



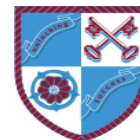
# Plan for the wider re-opening of Warblington School

Proposed date: 15<sup>th</sup> June 2020

CONSULTATION DOCUMENT

*Guidance for Staff & Governors*

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### Outline of proposed scale of reopening:

<b>Continuation of Key worker and vulnerable student provision:</b>	<b>Students groups:</b>	Year 7 -10
	<b>Estimated numbers:</b>	20 max <i>If numbers become unmanageable we may need to look at changing criteria to priorities families with 2 key workers and vulnerable. Current indications are that this will remain smaller than 20 but has the potential to increase as more of the country becomes active.</i>
	<b>Staff resource:</b>	1 x FT Behaviour mentor 1 x LSA (per day) 1 x Teaching staff to be added for every 5 children in. Made up of non-core staff initially SLT

<b>Year 10 Face to Face provision</b>	<b>Phase 1</b>	15 <sup>th</sup> June– 19 <sup>th</sup> June	1 to 1 tutor contact  Staff resource: 1 tutors/tutor group per day
	<b>Phase 2</b>	22 <sup>nd</sup> June -	Face to face contact with core subjects. Staff resources: 3 teachers per day
	<b>Phase 3</b>	TBC	Introduction of option subjects. Need assessed and as measures are in place, so we can accommodate groups of option students.

### Underlying principles for partial re-opening

The core principles of this partial reopening is the wellbeing of students and staff. Safeguarding measures will be in place to support the national strategy in fighting Covid-19 to minimise the rate of infection.

The structure of the re-opening for Year 10 has been planned in accordance with the track and trace measures as far as possible.

We are aware that student’s experiences during lock down will have varied significantly and Warblington School is committed to providing some face to face contact to supplement the remote education of the Year 10 students.



## 1) Appendices / Risk Assessments for Partial Re-opening Covid-19

Appendix 1 – risk assessment for the key worker and vulnerable student provision.

Appendix 2 – risk assessment for partial re-opening of Warblington School during Covid-19.

Appendix 3 – checklist for completion prior to opening

## 2) Expectations of key groups and curriculum

The key groups who will be receiving face to face contact will be:

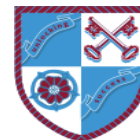
- i. Key worker and Vulnerable students (ongoing)
- ii. Year 10 Students

The keyworker and vulnerable student's curriculum will be much more based around the work set by their teachers via remote learning. There are times where this has been more flexible up until now as a result of the small number of students, and also the consistency of attendance. Staff have also had 14 days in between physically being in school, minimising the risk of infection.

The monitoring and tracking of students accessing their remote learning is in place with a robust follow up system, by heads of year, for those where this appears to be an issue. Bespoke learning packages are in place for key identified SEN students and extensive support and guidance is available to teachers with regards to differentiation of resources to enable access by all SEN students. Weekly Teaching & Learning updates are issued to teachers to encourage the development of remote teaching skills.

The expectations for Year 10 provision proposed to start on 15<sup>th</sup> June is to provide pastoral support initially and then to supplement the remote learning of students in the core subjects of Maths, English & Science.

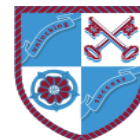
The decision has been made to focus on the core subjects initially, as engagement with these subjects has been variable. This will be adapted as we go through the end of term to determine whether we can accommodate learning days for option subjects before the summer holiday. This would then mean less time taken out in year 11. We are also looking at allowing students to complete their year 10 PPEs at home, to allow them to evidence their learning, but also to allow staff to further assess any gaps in knowledge.



### 3) Student Management

Week 1: w/c 15<sup>th</sup> June. Students will spend time with their tutor. Head of Year to be present to aid with the welcoming of students and to introduce herself as HoY. They will be in groups of 8 (max) to enable social distancing in classrooms. Each tutor group will be in for one day in that first week. There will be no opportunity for students to go to the toilet in the year 10 provision for week 1 except at the start and end of session. If students are already part of the key worker / vulnerable provision, they will be expected to go to the 'face to face tuition' on their day. At all other times, they remain part of the key worker provision.

	Time	Year 10 provision (Phase 1) (8 students in each group)	Time	Year 10 provision (Phase 2) (8 students in each group)			Time	Keyworker Provision – IT4 (30 students)
Movement around site monitored by SLT	8.50am	Group 1 - 8 students Assessment to take place regarding learning over the period. Explanation of how the following week will work	9:00am	Group 1 - Maths	Group 2 - Science	Group 3 – English	8.50am	
	9.00am						9.00am	Joe Wicks
	9.35am						9.35am	Learning Session 1
	10.20am	Group 1 leave site	10:05am	Group 1 – Science	Group 2 – English	Group 3 – Maths	10.20am	
	10.25am	Teacher break – Room cleaned	11:05am				10.25am	
	10.30am					10.30am	Break	
	10.45am	Group 2 - 8 students Assessment to take place regarding learning over the period. Explanation of how the following week will work					10.45am	Learning Session 2
	10.55am					10.55am		
	11.05am		11:10am	Group 1 - English	Group 2 - Maths	Group 3 - Science	11.05am	
	12.00pm						12.00pm	
	12.05pm						12.05pm	Lunch
	12.15pm		Group 2 leave site				12.15pm	
	12.20pm	Teacher lunch	12:10pm	STUDENTS TO LEAVE SITE			12.20pm	
	12.30pm						12.30pm	Sport
	12.55pm						12.55pm	
	1.00pm						1.00pm	Learning Session 3
	1.15pm	Group 3 8 students Assessment to take place regarding learning over the period. Explanation of how the following week will work		Online work: Setting / feedback of work Teams meetings for tutors			1.15pm	
	2.00pm					2.00pm	Leave site	
	2.45pm						2.45pm	



## Phase 1

On the w/c 15<sup>th</sup> June face to face provision for Y10 students will entail a 90-minute session with their tutor in MA4 that has been specifically prepared for this stage of the partial re-opening of the school.



The desks are positioned in a 'U' shape. This will be an opportunity to catch up with the student about their remote learning so far and also to identify areas where they have the greatest concern with regards to their learning and personal wellbeing. The tutor will also use the opportunity to explain the next stage of the provision and share the child's individual timetable with them. A specific template for this meeting will be prepared and shared with tutors before this phase. A student

'MOT' will be carried out by the tutor. Taping will be on the floor in the room, indicating 2m from the front of the desk.

Students will collect a chair from the clean stack outside the room. They will then take their chair into the room, hand sanitizing and collecting a wipe to wipe the table.

It will be one tutor group per day, split into 3 groups. The tutor will be able to decide on how these groups are formed.

## Phase 2

Phase 2 is proposed to start w/c 22<sup>nd</sup> June.

Each day, there will be an English, Maths and Science teacher on site, on top of 2 SLT members. Students will attend for three sessions and move around the site to these sessions. This means that no class has more than 10 students in it at one time. If a teacher is unable to attend school to teach their class, the students will continue to access their learning for this subject via the remote provision. Contact will be made in advance about this.

On arrival at site, students will go straight to their classroom for that subject. On entry to the classroom students will be expected to use the hand sanitiser and collect an anti-bac wipe to clean their work space. Students will again collect a chair from the clean stack to take into the room. Students will be expected to bring their own resources which will comprise of their exercise book, pen, pencil, ruler, highlighter and calculator where required. If a child attends with no stationary then the basics will be provided and kept by the student (this does not include rulers, highlighters and calculators). The teacher will ensure that any learning resources used in the lesson will be kept by the student.

During the session students will not be expected to leave the classroom. If a child needs to use the toilet only one student will be able to leave the classroom at a time, where the member of staff will radio SLT to accompany the student. Students will be reminded at the start of the session of the Covid-19 'rules' which is linked to the Behaviour Policy. At the end of each session, students will be expected to take their used chair outside and stack on the 'used stack'. Part of this will be to ensure that the students have met the expectations in regard to standards of dress. While school uniform, (due to ensuring clothes are cleaned daily) is not expected to be worn students are expected to dress appropriately for the learning environment e.g. No crop tops, ripped jeans or short shorts!

At the end of the final session, the students will be expected to leave site directly, following the one way system escorted to the exit gate by their teacher. This means that Year 10 students have no



un-structured time on site. Escorting students to the exit will mean that the risk of students mingling with students attending the key worker/vulnerable provision is limited.

Any students that are identified as displaying anxiety as a result of the lockdown will be referred to the pastoral team for support.

To support the key worker/vulnerable provision and the Year 10 provision, SLT on call will be functioning as usual and a radio will be available on the teacher's desk in each room.

### Phase 3 – as Phase 2

However this will may include some option subjects and may introduce some year 6's to visit the site.

### Actions from 1<sup>st</sup> June

We will review any feedback from the previous letter sent to parents and begin consultation on the plans with staff. This will either be in the form of an in school, socially distanced meeting or virtually via teams. This will enable questions to be asked and issues raised. A detailed letter will be sent to all parents of Year 10 students outlining the provision and expectations with regards to dress, behaviour and learning attitude. This letter will also clarify advice for students living with a critically vulnerable person and what will happen if a student develops symptoms during the course of their time in school. Further to this, it will emphasise that any students with symptoms of Covid-19 will not be allowed on site. There will also be advice on the use of public transport according to government guidance.

The Covid-19 Rules which all students will be expected to adhere to are as follows.

## Student Rules for Covid-19

1. A - Agree to only access areas of the site allowed or as directed and to only take part in activities that can be carried out safely.
2. B – Begin each session by cleaning my work surface when entering a new area at the start and end of my lesson.
3. C - Comply with teacher instructions at all times and accept that defiance will be sanctioned according to the School Behaviour Code of Conduct
4. D – Distancing rules are non-negotiable. Abide to social distancing guidance in all areas of the school
5. E – Ensure I wash my hands more often than usual with soap and water for a minimum of 20 seconds or to use anti-bacterial gel as directed by a member of staff
6. F – Follow the one way system and move sensibly and calmly around the site. You must travel to any session directly and not wait around.



#### 4) Staff Management

A staff vulnerability audit has already been completed, and will be checked in the first week back after half term to ensure we have a very clear understanding of staff available to work, based on vulnerability around health issues. This will enable us to plan the provision for students according to the staffing resources available.

Teachers of the core subjects will not be on the Key worker / vulnerable provision rota and will not be required to attend school other than on their allocated day. On the other days of the week they will be expected to continue with their remote provision at home.

Each member of staff will be issued with a personal hygiene pack consisting of tissues, anti-bac wipes and hand gel. Members of staff will also be able to consider whether they want to wear a face shield provided by the school whilst working with students, or if they prefer a clear Perspex shield around their desk if they feel that this is necessary.

The staff teaching on the Y10 provision will begin at 9am and finish contact at 12:10. These times take into account the time needed to escort the students to the exit. Since there is no requirement for students to eat onsite, staff will need to bring their own food and can then have a break either in their classroom or the staffroom which can accommodate up to 10 members of staff at a time. A toilet stop can be taken between changeover, if required.

If a member of staff develops symptoms of Covid-19 or lives with someone who develops symptoms they will be advised to immediately seek a test. See appendix 2 – Risk Assessment for wider re-opening of Warblington School details on all the protocols.

There will be a separate risk assessment for the office staff and site team - where social distancing is more akin to office provision.

If all the SLT are required to self-isolate according to track and trace, then the Heads of Year will run the oversight of provision and SLT will work from home and be contactable.

Teaching staff who are not involved in the delivery of core lessons for the Year 10 provision will continue to be on the rota for the key worker/vulnerable provision up to the end of term. The distribution of LSAs will remain flexible.

Any staff who are experiencing anxiety due to their experiences should initially speak to Val Wrixon or can access the support line details of which are below:



Tel: 0800 030 5182

Employee Support, delivered by Health Assured, is not only about counselling - it is designed to help you with a wide range of areas related to your work life or personal life, such as:

- Relationships
- Emotional problems
- Bereavement
- Child and dependent care
- Debt or domestic matters
- Legal issues
- Consumer rights
- Work related
- Health advice GP call-back available
- Serious illness and accident support with nurse advice





## 5) Site Management/ Structural Organisation

### Communal areas of site:

Posters will be displayed to include information about hygiene and the need to socially distance. There will be feet markers indicating 2m of social distancing in reception, dining hall and staff room. In reception, a perspex screen has been erected to protect reception staff and hand sanitiser (70% alcohol by volume) will be available. There will be signage in the staffroom to ensure safe use of this space by staff.

### Classrooms:

In Tec3 (the computer room used by the key worker/vulnerable provision) additional chairs will be removed to ensure the appropriate self-distancing by students. No classroom should have more than 10 students in it. A 2m distancing tape (similar to a football manager's technical area) will be positioned around the teacher's desk and where a teacher requests it, a perspex screen for the desk can be constructed and provided as soon as possible. All rooms will be cleared prior to June 15<sup>th</sup> to allow for maximum spacing and for rearrangement of furniture. The teacher's desk, wherever possible, will be at the furthest point from the room entrance and exit. There will be no excess chairs and tables or storage facilities in the room to allow for a deep clean to be carried out effectively.

Within each classroom a sanitisation desk will be set up near the entrance where students will have to use hand sanitiser and collect an anti-bac wipe to clean the work area before the start of their lesson. At the end of the lesson the students will be directed to use the hand sanitiser again. Class bins will be emptied once a day so that any tissues disposed of by students or staff are regularly removed.

Teachers will be encouraged to keep windows open in classrooms to ensure maximum ventilation.

### Dining Hall: (only to be used by staff and keyworker/vulnerable provision students)

Tables are laid out in the dining hall to ensure that social distancing is observed. Students are required to sit at their tables and food is distributed to them. Tables are laid out with cutlery in advance and between each sitting at lunch-time, tables are cleaned by the site team.

### Miscellaneous:

The site will be cleaned twice a day, specifically the high use contact points in teaching and provision areas and only cleaning material provided by Haywards (the cleaning company) will be used.

There will always be a First Aider available on site

Contractors on site will be monitored closely and any visitors wishing to come to the site will be strongly discouraged. If a visitor is required onsite, then they will be advised not to enter if they are displaying symptoms of Covid-19. They will be expected to adhere to social distancing whilst on site.

Emergency evacuation arrangements have been redesigned to make use of the field so that social distancing can be observed – please see appendix 3.

In the main block signage will be displayed to ensure a one-way system is operated.



## Appendix 1: Risk assessment for the key worker and vulnerable student provision.

Location / Site	Warblington School
Procedure	Provision for Vulnerable Students and the children of Key workers
Assessment date	16 <sup>th</sup> May 2020
Assessment serial number	

Identify people at risk	
Employees	YES
Children	YES
Visitors	YES
Contractors	YES



Government guidance for schools states:

“The safety of children and staff is our utmost priority.”

“The advice seeks to support staff working in schools, colleges and childcare settings, to deliver this approach in the safest way possible, focusing on measures they can put in place to help limit the risk of the virus spreading within education and childcare settings.”

“In education, childcare and social care settings, preventing the spread of the coronavirus involves dealing with direct transmissions (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces.) A range of approaches and actions should be employed to do this.”

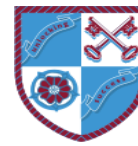
Government guidance for parents concerning opening of schools states:

“We have provided guidance and support to schools, colleges and child care settings on implementing protective measures in education and childcare settings to help them reduce the risk of transmission as more children and young people return.”

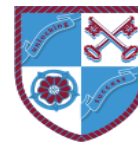


Red texts are control measures from Government Guidance – Coronavirus (COVID-19); implementing protective measures in education and childcare settings – published 11<sup>th</sup> May 2020

<b>Identify hazard</b>	<b>Lack of social distancing in the classroom</b> resulting in direct transmission of the virus
<b>Control measures</b>	<ol style="list-style-type: none"><li>1. Reduce the number of students in the classrooms to enable social distancing (no more than 15) We estimate 8-10 maximum in the first instance</li><li>2. Remove excess furniture to increase space if possible to do so– classrooms being used are Art/ Tech 2/IT4. Also the Main Hall and Canteen are used.</li><li>3. Students keep to their desks when in the room</li></ol>
<b>Identify hazard</b>	<b>Lack of social distancing using toilets and poor hygiene</b> resulting in direct and indirect transmission of the virus
<b>Control measures</b>	<ol style="list-style-type: none"><li>1. Only one boy and one girl allowed to go to toilet at a time</li><li>2. Allocated toilets for different groups of children</li><li>3. Hand gel available for use where soap and water not available</li><li>4. Extra signs in toilet re washing hands</li><li>5. Extra soap ordered to ensure we do not run out</li></ol>
<b>Identify hazard</b>	<b>Lack of social distancing arriving at school</b>
<b>Control measures</b>	As soon as students arrive they are encouraged to wash their hands and make their way to the canteen where social distancing measures are implemented.
<b>Identify hazard</b>	<b>Lack of social distancing during breaks and lunchtimes</b> resulting in direct transmission of the virus
<b>Control measures</b>	<ol style="list-style-type: none"><li>1. Staggered breaks and lunch times. Tables cleaned in between each sitting.</li><li>2. Staff supervision throughout – ensuring social distancing measures in place.</li></ol>
<b>Identify hazard</b>	<b>Lack of social distancing when eating lunch</b> resulting in direct transmission of the virus
<b>Control measures</b>	If more than one group, students will have staggered lunch breaks, tables and chairs in the canteen have been moved to be able to observe the 2 metre rule. Only one student or staff member per table. Tables cleaned in between each sitting.

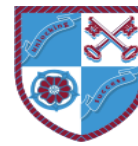


<b>Identify hazard</b>	<b>Lack of social distancing in the corridors</b> resulting in direct transmission of the virus
<b>Control measures</b>	Movement around the site is minimal. Students remain in their allocated group and room whilst accessing remote learning.
<b>Identify hazard</b>	<b>Contact of shared resources</b> resulting in indirect transmission of the virus
<b>Control measures</b>	<ol style="list-style-type: none"><li>1. Students asked to bring in own stationery</li><li>2. Stock of resources to be issued to students if required and not returned</li><li>3. Tables, door handles and other surfaces cleaned and sanitised every night.</li><li>4. Students to wipe down their work station regularly with antibacterial wipes available in all rooms.</li><li>5. Hand sanitiser available in all rooms where soap and water not available.</li></ol>
<b>Identify hazard</b>	<b>Risk of spreading virus due to close contact with children</b> resulting in direct transmission of the virus
<b>Control measures</b>	<ol style="list-style-type: none"><li>1. Risk assessment to be put in place for staff working 121 with students who are unable to socially distance (LSA's).</li><li>2. Staff to be reminded of regular hand washing and to socially distance wherever possible.</li></ol>
<b>Identify hazard</b>	<b>Risk of spreading virus due to poor hygiene</b> resulting in indirect transmission of the virus
<b>Control measures</b>	<ol style="list-style-type: none"><li>1. Hand sanitiser available in all rooms.</li><li>2. Students to wash hands on entry to school or use hand sanitiser where soap and water are not available</li><li>3. Handwashing encouraged before break, before lunch, after using the toilet and any time they cough or sneeze. Hand sanitiser to be used where soap and water not available.</li><li>4. Washing hands posters in all washing areas</li><li>5. Posters in areas used advising staff and students of respiratory hygiene.</li></ol>
<b>Identify hazard</b>	<b>Risk of infection due to lack of cleaning</b> resulting in indirect transmission of the virus
<b>Control measures</b>	<ol style="list-style-type: none"><li>1. All surfaces, handles, toilets and shared equipment will be cleaned each day using diluted bleach, disinfectant or Milton solutions.</li><li>2. Students will wipe their work station down at the start of their remote learning session.</li><li>3. PPE will be worn by all cleaning staff</li></ol>



<b>Identify hazard</b>	<b>Risk of illness of vulnerable staff and family members</b> through direct and indirect transmission of the virus
<b>Control measures</b>	<ol style="list-style-type: none"><li>1. Those who are <i>clinically extremely vulnerable</i> (those who have received a letter from Government or clinician) are to work from home</li><li>2. Those who are <i>clinically vulnerable</i> or those living with someone who is <i>clinically extremely vulnerable</i> – these staff are strongly advised to socially distance as in the original guidance and are to work at home if possible, or work in school adhering to very strict 2 metre social distancing from colleagues and students where not possible. Highly effective control measures to be implemented or to work from home if not possible to ensure precautions adhered to. All staff who have identified themselves as vulnerable will continue to work from home.</li><li>3. A separate risk assessment is completed for staff who are living with someone who is <i>clinically extremely vulnerable</i>, and cannot work from home.</li><li>4. Those living with those that are <i>clinically vulnerable</i> can attend school and work with students and adults adhering to this risk assessment.</li></ol>

<b>Identify hazard</b>	<b>Risk of illness of vulnerable children and family members</b> through direct and indirect transmission of the virus
<b>Control measures</b>	Students who are clinically extremely vulnerable – those being shielded should not attend school Students living with someone who is clinically extremely vulnerable should not attend school Students who are clinically vulnerable – parents should seek medical advice concerning the children returning to school. Students living with someone who is clinically vulnerable can attend school – parents will be given the choice

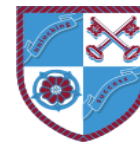


<b>OVERALL level of risk</b>	Consider level of risk following use of control measures HIGHLIGHT the appropriate assessment of risk	
<b>NOT REDUCED THE OVERALL RISK</b>	<b>REDUCED THE OVERALL RISK TO SOME DEGREE</b>	<b>CONSIDERABLY REDUCED THE RISK</b>
<b>Assessor's comments</b>	Insert comments relevant to findings as appropriate	

Name of assessor	Signature of assessor	Date

<b>Headteacher's comments</b>	Insert comments relevant to assessment as appropriate

Name of headteacher	Signature of headteacher	Date



## Appendix 2: Risk assessment for partial re-opening of Warblington School during Covid-19.

Location / Site	Warblington School
Activity / Procedure	Increase in numbers in school as per DfE direction May 2020
Assessment date	Latest amends 26 May 2020 (following DfE guidance (link))

This risk assessment has taken into account the following guidance:

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

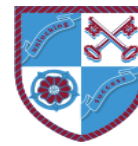
<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/opening-schools-for-more-children-and-young-people-initial-planning-framework-for-schools-in-england>

The following principles will apply to this phase of wider opening by settings:

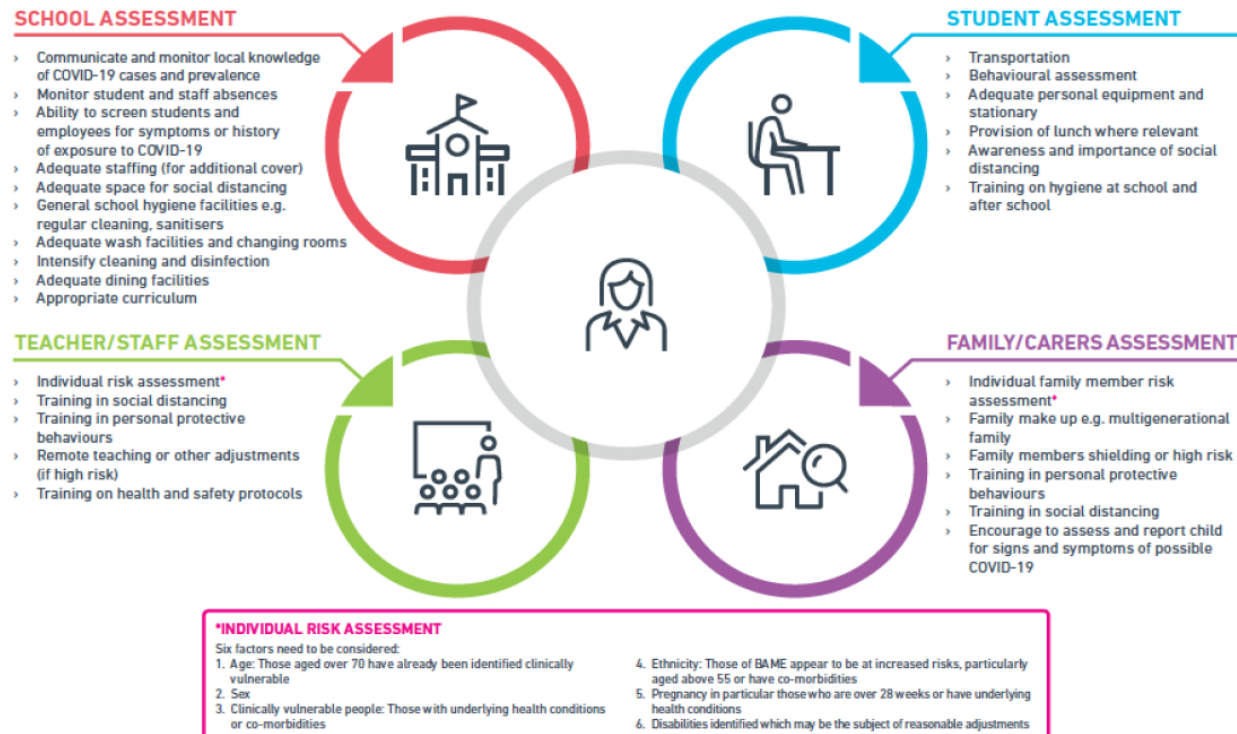
- children and young people in eligible year groups are strongly encouraged to attend (where there are no shielding concerns for the child or their household), so that they can gain the educational and wellbeing benefits of attending
- vulnerable children of all year groups continue to be expected and encouraged to attend educational provision where it is appropriate for them to do so (for children with education health and care (EHC) plans this will be informed by a risk assessment approach)
- children of parents whose work is critical to the Covid-19 response, or work in one of the critical sectors listed by the Government will continue to be able to access educational provision
- children, young people and staff who have been classed as [clinically extremely vulnerable due to pre-existing medical conditions](#) have been advised to shield. We do not expect people in this category to be attending school, and they should continue to be supported to learn or work at home as much as possible. Clinically vulnerable (but not clinically extremely vulnerable) people are those considered to be at a higher risk of severe illness from coronavirus. Few if any children will fall into this category, but parents should follow medical advice if their child is in this category. Staff in this category should work from home where possible, and refer to the detail in our protective measures guidance





- a child/young person or a member of staff who lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, can attend their education or childcare setting
- if a child/young person or staff member lives in a household with someone who is extremely clinically vulnerable, as set out in the [guidance on shielding](#), it is advised they only attend an education or childcare setting if stringent social distancing can be adhered to and, in the case of children, if they are able to understand and follow those instructions. This may not be possible for very young children and older children without the capacity to adhere to the instructions on social distancing. If stringent social distancing cannot be adhered to, we do not expect those individuals to attend. They should be supported to learn or work at home
- staff and children or young people should not attend if they have symptoms or are self-isolating due to symptoms in their household
- protective measures will be put in place for staff and students, as far as is possible, to ensure that the risk of transmission is reduced

Figure 2 Risk assessment for schools, teachers, students, and family/carers



Source:

<http://www.independentsage.org/wp-content/uploads/2020/05/Independent-Sage-Brief-Report-on-Schools-5.pdf>

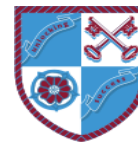
This risk assessment only includes Covid-19 associated risks. All other School policies remain in place or have been updated to reflect changes due to the risk of Covid-19.

Identify hazards



Infected person in school, individual may or may not exhibit Coronavirus symptoms such as, but not limited to continuous cough or high temperature.
Inadequate staff supervision.
Staff absence due to isolation – known in advance – current 25 staff – rota does not include isolating staff.
Staff absence due to sickness – unknown in advance – current 0 staff.
Pre-planned absence for other reasons eg training, further reducing staffing – current 0 staff.
Contractors on site for a short or longer period of time undertaking essential work at school.
Teaching spaces contaminated with infection.
Communal spaces contaminated with infection.
Individual becomes unwell during the day.
Vulnerable children not in contact with the school every few days.
Children not in contact with the school on a regular basis.

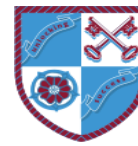
Identify people at risk	Persons who may be affected by hazards	
Employees	YES	
Students	YES	
Visitors	YES	
Contractors	YES	
Vulnerable persons	YES	



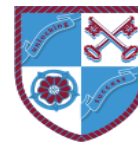
What are the hazards?	Who might be harmed and how?	Existing control measures  (what are you already doing?)	Planned, additional control measures to allow for school reopening?  (what else are you going to do?)	Risk Level  (HIGH, MEDIUM, LOW)
<p><b>Underlying health conditions</b></p> <p><a href="#">Guidance</a></p>	<p>Staff, Students, Visitors</p>	<p>Identify those with underlying health conditions via staff questionnaire, students via vulnerable phone-call / attendance line</p>		<p>Overall risk level reduced to <b>LOW</b></p>
<p>Close contact with others causes virus to spread throughout the staff and student population.</p>	<p>Staff, Students, Visitors</p>	<p>Ensure that all health and safety compliance checks have been undertaken before opening</p> <p>Organise classrooms and other learning environments such as workshops and science labs for those groups, maintaining space between seats and desks where possible</p> <p>Consider how best to supplement remote education with some face to face support for students in year 10</p> <p>Reduce mixing within school</p>	<p>No areas in school were put into isolation. Health and Safety checks have continued including legionella and fire safety.</p> <p>Chairs removed from Maths, English and Science rooms so only 1 x student per desk. Desks rearranged to ensure spaced apart. No more than 10 students, but aiming for 8 per classroom.</p> <p>Phase 1 (15/6/2020 – 19/6/2020) Year 10's to be invited to have a 90-minute face to face meeting with their tutor. Organised so that each tutor group will be in on one day over the week. Students allocated a time to come in. Held in either of the prepared rooms. Social distancing to be observed by both staff and students.</p> <p>Phase 2 (22/6/2020 – 17/7/2020) Year 10's to be offered the opportunity to have face to face contact with a core subject teacher. Students attend for one day per week to contact English, maths, science. Tutor Groups split into 3 with three sessions over each day. Students will only be on site for their face to face session. There will be no unstructured time for these students. The start and finished times will be spaced apart from each group and staggered from the arrival and finish times of the provision in place at the school.</p> <p>Phase 3 To be reviewed to incorporate options / non-core</p> <p>Year 10 students only on site during their designated contact time.</p> <p>Arrival and departure of each group spaced out to avoid interaction between groups.</p> <p>Arrival and finish times staggered from onsite provision.</p>	<p>Overall risk level reduced to <b>LOW</b></p>



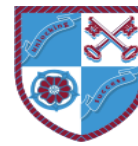
		<p>Reduce the use of shared resources:</p>	<p>No unstructured time for the Year 10's.</p> <p>One-way system to be used in main block to enter and exit the English classrooms in use</p> <p>Science classrooms on ground floor to use external exit doors.</p> <p>Each group to have 1 toilet pass to only be used if necessary to minimise the students accessing the toilets during their time on site.</p> <p>Students will be advised via letter of the resources they need to bring with them during their session.</p> <p>Additional resources will be purchased and if given out to a student they will keep that resource and it will not be returned.</p> <p>Any resources printed on paper will be issued to the students and not returned.</p> <p>Students will clean their desk/work station at the beginning of each session with the anti-bacterial wipes available in the classroom.</p> <p>Each classroom used for the Year 10 sessions will be cleaned twice daily concentrating on common contact surfaces e.g. desks, doors, sinks, toilets, light switches, bannisters.</p>	
<p>Catching / Spreading</p> <p>Exposure from others due to: Living with someone with a confirmed case of COVID-19.</p> <p>Have come into close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19.</p> <p>Being advised by a public health agency that contact</p>	<p>Staff, Students, Visitors</p>	<p>Persons who are clinically extremely vulnerable and/or shielding do not enter the school site.</p> <p>Students who live with shielded and clinically extremely vulnerable people are identified and appropriate risks</p>	<p>Staff were asked to inform via Forms, if they had received medical guidance advising them that they were clinically extremely vulnerable and shielding. This will be confirmed in the first week back after half term. These staff members will not be requested to come into school to support the year 10 sessions and will continue to work from home.</p> <p>Those staff who have identified themselves as vulnerable and unable to come in to the school to support the year 10 sessions will not be required to come on site and will continue to work from home where this is possible.</p> <p>Parents will be asked in writing, via attendance email, to notify the school if any of the year 10 students are living with someone who</p>	<p>Overall risk level reduced to <b>LOW</b></p>



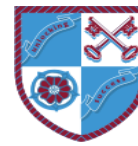
<p>with a diagnosed case has occurred.</p>		<p>assessment is undertaken to identify what, if any, onsite provision can be accessed.</p> <p>Welfare facilities are provided which contain suitable levels of soap and hand sanitiser.</p> <p>Any existing individual risk assessments (disability, young persons or new / expectant mothers) to be reviewed</p> <p>Should persons disclose that personnel living with them are self-isolating, they should be encouraged to do the same for 14 days as per Government guidance.</p>	<p>is clinically extremely vulnerable and shielding. These students will not be invited in to attend the Year 10 sessions.</p> <p>Hygiene stations to be in each classroom with tissues, hand sanitiser and anti-bacterial wipes readily available. All students to use hand sanitiser, where handwashing facilities are not available, on entry and exit to the classroom.</p> <p>All toilets and sink areas to be checked regularly throughout the day to ensure soap available for handwashing</p> <p>Tissues available for students and staff in all classrooms being accessed to catch sneezes and coughs.</p> <p>Posters in all rooms being accessed by staff and students to advise of the government guidance –</p> <ul style="list-style-type: none"> <li>• Wash hands regularly</li> <li>• Catch sneezes and coughs in a tissue or elbow.</li> <li>• Do not touch your eyes nose or mouth</li> <li>• Stay 2 metres apart</li> </ul> <p>All personal emergency evacuation plans (PEEPS) to be reviewed with all members of staff and students that have them in place.</p> <p>New mother risk assessments to be reviewed with all staff/student members who have returned to school following maternity leave.</p> <p>Expectant mothers will not be used for the year 10 support sessions due to being in the vulnerable category.</p> <p>All staff and students to be sent a link to the Government guidance on self-isolation <a href="#">COVID-19: guidance for households with possible coronavirus infection guidance</a></p>	
<p>Suspected case whilst working on site</p>	<p>Staff, Students, Visitors</p>	<p>If a student or staff member become unwell whilst on site.</p>	<p>If anyone becomes unwell with a new, continuous cough a high temperature or lose of taste and smell whilst at school, they must be sent home and advised to follow the <a href="#">COVID-19: guidance for households with possible coronavirus infection guidance</a>.</p>	



		<p>When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days.</p>	<p>If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p> <p>If they need to use the toilet while waiting to be collected, they should use the staff toilets located in the reception area if possible. The toilet should be locked until it can be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained</p> <p>All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario. Details of how to access a test will be emailed to all staff and will be issued to parents if their child is showing symptoms of Covid-19</p> <p>Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.</p> <p>Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.</p> <p>As part of the national test, track and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise the school on the most appropriate action to take. In some cases, a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole year 10 group that were in that classroom. Where settings are observing guidance on infection prevention and control, which will reduce risk of</p>	
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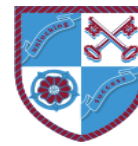


			transmission, closure of the whole setting will not generally be necessary.	
The needs of specific students could lead to increased risk of infection.	Staff, Students	Some students require 121 interventions with staff and the 2 metre distance cannot always be possible.	All staff carrying out 121 interventions with students will be risk assessed individually.	Overall risk level reduced to <b>MEDIUM</b>
Travel off site	Staff, Students	Travel is only required for essential purposes.  Implement social distancing where possible (2m clearance from persons and not to travel in groups of more than 2 unless it is immediate family).  All persons to limit their use of public transport.	Staff will not be requested to travel to alternative venues whilst offering the year 10 support sessions.  Parents will be advised in writing of the importance of students to adhere to 2 metre distancing whilst travelling to and from school  A link to the Government guidance on the use of public transport to be sent to all staff and students. <a href="#">Coronavirus (COVID-19): safer travel guidance for passengers</a>	Overall risk level reduced to <b>MEDIUM</b>
Access to & egress from site causes increased spread of virus	Staff, Students, Visitors	Only essential visitors to access the site  Require all persons to wash or clean their hands before entering or leaving the site.  Allow plenty of space (two metres) between people waiting to enter site.  Staff accessing the site	Only visitors carrying out essential maintenance deemed necessary to the safe running of the school are allowed on site.  Signs in reception promoting good hygiene  Hand sanitiser available on reception.  Signage prior to entering Warblington School advising no entry to anyone who has symptoms of Covid-19.  Footprints leading from the reception area to outside the school to be placed 2 metres apart to indicating where visitors should stand whilst waiting.  Screen to be installed at the first half of the reception area.  Staff who are showing any of the signs of Covid-19 may NOT come to school.  Staff MUST declare if they have a member of their family displaying signs of COVID-19 and may NOT come into school.  Staff have been informed about the need for self-isolation as advised by the Government.	Overall risk level reduced to <b>LOW</b>



			On arrival all staff are required to wash hands or use the sanitiser provided in reception.	
Poor communication means that staff, parents, students or visitors do not follow guidance.	Staff, Students, Visitors	Tell children, young people, parents, carers or any visitors, such as suppliers, not to enter the school if they are displaying any symptoms of coronavirus (following the <a href="#">COVID-19: guidance for households with possible coronavirus infection</a> )  Discuss with cleaning contractors or staff the additional cleaning requirements.	Signage on the entrance to the school to state no entry to anyone displaying any symptoms of Covid-19.  All communications to the parents regarding the year 10 support sessions will state no entry to any student displaying symptoms of Covid-19 All site team to be issued with the Government guidance on cleaning non health care settings <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>	Overall risk level reduced to <b>LOW</b>
Allocation of Staff causes increased spread of virus	Staff	Staffing allocation          Authorisation to access the school site    First aid provision to be available to staff and students at all times.	Phase 1.  Tutors will have a 30-minute face to face contact with the year 10's in their tutor group. The time and date for these appointments will be allocated to the student in advance in writing.  Phase 2  English, Maths and Science teachers will have a face to face support session with their year 10 students. These sessions will be held once per week for each teacher/student. Their year 10 classes will be split into 3 and 3 sessions will be held over one day lasting 1 hour each.  Phase 3  To be confirmed.  Staff not on the rota for the provision and not required for the year 10 support sessions must notify Val Wrixon of their intention to come on site. If Val Wrixon becomes ill or unable to attend, this passes to Karen Chaffey.  First Aid Provision risk assessment to be reviewed to ensure provision on site sufficient  It is accepted that social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum, and those administering first aid should wear PPE	Overall risk level reduced to <b>LOW</b>





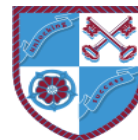
		Staff to follow social distancing guidance in offices/staff rooms/close working in rooms etc.	<p>appropriate to the circumstances. Wash hands and ensure the affected area is cleaned upon completion</p> <p>Staff supporting the sessions for year 10's and staff supporting the key-worker/vulnerable provision will have staggered break times.</p> <p>Signage in the staff room advising of no more than 10 members of staff to be in there at any one time.</p> <p>Feet to be put on the floor leading to the coffee machine, spaced 2 metres apart to encourage social distancing.</p>	
Cleaning does not prevent the spread of the virus	Staff, Students, Visitors	A cleaning schedule will be implemented throughout the site, ensuring that contact points, e.g. work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.	<p>All site team will be issued with the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></p> <p>Hand sanitizer will be available in all rooms where soap and water are not available.</p> <p>Surfaces that are touched more regularly will be cleaned twice daily i.e. desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal</p> <p>All staff and students will be encouraged to clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing.</p> <p>Signage will be in all rooms and shared areas encouraging staff and students to not touch their mouth, eyes and nose and use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')</p> <p>Handwashing signage will be in all toilets and sink areas.</p> <p>Bins will be emptied throughout the day</p> <p>Where possible, all spaces should be well ventilated using natural ventilation (opening windows). Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation</p>	Overall risk level reduced to <b>LOW</b>



			<p>There is no need for anything other than normal personal hygiene and washing of clothes following a day in an educational or childcare setting</p> <p>Only cleaning products supplied by the school / Haywards are to be used.</p>	
Deliveries & Waste collection means outside workers expose the school population to the virus	Staff, Students, Delivery drivers, Waste collection operatives	<p>If practicable drivers should wash or clean their hands with hand sanitiser before unloading goods and materials.</p> <p>Do not approach delivery staff, allow packages to be left in a safe place.</p> <p>Hands are to be thoroughly washed after handling all deliveries or waste materials.</p>		Overall risk level reduced to <b>LOW</b>
Contractors expose the school population to the virus	Staff, Students, Contractors	<p>Only contractors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site and will read and comply with signs in reception regarding good hygiene.</p>	<p>Staff and contractors are to maintain a safe distance between themselves and others (2 metres).</p> <p>All contractors are to wash their hands upon entering the site or use hand sanitiser where soap and water are not available.</p> <p>All contractors to be reminded of the hygiene guidance.</p> <p>The contractor is to notify the Site Team of all areas visited, in order that these can then be thoroughly cleaned.</p>	Overall risk level reduced to <b>LOW</b>
Canteen use – exposure to virus from large numbers of persons	Staff, Students	<p>All persons should be required to stay on site once they have entered it and not use local shops etc.</p> <p>Food and drink should not be consumed in the classrooms.</p> <p>All persons should sit 2 metres apart from each other whilst eating and avoid all contact.</p>	<p>Year 10's will only be on site for a specific time and there will be no unstructured time.</p> <p>Tables in the canteen are spaced out so they are apart and only one student or staff member can sit on one table at a time.</p> <p>All rubbish and waste should be put straight in the bin by the user and not left for someone else to clear up.</p> <p>All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices.</p>	Overall risk level reduced to <b>LOW</b>

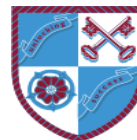


Emergency procedures (Fire alarm activations etc.) cause students and staff to come into close contact	Staff, Students, Visitors, Contractors	Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable. Particularly at assembly areas (2m separation).	The Fire Evacuation policy has been updated to reflect that on hearing the fire alarm the member of staff supporting the year 10 session will accompany the students outside to the usual fire area where they will line up in front of the staff member ensuring they are 2 metres apart.	Overall risk level reduced to <b>LOW</b>
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Appendix 3 –

<p><b>Member of a class or staff becoming unwell with suspected COVID-19</b></p>	<p>In the event that a child presents with any symptoms then the parent/guardians will be contacted immediately.</p> <p>Contact PHE Health Protection Team on 0300 303 8162 to notify so they can support risk assessment and follow up.</p> <p>If a child is awaiting collection, they will be moved to a room where they can be isolated behind a closed door with ventilation (these have been identified for each area), with appropriate adult supervision. If it is not possible to isolate them (eg if more than one person displaying symptoms), move them to an area (outdoors if weather is ok) which is at least 2 metres away from other people.</p> <p>Ensure suitable PPE, including fluid resistant face mask is available at this location and worn by the supervising adult delegated to monitor the child so they are prepared to respond to the child in the event that they need urgent attention. On collection of the child, it will be confirmed with the parent that they are aware of how to get the child tested and confirm that they will let the school know the result as soon as they are aware.</p> <p>You can ask for a test online at: <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-forcoronavirus/ask-for-a-test-to-check-if-you-have-coronavirus/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-forcoronavirus/ask-for-a-test-to-check-if-you-have-coronavirus/</a></p> <p>In the event that a member of staff presents with symptoms, they will immediately remove themselves from the school having notified a member of staff, at a safe distance, as well as confirming where they've been and with whom so cleaning can be immediately initiated to any affected areas and contacts within school closely monitored. The member of staff will, as soon as they are able, arrange to be tested and will provide the school with the test results as soon as practicable. <a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a></p> <p>Clean and disinfect rooms the suspected case was using – ensure appropriate PPE (gloves and apron) are used. Appropriate PPE is provided in all areas</p> <p>On confirmation that a member of a class cohort, either child or member of staff, has had a positive test, ensure they stay at home for 8 days (day of onset + seven days). The rest of their household need to self-isolate for 14 days. Contact the PHE SW Health Protection Team on 0300 303 8162 immediately so they can support the risk assessment and advise about follow up.</p> <p>Advise that anyone with symptoms get tested: Staff and children over 5: online via <a href="http://nhs.uk/coronaviruschildren">http://nhs.uk/coronaviruschildren</a></p> <p>Any siblings also in the same setting (but a different, unaffected area) would need to isolate at this point</p> <p>Undertake an assessment to determine whether contacts in the setting need to self-isolate at home for 14 days.</p> <p>Clean and disinfect rooms the case was using if this has not already been done – ensure appropriate PPE (minimum gloves and apron) are used. Subject to PHE advice, the whole</p>
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	<p>cohort may need to be isolated within their room or, if weather permits, in an outside location, whilst parents/guardians are notified to collect them.</p> <p>Subject to PHE advice, once all children have been collected then the staff will make their way home to begin their isolation and the classroom will be subject to a cleaning regime agreed with the cleaners for a location where there has been a positive test <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a> <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-nonhealthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-nonhealthcare-settings</a></p>
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