



Noadswood

RISK ASSESSMENT – JUNE 2021 UPDATE

RAG rated control measures below:

Students and staff will be offered weekly lateral flow tests and will be expected to carry these out. If the result is positive the individual will be requested not to attend Noadswood and book a PCR test, returning only if this is negative.



HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	ADDITIONAL NOTES UPON REVIEW
Contact with someone suffering from coronavirus	Colleagues Students Contractors Visitors	Everyone will be asked not to come into school if they need to self-isolate under current guidance . Regular reminders will be given about this over social media, in HT updates and by tutors to young people. Anyone self-isolating with symptoms will be	

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		<p>encouraged to access testing and engage with the NHS Test and Trace process.</p> <p>If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be picked up.</p> <p>They will be isolated in the former medical room provision (the current medical room provision is to be found in the conference room)</p> <p>This space for isolation is in line with this guidance. 999 will be called if they are seriously ill or injured or their life is at risk.</p> <p>In the case of a symptomatic pupil who needs to be supervised before being picked up:</p> <p style="padding-left: 40px;">If a distance of 2m can't be maintained, supervising staff will be provided with PPE including a fluid-resistant mask</p> <p style="padding-left: 40px;">Contact will be minimised but if contact is necessary, supervising staff will wear disposable gloves and a disposable apron as PPE</p> <p style="padding-left: 40px;">If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection</p> <p>Supervising staff will wash their hands thoroughly for at least 20 seconds after the pupil has been picked up.</p> <p>We are to be provided home testing kits in school, these will be given to parents/carers collecting symptomatic children, and to staff who've developed symptoms at school, if providing one will increase the likelihood of them getting tested.</p> <p>Only in exceptional circumstances will staff take</p>	

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		<p>symptomatic children home themselves, and no one will be expected to do this by their LM/pressured to do so. In this case one of the following steps will be taken:</p> <p>The driver and passenger will maintain a distance of 2m from each other; and</p> <p>The driver will use PPE (the same PPE as when supervising a symptomatic pupil, as explained above) and the passenger will wear a face mask if they are old enough and able to do so</p> <p>A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following decontamination guidance.</p> <p>If the school becomes aware that a pupil or a staff member has tested positive for coronavirus, the school will contact the local health protection team. The team will carry out a rapid risk assessment to confirm who's been in close contact with the person, and these people will be asked to self-isolate.</p> <p>To help with this, records will be kept of:</p> <p>The students and staff in each group</p> <p>Any close contact that takes place between children and staff in different groups</p> <p>Close contact means:</p> <p>Direct close contact – face-to-face contact with an infected person for any length of time, within 1 metre, including:</p> <ul style="list-style-type: none"> ○ Being coughed on, ○ A face-to-face conversation, or ○ Unprotected physical contact (skin-to- 	

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		<p>skin)</p> <p>Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person</p> <p>Travelling in a small car with an infected person</p> <p>If there are 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school will work with the local health protection team to decide if additional action is needed. Any advice given by the team will be followed.</p>	
Contact with coronavirus when getting to and from school		<p>Everyone will be encouraged to walk or cycle into school through letters/social media.</p> <p>Reminders will be regularly conveyed to students about the importance of walking straight home/not gathering in the community/not walking on to primary school sites or other secondary schools to meet siblings/friends.</p> <p>Anyone who needs to take public transport will be referred to government guidance.</p> <p>Minibus travel using our own or providers' buses is paused until further notice, but when reintroduced, discussions will be held to ensure we:</p> <p style="padding-left: 40px;">Follow all hygiene and health guidance at that time</p> <p>Parents/carers who need to drop off and pick up students will be told through messages/letters/reminders:</p>	

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		<p>Parents/carers will only visit when completely necessary; we offer them a range of contact email addresses monitored throughout the day in addition to the conventional phone contact numbers/ePraise when they need to discuss issues. The use of virtual meetings will be encouraged as often as possible.</p> <p>When they do need to visit the site to drop off any equipment/food/money, they will be asked to queue outside Reception if someone is already in there, using the signage on the floor, to ring the bell when they come in, and to give items directly to the student concerned who will meet them outside the Reception door with the exception of urgent meds.</p> <p>We will encourage students and colleagues to always wear face coverings when moving around communal areas in school, and anywhere where physical distancing cannot be maintained, through letters, posters, reminders around the school site and on social media.</p> <p>Anyone wearing reusable face coverings will be expected to bring a plastic bag to keep these in. If they're using disposable face coverings, these will be put in a covered, marked bin.</p> <p>They'll also be asked to wash their hands after removing the covering. Everyone will be made aware</p>	

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		<p>that they mustn't touch the front of the covering during use or removal.</p> <p>This information will be conveyed to parents/carers/students by letter and through tutor time/regular reminders around the site and over the social media platform.</p> <p>A supply of spare face coverings and visors will be kept for anyone who requires one or has a covering that's unsafe to wear.</p>	
<p>Spreading infection due to touch, sneezes and coughs</p>		<p>Alcohol based sanitiser stations are in place outside every building, and 6 additional washing stations are in place to supplement usual washing facilities.</p> <p>Sanitisers going in outside Astro and playcourts</p> <p>Everyone in school will be actively and regularly reminded to:</p> <p style="padding-left: 20px;">Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using NHS guidelines, or use alcohol-based hand sanitiser to cover all parts of their hands</p> <p style="padding-left: 20px;">Clean their hands on arrival, after breaks, if they change rooms, before and after eating, before using the biometric pad in the canteen, and after sneezing or coughing</p> <p style="padding-left: 20px;">Be encouraged not to touch their mouth, eyes and nose</p> <p style="padding-left: 20px;">Use a tissue or elbow to cough or sneeze, and use bins for tissue waste according to the Catch it, Bin it, Kill it principle.</p> <p>Students will be encouraged to learn and practise these habits in lessons and by posters put up across</p>	

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		<p>the school.</p> <p>Skin friendly cleaning wipes can be used as an alternative, and will be available in all learning spaces and offices, as well as by photocopiers.</p> <p>Additional cleaning throughout the school day available to clean touch points and support any specific issues required around the school site.</p> <p>Help will be available for any students who have trouble cleaning their hands independently.</p> <p>Separate risk assessments are in place for students with more complex needs and colleagues who work with them that will be reviewed regularly to ensure they are supported to manage the necessary hygiene practices.</p> <p>Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Bins for tissues will be emptied throughout the day.</p>	
<p>Spreading infection through contact with coronavirus on surfaces</p>		<p>Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including:</p> <ul style="list-style-type: none"> Banisters Classroom desks and tables Bathroom facilities (including taps and flush buttons) Door and window handles Furniture Light switches 	

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		<p>Reception desks</p> <p>Teaching and learning aids</p> <p>Books and games and other classroom-based resources</p> <p>Computer equipment (including keyboards and mouse)</p> <p>Sports equipment</p> <p>Telephones</p> <p>Fingerprint scanners</p> <p>Outdoor equipment</p> <p>Items that need laundering will be washed regularly in accordance with the manufacturer's instructions, on the warmest water setting. These items will not be shared between students or adults between washes.</p> <p>Students and parents/carers will be asked ensure that students bring all the correct essentials each day to bags, lunch boxes, water bottles, hats, coats, books, stationery and mobile phones, and reminded that no items can be shared or loaned until further notice.</p> <p>Colleagues and students will wipe down work surfaces as part of the 'packing up' procedure in all rooms which are used</p> <p>All areas of the school that are used by students and colleagues will be cleaned thoroughly at the end of the day, and additional cleaning is in place throughout the day.</p> <p>Any resources shared between groups, such as</p>	

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		<p>sports, art and science equipment, will be either:</p> <ul style="list-style-type: none"> Cleaned frequently and meticulously, and always between groups using them; or Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups <p>The same rules will be followed for books and other shared resources that students or staff take home. However, unnecessary sharing will be avoided.</p> <p>Therapy equipment, such as physiotherapy or sensory equipment, will be cleaned between each use. If this is not possible or practical, it will be:</p> <ul style="list-style-type: none"> Restricted to one user; or Rotated so it can be unused for 48 hours (72 hours for plastics) between use by different individuals <p>During social times the students will be isolated in Year bubbles, each with their own marquee. Each marquee will be cleaned before the next staggered break.</p> <p>If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following decontamination guidance.</p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Teachers will wash their hands and surfaces before and after handling students' books.</p>	

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<p>Spreading infection due to excessive contact and mixing between students and colleagues in lessons</p>		<p>Movement from and between lessons will be managed so that everyone in the school isn't moving at the identical time. This will also support supervision at lesson ends and beginnings.</p> <p>The students will have social time in Year Groups, too, outside wherever possible.</p> <p>Breaks and lunchtimes will be staggered so that Year Groups have designated outdoor space that will not be used by another group at the same time.</p> <p>A one-way system is employed to ease the movement of everyone through the school.</p> <p>If students are indoors, they will go only to their own tutor group base, still sitting down at the correct physical distancing, so that the school can easily trace who has spent time indoors with whom, and at what distance, should we need to.</p> <p>The students will be reminded to maintain their distance verbally and through the poster campaign, Stay Smart, Stay Apart and they will be reminded of the importance of not touching or getting into the physical space of peers and adults alike.</p> <p>Students will be seated side-by-side and facing forwards, and unnecessary furniture will be moved back or out of classrooms to allow for this – in some classrooms students will be able to face one-another, though in these rooms it will be deemed that social distancing cannot be maintained, and so face masks will be encouraged.</p> <p>Lessons that involve singing, chanting, shouting or playing instruments (particularly wind or brass instruments) will be limited by additional physical distancing measures, and will take place outside wherever possible (if taking place inside, the space will be well ventilated).</p>	

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		<p>Instrument playing won't take place in any larger groups such as choirs over 15 people or assemblies.</p> <p>For physical activity, APE and NGB Sport England Guidance will be followed in conjunction with Government guidance,</p> <p>Outdoor sports will be prioritised where possible, or large indoor spaces used where it is not. Distance between students will be maximised as much as possible.</p> <p>Specially designated areas for changing will be used to ensure appropriate distancing with careful supervision</p> <p>Colleagues can work across different groups in order to deliver the school timetable, but they will keep their distance from students and other colleagues as much as they can (ideally 2 metres apart). This won't always be possible, in exceptional circumstances, but close face-to-face contact will be avoided, and time spent within 1 metre will be minimised.</p> <p>Any students with complex needs or who need close contact care will have the same support as normal as distancing isn't possible here. Colleagues will be provided with PPE, will be rigorous about hand washing and respiratory hygiene, and risk assessments will be dynamically reviewed.</p> <p>Supply teachers, peripatetic teachers and other temporary staff will be told to minimise contact and maintain as much distance as possible from other staff. The number of temporary staff entering the school premises will be kept to a minimum and they will be briefed as to our systems and protocols.</p> <p>Specialists, therapists, clinicians and other support</p>	

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Spreading infection due to excessive contact and mixing between students and staff around and outside of the school		staff for students with SEND should provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene.	
		<p>Everyone will be encouraged to put on face coverings when moving around the school, or anywhere where unless they're exempt from wearing one. They'll be given clear instructions about how to put on, remove and store/dispose of face coverings safely via letters, social media platforms and reminders within school.</p> <p>If the school becomes part of a local lockdown area, everyone will be asked to put on face coverings when moving around the school, unless they're exempt from wearing one. They'll be given instructions about how to put on, remove and store/dispose of face coverings safely as above.</p> <p>For students who routinely attend other settings on a part-time basis, such as an alternative provision setting, the school will work with these other settings to work out a system to keep these students safe.</p>	

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		<p>The canteen will be used to reduced capacity to allow groups to keep apart when using them. It will be cleaned between each use. Students will collect food from the canteen and eat it either in their outdoor zone or in their marquee.</p> <p>Toilet use will be managed to mitigate against overcrowding/transmission by:</p> <ul style="list-style-type: none"> - Staggered breaks and lunches - Managed physical distanced queues outside them - Additional cleaning during the school day and after all breaks and lunches in the staggered timetables. - Different toilets for different years 	

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		<p>Use of staff room and shared office/dept spaces will be carefully planned to enable physical distancing, and Team Leaders/'owners' of spaces will liaise with Line Managers to confirm their plans.</p> <p>Reception will remain a 'bubble' and all students and colleagues visiting from within school will queue using the signage on the floor.</p> <p>Visitors to the site, such as contractors, will have guidance on physical distancing and hygiene explained to them on or before arrival. A record will be kept of all visitors using our digital signing in/out system.</p> <p>We have paused all our trips and visits until further notice. This is so we can focus on our core business of learning, wellbeing and health and safety in our community. When we decide to recommence such activities, we will work in line with the guidance as it is at the time.</p>	

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Spreading infection due to the school environment		<p>Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with changes to how the school space is being used.</p> <p>Areas in use will be well ventilated by opening windows. Doors will be held open by the battery operated door stops .</p> <p>The use of the lift will be carried out only under the supervision of a member of staff with particular identified students.</p> <p>Additional bins will be provided in classrooms and other key locations to dispose of tissues and any other waste, and additional cleaners will ensure that they are emptied regularly .</p> <p>Outdoor spaces will be used for exercise and breaks, and opportunities to use the spaces safely will be planned for and conveyed to the students.</p>	
Spreading infection due to excessive contact and mixing in meetings		<p>Where possible, all meetings will be conducted by telephone or using Teams/Zoom/other video conferencing platforms, in line with our Safeguarding Policy. This includes meetings with groups of colleagues, parents/carers, visitors and governors.</p> <p>Where this isn't possible, essential meetings will be conducted outside, or in a room measured to be large enough to allow for social distancing.</p>	
Individuals vulnerable to serious infection coming into school		<p>The school will continue to follow any and all shielding guidance in place to decide who should come into school and on what basis.</p> <p>Whilst the guidance is paused, all colleagues and</p>	

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		<p>students are expected to come into school.</p> <p>Staff who are clinically vulnerable or clinically extremely vulnerable and coming into school will work in the safest possible on-site way where it's possible to maintain social distancing. Line Managers will discuss with them how best to carry out their work safely and complete individual risk assessments to support them.</p>	
Individuals put under strain from changes / requirements	Colleagues Parents/carers Visitors	<p>Fortnightly committee to discuss the arrangements, their effectiveness and amendments to help (in line with the guidance) with the HT comprising a range of colleagues, including prof association reps, H and S experts, colleagues working with the most vulnerable students.</p> <p>Daily opportunity to provide feedback via the online form on Frog</p> <p>Open Door from all SLT for colleague views and concerns</p> <p>Wellbeing forum to be formed to support all colleagues</p> <p>KS3 and 4 Parent Forum incl parent governors to be held at regular intervals with HT and other S Ldrs.</p>	
Vulnerable students struggling with restrictions / anxiety about the changes	Students with additional needs Students with anticipated or emerging anxieties	<p>Individual plans made with vulnerable students before term start, supported by House Leaders/SLT</p> <p>Risk assessments for students on the SEND Register to support specific difficulties students may have.</p> <p>Additional staffing in the process of being recruited to enable greater SLT presence to support emerging issues.</p>	

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Curriculum/learning experience restricted by the changes	Colleagues Students	CPD time devoted to curriculum planning time Constant messaging to parents/carers/students involving them in the efforts we are making to sustain a rich curriculum.	

First Aid and Coronavirus management

When administering first aid or supporting a child with a medical condition, please follow the guidance below:

Treating pupils and staff

1. Please continue to keep a 2M distance from pupils and staff where possible
2. If a child is injured or unwell while in school and needs direct personal care please keep contact to a minimum and wash your hands prior and after to contact with the child
3. If staff or pupils develop coronavirus [symptoms](#) while at school they must be sent home. Symptoms:
 - a new continuous cough
 - a high temperature
 - a loss of, or change in, your normal sense of taste or smell
4. If a pupil becomes unwell with symptoms of coronavirus while in school and needs direct personal care until they can return home a fluid-resistant face mask should be worn by the supervising adult and the pupil if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.
5. Supervise the pupil in a space ventilated and isolated from others e.g. medical room
6. Notify SLT member on call asap
7. Notify site team

Instructions for donning full PPE:

1. Wash your hands
2. Put on PPE (in any order)
3. Do not touch your face whilst wearing PPE
4. Remove all PPE and place in a bin, remove gloves last
5. Wash your hands again

CPR:

1. Call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms
2. Ask for help. If a portable defibrillator is available, ask for it
3. Before starting CPR, to minimise transmission risk, use a cloth or towel to cover the patient's mouth and nose, while still permitting breathing to restart following successful resuscitation
4. Use the full PPE:
 - Disposable gloves
 - Disposable apron
 - Fluid-resistant surgical face mask
 - Eye protection (visor or goggles)

DFE Guidance

DfE guidance is that the wearing of a face covering or face mask in schools is not necessary, though encouraged in confined spaces, and therefore staff and pupils will not be mandated to wear them.

Noadswood provision of face coverings

We are making face shields available to staff and pupils who would nonetheless wish to wear a face covering. Each person will be offered a face shield and they have the choice to accept it and wear it. They should be cleaned daily by the wearer or parent with a normal household cleaner and cloth.

The face shields issued are re-usable by each individual wearer and are the face coverings we would like to encourage for pupils in school for those who wish to wear it at this time and pending any revised medical or health and safety guidance. *

Replacement face shields for pupils are available to purchase directly from New Forest Signs for £6.80.

Face covering should cover your mouth and nose while allowing you to breathe comfortably. It is important to wash your hands before putting them on and after taking it off.

PPE for personal care and first aid

The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including:

- pupils whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way
- if a pupil becomes unwell with symptoms of coronavirus (COVID-19) while in school and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the pupil is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn

Instructions for donning full PPE:

- 1. Wash your hands
- 2. Put on PPE (in any order)
- 3. Do not touch your face whilst wearing PPE
- 4. Remove all PPE and place in a bin, remove gloves last
- 5. Wash your hands again

Public transport and contracted home to school transport

Passengers travelling on public transport should wear a face covering

Contracted home to school transport:

1. Both drivers and escorts should wear face coverings.
2. Secondary age children and their parents may wish to use a face covering, there is published advice that applies to using public transport that they can use if they wish to, <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

*Face coverings (or any form of medical mask unless instructed to be used for specific clinical reasons) should not be worn by those who may not be able to handle them as directed (for example, those with special educational needs) as it may inadvertently increase the risk of transmission.

This guidance will be regularly reviewed in line with guidance from Public Health England and the DfE.

PPE and Enhanced Cleaning Plan

PPE

Face coverings

- **Disposable face masks** - available for staff carrying out personal care for students or providing medical assistance.

For replenishment: Ticket to facility team

- **Washable face masks for staff** – available for all staff who require one. Please limit to one per person. Includes masks with transparent mouth area.

To request a mask – Ticket to facility team

- **Visors (plastic face shields) for staff** - available for all staff who require one. Please limit to one per person

To request a mask – Ticket to facility team

- **Washable face masks for students** - available for all students who require one. Please limit to one per person. Includes masks with transparent mouth area.

To request a mask – Request via House Leaders

- **Visors (plastic face shields) for students** - available for all students who require one. Please limit to one per person

To request a mask – Request via House Leaders

Gloves

- **Disposable Gloves** - available to all staff. They will be provided and replenished in key areas e.g. classrooms.

To request gloves – Ticket to facility team or ask a janitor

Aprons

- **Disposable aprons** - available for staff carrying out personal care for students or providing medical assistance.

For replenishment: Ticket to facility team

CLEANING

Touch-point cleaning

Touch-points around school will be cleaned more regularly than before. They will be cleaned using an anti-viral solution with the cloths rinsed very frequently, also in anti-viral solution. Cloths will be cleaned daily.

General classroom cleaning

Desks will be cleaned with an everyday cleaning product and then wiped over with anti-viral solution. Cloths will be rinsed very frequently and washed daily.

Anti-viral wipes - Pupils

In all classrooms, pupils should be given a wipe to clean down their area (including IT equipment) before AND after use.

Pupils should be issued with a wipe by a member of staff, clean their desk and chair and dispose of the wipe in a bin before getting equipment out. At the end of the class they should be issued another wipe to clean down after they have packed away.

In order to limit waste, please issue one wipe to one pupil per desk. They should wipe the whole desk and both chairs (if neighbouring chair is to be used).

These wipes are gentle but should be kept away from eyes. Please supervise the use of wipes.

The wipes are gentle but can be drying. Those with sensitive skin are advised to moisturise their hands regularly. Parents of pupils with very sensitive skin e.g. severe eczema should notify the school if they are not comfortable with their child using wipes. We do have small disposable gloves available.

Anti-viral wipes – staff

Wipes will be made available in all spaces around school. Please use them as you require. Please avoid contact with eyes.

The wipes are gentle but can be drying. Those with sensitive skin are advised to moisturise their hands regularly.

You do not need to wear gloves unless using the wipes often or for a prolonged period of time. Gloves are available via facility team.

For replenishment: Ticket to facility team. Please avoid moving wipes between rooms. If you run out, please request more.

Anti-viral solution – staff

PE and Technology have been provided with Selgiene for cleaning equipment after use. Please keep out of the reach of children. Please use the cloths provided and these will be cleaned for you. You need to wear gloves when using this product and these will be provided. The 5L refill bottle is highly concentrated. Please dilute per the instructions on the bottle. Please keep out of reach of children.

Selgiene should only be used by staff using gloves and not used by students

Other departments may continue to use the cleaning products they would normally use. Green cloths have been provided and will be washed daily by the facilities team

IMPORTANT – For extremely urgent replenishment of PPE or cleaning products please email startrekking@noadswood.hants.sch.uk. Someone will contact facility team via radio to supply what you need. In all other circumstances please send a ticket to facility team.

IT equipment cleaning

Keyboards should be wiped down with an anti-viral wipe after every use. These wipes are gentle but should be kept away from eyes. Please supervise the use of wipes.

The wipes are gentle but can be drying. Those with sensitive skin are advised to moisturise their hands regularly. Parents of pupils with very sensitive skin e.g. severe eczema should notify the school if they are not comfortable with their child using wipes. We do have small disposable gloves available.

Office cleaning

Offices will be cleaned every Friday or Saturday.

Desks will be cleaned with an everyday cleaning product and then wiped over with anti-viral solution.

Cloths will be rinsed very frequently and washed daily.

Staff chairs

In shared spaces, staff have the option of using a fabric or plastic chair. Either option should be wiped down with an anti-viral wipe prior to use.

Litter Picking

Litter-picking will continue to be provided by our cleaning company this academic year. It is more important than ever to encourage students to clear up after themselves to avoid staff and students having to handle litter.

HAND HYGIENE

Hand wash stations

We have installed 6 hand wash stations. One in the medical room, two in the upper science lobby and three in the small dining hall. These are foot-activated and supply hot water in short bursts. These are for staff and students to use as they require. If you notice any problems with a unit please notify facility team.

Hand sanitiser

- **Entry points** - Hand sanitiser is available in wall-mounted pumps at every entry point to the school. These contain an alcohol-based sanitiser. Units are also positioned around the school in key locations.
- **Classrooms** Hand sanitiser will be available in all classrooms. In Science and Technology hand sanitiser dispensers will contain an alcohol-free sanitiser that is still a confirmed viricide.

As with alcohol wipes, this product is gentle on the skin. However, anyone with particularly sensitive skin is encouraged to bring in their own sanitiser that they are comfortable with. Those with sensitive skin may benefit from additional use of moisturiser.

JANITOR SERVICE

We have two cleaners covering the school day who will carry out the following tasks:

- Replenish PPE and cleaning products
- Additional cleaning of toilets
- Additional cleaning of touch points
- Filling and emptying hand wash stations
- Emptying bins (where necessary) after break and/or lunch
- Arranging the clean of cloths for both school and cleaning company

FOGGING MACHINE

The school has purchased a fogging machine to be used only by those trained to use it. Any member of staff wishing to be trained to use the fogging machine should raise a request with the facilities team.

The machine will be used by the cleaners or facilities team to ensure that each area of the school has been ‘fogged’ at some stage of each week.

The machine can also be used to target higher risk or high-use areas e.g. Medical room and washrooms.

The machine may be used in specific locations, identified by SLT, following a confirmed or suspected case of COVID-19 depending on practicality.

Any space which receives treatment must be left un-occupied for 1-1.5 hours to allow the chemicals to settle. N.b. entering a room briefly to collect an item does not pose a risk.

Fabric chairs should ideally be removed or covered before fogging.

Large classrooms/staff rooms etc 2-4 minutes fogging 1-1.5 hours left to settle

Smaller classrooms/toilets etc 1-2 minutes fogging 1 hour to settle

Open some windows & doors ajar when fogging for a slight draft

PPE must be worn

Behaviour

Risk:

We know that this is going to be a challenging time for students as they return to school and it is important that all students fully understand the expectations of their conduct and behaviour as listed in this document. There is, of course, a potential that some of our students may not conduct themselves in a way that is either safe or appropriate for themselves, other students and our staff and thereby risk the safety of themselves and others, as well as disrupt such important learning time.

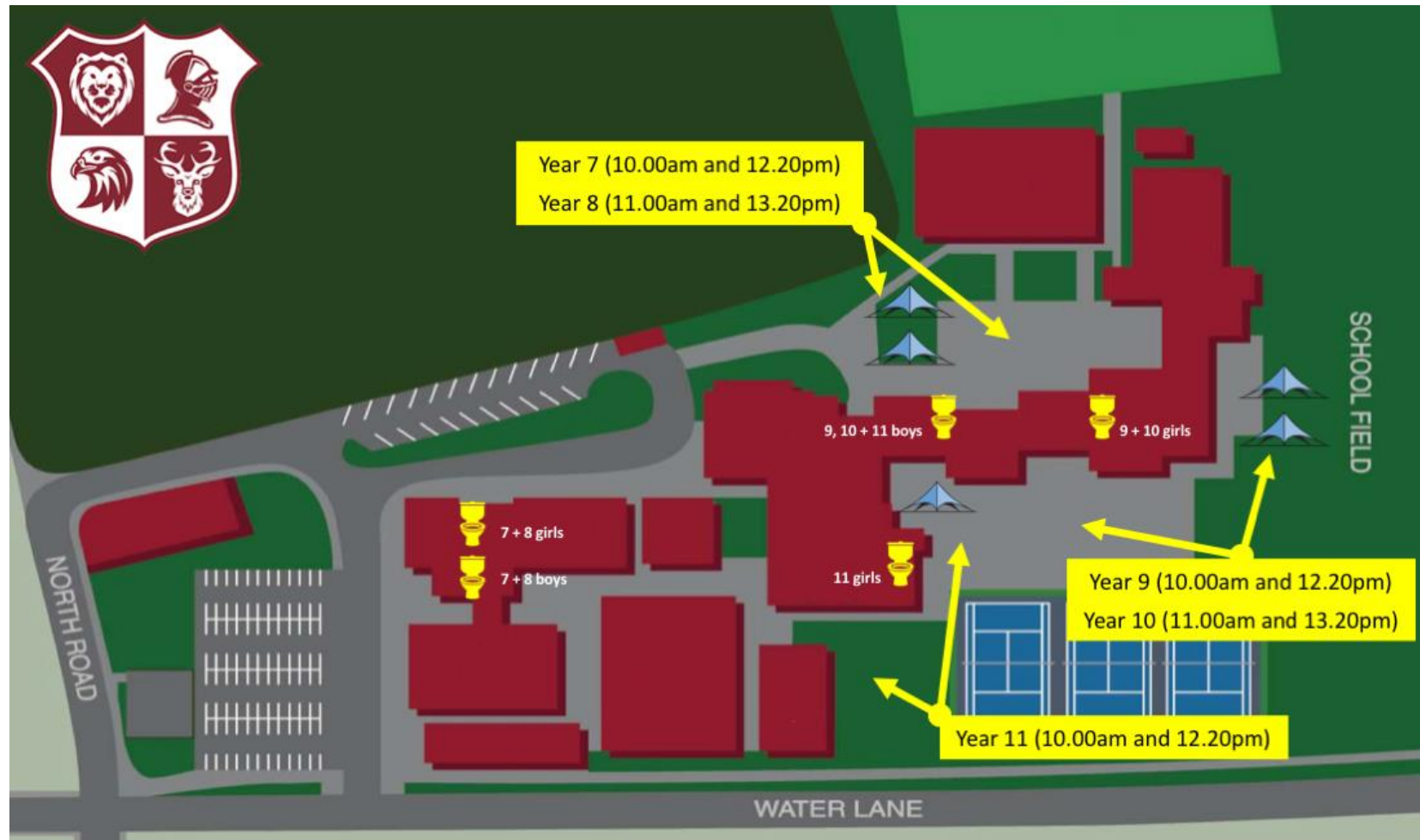
We would ask that staff recognise that these are extraordinary circumstances for students and they may first need gentle reminders giving absolute clarity of behavioural expectations particularly surrounding social distancing. We ask that staff continue to use the usual 'Pivotal' language and approach with our students, giving them every chance to be successful with their learning, safety and behaviour. However, we absolutely will not tolerate continued unsafe or poor behaviour from any student in school.

Control Measures:

If a student behaves in a way that is neither appropriate or safe and they have been reminded of the expectations but continue to display said behaviours, we ask that colleagues email startrekking and ask for assistance. Our normal behavioural expectations and procedures are in place from June 2021 onwards.

Use of toilets in school - students

The toilets will be cleaned frequently during the day and after school – students have designated toilets to reduce mixing of bubbles, shown below



One Way System

The one way system is operating to ease the flow of people around the site and minimise bottlenecks which will increase the amount of time people are in close contact with one another. This, along with the staggered timetable for different years and different social spaces (previous map) should mitigate bubble mixing whilst the school goes back to operating slightly more normally (in comparison to the zoned approach of September 2020).

