i>transition back to school.</i></p> <p><i>Staff less able to monitor pupil safety and wellbeing in order to provide support or report incidents.</i></p>		<p><i>Further guidance has been provided by school in the COVID-19 Addendum to the Safeguarding Policy and Remote Learning Policy to address the difficulties posed as a result of distance learning.</i></p>		<p><i>SLT to construct recording system for how welfare calls and other support provided for the pupil/family (including remote lessons), will be recorded. This will enable targeted support and a joined-up approach for all pupils.</i></p>
<p><i>Limited in access to learning during self-isolation</i></p>	<p><i>Lack of continuity causes pupils to become disengaged with school and learning, fall behind in their education and experience mental health and wellbeing issues.</i></p>	<p>H</p>	<p><i>Halesbury school plans to remain open to all pupils during all levels of local/national lockdown, provided safe premises and levels of staffing can be maintained. In the event of an outbreak the school will follow guidance received.</i></p> <p><i>A COVID-19 Contingency Plan will be in place and shared with all stakeholders.</i></p> <p><i>Remote education is provided for all pupils who are well enough to engage with learning but required to self-isolate. We have plans in place to provide seamless education for all who are unable to attend school. Lesson content is provided digitally, via Teams, Class Dojo or in the form of printed work packs.</i></p> <p><i>Measures to reduce the risk of infection during music lessons are implemented, including physical distancing and positioning pupils back-to-back or side-to-side, with no more than 15 pupils to a class.</i></p>	<p>M</p>	<p><i>The leadership team work with teaching staff to ensure education can continue to be delivered to all pupils who are learning remotely.</i></p> <p><i>SLT to provide guidance for staff to provide remote learning opportunities, either printed work, links, Class Dojo or joining the class in a Teams session, in the event of the class teacher needing to self-isolate. Managers will support teaching staff to identify curriculum priorities and ensure a plan is in place to provide adequate learning material.</i></p> <p><i>If class teacher is absent SLT will monitor resources and work provided for pupils who are eligible for remote working provision.</i></p> <p><i>SLT should remind staff of the requirements for carrying out music lessons.</i></p> <p><i>All minibus drivers are responsible for ensuring the minibus is sanitised before use.</i></p>

Hazard	Risk	Initial Rating L, M, H	Existing Control Measures	Final Rating L, M, H	Additional Action Required (action by whom and completion date – use separate Action Plan if necessary)
			<p><i>PE lessons take place outside where possible and pupils are kept in consistent groups.</i></p> <p><i>Daytime offsite educational trips are encouraged where reasonably practicable, with the risks posed by coronavirus included in the offsite risk assessments and actions put in place to minimise them. Drivers who are not a member of the class bubble are required to maintain social distancing where possible and wear a face covering unless exempt.</i></p>		<p><i>More minibus drivers are to be trained with the aim of having one in each bubble.</i></p> <p><i>Continue to ensure the government's catch-up funding is utilised to ensure pupils receive the support they need to catch-up on learning lost due to the coronavirus pandemic.</i></p>
<p><i>Poor attendance</i></p>	<p><i>Poor attendance of pupils gives rise to safeguarding concerns and lack of access to education, interventions and wider family where needed.</i></p>	<p>H</p>	<p><i>All pupils are required to attend daily. Parents/carers are required to follow the school absence procedure for non attendance.</i></p> <p><i>The attendance register is taken as normal and absences are followed up, in line with the <u>Attendance Policy.</u></i></p> <p><i>Where a pupil is unable to attend the site because they are complying with clinical and/or public health advice, they must be offered access to remote education immediately.</i></p> <p><i>Where a pupil is unable to attend school due following clinical and/or public health advice, their non-attendance is recorded, but not penalised.</i></p> <p><i>Pupils who are reluctant or anxious about attending school are identified and relevant staff members</i></p>	<p>L</p>	<p><i>Class teachers to complete a log of all remote education provided for pupils self-isolating.</i></p>

Hazard	Risk	Initial Rating L, M, H	Existing Control Measures	Final Rating L, M, H	Additional Action Required (action by whom and completion date – use separate Action Plan if necessary)
			<i>develop plans to re-engage these pupils.</i>		
<i>Staff and pupils unaware of emergency evacuation procedure</i>	<i>Infection transmission due to pinch points becoming overcrowded.</i> <i>Large gathering of pupils and staff enabling virus to spread.</i>	H	<i>A successful full evacuation has taken place since pupils transitioned to their new classes. The standard school procedure was followed and the evacuation was completed in a safe and timely manner.</i>	M	<i>The Head Teacher should work with class staff to identify how social distancing measures can be improved upon during evacuation and at assembly points.</i> <i>Teaching staff to update GREEPS and PEEPS to include social distancing measures.</i> <i>Practical arrangements for emergency evacuation assembly point to be written and circulated to staff.</i>
<i>Contractors, deliveries and visitors, including school governors, increasing the risk of infection.</i>	<i>Extra visitors/contractors onsite increasing the amount of people and broadening the sources of infection from outside the school community.</i>	H	<i>Visitors, including school governors, must be deemed to be on essential business.</i> <i>Governing body meetings will continue to take place remotely via Teams.</i> <i>Governor monitoring visits will be undertaken remotely where possible, except in cases where a physical visit is essential to fulfil their role/duties.</i> <i>Arrival and departure times must be agreed to minimise risk of contact with staff/pupils.</i> <i>Visitors to use hand gel provided at entrance.</i> <i>All visitors are required to wear a face covering unless exempt and must maintain 2 metre</i>	M	<i>Admin staff to manage deliveries and visitors to site, advising of processes in place prior to entry.</i> <i>A barrier/screen should be considered for use by admin staff when dealing with parents, visitors and contractors.</i> <i>Areas where contractors have been working should be cleaned after completion.</i> <i>Staff receiving deliveries must wash hands and clean surfaces after handling items.</i>

Hazard	Risk	Initial Rating L, M, H	Existing Control Measures	Final Rating L, M, H	Additional Action Required (action by whom and completion date – use separate Action Plan if necessary)
			<p><i>social distancing.</i></p> <p><i>Contractors bring own food/drink/utensils.</i></p> <p><i>Deliveries must be made to a safe place to maintain social distancing.</i></p>		
<i>Out of hours use of school causing virus spread</i>	<i>Spread of infection to/from those using the school outside school hours</i>		<p><i>All use of the school during by the local community outside hours has been temporarily put on hold.</i></p> <p><i>There are no out of hours extra-curricular activities on site at present.</i></p>		