

Covid 19 Risk Assessment – Highcliffe School

(Please note this document is under constant review so please always refer to the website version)

Hazard/Task	Who might be harmed?	Existing control measures	What other controls are needed?	By when ?	Person responsible
<p>Spread of Covid 19 Corona virus causing mild to severe illness and possibly fatalities</p>	<p>Children</p>	<p>From September 2020, all children and young people are asked to return to their educational establishment (where there are no shielding concerns for the child or their household); to enable them to gain the educational and wellbeing benefits of doing so. Schools will be supportive in their approach, but this return is compulsory.</p> <p>Shielding will end for most people (adults and children on the 1st August)</p> <p>If a pupil becomes unwell in the setting with a new continuous cough, a high temperature or loss of taste or smell, arrangements will be made immediately for them to be sent home. Parents and carers to be advised to follow the national stay at home guidance.</p> <p>If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’, which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms</p>	<p>Systems to isolate and then send home anyone who develops symptoms</p> <p>Clear messaging to parents/staff/visitors not to attend with symptoms.</p> <p>Families to be encouraged to be vigilant and to operate a safety first approach.</p> <p>Separate toilet/waiting area for staff/child awaiting collection. PPE for staff waiting with a child recommended.</p> <p>In the instance a student displays the following symptoms:</p> <ul style="list-style-type: none"> • a new continuous cough • fever/high temperature (37.8C or greater) • loss of, or change in, sense of smell or taste (anosmia) <p>The student will be met by the medical officer (appropriate PPE to be worn) and taken to isolation in the medical room and parents</p>	<p>Sept 2020</p>	<p>SLT</p>

		<p>Schools will need a mixture of bubbles and social distancing (SD) to reduce the risk of cross infection. It's not either or.</p>	<p>contacted immediately to collect student and any siblings/relations living with student in school. The medical room will be closed to any other students/staff. A sign will be placed on the door to this effect. An overflow room (the large meeting room) will be made available for any students needing other medical assistance. Should toilet facilities be required by an isolated student – the male staff toilets opposite the medical room will be closed off for usage. In the instance of a second student displaying symptoms within the timeframe of the first student awaiting collection – the second student will be collected by the medical officer (handwashing and new PPE applied) and the student will be isolated in the small meeting room – again parents contacted immediately and collection of student and any siblings/relations living with student in school arranged.</p> <p>Parents/guardians of student advised to get tested – NHS portal/119. If it is felt that the student is unlikely to be taken for testing, the school has a small number of testing kits which have been provided and can be administered by parents and then sent off by school.</p>	
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		<p>Separation between groups (year group bubbles will be main groupings and then broken down to X:Y(:Z) etc within cohorts) is the key; SD as far as possible will operate where possible but site restrictions exist.</p> <p>S</p> <p>D by staff of 2 metres in secondary will be the key to keeping staff as safe as possible. Face coverings should be worn in corridors and shared inside spaces. It is personal staff choice as to if to wear them in other areas</p>	<p>SLT and Head of Year will work together to identify through seating plans and other evidence who the student has been in close contact with to support discussions with PHE to agree action plan.</p> <p>Cleaning of the isolated area/toilet used before reopening.</p> <p>Any PPE and other waste to be put in a plastic bag and tied, then placed in a second bag and tied. This waste will then be stored for 72 hours in and clearly labelled before disposing into general waste.</p> <p>The school day will be altered to allow split breaktime and lunchtime to reduce the mixing of bubbles as far as is practical. A one way system will be in place with clear demarcation of travel time between rooms in a one-way system for staff and students. This will reduce 'congestion' on the key corridors and allow further SD to continue. Face Coverings will be required when moving between rooms in corridors etc.</p> <p>Rooms will have furniture removed and reorganised to allow staff to remain away from students as much as possible. Staff should remain at the front of</p>		
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		<p>and/or in classrooms. When moving within 2m of a student wearing a face covering is recommended.</p> <p>School will follow government advice regarding school transport.</p>	<p>the class as much as possible and reduce time in close proximity of students as much as is possible.</p> <p>Where students require closer support, they and the staff member should wear a face mask (or a visor for the staff member) and should minimise the time working in close proximity. Please see additional guidance for protocols relating to teaching assistants supporting students in class.</p> <p>Government guidance allows for different year groups to travel on the same vehicle as it will be the same group each day. Highcliffe's School transport is dedicated which means no other school comes on the vehicle or members of the public. The School coaches have been fitted with air purifiers, hand sanitising station and will have rows clearly marked by colour card to show where year groups should sit. In addition enhanced cleaning regimes between journeys has been implemented. School minibuses will assign students to specific seats which they cannot change. In addition</p>	
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		<p>As well as pupils with some EHCPs; thought should be given to those children who may need to access more than one site for AP, counselling services or courses.</p> <p>Additional cleaning will need to be implemented.</p>	<p>hand sanitising will be available for use when boarding. Minibuses will also have an enhanced cleaning regime. Students have been advised not to eat on school transport and special lidded bins have been installed on the minibuses for tissues etc.</p> <p>Where student visit alternative settings for AP or other services then Highcliffe School will ensure those settings have risk assessed their settings and check to make sure the same safeguards are in place. Should a student visit a site which later confirms a case we will seek advice about the isolation of our own student.</p> <p>The school's cleaners will be starting earlier in the day to allow for additional cleaning of communal areas and toilets. Specific protocols around the cleaning of classrooms, staff workrooms and offices have also been written and advised to the relevant staff.</p>		
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			All cleaning consumables have been reviewed to ensure meet the new Covid requirements.		
Spread of Covid 19 Corona virus causing mild to severe illness and possibly fatalities	Staff	<p>Staff who have been classed as clinically extremely vulnerable due to pre-existing medical conditions have been advised to shield and should not be attending the educational establishment but should continue to be supported to work at home as much as possible until September.</p> <p>However from September when all children and young people are asked to return to their educational establishment; most staff will also return to school.</p> <p>Shielding will end for most people (adults and children on the 1st August subject to the disease continuing to diminish in the local and national environment.</p> <p>Staff should not attend if they have symptoms or are self-isolating due to symptoms in their household as required by national government guidance and are encouraged to test themselves and those in their household if symptomatic. They will need to self-isolate for 10 days.</p> <p>If a member of staff becomes unwell in the workplace with a new continuous cough, a high temperature or loss of taste or smell, they should be immediately sent home and advised to follow the national stay at home and testing guidance. Additional cleaning will need to be implemented in the classrooms used by the member of staff.</p> <p>The school protocol for COVID-19 cases in premises is followed.</p>	<p>Staff can be shown webinars from PHE on safest practice</p> <p>Testing can be accessed for free</p> <p>Schools are updated weekly on the risk rates in pan-Dorset and levels of the disease remain low to date.</p> <p>Staffrooms and other “social” spaces will be limited in their use and staff must adhere to maximum numbers shown on doors. Where subjects have their own staff rooms these should be utilised.</p> <p>In the instance a member of staff displays the following symptoms:</p> <ul style="list-style-type: none"> • a new continuous cough • fever/high temperature (37.8C or greater) • loss of, or change in, sense of smell or taste (anosmia) 	Sept 2020	SLT

			<p>The member of staff will be met by the medical officer (appropriate PPE to be worn) and taken to isolation in the medical room. The medical room will be closed to any other staff and an overflow room (the large meeting room) will be made available for any staff needing other medical assistance. Should toilet facilities be required by an isolated member of staff – the male staff toilets opposite the medical room will be closed off for usage. In the instance of a second member of staff displaying symptoms within the timeframe of the first member of staff awaiting collection – the second member of staff will be collected by the medical officer (handwashing and new PPE applied) and the member of staff will be isolated in the small meeting room.</p> <p>Member of staff will be advised to get tested – NHS portal/119.</p> <p>SLT will start collating a list of contacts that the member of staff has interacted with as part of discussions with PHE.</p>		
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		<p>There are now BAME school specific tools for staff RA and review before and after a return to work.</p> <p>Many staff that succumbed to C-19 were more likely to come from a BAME or economically disadvantaged background.</p> <p>The ONS tracker enables schools to assess the relative risks of different jobs in different phases of education and is worth incorporating in a review.</p> <p>Face covering guidance would currently be to wear on public transport and to remove in school followed by handwashing. If a member of staff /student wishes to wear then this is their choice and the school will support.</p>	<p>Cleaning of the isolated area/toilet used before reopening.</p> <p>Any PPE and other waste to be put in a plastic bag and tied, then placed in a second bag and tied. This waste will then be stored for 72 hours in and clearly labelled before disposing into general waste.</p> <p>BAME staff should have a separate meeting with the Headteacher to discuss if there is any additional measures that they would wish to be undertaken to support their return to work. A separate RA will be completed as part of this process. BAME Staff are asked to contact the Headteachers PA to organise a date/time to carry out this activity.</p>	
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			School transport will have either dedicated rows or assigned seats which will allow tracing if required		
Visitors to site and parents dropping off pupils	Visitors, children staff	<p>Guidance on social distancing and hygiene will be explained to parents and reinforced with suitable local instructional signage. Request that parents respect social distancing for the safety of themselves, pupils and staff. Webinar slides specific to parents have been provided to schools and Highcliffe will share this detail.</p> <p>Signage is in place to inform people of any new movement arrangements such as the one-way system, markings on pavements/outside areas.</p> <p>Where possible parents should attend singly. Walking or cycling encouraged, driving if necessary. Avoid public transport and use face coverings if they do so. Avoid bottle necks as all return. Park away from pinch points and walk in (parents have been asked to drop off away from school)</p> <p>Visitors arranged by pre-appointment only, reinforced with signage. Employees tasked with receiving visitors should be trained in the control requirements – 2m distancing, hand-washing and sanitiser etc.</p> <p>Consider emergency access requirements, such as a contact telephone number in a prominent location.</p> <p>Reduce cash handling in preference to card machines and contactless payments.</p> <p>Any items being used regularly by visitors should be cleaned frequently e.g. passes, card machines. Where</p>	<p>Provision of protective screens in reception /other areas where social distancing cannot be achieved has been implemented</p> <p>Consider provision of gloves if handling objects etc is unavoidable</p> <p>We will only be allowing visits to site when by appointment. Entrances will have signs to alert visitors to this fact. This will be clearly communicated to all parents in headteachers letter.</p> <p>Separate entrance will be used by students on arrival and departure (see separate instructions for those arriving by coach or minibus under transport) they will be clearly signed and have hand sanitising stations positioned next to them which all students will be expected to use or show use of their own.</p>	Sept 2020	SLT and Admin Staff

		<p>items cannot be easily or regularly cleaned, consideration should be given to temporarily removing them. Udents across</p>	<p>Ask the visitor whether they have had a new persistent cough, gain consent to take their temperature before access further than reception, take the visitors temperature (which should be 37.7C or below) we may also take a name, contact number and address for NHS track and trace, then ask the visitor to wear a face covering for the duration of the time in the building.</p> <p>The office staff will sign all visitors in reducing contact with book/pen etc.</p> <p>Should a member of staff suspect a visitor to be unwell they should terminate the appointment immediately.</p>		
Supervision, safeguarding and resources	Children, Staff	<p>Ensure that appropriate and adequate supervision is in place at all times.</p> <p>Declutter and create spaces where possible; in classrooms and corridors. Furniture will be removed to allow student desks to be positioned away from staff. Lockers have been repositioned in key corridors.</p> <p>One Way System designed and signage installed for use between 8:45 and 3:15 each day.</p> <p>Clean resources that need it between sessions and be aware of the need to keep staff work stations clean; including practical areas and equipment.</p>	<p>Duty locations have been adapted to reflect new zoning of students across site and new entrances. Staff recruited to lunchtime supervision. SLT will monitor and adjust if necessary.</p> <p>Existing cover staff in place for any staff absence. School is able to access additional cover staff if needed via agency. If necessary groups could be combined or sixth form lessons reduced/suspended or delivered by video/distance.</p>		

		<p>Fresh air ventilation is preferred but certain air conditioning units can be used in certain circumstances please check with the site team before switching on.</p> <p>Windows to classrooms and corridors should be open to enable air circulation. Classroom doors should be open to allow air circulation across the building and door stops will be available. If the fire alarm sounds and staff are able they should close their doors.</p> <p>In DaVinci etc where fans exists to extract air these should be on low at all times.</p>	<p>Safeguarding team in place and additional staff being trained over coming months. SGR and MDS main safeguarding leads supported by other trained staff.</p> <p>Behaviour Policy Addendum in place outlining unacceptable behaviours that might risk other people's health or safety. Teachers will record these if they occur and a decision will be taken independently on each entry.</p> <p>Practical subjects including PE, Science, Art and Technology will be following DfE advice and/or recommendations of professional support organisations such as CLEAPS and DATA where possible.</p> <p>Cleaning supplies increased in subject areas allowing increased cleaning of equipment and resources. Technician staff used to clean resources where possible.</p>		
Hand washing		<p>Display PHE signage on hand-washing and infection control.</p> <p>Hand washing facilities with soap and hot water in place in premises. Handwashing facilities (running water, soap and paper towels) should be available at every entry and exit point. Where this is not possible, hand sanitiser stations should be provided.</p>	<p>Over 55 new hand sanitising stations have been installed around the site with 3 by each pedestrian access. In addition all classrooms (excluding science rooms where they are outside the doors) have had hand sanitising points installed in them. Students</p>		

		<p>Staff and children aware of need to frequently wash and dry hands using correct method.</p> <p>Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach with display of the relevant signage. Good husbandry in place.</p> <p>Staff must ensure that all waste including hand towels and tissues are disposed of in the appropriate bin.</p> <p>Children have explained to them & are reminded of the importance of effective hand washing.</p> <p>Soap and paper towel stock checked regularly and topped up as necessary. Ensure that adequate stock levels are maintained. Staff aware of how to report shortfalls etc.</p> <p>Hand sanitiser gel available to and used by all staff and children (may require supervision) where hand washing facilities are not readily available.</p>	<p>and staff will be asked to use sanitisers on entering the site, entering a classroom and before eating food (see catering section).</p> <p>Signage on hand washing will be prominently displayed in toilets and near key sanitising stations.</p> <p>The school information screens will feature safety information on a constant rolling basis.</p> <p>Waste bins are provided in all rooms and a secure disposal system in the case of an infection has been put in place under the supervision of the medical officer.</p> <p>A new online ordering system has been developed to ensure all classrooms cleaning supplies are kept up and the cleaning company will check all the communal sanitising stations daily.</p>		
Toilets and showering facilities	Staff and children	<p>Signs and posters (available from Public Health England) will be displayed to encourage awareness of good handwashing techniques and the need to increase the frequency of handwashing. Posters discouraging touching of the face should be displayed in addition to coughing or sneezing into a tissue.</p> <p>Clear guidance on the use and cleaning of toilets, showers and changing facilities will be in place to ensure</p>	<p>Highlight dermatitis self-checks to staff with increased use of sanitiser</p> <p>Showers will not be available for students. Staff will be able to access staff showers or designated showers in changing rooms but must clean these after use. Areas to remain free from</p>	Sept 2020	Site Team

		<p>that they remain clean and social distancing can be maintained as far as possible.</p> <p>Access to toilets may need to be staggered to ensure that overcrowding does not occur (inherent in school day design). Sanitising stations may be required outside toilets if access to and from is via several doors.</p> <p>Enhanced cleaning regimes for these areas will be in place. These areas should remain free from personal possessions.</p> <p>.</p>	<p>personal possessions. If required, for example for showering after cycling, they should be kept to a minimum and stored in a bag.</p> <p>Access to toilets will be staggered at breaks and lunch for main school. Signage to remind students of social distancing in toilets will be prominently displayed. Mixed bubbles will be allowed but this is mitigated by restricted numbers allowed in each toilet (for example in the Boys PE toilet the maximum would be 4 – 3 cubicles and the wash basin) and if you enter and see numbers already reached you must leave until someone else has vacated the toilets. Toilet areas will have increased supervision as well.</p> <p>Hand sanitiser will not be in student toilets as soap and hot water is provided but station will be nearby.</p> <p>Increased cleaning of the toilets will take place with cleaning staff on site from 10am to cover break and lunch.</p>		
Cleaning and waste disposal		A full deep clean must be undertaken prior to re-opening and be on stand-by for bubble or school closures based on local/national spikes.	Discussions on cleaning arrangements with contractor have occurred to ensure that they	Sept 2020	Site Team

		<p>Use standard cleaning products (detergents and bleach). Ensure that these are stored and used correctly and remain inaccessible to pupils.</p> <p>Premises cleaning increased, frequent cleaning and disinfecting of objects and surfaces that are touched regularly such as door handles, light switches, handrails and lift switches, using appropriate cleaning products and methods. Consider other frequently used items such as photocopiers, kettles, fridges, white boards & pens, access keypads etc.</p>	<p>are able to meet standards required and COVID-19 related disinfection procedures have been held prior to the Summer holidays. New rotas to allow greater coverage of the school day and enhanced cleaning of toilets and communal areas has been agreed.</p> <p>Whilst the majority of the school has been deep cleaned and lockdown all areas will be brought to the same standard of cleanliness prior to reopening.</p> <p>Additional cleaning of showering facilities for those wanting to walk, run or cycle in We would also ask staff to use the cleaning supplies to wipe down these areas fully after use.</p> <p>.</p> <p>55 sanitiser dispensers have been positioned around site including 3 on each student entrance.</p> <p>Supplies into all classrooms and have students clean as leave and/or arrive? Need protocol.</p> <p>Various cleaning protocols for different classrooms have been devised to allow different bubbles to use the same room after each other.</p>	
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		<p>Equipment cleaned regularly with frequent cleaning and disinfecting of surfaces that are touched regularly such as handles, on/off switches and controls using appropriate cleaning products and methods.</p> <p>If a pupil or staff member develops Covid-19 symptoms whilst using premises or equipment they are cleaned thoroughly. Leave for 72 hours if possible before cleaning.</p> <p>Staff to escalate any cleaning concerns for action including where waste bins need to be emptied. Please email site@highcliffeschool.com</p>	<p>Classroom kit including – Anti-bacterial spray, hand sanitiser, paper towel and wipes or Anti-bacterial Spray unit in IT rooms.</p> <p>Online ordering system for refills has been built to ensure supplies are kept. IT rooms will be equipped with ‘Fogging Machines’ and/or wipes to allow cleaning between uses.</p> <p>Contract Cleaners</p> <ul style="list-style-type: none"> ○ Normal clean after students leave across whole site but continue the use of Milton disinfectant. ○ Part of team come in early from 10.40 and clean certain key areas such as changing rooms, communal areas, etc during break. ○ After break clean all toilets and repeat communal areas such as door, bannister rails, etc ○ During lunch constant 	
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			cleaning of toilets and communal points.		
Social Distancing, entering and exiting buildings and movement around the premises and classrooms		<p>Social distancing of two metres apart should be adhered to wherever possible around staff and combined with regular hand washing and care of seating (not face on) and applies to all parts of the premises. If the social distancing guidelines cannot be followed, then a risk assessment must consider whether the activity needs to be carried out or if there are alternative means of working.</p> <p>Where SD it is not possible PPE (such as face masks) should be considered when working closely with the with pupils with EHCPs.</p> <p>Reduce movement where possible throughout the building. Consider access and egress routes, in addition to areas of high population; toilets, corridors, stair wells, break out areas, assembly halls and shared resources such as libraries and photocopiers and how social distancing can be maintained.</p> <p>Discourage non-essential movement within a site and encourage the use of telephone, teams or email communication rather than face to face conversations.</p> <p>Video and conference calls can be used instead of face to face meetings of larger groups and much CPD will be online or mixed.</p> <p>Number of staff in any work area reduced to comply with the distancing requirements and bubbles as set out in the guidance.</p> <p>Library use will be restricted as detailed.</p>	<p>All classrooms in the school and been re-laid out to ensure all student face forward. Where staff wish to change the layout of the room they must adhere to the principal of 'teaching from the front' and maximising the distance between themselves and the students.</p> <p>A one way system of movement has been created and signage to advise students installed. All appropriate doors will be opened using the mag-locks and it has also been agreed that as classrooms are supervised their doors can be wedged open as along with open windows will allow ventilatio</p> <p>Hand sanitising stations will also be located near communal photocopier printers and staff/students must use these before using the device.</p>	Sept 2020	SLT and Duty Staff (Full Staff)

		<p>Reorganise music delivery in to smaller bubbles within the main year group bubble (X:Y:Z and tutor times split by week)</p> <p>Minimise contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times, hand-washing and toilet access).</p> <p>Staff work rooms and offices restricted use.</p>	<p>Library protocol is as follows: Books - Returns to be put in pigeonholes on day of return for 72 hour quarantine. Keyboards and Mice - to be sanitised by student after use. Ipads - not to be booked out. Newspapers - no newspapers for foreseeable future.</p> <p>Break & Lunchtimes - no students in the Library.</p> <p>AH to sanitise tables after each class visit.</p> <p>Bookies lunchtime club - not for foreseeable future. Homestudy club after school to continue as normal but with social distancing.</p> <p>Access to learning support at break and lunchtime for vulnerable students will be by invitation only. Social distancing will be enforced and desks cleaned after use by LS staff.</p> <p>Library may be required to be a walkway for one way system, so door in English corridor to remain open so seating has been rearranged.</p>	
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		<p>Desks to be spaced as far apart as space constraints permit. Children sat side by side rather than face on where SD is more difficult.</p> <p>Ensure windows are open (take into account fire, security and safeguarding).</p> <p>Staggering staff rest breaks over different times to enable social distancing in eating areas and common rooms etc. Minimise activity times.</p> <p>Staff to have dedicated desk if possible. Wiped after use if shared.</p> <p>Reposition desks to allow social distancing with back to back or side by side working. Encourage clear desk policies and minimise personal belongings unless these can be stored sensibly.</p> <p>Processes redesigned to ensure social distancing in place.</p>	<p>Windows to be open as much as possible.</p> <p>Individual music lessons will still take place and Peripatetic teachers will be supplied with a hygiene kit for use with their students whilst on site. No group ensembles will take place. Follow DfE guidance as published.</p> <p>Staff using workrooms or the staff room need to ensure they observe social distancing and if hot desking wipe down area after using.</p> <p>Physical meetings should be avoided if at all possible as all staff have remote solutions. If a physical meeting is the only option then consideration for size of room to allow social distancing will be the organiser responsibility as will ensuring the room is clean and cleaned at the end of the meeting.</p> <p>Daily/Regular assemblies or large gatherings of students will not take place.</p>	
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Travelling to and from work and work-related travel		Encourage staff to walk, cycle or travel alone in a vehicle. Ensure social distancing can be carried out effectively when entering, storing bicycle or parking –	Staff should maintain social distancing when arriving and	Sept 2020	All

		<p>staff member to wait prior to exiting their vehicle if someone is within 2m vicinity.</p> <p>Anyone carrying out visits are to follow the social distancing rules, including keeping at least 2 metres away from other people at all times. Consider whether travel is necessary – can other means of communication be achieved [electronic, email, Skype, telephone].</p> <p>If the use of public transport is unavoidable allow additional time and check with operators beforehand on their arrangements. Wear a face covering if you need to use public transport. Maintain a two metre distance from others where possible and minimise the amount of time you spend close to other people. At the end of the journey wash your hands for at least 20 seconds or sanitise hands as soon as possible.</p> <p>If transport is shared with someone from outside of your household, whether for travelling to or from work or for work related travel, then share with the same individuals and a minimum number of people. Face away from each other may help reduce the risk of transmission. Vehicle windows kept open to increase ventilation where possible.</p> <p>Fresh air ventilation is preferred but certain air conditioning units can be used in certain circumstances please check with the site team before switching on.</p> <p>Staff are to wash their hands on entering and leaving a building (if hand washing facilities are available). Otherwise use hand sanitiser.</p> <p>If travel is unavoidable staff should travel independently to an area and work as a group to carry out service and then return independently. Maintain the same group where possible.</p> <p>Staff and pupils to use hand gel on entering and exiting vehicles.</p>	<p>leaving the site. Staff should ensure they use hand sanitiser when entering the building if they have not come via the pedestrian entrances.</p> <p>If staff come via Public Transport or by shared transport then they should follow the current government guidelines.</p> <p>Students should be encouraged via Headteachers communication to walk or cycle to school. Additional bike racks have been purchase which will allow bike racks near to each entrance gate.</p> <p>Student travel by Public transport should follow the current government guidance.</p> <p>Students using dedicated school transport must use masks and hand sanitiser when entering and exiting (this is very important at the school as they will not come via gate sanitising stations) the vehicle. Students from different year groups can share transport but will be allocated specific seats on minibuses or rows on coaches to maintain bubbles as per Government guidance.</p> <p>Coaches will be cleaned before being used by the school's students and minibuses will be cleaned as normal or if changed</p>	
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		<p>Surfaces which may have been touched such as handles should be cleaned regularly using gloves and standard cleaning products.</p> <p>Alcohol or soap-based cleansing wipes or spray is used on vehicles to clean them periodically throughout the day and at the end of each shift e.g. keys, door handles, hand holds and rails, dashboards, steering wheels, controls and fuel caps.</p> <p>Ensure that school vehicles can be cleaned between each use.</p> <p>If a staff member or pupil develops Covid 19 symptoms whilst using a school vehicle, the vehicle is to be cleaned thoroughly, leaving for 72 hours if possible before cleaning.</p> <p>Free school transport for those applicable to remain. Review risk assessment as appropriate.</p> <p>Postpone trips and outings where possible.</p>	<p>as students will be using same seats to mitigate risk. Touch points will be wiped down regularly. Drivers will wear masks. The large coaches have also been fitted with purifying air filters.</p> <p>All school trips have been temporary halted.</p>		
Provision and administration of first aid		<p>Ensure adequate numbers of appropriately trained personnel on site whenever the premises are occupied.</p> <p>First aiders to be aware of the information from the Resuscitation Council (UK).</p> <p>https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/</p> <p>First aiders are to ensure that appropriate personal protective equipment is worn dealing with a casualty (see PPE section below)</p>	<p>The school's medical officer has developed guidance for all first aiders which will be shared.</p>	Sept 2020	SLT with Medical Officer

<p>Personal protective equipment (PPE) and face coverings</p>		<p>Wearing a face covering or mask in educational establishments is now down to the school to decide EXCPET where local lockdown is active (Tier 2) which sets out the requirements. Highcliffe School will require staff and students to wear Face Coverings where social distancing can not be sustained such as in corridors or queues.</p> <p>The correct PPE for the tasks being carried out should be in accordance with site and COSHH guidance and risk assessments.</p> <p>Pupils whose care routinely already involves the use of PPE due to their care needs should continue to receive their care in the same way</p> <p>PPE for intimate care must continue to be worn.</p> <p>Additional PPE may be required for first aid administration.</p> <p>Catering staff and other roles who require PPE should continue as usual. Follow usual food safety and hygiene procedures and government guidance.</p> <p>Suitable PPE is available to all staff that need it and relevant staff have been provided information, instruction and training on how to correctly use and remove the PPE, as well as how to maintain and store PPE (if applicable).</p> <p>It may be prudent to keep records of staff detailing which PPE has been issued to them and when.</p> <p>If a pupil or staff member becomes unwell with coronavirus symptoms while in the setting and requires direct personal care (within 2m) until such time as they can return home a fluid-resistant surgical face mask (FRSM Type IIR) should be worn by the supervising adult. Try to isolate the individual if possible [designated area for this purpose?] or behind closed door 2m from others, ventilated area if possible. Consider age dependent supervision that may be required. If direct</p>	<p>Approach Local Resilience Forum or Local Authority if existing PPE suppliers are unable to meet demand needs</p> <p>The school's medical officer has stocks of required PPE where it is required and the school holds a limited amount for wider use.</p> <p>The school is providing staff with an optional allowance to purchase mask/masks of your own choosing if you want to buy more than you already have at home, or if want to buy a face shield for school if you prefer to use one or for disposable gloves if you personally prefer to use them when handling books etc. Please take receipts to finance for reimbursement.</p>	<p>Sept 2020</p>	<p>SLT for provisions and all staff for implementation</p>
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		contact is necessary then disposable gloves and apron and a FRSM should be worn by the carer. If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.			
Handling of post, paperwork and deliveries.		<p>All staff should avoid sending items via post where possible. Electronic formats are preferable. Try to reduce printing where possible.</p> <p>Staff must follow social distancing rules when handling post or paperwork and should particularly avoid touching their face or mouth.</p> <p>Paperwork should be kept to a minimum and avoid sharing of papers, pens etc.</p> <p>When dealing with high volumes of paperwork ensure that frequent effective handwashing or hand sanitisation is undertaken.</p> <p>Where possible, delivered items should not be sorted immediately after delivery. If possible, allow 24 hours for cardboard items and four days for paper. Minimise the number of people handling new items. Increase the cleaning frequency, particularly surfaces that have had direct contact with post items.</p> <p>Where possible consider methods to reduce the number of deliveries, for example, by ordering larger quantities, less often. Consider deliveries during quieter or outside school hours.</p> <p>Revise pick up and drop off collection points, procedures, signage and markings. Where it is possible and safe to do so, have single workers unload vehicles, or use the same pairs of people where this is not possible.</p>	Consider provision of gloves if large volumes of paperwork handling is unavoidable	Sept 2020	Admin Staff and teachers where using paper.

<p>Marking Work</p>	<p>Children and Staff</p>	<p>Teachers should use hand sanitiser before and after handling student books, including when handing out or collecting in books. This also applies to any learning resources such as textbooks being handed out and collected in.</p> <p>Teachers should wash hands thoroughly and use hand sanitiser before and during the time books/worksheets are being marked, avoid touching their eyes, nose and mouth until this has been done.</p> <p>Once books/worksheets have been marked, teachers should ensure hands are washed again. PPE is available from ERD to use whilst marking books if teachers want to use it, there is also an allowance available for purchasing your own gloves, masks etc. ERD will be able to demonstrate the correct way to put on and remove gloves safely.</p> <p>We recommend that teachers mark work in school where possible and not take exercise books home.</p> <p>However, if teachers choose to take exercise books home, to mitigate against the potential transmission of the virus between home and school, staff should wipe down the area at home where they mark and carry the books to and from school/home in a plastic bag or container that is wiped down before and after books are stored in it and follow the same hand hygiene protocols as outlined above on handling student books.</p> <p>If possible, books can be quarantined for 72 hours before marking to reduce potential transmission of the virus, however we are aware that this will not be</p>	<p>Hand Sanitiser is in every classroom, PPE is available from the school medical officer and there is an allowance for staff to purchase their own. Alternative methods of marking outlined</p>	<p>September 2020</p>	<p>SLT</p>
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		<p>possible for all subject areas or class groups due to the frequency of lessons.</p> <p>When collecting in books, ask students to leave books open on the page you want to mark and ensure hand sanitiser is used before and after handling student's books.</p> <p>Teachers must mark all work remotely from pupils (ie – no dynamic/live marking or 'marking over the shoulder')</p> <p>Students cannot swap books to peer assess each other's work</p> <p>To cut down on the frequency and length of time student's books are handled there has been guidance circulated on a range of marking techniques, such as online hand ins, whole class feedback etc.</p>			
Adversely affected mental health	All staff, children and carers	<p>The government has produced guidance for parents and carers on supporting children and young people's mental health during the pandemic.</p> <p>Highcliffe School subscribes to a confidential counselling service through Dorset Council or our Insurers Zurich which is open to all staff and details can be requested from the Heads PA.</p> <p>Many other free sources of help and support are available via the NHS and online in addition to council initiatives such as #TogetherWeCan.</p>	<p>Line managers to keep regular contact with colleagues. Any well being issues to be reported to SLT link or to Headteachers PA.. Use of and make sure well being is part of their keeping in touch meetings with any absent staff or those working from home.</p> <ul style="list-style-type: none"> We are aware that some parents and students may well feel sufficiently anxious about returning to 	Sept 2020	Tutors and Pastoral Team

		<p>The school has signed up for Local Authority Support for Wellbeing for Education.</p> <p>There will be a graduated response to mental health provision:</p> <p>Universal Support will be provided during tutor times and by all staff.</p> <p>Targeted Support: Vulnerable students from SEND and LAC groups will have regular check-ins from a member of the Learning Support Team</p> <p>PP students will be picked up for check-ins by the pupil premium champion.</p> <p>Other identified students will be supported through the pastoral teams as required.</p> <p>Specialist Support: Some students may need more significant support and this will be provided by the school ELSA or external agencies as appropriate depending on level of need.</p> <p>Many other free sources of help and support are available via the NHS and online in addition to council initiatives such as #TogetherWeCan.</p> <p>Managers etc. to maintain frequent contact with their teams.</p> <p>Encourage staff to discuss any concerns.</p> <p>Home or agile working staff are encouraged to maintain contact with teams and support one another through use of Skype or other electronic communications, regular team calls or e-meetings.</p>	<p>school as to make them unwilling to do so, although we hope all the work we are doing to make the school as safe a place as possible means this is not the case. We will engage with any student and their parents who feel temporarily unable to return to school, providing the emotional and practical support to make their return possible.</p> <ul style="list-style-type: none"> • We will work with individuals already known to us or who become known to us in September who have had especially difficult experiences during school closure to support their full inclusion in the school experience and their return to full emotional and mental health. Specific attention will also be paid to the most vulnerable groups of students such as Looked After Children, Free Schools Meals and SEND students, from those staff who have responsibility for them. • We will provide opportunities on their return to school for all students (and indeed staff) to reflect on their 	
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			<p>own experiences of lockdown and school closure, positive and negative, and identify their concerns and hopes going forward so that we may support them all.</p> <ul style="list-style-type: none"> • An enhanced programme of learning and reflection about mental health, positive friendships, resilience, the importance of community, will feature in the tutor programmes of all year groups. • The above strategies will make use of specialist expertise and staff in school already and the support services available to us from BCP Council and the local NHS Trust. 		
Eating lunch and provision of school meals for eligible pupils and breakfast clubs		<p>Staggered lunch breaks where possible. Cleaning of area between groups.</p> <p>Encourage own meals to be brought in that do not require refrigeration or heating: hot and cold drinks in flasks, bottled water and food in cooler lunch bags.</p> <p>If refrigeration or heating is necessary, any contacted surface should be wiped down by the user after each use. This may include taps, water dispensers, kettles, water boilers, fridge handles and microwave doors using suitable cleaning materials.</p>	<p>Students will have staggered time slots for use of catering outlets which will be set out on notices by each catering outlet and be briefed in tutor time (sixth form will only have access to the café but that will operate as normal though with social distancing in place).</p> <p>Students will be encouraged to bring in packed lunches and their</p>	Sept 2020	SLT and Catering Contractor

		<p>Social areas are to be used within social distancing guidelines. Furniture may need to be reorganised to allow this.</p> <p>Schools should provide meal options for all children who are in school and meals should be available free of charge where pupils meet the benefits-related free school meal eligibility criteria and to all infant pupils.</p> <p>Efforts should be made to continue to provide free school meal equivalents for children who are eligible who remain at home e.g. food parcels, food vouchers or via the DfE voucher scheme or supermarket ecards.</p> <p>Staff should minimise the use of kitchen and social areas. Hands should be washed, or sanitiser used upon entry and departure, as well as before and after eating.</p>	<p>own water (fountains will be closed but water will be available to purchase or there will be a top up facility – possibly hatch).</p> <p>There will be no break or breakfast catering service.</p> <p>Hand sanitiser will be available near each catering outlet and queues whilst year group only will be supervised to be socially distant.</p> <p>Catering outlets will be cleaned between each bubble but in the main hall there will be different year group tables to allow students to finish their meal even if slot has ended. Tables will only be for sit down meals or certain students.</p> <p>Students will no longer use PIN numbers but will use QR codes on cards provided or from their phones. For those students without staff will be able to enter manually. The re-valuers have also been upgraded to allow scanning of QR cards. Parents to be advised that topping up via Wisepay is preferred.</p> <p>All food will be handed to students except for chiller unit in main catering area which will be supervised. Perspex screens</p>		
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			<p>have been installed to prevent touching of food or breathing on.</p> <p>In the case of an 'In-day' students will be able to eat in rooms but must sanitise their hand before eating, ensure the classroom is treated respectful and left tidy with rubbish placed in bins. If the 'in-day' room is a Science room then food must not be placed directly on worktops (signage will be in place for science staff desk where no eating will be allowed).</p>		
<p>Statutory Inspections, review of existing risk assessments and procedures and communications to staff, pupils and parents</p>	<p>All occupants</p>	<p>Ensure ongoing communication (and training where applicable) of revised risk assessments, processes, new procedures and arrangements to staff, pupils, parents, Trusts and Governors: COVID-19 RA, alternative layouts (classrooms, meals), PPE, fire evacuations, cleaning regimes and COSHH, child protection policy, safeguarding lead arrangements, protection of vulnerable children, welfare and mental health, etc.</p> <p>Ensure individual care plans and risk assessments are reviewed. Consider those individuals who may require additional support.</p> <p>Encourage feedback as to what is or is not working and concerns for consideration and implementation.</p> <p>Meetings and briefings to maintain social distancing. Consider smaller groups with key participants only.</p> <p>Seek assistance from LA, other educational establishments etc. Do not be afraid to ask for assistance. Consider sharing resources if applicable.</p> <p>Building safety inspections must be complied with prior to reoccupation. This may include, but is not limited to:</p>	<p>All building safety inspections have been maintained and also adapted where appropriate to consider Covid 19 implications.</p>	<p>Sept 2020</p>	<p>Site Team</p>

		<p>Fire safety: Emergency lighting test Fire alarm Extinguisher checks/servicing Review FRA – will social distancing be applied? Can evacuation be achieved with one-way system? Will this be ignored in an emergency? LOLER – lifting equipment – hoists, passenger lifts Air Conditioning – Can this be adjusted to fresh air? If not switch off. Kitchen extraction – cleaned to TR19 standards Water systems Gas – annual gas safe inspection</p>			
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IT Room Cleaning Protocol

The main IT rooms will not be bookable for the first 2 cycles of the timetable. If you use an IT room in another part of the building OR your are timetabled to teach in a room please follow the protocol for use below.

Small IT Rooms (ML7, AT1/2 etc) where no fogging machine is provided

Make sure students have sanitised their hands as they enter the room
Students should use wipes to clean the mouse and keyboard before use
Students should use the wipes provided to clean the mouse and keyboard after use
After using the mice and keyboards students should sanitise their hands

Larger IT Room (IT1-5, EX5 etc) where a fogging machine is provided

Make sure students have sanitised their hands as they enter the room
The teacher between lessons should use the fogging machine to 'fog' the mice and keyboards.
Students should use the wipes provided to clean the mouse and keyboard after use
After using the mice and keyboards students should sanitise their hands

