

Trafalgar School COVID-19 RISK ASSESSMENT



This is a fluid risk assessment, reviewed weekly and informed by changes in Government advice and guidance.
Trafalgar School will use reasonable endeavours to be flexible and work together with PCC Local Authority to ensure it stays open wherever possible.

If you do have any questions that are not covered by the protocols please email: ccopeland@trafalgarschool.org.uk or gpearse@trafalgarschool.org.uk

Supporting documents:

Coronavirus crisis – Workplace Checklist for September NEU/GMB/UNISON/Unite

NASUWT checklist on preparation for the reopening of schools <https://www.nasuwat.org.uk/advice/health-safety/coronavirus-guidance/requirements-for-reopening-of-schools/requirements-reopening-schools-england.html#SelfAudit>

Link to Government advice:

<https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings>

<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/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>

DfE Guidance for full opening:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term>

[Coronavirus \(COVID-19\): Education, universities and childcare - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/coronavirus-covid-19-education-universities-and-childcare/coronavirus-covid-19-education-universities-and-childcare)

Contents

March 2022 Summary RA

January 2022 Summary RA

September 2021 Plan

Covid Outbreak Plan

June 2021 Summary

March 2021 Risk Assessment Summary

March 2021 Full reopening plan

January 2021 plan

September 2020 Full reopening plan

Live Streaming Content

September 2020 Risk Assessment

Remote Learning Plan

Zones

Trafalgar School RA Working Document 2020 - 2022

Trafalgar School COVID-19 RISK ASSESSMENT SUMMARY
Updated March 2022

This summary risk assessment should be read alongside the Trafalgar School RA Working Doc 2020 - 2021 which includes further detail on the main principles we are asking school staff and students to work within.

SCHOOL NAME		Trafalgar School							
Name of person assessing		Claire Copeland / Gemma Pearse / John Beveridge		Date of initial assessment		01/03/2022			
Approved by		LGB		Date of approval		02/03/2022			
What are the hazards?	Who might be harmed and how?	What are you already doing to manage this risk?	Likelihood (1=Low, 5=High)	Impact (1=Low, 5=High)	Risk rating	What else do you need to do to control this risk?	Action by who?	Action by when?	Done (Sign and Date)
General risk of transmission of staff and students working in school	Students, children, staff, their families	Increased hygiene measures implemented and promoted at all times Day time cleaning team on site to clean high touch areas LFT testing in place, twice weekly, to identify asymptomatic cases	3	4	Medium	All school areas continue to be thoroughly cleaned each day. Keep occupied spaces well ventilated. LFT testing promoted with all. Google classrooms still set up for online learning. Outbreak management plan remains in place. PCC letter to parents updating guidance: do not send students to school if they have symptoms. Recommended students / staff still isolate for 5 days.	Site team, SLT and wider teaching staff	Ongoing	CCO 28/2
Airborne transmission of Covid-19 between students and staff in classrooms	Students, children, staff, their families	Seating plans updated to allow easy identification of contacts in the event of an outbreak Hand and respiratory hygiene regime remains in place Staff to spray down computers and desks after sessions / when another member of staff takes over	2	4	Low	All school areas continue to be thoroughly cleaned each day. LFT testing promoted with all. Keep occupied spaces well ventilated. Outbreak management plan remains in place.	Site Team, SLT and wider teaching staff	Ongoing	CCO 28/2
Airborne transmission of Covid-19 between students and staff in communal areas	Students, children, staff, their families, general public	Windows will be kept open in communal areas Signage and floor stickers promote distancing and 'keep left' message in corridors Staggered release from lessons to reduce traffic in corridors External entrances / exits being used where possible Wall mounted sanitisers in all high traffic areas	3	4	Medium	Maintain regular checks on sanitisers / signage. Reiterate importance with staff and students regularly.	All staff	Ongoing	JBE 28/2 CCO
General risk of transmission of staff and students during school trips		Increased hygiene measures implemented and promoted at all times Risk Assessment in place and on EVOLVE	2	4	Low	PCC letter to parents updating guidance: do not send students to school if they have symptoms. Recommended students / staff still isolate for 5 days.	GPE	Ongoing	GPE 1/3
Online safeguarding concerns where students / staff are required to isolate	Students, children, staff, their families	Communications with expectations of remote learning to staff, parents and students Individual RA completed by SLT for staff working from home Identified students receiving a welfare phonecall weekly Safeguarding addendum v3 written and shared with staff and governors Monitoring of attendance at online sessions / submission of work	2	4	Low	Maintain log of phonecalls (CPOMS) and ensure follow ups using the safeguarding team for any concerns.	GPE	Ongoing	GPE 1/3

Summary of changes to guidance:

1. Regular testing no longer recommended.
2. Adults and children advised to stay at home if they test positive for 5 days and until they receive 2 negative LTD tests (24 hours apart).
3. Face coverings - no longer advised for students, staff and visitors either in classrooms or in communal areas.

4. Ventilation - balance the need for increased ventilation while maintaining a comfortable temperature.

Trafalgar School COVID-19 RISK ASSESSMENT SUMMARY
January 2022



This summary risk assessment should be read alongside the Trafalgar School RA Working Doc 2020 - 2022 which includes further detail on the main principles we are asking school staff and students to work within.

SCHOOL NAME	Trafalgar School								
Name of persons assessing	Claire Copeland / Gemma Pearse / John Beveridge				Date of assessment	02/01/2022			
Approved by	Salterns Academy Trust				Date of approval	04/01/2022			
What are the hazards?	Who might be harmed and how?	What are you already doing to manage this risk?	Likelihood (1=Low, 5=High)	Impact (1=Low, 5=High)	Risk rating	What else do you need to do to control this risk?	Action by who?	Action by when?	Done (Sign and Date)
General risk of transmission of staff and students working in school	Students, children, staff, their families	Follow DfE recommendations All staff working from own classrooms / depts to reduce contact with others PPE in classrooms and corridors and where distancing is not possible indoors Social distancing and hygiene measures implemented and promoted at all times Day time cleaning team on site to clean high touch areas LFT testing in place to identify asymptomatic cases	2	4	Low	All school areas continue to be thoroughly cleaned each day. Resissue guidance around face coverings (not required in schools from 17 May 2021). LFT testing promoted with all. Consider reintroduction of face coverings if there are related covid cases in school (PCC to advise).	Site team, SLT and wider teaching staff	Ongoing	CCO GPE 4/1
Airborne transmission of Covid-19 between students and staff in classrooms	Students, children, staff, their families	Follow DfE recommendations Maintain normal timetable to reduce large numbers in one area Staff to stay 2m apart from each other and students (or wear face coverings where this is not possible) Hand and respiratory hygiene regime Staff to spray down computers and desks after sessions / when another member of staff takes over Face coverings recommended for all but essential for students	2	4	Low	Students 2 metres away from teachers. Distancing promoted where possible. Disposable masks available for those who wish to wear them. Saliva and LFT testing promoted with all. Consider reintroduction of face coverings if there are related covid cases in school (PCC to advise).	Site Team, SLT and wider teaching staff	Ongoing	CCO GPE 4/1
Airborne transmission of Covid-19 between students and staff in communal areas	Students, children, staff, their families, general public	All meetings between staff are socially distanced and / or wearing masks Staff room numbers limited Windows will be kept open in communal areas Staff encouraged to wear face coverings in corridors / communal areas and in classrooms / offices if others are present and distancing is not possible Signage and floor stickers promote distancing and 'keep left' message in corridors Staggered release from lessons to reduce traffic in corridors External entrances / exits being used where possible	2	4	Low	Staff are instructed to not work in communal areas if distancing is not possible.	All staff	Ongoing	JBE 4/1 CCO
Transmission during lunch breaks	Students, children, staff, their families, general public	Increased number of food service points for students Duty staff present ensure distancing and increased hygiene with students	2	4	Low	Duty rota rewritten to ensure duty staff able to monitor all students in different zones. Saliva and LFT testing promoted with all.	MCA & wider staff	Before and during the re-opening	JBE 4/1 CCO

Online safeguarding concerns where students / staff are required to isolate	Students, children, staff, their families	<p>DFE guidance being followed</p> <p>Communications with expectations of remote learning to staff, parents and students</p> <p>Individual RA completed by SLT for staff working from home</p> <p>Identified students receiving a welfare phonecall weekly</p> <p>Safeguarding addendum reshared with staff and governors</p> <p>Monitoring of attendance at online sessions / submission of work</p>	2	4	Low	Maintain log of phonecalls (CPOMS) and ensure follow ups using the safeguarding team for any concerns.	GPE	Ongoing	GPE 4/1
Transmission during on site COVID testing	Staff and Students	<p>All staff carrying out LFT testing completed compulsory training modules</p> <p>LFT test site in student services area and meets all requirements</p> <p>PPE equipment, hygiene requirements and social distancing adhered to</p> <p>Cleaning staff completed training modules and waste disposal protocols followed</p>	1	5	Low	<p>Parents have been informed of the LFT testing system and must all complete a consent form before students are tested.</p> <p>Continue to promote testing in the home to minimise need for onsite testing.</p>	AGH	Ongoing	AGH 4/1

Covid-19 Outbreak Plan September 2021/22

Approved by:	Gemma Pearse - Head of School	Date published: 01/09/21
Last reviewed on:	Last reviewed: 01/01/22	
Next review due by:	16/09/21 – Governing Body	

<p>1. Introduction</p> <p>This plan is based on the contingency framework for managing local outbreaks of COVID-19 and the schools operational guidance from step 4 published by the Department for Education (DfE).</p> <p>We will only implement some, or all, of the measures in this plan in response to recommendations provided by our local authority (LA), director of public health (DsPH), Public Health England (PHE) health protection team or the national government.</p> <p>It may be necessary to implement these measures in the following circumstances:</p> <p>To help manage a COVID-19 outbreak within the school</p> <p>If COVID-19 infection rates in the community are extremely high, and other measures have failed to reduce transmission</p> <p>As part of a package of measures responding to a 'variant of concern' (VoC)</p>
<p>2. Testing</p> <p>If recommended, we will initially actively promote the use of home testing by students and staff through all communication channels to maximise take up. If take up is low and it is advised that we reintroduce an asymptomatic testing site (ATS) at our school, we will consult with the director of public health (DsPH) to discuss any further support we need to do this.</p> <p>If we reintroduce on-site asymptomatic testing:</p> <ul style="list-style-type: none">- Either testing will take place during the school day where students will be withdrawn from lessons to complete a rapid Lateral Flow Test. If the outbreak is significant then it may be wiser to bring students in Year group at a time to complete tests rather than having the whole school cohort in school.- The entire Sports hall can utilised if needed but this will have a detrimental effect on the quality of PE offer made to students so if possible alternatives will be considered.- Following consultation with the director of public health testing will be in line with their recommendation. The aim would be to make asymptomatic testing offer in the event of a serious outbreak.
<p>3. Face coverings</p> <p>If recommended, students, staff and visitors who are not exempt from wearing a face covering:</p> <ul style="list-style-type: none">- Will be asked to keep on or put on a face covering when moving around indoors in places where social distancing is difficult to maintain, such as in communal areas and/or:- Will be asked to wear a face covering in classrooms or during activities, unless social distancing can be maintained or a face covering would impact on the ability to take part in exercise or strenuous activity.
<p>4. Shielding</p> <p>We will adhere to national guidance on the reintroduction of shielding, which would apply to those on the shielded patient list (SPL).</p> <p>We will speak to individuals required to shield about additional protective measures in school or arrangements for home working or learning.</p>
<p>5. Other measures</p> <p>If recommended, we will consider cancelling planned:</p> <ul style="list-style-type: none">- Residential educational visits- School events that require travel on buses- Open days- Transition or taster days- Parents events in school- Live performances <p>If recommended, we will temporarily reintroduce:</p> <ul style="list-style-type: none">- Designated areas for breaktimes by Year group to reduce mixing- Strict Staggered arrivals- Limiting external visitors on site
<p>6. Attendance restrictions</p> <p>Attendance restrictions will only be recommended as a last resort. If recommended, we will implement the measures in this section.</p> <p>6.1 Eligibility to remain in school</p> <p>In the first instance, we will stay open for:</p> <ul style="list-style-type: none">- Vulnerable students identified by DSL- Children of critical workers- Year 10 and 11 students

- Any other students due to take external exams this academic year

If further restrictions are recommended, we will stay open only for Vulnerable students & Children of critical workers.

6.2 Education and support for students at home

All other students will be required to stay at home and will receive remote education.

We will aim to deliver remote education that meets the same quality and quantity of education that students would receive in school using Google classroom.

The school will continue to provide meals for those students still attending school and are eligible for benefits-related free school meals. Cash vouchers would be provided to parents of those students not attending school and are eligible for benefits-related free school meals.

A 'check in' weekly phone call will be made for all students not attending school by their form tutor.

6.3 Extra-curricular activities/Clubs

We may temporarily suspend before and after-school activities/clubs during term time and we will communicate who will be eligible to attend once the restrictions are confirmed.

Safeguarding

We will review our child protection and safeguarding policy to make sure it reflects the local restrictions and remains effective. We will aim to have a trained DSL or deputy DSL on site wherever possible.

On occasions where there is no DSL or deputy on site, an identified senior leader will take responsibility for co-ordinating safeguarding on site.

Trafalgar School COVID-19 RISK ASSESSMENT SUMMARY
Updated November 2021

This summary risk assessment should be read alongside the Trafalgar School RA Working Doc 2020 - 2021 which includes further detail on the main principles we are asking school staff and students to work within.

SCHOOL NAME	Trafalgar School								
Name of person assessing	Claire Copeland / Gemma Pearse / John Beveridge				Date of initial assessment	01/09/2021			
Approved by	LGB				Date of approval	16/09/2021			
What are the hazards?	Who might be harmed and how?	What are you already doing to manage this risk?	Likelihood (1=Low, 5=High)	Impact (1=Low, 5=High)	Risk rating	What else do you need to do to control this risk?	Action by who?	Action by when?	Done (Sign and Date)
General risk of transmission of staff and students working in school	Students, children, staff, their families	Follow DfE recommendations Increased hygiene measures implemented and promoted at all times Day time cleaning team on site to clean high touch areas LFT testing in place, twice weekly, to identify asymptomatic cases	3	4	Medium	All school areas continue to be thoroughly cleaned each day. Keep occupied spaces well ventilated. LFT testing promoted with all. Google classrooms set up for online learning. Outbreak management plan in place. Letters to parents reminding of guidance: do not send students to school if they have symptoms.	Site team, SLT and wider teaching staff	Ongoing	CCO 11/5
Airborne transmission of Covid-19 between students and staff in classrooms	Students, children, staff, their families	Follow DfE recommendations Seating plans updated to allow easy identification of contacts in the event of an outbreak Hand and respiratory hygiene regime remains in place Staff to spray down computers and desks after sessions / when another member of staff takes over	2	4	Low	All school areas continue to be thoroughly cleaned each day. LFT testing promoted with all. Keep occupied spaces well ventilated. Outbreak management plan in place.	Site Team, SLT and wider teaching staff	Ongoing	CCO 11/5
Airborne transmission of Covid-19 between students and staff in communal areas	Students, children, staff, their families, general public	Windows will be kept open in communal areas Signage and floor stickers promote distancing and 'keep left' message in corridors Staggered release from lessons to reduce traffic in corridors External entrances / exits being used where possible Wall mounted sanitisers in all high traffic areas	3	4	Medium	Maintain regular checks on sanitisers / signage. Reiterate importance with staff and students during week 1.	All staff	Ongoing	JBE 17/5 CCO
General risk of transmission of staff and students during school trips		Follow DfE recommendations Increased hygiene measures implemented and promoted at all times Risk Assessment in place and on EVOLVE	2	4	Low	Letters to parents reminding of guidance: do not send students to school if they have symptoms.			
Online safeguarding concerns where students / staff are required to isolate	Students, children, staff, their families	DfE guidance being followed Communications with expectations of remote learning to staff, parents and students Individual RA completed by SLT for staff working from home Identified students receiving a welfare phonecall weekly Safeguarding addendum v3 written and shared with staff and governors Monitoring of attendance at online sessions / submission of work	2	4	Low	Maintain log of phonecalls (CPOMS) and ensure follow ups using the safeguarding team for any concerns.	GPE	Ongoing	GPE 11/5

Summary of changes to guidance:

1. School Bubbles - mixing allowed; school should have an outbreak management plan.

- 2.Contact tracing and isolation - no longer expected to undertake contact tracing.
- 3.Face coverings - no longer advised for students, staff and visitors either in classrooms or in communal areas.
- 4.Ventilation - balance the need for increased ventilation while maintaining a comfortable temperature.
- 5.Asymptomatic testing and confirmatory PCR tests to continue.
- 6.Remote education - required to provide remote education to students and maintain your capacity to deliver high quality remote education for next academic year.
- 7.Educational visits can go ahead.

Trafalgar School COVID-19 RISK ASSESSMENT SUMMARY
June 2021



This summary risk assessment should be read alongside the Trafalgar School RA Working Doc 2020 - 2021 which includes further detail on the main principles we are asking school staff and students to work within.

SCHOOL NAME		Trafalgar School							
Name of person assessing		Claire Copeland / John Beveridge		Date of assessment		11/05/2021			
Approved by		Salterns Academy Trust		Date of approval		17/05/2021			
What are the hazards?	Who might be harmed and how?	What are you already doing to manage this risk?	Likelihood (1=Low, 5=High)	Impact (1=Low, 5=High)	Risk rating	What else do you need to do to control this risk?	Action by who?	Action by when?	Done (Sign and Date)
General risk of transmission of staff and students working in school	Students, children, staff, their families	Follow DfE recommendations All staff working from own classrooms / depts to reduce contact with others PPE optional in corridors and where distancing is not possible indoors Social distancing and hygiene measures implemented and promoted at all times Day time cleaning team on site to clean high touch areas LFT testing in place to identify asymptomatic cases	2	4	Low	All school areas continue to be thoroughly cleaned each day. Resissue guidance around face coverings (not required in schools from 17 May 2021). LFT testing promoted with all. Consider reintroduction of face coverings if there are related covid cases in school (PCC to advise).	Site team, SLT and wider teaching staff	Ongoing	CCO 11/5
Airborne transmission of Covid-19 between students and staff in classrooms	Students, children, staff, their families	Follow DfE recommendations Maintain normal timetable to reduce large numbers in one area Staff to stay 2m apart from each other and students Staff arrange classroom layouts to minimise close contact Hand and respiratory hygiene regime Students in year group bubbles during unstructured times Staff to spray down computers and desks after sessions / when another member of staff takes over Face coverings optional for all	2	4	Low	Students 2 metres away from teachers. Distancing promoted where possible. Disposable masks available for those who wish to wear them. Saliva and LFT testing promoted with all. Consider reintroduction of face coverings if there are related covid cases in school (PCC to advise).	Site Team, SLT and wider teaching staff	Ongoing	CCO 11/5
Airborne transmission of Covid-19 between students and staff in communal areas	Students, children, staff, their families, general public	All meetings between staff are socially distanced Staff cannot work in offices where social distancing is not possible Staff room numbers remain limited Windows will be kept open in communal areas Staff can wear face coverings in corridors / communal areas and in classrooms / offices if others are present and distancing is not possible Signage and floor stickers promote distancing and 'keep left' message in corridors Staggered release from lessons to reduce traffic in corridors External entrances / exits being used where possible	2	4	Low	Staff are instructed to not work in communal areas if distancing is not possible.	All staff	Ongoing	JBE 17/5 CCO
Transmission during lunch breaks	Students, children, staff, their families, general public	Allocated areas for students Allocated food service points for students Staff encouraged to stay within departments Duty staff present ensure distancing and increased hygiene with students	2	4	Low	Duty rota rewritten to ensure duty staff able to monitor all students in different zones. Saliva and LFT testing promoted with all.	MCA & wider staff	Before and during the re-opening	JBE 11/5 CCO

Transmission during on site COVID testing	Staff and Students	All staff carrying out LFT testing completed compulsory training modules LFT test site in student services area and meets all requirements PPE equipment, hygiene requirements and social distancing adhered to Cleaning staff completed training modules and waste disposal protocols followed	1	5	Low	Parents have been informed of the LFT testing system and must all complete a consent form before students are tested. Continue to promote testing in the home to minimise need for onsite testing.	AGH	Ongoing	AGH 11/5
Online safeguarding concerns where students / staff are required to isolate	Students, children, staff, their families	DFE guidance being followed Communications with expectations of remote learning to staff, parents and students Individual RA completed by SLT for staff working from home Identified students receiving a welfare phonecall weekly Safeguarding addendum v3 written and shared with staff and governors Monitoring of attendance at online sessions / submission of work	2	4	Low	Maintain log of phonecalls (CPOMS) and ensure follow ups using the safeguarding team for any concerns.	GPE	Ongoing	GPE 11/5

Trafalgar School COVID-19 RISK ASSESSMENT SUMMARY
March 2021



This summary risk assessment should be read alongside the Trafalgar School RA Working Doc June-March which includes further detail on the main principles we are asking school staff and students to work within.

SCHOOL NAME		Trafalgar School							
Name of person assessing		Claire Copeland / John Beveridge		Date of assessment		25/02/2021			
Approved by		Salterns Academy Trust		Date of approval		26/02/2021			
What are the hazards?	Who might be harmed and how?	What are you already doing to manage this risk?	Likelihood (1=Low, 5=High)	Impact (1=Low, 5=High)	Risk rating	What else do you need to do to control this risk?	Action by who?	Action by when?	Done (Sign and Date)
General risk of transmission of staff and students working in school	Students, children, staff, their families	Follow DfE recommendations All staff working from own classrooms / depts to reduce contact with others PPE worn by all in corridors and where distancing is not possible indoors Social distancing and hygiene measures implemented and promoted at all times Day time cleaning team on site to clean high touch areas LFT / Saliva testing in place to identify asymptomatic cases Guidance around use of resources and equipment	3	4	Medium	All school areas continue to be thoroughly cleaned each day. Resissue guidance around face coverings. Assemblies with students to reset expectations. Saliva and LFT testing promoted with all.	Site team, SLT and wider teaching staff	Ongoing	CCO 5/1
Airborne transmission of Covid-19 between students and staff in classrooms	Students, children, staff, their families	Follow DfE recommendations Maintain normal timetable to reduce large numbers in one area Staff to stay 2m apart from each other and students Staff arrange classroom layouts to minimise close contact Hand and respiratory hygiene regime Students in year group bubbles during unstructured times Staff to spray down computers and desks after sessions / when another member of staff takes over Face coverings for staff in close proximity Face coverings encouraged for students in classrooms (review at Easter)	3	4	Medium	Students 2 metres away from teachers. Distancing promoted where possible. Face coverings when in close proximity and where distancing is not possible. Face masks for students advised in lessons (review at Easter). Disposable masks available for if masks become damp from excess wear. Saliva and LFT testing promoted with all.	Site Team, SLT and wider teaching staff	Ongoing	CCO 5/1
Airborne transmission of Covid-19 between students and staff in communal areas	Students, children, staff, their families, general public	All meetings between staff are now remote Staff cannot work in offices if the number of staff exceeds the limit for that office Staff room numbers limited Staff must wear face coverings in corridors / communal areas and in classrooms / offices if others are present and distancing is not possible Signage and floor stickers promote distancing and 'keep left' message in corridors Staggered release from lessons to reduce traffic in corridors External entrances / exits being used where possible	2	4	Low	Staff are instructed to not work in communal areas if the maximum number is already using the space.	All staff	Ongoing	JBE 8/1 CCO
Transmission during lunch breaks	Students, children, staff, their families, general public	Allocated areas for students Allocated food service points for students Staff encouraged to stay within departments Duty staff present ensure distancing and increased hygiene with students	3	4	Medium	Duty rota rewritten to ensure duty staff able to monitor all students in different zones. Saliva and LFT testing promoted with all.	MCA & wider staff	Before and during the re-opening	JBE 8/1

Transmission during on site COVID testing	Staff and Students	All start operating LFT testing completed compulsory training modules LFT test site appropriate and meets all requirements PPE equipment, hygiene requirements and social distancing adhered to Cleaning staff completed training modules and waste disposal protocols followed	1	5	Low	Parents have been informed of the LFT testing system and must all complete a consent form before students are tested.	AGH	Ongoing	AGH 4 January 2021
Transmission during saliva testing	Staff and Students	Tests to be completed off-site, at home Additional instructions provided to wash hands twice All saliva pots are sealed in two plastic bags and dropped in a box, so no additional contact need be made	1	4	Low	Staff and parents have been informed of the data privacy notice and that they can opt out of the programme by not completing the test (see DPIA Saliva Testing for further information).	AGH	Ongoing	AGH 27/1
Online safeguarding concerns where students / staff are required to isolate	Students, children, staff, their families	DFE guidance being followed Communications with expectations of remote learning to staff, parents and students Individual RA completed by SLT for staff working from home Identified students receiving a welfare phonecall weekly Safeguarding addendum v3 written and shared with staff and governors Cameras / mics on for lessons (as directed by staff) Circle time re-introduced to maintain weekly welfare check-in with tutor Lessons recorded via googlemeet Monitoring of attendance at online sessions / submission of work	2	4	Low	Maintain log of phonecalls (CPOMS) and ensure follow ups using the safeguarding team for any concerns.	GPE	Ongoing	GPE 11/1

Trafalgar School reopening plan/checklist – MARCH 2021

This planning checklist is intended to help Trafalgar School prepare for reopening after the closure due to the latest Coronavirus lockdown. It should be read alongside the Trafalgar School RA Working Doc June-March which includes further detail on the main principles we are asking school staff and students to work within.

This document will be shared with any staff in school who need to see it, as well as other education partners including governors and parents.

This plan focuses on 4 areas:

- Child/student focused planning for reopening
- Staff focused planning for reopening
- Site/Operations/H&S focused planning
- Continuation of Remote Learning and Development of Curriculum

School Name
Trafalgar School

1) Student Focused Planning																														
	Issue:	Plan in place?	Comments																											
1	Safety of children (travelling to, arriving, entering, moving around and leaving school)	Yes	<p>Managing numbers on gates: We have two gates to access the site, Main Gate and South Drive. We will maintain pre-allocated gates to Houses to continue to allow siblings to travel together. A staggered start will minimise the numbers of students mixing unnecessarily:</p> <p>Britannia House_Entrance A _ 8.35am Sovereign House _Entrance B _ 8.35am Victory House _Entrance A _ 8.45am Temeraire House _Entrance B _ 8.45am</p> <p>Staggered Starts/Finish: We will continue to adjust the school day so that students are staggered in and out of lessons as well as at the start and end of each day. At the start of the day, students will not be able to access the school site more than 10 minutes prior to their designated start of the day thereby further limiting opportunities for crossover between groups from different year cohorts.</p> <p>Staff will support students to drift in and out of lessons, therefore minimising the traffic in corridors using the following timings:</p> <table><tr><th>Zone</th><th></th><th>Tutor Time</th><th>Break Out</th><th>Lunch Out</th><th>End of the day</th></tr><tr><td>Zone 1</td><td>Science, ADT, IT, PE, Dance, Geography, SEND/ARC</td><td>9.10</td><td>10.45</td><td>12.45</td><td>14.55</td></tr><tr><td>Zone 2</td><td>English and Maths</td><td>9.13</td><td>10.48</td><td>12.48</td><td>14.58</td></tr><tr><td>Zone 3</td><td>Hums, MFL, Music, Drama, LRC</td><td>9.15</td><td>10.5</td><td>12.5</td><td>15.00</td></tr></table> <p>PPE: Students and staff will be expected to wear face masks whilst indoors between lessons and whilst queuing indoors for catering outlets. Until Easter (in the first instance) it is recommended that students wear face masks during lessons and staff will be expected to wear masks any time distancing is not possible. The expectation is that the vast majority of students and staff will have access to reusable mask, but stocks of disposable masks are still available for those without a mask. All classrooms and office space have bins to allow for the safe disposal of single use masks.</p> <p>Parental Access: Parental on-site meetings will be strongly discouraged and in all cases will need to be authorised by HOH / SLT. All external gates to the site will be locked outside of student arrival/departure times. School cloud will be used for all parent events e.g. Parents' Evening, RAP meetings.</p> <p>Sign-in procedures: All visitors to site (approved by SLT) will be required to sign in at reception and will receive an LFT test.</p>				Zone		Tutor Time	Break Out	Lunch Out	End of the day	Zone 1	Science, ADT, IT, PE, Dance, Geography, SEND/ARC	9.10	10.45	12.45	14.55	Zone 2	English and Maths	9.13	10.48	12.48	14.58	Zone 3	Hums, MFL, Music, Drama, LRC	9.15	10.5	12.5	15.00
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2	Safe movement around the school e.g. Minimising unnecessary movement around school, staggered release/congestion points/social distancing/staff protection/use of specialist rooms	Yes	<p>We will retain our planned timetable and full curriculum offer for all year groups.</p> <p>Overall, the site will be zoned to allow for year specific bubbles during break / lunch times and students will follow their normal timetable therefore taught the majority of lessons in rooms dedicated to their bubble at that time. Exceptions to this will be tutor time, where vertical tutoring will continue to support students mental health. Smaller groups mean distancing is possible and students will still sit with others in their year group during this time.</p> <p>Students will need to move around the site to access specialist teaching rooms, they will be encouraged not to progress through corridors with a different year group bubble. Where possible, access to classrooms will be via external doors to limit numbers of students in corridors. Students will be encouraged to enter classrooms as soon as possible to again, limit corridor congestion.</p> <p>Students and staff will be required to wear a face mask whilst moving indoors between classrooms (i.e in corridors) and additionally whilst queuing indoors for catering outlets. Until Easter, staff and students will be asked to wear face masks in classrooms during lessons and where distancing is not possible.</p> <p>We are aware that there will be a minority of students that who have genuine concerns regarding the use of wearing face masks and we will invite families to indicate this to us. We will share these details with staff (and use lanyards to identify students?!) with the intention that this should limit incidences where students are being repeatedly challenged for non-adherence with mask protocols.</p> <p>All assemblies will be conducted virtually through Google Meet and broadcast to the relevant year group and Houses during tutor times.</p>
3	Classroom arrangements	Yes	<p>Classrooms will continue to be arranged, where possible, so that:</p> <ul style="list-style-type: none"> - student desks are all facing the teacher/board - a teaching space is clearly visible to ensure teaching staff are able to maintain 2m distance from the nearest student - the teaching zone at the front of the room will be sufficiently large to accommodate both a teacher and an ISA whilst ensuring they remain adequately socially distanced - staff will be encouraged to open all classroom doors and windows to promote ventilation - classrooms will be cleared of resources as far as possible - where furniture cannot be arranged facing the front (such as IT benching around the perimeter of a room, or Art/DT workbenches) staff will still maintain distance and wear face coverings when in close proximity and where distancing is not possible - where resources are shared with students, such as Chromebooks or PE equipment, these will need to be meticulously cleaned upon collection before being shared with students in a different year group. <p>There is an expectation all students will bring their own basic equipment to school each day which will be reiterated with parents.</p> <p>Unsupervised ball games will not be permitted on site.</p>
4	Hygiene arrangements for staff and children, including timing, use and cleaning of toilets	Yes	<p>Good hand and respiratory hygiene protocols will be regularly reinforced by staff and through signage, including the 'Catch It, Bin It, Kill It' message. All rooms have a bin, along with a supply of anti-bac spray and tissues.</p> <p>Hand sanitisers for every classroom have been refilled and students will be expected to use this upon entry / exit to the room.</p> <p>Hand sanitisers in high touch/traffic areas are still in use and refilled daily.</p> <p>Given the toilet facilities are limited, we will not discourage students' use of toilets during lesson times.</p> <p>Toilets and high touch areas are cleaned regularly by day cleaners.</p>
5	Break and lunch arrangements	Yes	<p>We will stagger the start to morning break and stagger the start to lunch break based on zones in the school. With 5 year groups and 4 catering outlets, such staggering will allow for:</p> <ul style="list-style-type: none"> - Year 7 to have dedicated access to the Kitchen servery and dedicated use of the tennis courts. Year 7 to be released 10 mins early to lunch each day - Year 8 to have dedicated access to the 2nd Kitchen servery and a dedicated area on the field - Years 9 & 11 to have shared access to the main hall servery with increased ventilation - Year 11 will have sole access to the astroturf - Year 10 will have early access to the tech corridor 'street' servery. <p>'Student Facing' catering staff who are unable to maintain 2m distancing (i.e. till based in the canteen) will be required to wear PPE.</p>
6	SEND children and other children with additional needs	Yes	<p>Where possible, ISAs will be advised to be at the front of class in the 'teacher zone' whilst ensuring they remain adequately distanced from the teacher. Where this option is not possible, the focus of support will be on 1:1 and small group interventions in separate inclusion rooms (SEND block and Compass Centre).</p> <p>All SEND provision will be available from the return in March and those with current EHCP / SEMH support will be supported to return to school with a personalised plan.</p> <p>Director of Inclusion to identify students with health problems and do appropriate risk assessments prior to their return, in partnership with families.</p> <p>Repeated contact has been maintained with all EHCP/vulnerable students to monitor their physical and emotional health and wellbeing.</p> <p>AHT to identify students who may benefit from a shortened day at the start and/or for transition support days back into schooling.</p> <p>Inclusion team will have capacity for students who are unable to cope in situations and need SEMH support straight away.</p>
7	Behaviour policy for anti-social behaviour	Yes	<p>TS Behaviour Policy sets out clear guidance for staff and students to follow.</p> <p>Restorative practice will support students to make correct choices.</p> <p>Detentions, where required, will be in dedicated room with HOH / Subject Teachers / Subject Leaders: students to be kept within Year Group bubbles where possible and distanced from one another.</p> <p>Parents / carers are expected to be within 20 minutes of the site for any unlikely instances where a student seriously breaches the school's risk assessment.</p>
8	School Uniform and dress codes	Yes	<p>Students will be required to wear full school uniform.</p> <p>Year 7 and 8 students will be allowed to wear PE kit to school on days where they have PE as they are larger year groups. Antibacterial fogging machines will be used to keep the changing rooms safe for other year groups.</p>

9	Response procedures for students/staff who are symptomatic whilst in school	Yes	<p>Existing Medical Room to be used as an isolation room for students who display symptoms. Student Services team have appropriate PPE (visors, gloves, mask). Nearby main hall identified as additional capacity if required. Students will be asked to wear their face mask by class based teacher prior to moving to medical room (including whilst outside). Students will then be supported in Medical Room, contact made with family and discussion as to how the student will make their way home to self-isolate. Where a student is not able to make their way home, or where they travelled on public transport, a member of family will be asked to collect. Following period of support in Medical Room, all surfaces will be cleaned with anti-bacterial wipes.</p> <p>Where a student in a bubble develops symptoms, they must:</p> <ol style="list-style-type: none">Go home and isolate for 10 days. There is no need for the rest of the bubble or staff to isolate at this stageParents will be asked to apply for a test for any symptomatic students and to liaise with the school regarding the outcome: (https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ask-for-a-test-to-check-if-you-have-coronavirus/)If a student tests positive, further advice from PHE will be sought.								
10	Support services for students or staff experiencing trauma/PTSD following lock down	Yes	<p>Trafalgar School will be referring all parents and students and staff to the EP and mental health services (as identified on the school website) for external support. Inclusion Team are aware all intervention groups will need to be in year groups and / or distanced by at least 2m and will aim to continue to deliver the provision they had. Staff being trained in ELSA support will start intervention and in turn increase the SEMH provision capacity. Those students struggling will be looked at as a case by case basis. Whole school - SEMH drives will happen within form times in the first few weeks as well as support and training for staff on ACE's and the need for connection and relationships. The school is following a programme of RESTORE to support staff and students to return.</p>								
11	Arrangements for subjects/curriculum areas where Covid-19 safety may be problematic, e.g. sharing resources, singing – PE/Drama/DT/Food/Science practicals	Yes	<p>Dept specific risk assessments remain in place for all areas.</p>								
12	First aid	Yes	<p>We have continue to have student receptionists manning our Medical Room plus a number of other first aid trained staff. Where students or staff require first aid they will continue to go to the Medical Room.</p>								
13	Bereavement services and support for mental health outreach for students affected	Yes	<p>ELSA and counselling services provided in school. Working with external agencies and EP as required. We are aware of all students currently who have suffered a bereavement to date.</p>								
14	Communicating with hard to reach families within social distancing expectations	Yes	<p>Parental meetings will be limited and by invite only. Pastoral teams will continue to identify key students (prioritise those students on an a Report and PSP) and their parents to have meetings with on our return, with a preference for remote meetings. Where this is not possible, site based meetings will be limited to before or after school day. Meetings to be booked in at main reception and reception will make sure all checks (COVID related) are made prior to coming on site, with wipedown protocols for meeting rooms. All on-site meetings to approved by HOH / SLT.</p>								
15	Release plans at end of school day to ensure safe routines and social distancing	Yes	<p>Floor stickers and signage encourage students to 'keep left'. Students will be staggered off site, according to their zones to limit the numbers mixing:</p> <table><thead><tr><th>Zone</th><th>End of the day</th></tr></thead><tbody><tr><td>Zone 1 Science, ADT, IT, PE, Dance, Geography, SEND/ARC</td><td>14.55</td></tr><tr><td>Zone 2 English and Maths</td><td>14.58</td></tr><tr><td>Zone 3 Hums, MFL, Music, Drama, LRC</td><td>15.00</td></tr></tbody></table>	Zone	End of the day	Zone 1 Science, ADT, IT, PE, Dance, Geography, SEND/ARC	14.55	Zone 2 English and Maths	14.58	Zone 3 Hums, MFL, Music, Drama, LRC	15.00
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16	Academic catch up for students impacted by the lockdown	Yes	<p>All HoD have been encouraged to open dialogue with Ofqual to establish exam positionality. Yr 10 students will be prioritised for curriculum planning. Staff training has focussed on Response and Digital Curriculum: all subjects are reviewing HT 4, 5 & 6 for all groups and carefully planning content to ensure in-class, regular formative assessment is being used to identify catch-up areas alongside the delivery of new content. INSET time in March will be used to support this process. Catch up fund used to purchase Lexia. Review year 10 curriculum and groupings. Review year 9 options groups.</p>								
17	Communicating key messages with students and parents	Yes	<p>Guidance re lateral flow testing and consent forms to be sent home 25/2. Headteacher letter 26/2. Series of assemblies to students / parents preparing for the return to school. Ppt for all tutors to share. Return to school planning to include circle time for students to monitor mental health and reset expectations.</p>								
2) Continuation/Development of Remote Learning											
	Issue:	Plan in place?	Comments								
18	Children with vulnerable health conditions and others who cannot attend school	Yes	<p>We will communicate with staff the expectations regarding not only for shielding students but those required to self isolate. Every classroom in the school will have a visulaiser which can therefore be used to record and/or live stream parts of lessons that are then posted onto the Google Classroom. Additionally all lesson resources and activites will continue to be shared with all students (incl. those who are sheilding/off site) through our embedded use of Google Classroom.</p> <p>All students will continue to benefit from some teacher input and regular feedback. All studetns accessing school offsite will recieve a minimum of 5 hours education per day. Chrome books are available for students to use in the event they have not signed up to the school Chrome Book scheme.</p>								

19	Engagement/Attendance monitoring for those students educated through Remote Learning	Yes	The expectation is that all children return to school from March 8th. If students are not in school for Covid related reasons they will be required to provide a medical certificate from a specialist. MCA and wider pastoral/inclusion team to work with families on improving attendance. Regular feedback from teaching staff to track remote engagement of students and share with relevant HOH.
3) Staff Focused Planning			
	Issue:	Plan in place?	Comments
20	Staff unable to attend due to illness / shielding on medical advice	Yes	Request evidence from GP. Where possible, staff to continue to work from home, with teaching staff providing resources to support broader remote provision.
21	Staff willing to work but feeling nervous/worried about students returning to school without vaccine	Yes	We have worked closely with all staff during this term to ascertain current levels of concern (health and anxiety). Whilst we believe that there will be no staff who fall within this category, we will continue to engage with them positively and focus on their wellbeing, directing them to Trafalgar based support services including the EP. Circle time for staff will continue as a means of measuring wellbeing.
22	Staff who develop symptoms while in school	Yes	Where a member of staff in a bubble develops symptoms, they must: 1. Go home and isolate for 10 days. There is no need for the rest of the bubble or staff to isolate at this stage. 2. Staff will be directed to apply for a test. They can do that here: https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ask-for-a-test-to-check-if-you-have-coronavirus/ 3. If a teacher tests positive, local PHE will be informed and the school will work collaboratively with them regarding tracing and the communication of potential partial/full closure. 4. Where agreed, staff and families will be notified as per the need to self isolate and engage in the testing procedure.
23	Staff safe working: office layouts, screening, shared equipment, avoiding personal possessions	Yes	All offices will ensure social distancing is in place, and where this is not achievable, face coverings will be worn at all times (to be reviewed at Easter). Staff to be encouraged to not share equipment. All staff to use hand sanitiser when using high touch point items (e.g. doors, photocopiers, shared kettles etc) and wall dispenser sanitiser or anti-bac wipes will be provided by these.
24	Staff who need to work across more than one school	Yes	In line with Salterns Academy Trust policy, we will encourage limited work across schools. School to school support to be conducted via video call as much as possible. If staff do need to visit other schools then their COVID19 precautions/policies to be adhered to. Any staff from other schools visiting Trafalgar will be made aware of our procedures around social distancing and have limited contact with adults and pupils in school.
25	Staff break and lunch times	Yes	Changes to school day still allow for staff to have appropriate break times. Staffroom numbers limited to promote appropriate social distancing.
26	CPD and meetings within a socially distanced environment	Yes	CPD to take place virtually until it is appropriate for it to occur in a socially distanced environment such as the Main Hall. Meetings will take place either remotely or in small groups. Trafalgar T&L Google Classroom and the staff weekly bulletin will be used as a platform for sharing best practice. Where there are concurrent CPD sessions SLT will ensure appropriate rooming and group sizes.
27	Parents' Meetings/ contact	Yes	No large group parental evenings, workshops etc. Continue use of online parent evening software 'school cloud'. Parental on-site meetings will be strongly discouraged and in all cases will need to be authorised by the HOH/SLT. Parental access to the site and main Reception will be discouraged and must be subject to appointments / prior telephone confirmation, as well as authorisation by HOH/SLT. All external visitors instructed on social distancing and hygiene protocols. All external visitors to complete health declaration / LFT test as appropriate.
28	Regular meetings with staff wellbeing group to get staff voice on safe working practices	Yes	Staff wellbeing monitored through circle time and by staff wellbeing group. Staff encouraged to use established Line Management systems to feedback emerging concerns. Staff wellbeing a standing item on SLT agenda.
29	Staff duties		Duty rota to be rewritten based on student zones and shared with all. Student SLT to support with key areas.
30	Staffing for lateral flow testing		Schedule for testing written and shared with staff.
4) Site/Operations Focused Planning			
	Issue:	Plan in place?	Comments
31	Hygiene cleaning routines – cleaning routines and rapid response if area needs immediate clean	Yes	Day cleaners / Premises team to continue to wipe high volume touch points regularly throughout the day with all staff expected to regularly contribute to wipedown protocols at the end of lesson in regular bubble classrooms. Teachers within specialist teaching rooms to supervise/ensure relevant cleaning/wipedown protocols adhered to during changeover between year groups.
32	Fire Safety including evacuation procedures	Yes	All fire protocols / evacuation assembly points as normal. Evacuation procedures to be reshared with staff and students in March. Face coverings to be worn when leaving the building.
33	Provision of PPE protection for site/cleaning	Yes	PPE provided for cleaning if necessary. Contract cleaners provide PPE to all staff.
34	Utilising floor markings/signage to implement safe movement and social distancing	Yes	Signs to be displayed in classrooms and around school. 2m markings marked in classrooms and by students services. No lining up to avoid congregation. Keep left floor stickers visible.
35	Deployment of hand sanitiser & anti bac spray/cloths around key points in the school (identify locations)	Yes	Hand sanitiser wall-dispensers at key points around site all to be restocked daily (e.g. Reception, entry points to buildings etc). Bottles of hand sanitiser, wipes and tissues issued to every classroom/office. Sanitiser spray in each classroom for the cleansing of teacher zones between lessons and high touch points, and for cleansing of specialist subject teaching rooms between year group classes. Stocks of PPE for Medical Room team and disposable face masks available at Student Services.

36	HR tracking of staff groups (shielded etc) and regular reporting of staff absence/revised work patterns	Yes	Reporting of absence procedure will continue. Monitoring in place via usual systems. This data has been shared with appropriate line manager to inform requirements for individual risk assessments, which have been completed for all categorised staff.																																																		
37	Catering	Yes	Focus on uniform hot & cold 'grab and go' items to remain available in all 4 outlets.																																																		
38	Control of parents and visitors on site	Yes	No large group parental evenings, workshops, open evenings etc. Will adopt recorded/live streaming model for key information/markting events. Trust procurement of online parent evening software. Parental on-site meetings will be strongly discouraged and in all cases will need to be authorised by the EHT/HoS. Parental access to the site and main Reception will be discouraged and must be subject to appointments / prior telephone confirmation, as well as authorisation by HOH/SLT. All external visitors instructed on social distancing and hygiene protocols. All external visitors to complete health declaration Contractor visits limited to those essential to H&S compliance or the completion of works essential to the continued delivery of education support provision.																																																		
39	Ensuring Covid-19 safety with external visitors, contractors etc e.g visitor declarations	Yes	No large group parental evenings, workshops etc. Parental on-site meetings will be strongly discouraged and in all cases will need to be authorised by the HOH/SLT. Parental access to the site and main Reception will be discouraged and must be subject to appointments / prior telephone confirmation, as well as authorisation by HOH/SLT. All external visitors instructed on social distancing and hygiene protocols. All external visitors to wear face coverings. Contractor visits limited to those essential to H&S compliance or the completion of works essential to the continued delivery of education support provision. Visitors subject to LFT testing as required.																																																		
40	All wrap around care, clubs and lettings adhere to Covid-19 guidance	Yes	All lettings to provide Risk Assessment which will be reviewed by JBE and incorporated, where appropriate, into overall school RA. Clubs will recommence and we will keep this under review.																																																		
41	Saliva testing programme		Promote saliva testing to continue to support safer working environment and research project. Monitor student engagement.																																																		
42	Zones of the school		Staff and students to be reminded of specific zones to support staggering and year group bubbles.																																																		
43	Lateral flow testing including plans for 3 tests per student prior to school return	Yes	Testing schedule to begin w/c 1st March to allow for prompt return to face-to-face teaching. Schedule shared with staff and parents and consent sought from all: <table><tr><th colspan="2">Testing Schedule</th><th>Monday 1st March</th><th>Tuesday 2nd March</th><th>Wednesday 3rd March</th><th>Thursday 4th March</th><th>Friday 5th March</th></tr><tr><td rowspan="3">Morning</td><td>09:30 surnames A-G</td><td rowspan="3">Year 11 Test 1</td><td rowspan="3">Year 8 Test 1</td><td rowspan="3">Year 7 Test 1</td><td rowspan="3">Year 11 Test 2</td><td rowspan="3">Year 8 Test 2</td></tr><tr><td>10:00 surnames H-O</td></tr><tr><td>11:10 surnames P-Z</td></tr><tr><td rowspan="3">Afternoon</td><td>12:00 surnames A-G</td><td rowspan="3">Year 10 Test 1</td><td rowspan="3">Year 9 Test 1</td><td rowspan="3">Catch Up</td><td rowspan="3">Year 10 Test 2</td><td rowspan="3">Year 9 Test 2</td></tr><tr><td>13:30 surnames H-O</td></tr><tr><td>14:10 surnames P-Z</td></tr></table> <table><tr><th colspan="2">Testing Schedule</th><th>Monday 8th March</th><th>Tuesday 9th March</th><th>Wednesday 10th March</th><th>Thursday 11th March</th><th>Friday 12th March</th></tr><tr><td rowspan="3">Morning</td><td>09:30 surnames A-G</td><td rowspan="3">Year 7 Test 2</td><td rowspan="3">Year 10 Test 3</td><td rowspan="3">Year 8 Test 3</td><td rowspan="3">Year 7 Test 3</td><td rowspan="3"></td></tr><tr><td>10:00 surnames H-O</td></tr><tr><td>11:10 surnames P-Z</td></tr><tr><td rowspan="3">Afternoon</td><td>12:00 surnames A-G</td><td rowspan="3">Year 11 Test 3</td><td rowspan="3">Year 9 Test 3</td><td rowspan="3">Catch Up</td><td rowspan="3">Catch Up</td><td rowspan="3"></td></tr><tr><td>13:30 surnames H-O</td></tr><tr><td>14:10 surnames P-Z</td></tr></table>	Testing Schedule		Monday 1 st March	Tuesday 2 nd March	Wednesday 3 rd March	Thursday 4 th March	Friday 5 th March	Morning	09:30 surnames A-G	Year 11 Test 1	Year 8 Test 1	Year 7 Test 1	Year 11 Test 2	Year 8 Test 2	10:00 surnames H-O	11:10 surnames P-Z	Afternoon	12:00 surnames A-G	Year 10 Test 1	Year 9 Test 1	Catch Up	Year 10 Test 2	Year 9 Test 2	13:30 surnames H-O	14:10 surnames P-Z	Testing Schedule		Monday 8 th March	Tuesday 9 th March	Wednesday 10 th March	Thursday 11 th March	Friday 12 th March	Morning	09:30 surnames A-G	Year 7 Test 2	Year 10 Test 3	Year 8 Test 3	Year 7 Test 3		10:00 surnames H-O	11:10 surnames P-Z	Afternoon	12:00 surnames A-G	Year 11 Test 3	Year 9 Test 3	Catch Up	Catch Up		13:30 surnames H-O	14:10 surnames P-Z
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Trafalgar School COVID-19 RISK ASSESSMENT


SCHOOL NAME	Trafalgar School
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Name of person assessing	Claire Copeland / John Beveridge	Date of assessment	1/25/21
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Approved by	Salterns Academy Trust	Date of approval	
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What are the hazards?	Who might be harmed and how?	What are you already doing to manage this risk?	Likelihood (1=Low, 5=High)	Impact (1=Low, 5=High)	Risk rating	What else do you need to do to control this risk?	Residual Risk Rating (high / med / low)	Action by who?	Action by when?	Done (Sign and Date)
General risk of transmission of staff and students working in school	Staff	All staff working from own classrooms to reduce contact with others Ensure social distancing and hygiene measures are implemented Students accessing KWS working from normal classrooms to reduce contact with others Online learning for majority of school community	1	4	2	Affected school areas hygienically cleaned each day. Encourage parents to keep students at home where possible	Low	Site team, SLT and wider teaching staff	Ongoing	CCO 5/1
Airborne transmission of Covid-19 between students and staff in classrooms	Students, children, staff, their families, general public	Follow DfE recommendations Maintain normal timetable to reduce large numbers in one area Staff to stay 2m apart from each other and students Staff arrange classroom layouts to minimise close contact Hand and respiratory hygiene regime Students in year group bubbles during unstructured times Staff to spray down computers and desks after sessions / when another member of staff takes over	2	4	5	Students in key worker provision are spaced 2 metres apart	Medium	Site Team, SLT and wider teaching staff	Ongoing	CCO 5/1
Remote Protocols to ensure safeguarding	Students, children, staff, their families, general public	Communications with expectations of remote learning to staff, parents and students Identified students receiving a welfare phonecall weekly Safeguarding addendum v3 written and shared with staff and governors Cameras / mics on for lessons (as directed by staff) Circle time re-introduced to maintain weekly welfare check-in with tutor Lessons recorded via googlemeet	1	5	3	Maintain a log of phonecalls (CPOMS) and ensure follow ups using the safeguarding team for any concerns Stress importance of a live tutor time each morning (for those not attending KWS) to see patterns from students	Medium	GPE	Ongoing	GPE 11/1
Airborne transmission of Covid-19 between students and staff in communal areas	Students, children, staff, their families, general public	All meetings between staff are now remote Staff cannot work in offices if the number of staff exceeds the limit for that office Staff room numbers limited Staff must wear face coverings in corridors / communal areas and in classrooms / offices if others are present Signage and floor stickers promote distancing and 'keep left' message in corridors Year group areas identified in dining room	1	4	4	Staff are instructed to not work in communal areas if the maximum number is already using the space	Low	All staff	Ongoing	JBE 8/1 CCO
Transmission during lunch breaks	Students, children, staff, their families, general public	Allocated areas for students Staff encouraged to stay within department Duty staff present ensure distancing and increased hygiene with students	1	4	4	PE team and support staff being utilised for break duties - this enables duty staff to monitor all students in different zones	Low	MCA & wider staff	before and during the re-opening	JBE 8/1

Having Year 11 students on site to complete examinations	Students and staff	Ensure all students come through student reception Desks set out in the main hall over 2 metres apart to allow for social distancing Students can wear face mask if they wish Desks will be sanitised before and after use LFT for all prior to examinations	2	5	3	Parents have been contacted by phone to explain all protocols. Students will return straight home after the examinations / booster session	Low	AGH	Before, during and after exams / booster sessions	AGH 4 January 2021
Transmission during on site COVID testing	Staff and Students	All start operating LFT testing completed compulsory training modules LFT test site appropriate and meets all requirements PPE equipment, hygiene requirements and social distancing adhered to Cleaning staff completed training modules and waste disposal protocols followed (See detailed 'LFT Testing Risk Assessment using NHS template for more information)	2	5	4	Parents have been informed of the LFT testing system and must all complete a consent form before students are tested.	Medium	AGH	Ongoing	AGH 4 January 2021
Transmission during saliva testing	Staff and Students	Tests to be completed off-site, at home. Additional instructions provided to wash hands twice All saliva pots are sealed in two plastic bags and dropped in a box, so no additional contact need be made	1	4	2	Staff and parents have been informed of the data privacy notice and that they can opt out of the programme by not completing the test (see DPIA Saliva Testing for further information)	Low	AGH		AGH 27/1
Fire in school building / site	Staff and Students	Evacuation procedures in place Revised protocols allow for students to line up in year group bubbles			2	Share temporary assembly points with staff and students Posters around site Information shared with all contractors	Low	GPE	Ongoing	JBE 26 January 2021

Trafalgar School reopening planner/checklist – September 2020

This planning checklist is intended to help Trafalgar School prepare for reopening after the closure due to the Coronavirus lockdown. It should be read alongside the Trafalgar School RA Wroking Doc June-Jan which includes further detail on the main principles we are asking school staff and students to work within.

This document will be shared with any staff in school who need to see it, as well as other education partners including governors and parents.

This plan focuses on 4 areas:

- Child/student focused planning for reopening
- Staff focused planning for reopening
- Site/Operations focused planning
- Continuation/Development of Remote Learning

School Name
Trafalgar School

1) Student Focused Planning			
	Issue:	Plan in place?	Describe your approach in response to each issue here
1	Safety of children travelling to, arriving, entering and leaving school: Use of public transport, PPE, access to site by parents, managing numbers of people at school gates, induction of children on arrival, staggered start and end times, coordination with other users on site, signing in procedures	Yes	<p>Managing numbers on gates: We have two gates to access the site: main gate and South Drive. We will allocate gates to Houses to allow siblings to travel to work together. A staggered start will minimise the numbers of students mixing unnecessarily:</p> <p>Britannia House_Entrance A _ 8.35am Sovereign House _Entrance B _8.35am Victory House_Entrance A _8.45am Temeraire House_Entrance B _8.45am</p> <p>Staggered Starts/Finish: We will be adjust the school day so that students are staggered in and out of lessons as well as at the start and end of each day. At the start of the day, students will not be able to access the school site more than 10 minutes prior to their designated start of the day - thereby further limiting opportunities for crossover between groups from different year cohorts.</p> <p>Public Transport: By staggering the start/end times of the day, we will limit reduce numbers of students from different year groups using public transport at the same time, however we recognise that this will be impossible to guarantee, and equally our staggered starts do not completely avoid peak 'rush-hour' times. Students will be obliged to wear face coverings and more generally we will discourage the use of Public Transport where possible.</p> <p>PPE: Students and staff will be expected to wear face masks whilst transiting indoors between lessons and whilst queuing indoors in catering outlets. The expectation is that the vast majority of students and staff will have access to reusable mask, but stocks of disposable masks will be available to those without a masks. All classrooms and office space have bins to allow for the safe disposal of single use masks.</p> <p>Parental Access: Parental on-site meetings will be strongly discouraged and in all cases will need to be authorised by the HOH / SLT. Parental access to the site and main Reception will be discouraged and must be subject to appointments / prior telephone confirmation. All external gates to the site will be locked outside of student arrival/departure times.</p> <p>Sign-in procedures: All visitors to site will be required to sign in at reception.</p>
2	Safe movement around the school – how will you reduce opportunities for mixing in communal areas? Eg Minimising necessary movement around school, using one-way system/staggered release/congestion points/social distancing/staff protection/use of specialist rooms	Yes	<p>We will retain our planned timetable and full curriculum offer for all year groups.</p> <p>Overall, the site will be zoned to allow for year specific bubbles during break / lunch times and students will follow their normal timetable therefore taught the majority of lessons in rooms dedicated to their bubble at that time. Exceptions to this will be tutor time where vertical tutoring will continue to support students mental health. Smaller groups mean distancing is possible and students will still sit with others in their year group during this time. Students will need to move around the site to access specialist teaching rooms, they will be encouraged not to progress through corridors with a different year group bubble. Where possible, access to classrooms will be direct via external outside doors to limit numbers of students in corridors, and students will be encouraged to enter classrooms as soon as possible to again limit corridor congestion.</p> <p>Students and staff will be required to wear a face mask whilst transiting indoors between classrooms (i.e in corridors) and additionally whilst queuing indoors for catering outlets. It is anticipated that the use of masks for these short periods of time will limit any impact on student wellbeing that may arise from restrictions on normal interaction.</p> <p>We are aware that there will be a minority of students that who have genuine concerns regarding the use of wearing face masks and we will invite families to indicate this to us. We will subsequently share these details with staff with the intention that this should limit incidences where students are being repeatedly challenged for non-adherence with mask protocols.</p> <p>All assemblies will be conducted virtually through Google Meet and broadcast to the relevant year group and Houses during tutor times.</p>

3	Classroom arrangements - How will you organise classroom layouts to encourage reduce close contact? What equipment, books, toys and furniture will you have in classrooms and external play areas? What equipment will children/students be required to provide?	Yes	Classrooms will be arranged, where possible, so that: - student desks are all facing the teacher/board - a teaching space will be clearly marked out to ensure that teaching staff are able to maintain 2m distance from the nearest student - the teaching zone at the front of the room will be sufficiently large to accommodate both a teacher and an ISA whilst ensuring they remain adequately socially distanced - staff will be encouraged to open all classroom doors and windows to promote ventilation - classrooms will be cleared of resources as far as possible - where furniture cannot be arranged facing the front (such as IT benching around the perimeter of a room, or Art/DT workbenches) staff will still maintain distance and wear face coverings when in close proximity - where resources are shared with students, such as Chromebooks or PE equipment, these will need to be meticulously cleaned upon collection before shared with students in a different year group.
4	Hygiene arrangements for staff and children, including timing, use and cleaning of toilets	Yes	Good hand and respiratory hygiene protocols will be regularly reinforced by staff and through signage, incl. the 'Catch It, Bin It, Kill It' message. All rooms will have a bin, along with a supply of anti-bac spray and tissues. Hand sanitisers for every classroom have been delivered and students will be expected to use this upon entry / exit to the room. Given the toilet facilities are limited, we will not discourage students' use of toilets during lesson times. Toilets and high touch areas to be cleaned regularly by day cleaners.
5	Break time arrangements – How will you stagger breaks/canteen arrangements/segregate outdoor areas for each group/ entrance back into the building/toilet facilities/staff protection	Yes	We will stagger the start to morning break and stagger the start to lunch break based on zones in the school. With 5 year groups and 4 catering outlets, such staggering will allow for: - Year 7 to have dedicated access to the Kitchen servery and dedicated use of the tennis courts. Year 7 to be released 10 mins early to lunch each day - Year 8 to have dedicated access to the 2nd Kitchen servery and a dedicated area on the field - Years 9 & 11 to have shared access to the main hall servery with increased ventilation - Year 11 will have sole access to the astro - Year 10 will have early access to the tech corridor 'street' servery 'Student Facing' catering staff who are unable to maintain 2m distancing (i.e. till based in the canteen) will be required to wear PPE
6	Lunch time arrangements - How will you continue to provide hot meals while reducing contact - eg canteen arrangements/eating in classrooms/staggered use of outdoor areas/entrance back into the building/toilet facilities/staff protection / FSM children	Yes	We will stagger the start to morning break and stagger the start to lunch break based on zones in the school. With 5 year groups and 4 catering outlets, such staggering will allow for: - Year 7 to have dedicated access to the Kitchen servery and dedicated use of the tennis courts. Year 7 to be released 10 mins early to lunch each day - Year 8 to have dedicated access to the 2nd Kitchen servery and a dedicated area on the field - Years 9 & 11 to have shared access to the main hall servery with increased ventilation - Year 11 will have sole access to the astro - Year 10 will have early access to the tech corridor 'street' servery 'Student Facing' catering staff who are unable to maintain 2m distancing (i.e. till based in the canteen) will be required to wear PPE
7	How will you accommodate SEND children and other children with additional needs (including intimate/toilet care) while reducing contact? What additional risk assessments and safety measures will you put in place to protect staff and other children?	Yes	Where possible, LSAs will be advised to be at front of class in 'teacher zone' whilst ensuring they remain adequately distanced from teacher. Where this option is not possible, focus of support will be on one-to-one and small group intervention in separate inclusion rooms (SEND block and Compass Centre) All SEND provision will be available from the start and those with current SEMH support will be supported to return to school with a personalised plan. SENCo to identify students with health problems and do appropriate risk assessments prior to their return in partnership with families. EHCP students have been invited in for acclimatisation days prior to the summer. Repeated contact has been maintained with all EHCP/vulnerable students to monitor their physical and emotional health and wellbeing. SENCo to identify students who may benefit from a shortened day at the start and/or for transition support days back into schooling. Inclusion team will have capacity for students who are unable to cope in situations and need SEMH support straight away.
8	Behaviour policy for anti-social behaviour	Yes	Behaviour Policy sets out clear guidance for staff and students to follow. Restorative practice will support students to make correct choices. Detentions to be held on a daily basis in dedicated room with HOH / Subject Teachers / Subject Leaders: students to be kept within Year Group bubbles where possible and distanced from one another.
9	School Uniform and dress codes	Yes	Students will be required to wear full school uniform. Year 7 and 8 students will be allowed to wear PE kit to school as they are larger year groups. Antibacterial fogging machines have been bought to keep the changing rooms safe for other year groups
10	Response procedures for students/staff who are symptomatic whilst in school: What room(s) will you allocate as temporary isolation rooms? What PPE will you provide, which staff will provide supervision, how will you clean these rooms between each use? How will you encourage parents to ensure symptomatic children are tested?	Yes	Existing Medical Room to be used as an isolation room for students who display symptoms. Student Services team will be issued with appropriate PPE (visor, gloves, mask). Nearby main hall identified as additional capacity if required. Students will be asked to wear their face mask by class based teacher prior to transit to medical room (including whilst outside). Students will then be supported in Medical Room, contact made with family and discussion as to how the student will make their way home to self-isolate. Where a student is not able to make their way home, or where they travelled on public transport, a member of family will be asked to collect. Following period of support in Medical Room, all surfaces will be cleaned with anti-bacterial wipes. Where a student in a bubble develops symptoms, they must: 1. Go home and isolate for 10 days. There is no need for the rest of the bubble or staff to isolate at this stage 2. Parents will be asked to apply for a test for any symptomatic students and to liaise with the school regarding the outcome: (https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ask-for-a-test-to-check-if-you-have-coronavirus/) 3. If a student tests positive, further advice from PHE will be sought
11	What support services will you provide for students experiencing trauma/PTSD following lock down	Yes	Trafalgar School will be referring all parents and students and staff to the EP and mental health services (as identified on the school website) for external support Inclusion Team are aware all intervention groups will need to be in year groups and / or distanced by at least 2m and will aim to continue to deliver the provision they had. Staff being trained in ELSA support will start intervention and in turn increase the SEMH provision capacity. Those students struggling will be looked at as a case by case basis. Whole school - SEMH drives will happen within form times in the first few weeks as well as support and training for staff on ACE's and the need for connection and relationships. The school is following a programme of RESTORE to support staff and students to return.
12	What arrangements will you make for subjects/curriculum areas where Covid-19 safety may be problematic, e.g. sharing resources, singing? – PE/Drama/DT/Food/Science practicals/visits & trips	Yes	Risk Assessments in place for all areas.

13	How will you provide first aid? Eg Will you arrange first aid kits in rooms?	Yes	We have Student Receptionists manning our Medical Room plus a number of other first aid trained staff. Where students or staff require first aid they would go to the Medical Room.
14	Bereavement services and support for mental health outreach for students affected	Yes	ELSA and COUNSELLING provided in school We are aware of all students currently who have suffered a bereavement
15	Communicating with hard to reach families within social distancing expectations – how do parental support meetings operate?	Yes	Parental meetings will be limited and by invite only. Pastoral teams will continue to identify key students (prioritise those students on an a Report and PSP) and their parents to have meetings with on our return, with a preference for remote meetings. Where this is not possible, site based meetings will be limited to before or after school day. Meetings to be booked in at main reception and reception will make sure all checks (COVID related) are made prior to coming on site, with wipedown protocols for meeting rooms. All on-site meetings to approved by HOH / SLT
16	Release plans at end of school day to ensure safe routines and social distancing	Yes	Students will be staggered off site, according to their zones to limit the numbers mixing. Floor stickers and signage encourage students to 'keep left'.
17	Academic catch up for students impacted by the lockdown – priority on examination groups	Yes	All HoD have been encouraged to open dialogue with Ofqual to establish exam positionality. Yr 10 students (2019-20) have been on site for subjects/tutorials since June 2020. Staff training has focussed on Response and Digital Curriculum : all subjects are reviewing HT 1 & 2 for all groups and carefully planning content to ensure in-class, regular formative assessment is being used to identify catch-up areas alongside the delivery of new content. Catch up fund used to purchase Lexia.
18	How will you adapt induction/transition processes for new intake, including parental induction event and home visit/transition within social distancing routines and expectations	Yes	A comprehensive system has already happened in respect to preparing Year 6 students. Apart from the face to face contact, they have probably had more communication and information than they will have had before. EHCP students are coming in for a small induction day - taster sessions included so we can judge the need for support. Communication with parents and carers will be ongoing and proactive. Extra time at the start of the academic year to allow for socialisation / orientation and a PSHCE program which allows for educating about the lockdown. Mental health survey also used at the start of the Year to assess how students are. Sex education missed during primary school will be delivered during secondary school instead through PSHCE
19	How will you provide for children with vulnerable health conditions and others who cannot attend school?	Yes	We will communicate with staff expectations regarding not only for shielding students, but also for future lockdowns. Visualisers are on order so that every classroom in the school will have one, and can therefore be used to record and live stream lessons that are then posted onto Classroom. Additionally all lesson resources and activities will continue to be shared with all students (incl. those who are shielding/off site) through our embedded use of Google Classroom. The above will also be applied in the event of a year group lockdown as staff will still be available on site.

2) Continuation/Development of Remote Learning			
	Issue:	Plan in place?	Comments
20	Supporting students who are not in school and remote learning due to authorised shielding	Yes	We will communicate with staff expectations regarding not only for shielding students, but also for 'Scenario 2' and 'Scenario 3' lockdowns. Visualisers are on order so that every classroom in the school will have one, and can therefore be used to record and live stream lessons that are then posted onto Classroom. Additionally all lesson resources and activities will continue to be shared with all students (incl. those that are shielding/off site) through our embedded use of Google Classroom. The above will also be applied in the event of a year group lockdown as staff will still be available on site. Chrome book scheme being promoted with all learners.
21	Engagement/Attendance monitoring for those students educated through Remote Learning	Yes	The expectation is that all children return to school. If students are not in school for Covid related reasons they will be required to provide a medical certificate from a specialist. MCA and wider pastoral/inclusion team to work with families on improving attendance. Regular feedback from teaching staff to track remote engagement of students and share with relevant HOH.
22	Emergency provision and planning for remote learning due to a bubble closing	Yes	Visualisers are on order so that every classroom in the school will have one, and can therefore be used to record and live stream lessons, in line with the school timetable, that are then posted onto Classroom. Additionally all lesson resources and activities will continue to be shared with all students affected by closed bubble, through our embedded use of Google Classroom. Where a staff member is unable to attend school due to isolating, they will be able to conduct live lessons in line with timetable after a risk assessment has been completed. Chrome book scheme underway with available stock to loan to students as required.

3) Staff Focused Planning			
	Issue:	Plan in place?	Describe your approach in response to each issue here
24	Staff unable to attend due to illness / shielding on medical advice?	Yes	Request evidence from GP. Where possible, staff to continue to work from home, with teaching staff providing resources to support broader remote provision.
27	Staff unwilling to attend work – anxiety and trauma following lockdown	Yes	We have worked closely with all staff during this term to ascertain current levels of concern (health and anxiety) and provided regular feedback and FAQ documentation based on expressed concerns. Whilst we believe that there will be no staff come September that fall within this category, we will continue to engage with them positively and focus on their wellbeing, directing them to local and Trafalgar based support services.
28	Staff unable to attend work due to being bereaved	Yes	We will engage with colleague positively and focus on their wellbeing. We will direct them to Trafalgar-based and external support services.
29	Staff unable to attend work due to childcare commitments	Yes	We would wherever possible seek to engage positively with colleague, to be as flexible as we could.
30	Death of staff member	Yes	Well being and emotional support for staff, children and wider community will be the key focus of response.
31	Staff willing to work but feeling nervous/worried about returning to work without vaccine	Yes	We have worked closely with all staff during this term to ascertain current levels of concern (health and anxiety) and provided regular feedback and FAQ documentation based on expressed concerns. Whilst we believe that there will be no staff come September that fall within this category, we will continue to engage with them positively and focus on their wellbeing, directing them to Trafalgar based support services.
32	Staff access to virus testing if they suspect they have virus	Yes	Staff to be directed to leave site immediately / not to attend school and self isolate as per current guidelines. Staff directed to register for testing. Regular stay in touch communication to ascertain outcome of testing. No school action until test results return.
33	Staff who develop symptoms while in school	Yes	Where a member of staff in a bubble develops symptoms, they must: 1. Go home and isolate for 10 days. There is no need for the rest of the bubble or staff to isolate at this stage. 2. Staff will be directed to apply for a test. They can do that here: https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ask-for-a-test-to-check-if-you-have-coronavirus/ 3. If a teacher tests positive, local PHE will be informed and the school will work collaboratively with them regarding tracing and the communication of potential partial/full closure, 4. Where agreed, staff and families will be notified as per the need to self isolate and engage in the testing procedure

34	Staff PPE: How will you provide, monitor stock, train in use of and dispose of PPE used in isolation/toileting/personal care/cleaning	Yes	PPE centralised by student reception. Logging of all usage will be centralised from there. Each used classroom will be provided with limited number of facemasks to be issued to students in the event of symptoms and where they do not have their own mask, who will then be directed to Medical Room. Systems in place within Medical Room for the appropriate use, disposal of PPE, as well as systems for isolation, personal care and cleaning. All classrooms have bins that will be emptied regularly (at least daily)
35	Staff safe working: office layouts, screening, shared equipment, avoiding personal possessions	Yes	All offices will ensure social distancing is in place, and where this is not achievable, perspex screening will be provided. Staff to be encouraged to not share equipment. All staff to use hand antiseptic when using high touch point items (e.g. doors, photocopiers, shared kettles etc) and wall dispenser sanitizer or anti-bac wipes will be provided by these.
36	Inability to fill staff vacancies/cover staff absence/use of supply	Yes	We have increased capacity within team of cover supervisors and wherever possible these will be utilised along with existing staff assigned to cover individual lessons. ISAs being used to supervise students in classrooms where staff are delivering live from home. For longer term absence we will engage with supply agencies but seek to procure longer term, or consistent placements. The relationship management with agencies by our Cover Manager leaves us well placed to achieve this.
38	How will you arrange for safe working for those staff who need to work across more than one school?	Yes	In line with Salterns Academy Trust policy, we will encourage limited work across schools. School to school support to be conducted via video call as much as possible. If staff do need to visit other schools then their COVID19 precautions/policies to be adhered to. Any staff from other schools, visiting Trafalgar will be made aware of our procedures around social distancing and have limited contact with adults and pupils in school.
39	Staff breaks/lunch times: How will you ensure staff have times and access to safe facilities for lunch and other breaks?	Yes	Changes to school day still allow for staff to have appropriate break times. Staffroom numbers limited to promote appropriate social distancing.
41	CPD and PPA within a socially distanced environment – how will staff development be delivered in a safe way	Yes	CPD to take place in an appropriately socially distanced environment such as the Main Hall. Alternatively CPD will take place either remotely or in small groups. Trafalgar T&L Google Classroom and the staff weekly bulletin will to be used as a platform for sharing best practice. Where there are concurrent CPD sessions SLT will ensure appropriate rooming and group sizes.
42	Parents' Meetings/ contact – what are the social distancing expectations and how are they enforced	Yes	No large group parental evenings, workshops, open evenings etc. Will adopt recorded/live streaming model for key information/marketing events. Procurement of online parent evening software 'school cloud'. Parental on-site meetings will be strongly discouraged and in all cases will need to be authorised by the EHT/HoS. Parental access to the site and main Reception will be discouraged and must be subject to appointments / prior telephone confirmation, as well as authorisation by HOH/SLT. All external visitors instructed on social distancing and hygiene protocols. All external visitors to complete health declaration
43	Regular meetings with staff wellbeing group to get staff voice on safe working practices	Yes	Staff wellbeing survey to be distributed in HT 1. Staff encouraged to use established Line Management systems to feedback emerging concerns.

4)	Site/Operations Focused Planning		
	Issue:	Plan in place?	Comments
44	Hygiene cleaning routines – new cleaning routines and rapid response if area needs immediate clean	Yes	Day cleaners / Premises team to wipe high volume touch points regularly through out the day with all staff expected to regularly contribute to wipedown protocols at the end of lesson in regular bubble classrooms. Teachers within specialist teaching rooms to supervise/ensure relevant cleaning/wipedown protocols adhered to during changeover between year groups.
45	Fire Safety: Updates and changes to fire safety arrangements, including evacuation procedures	Yes	All fire protocols / evacuation assembly points as normal. Evacuation procedures shared with staff and students in September. Face coverings to be worn when leaving the building.
46	Provision of PPE protection for site/cleaning	Yes	PPE provided for cleaning if necessary. Contract cleaners provide PPE to all staff
47	Movement/storage of furniture to implement socially distant classrooms	Yes	Furniture to be organised within the classroom to ensure facing front where possible, and to maximise social distancing. Excess furniture stored in caretaker compound / PE.
48	Utilising floor markings/signage to implement safe movement and social distancing	Yes	Signs to be displayed in classrooms and around school. 2m markings marked in classrooms and by students services. No lining up to avoid congregation. Keep left floor stickers visible.
49	Deployment of hand sanitiser & anti bac spray/cloths around key points in the school (identify locations)	Yes	Hand sanitizer wall-dispensers at key points around site (e.g. Reception, entry points to buildings etc). Bottles of hand sanitizer, wipes and tissues issued to every classroom/offices. Sanitizer spray in each classroom for the cleansing of teacher zones between lessons and high touch points, and for cleansing of specialist subject teaching rooms between year group classes. Stocks of PPE for Medical Room team and limited numbers of face masks for each classroom to be issued to any student that develops symptoms, who will then be directed to Medical Room.
50	HR tracking of staff groups (shielded etc) and regular reporting of staff absence/revised work patterns	Yes	Reporting of absence procedure will continue. Monitoring in place via usual systems. This data has been shared with appropriate line manager to inform requirements for individual risk assessments, which have been completed for all categorised staff.
51	Catering & cleaning: liaison with ROO regarding reinstatement of service	Yes	CCO has liaised with Premises Manager to establish the increase in cleaning hours required and put in place. To be reviewed with HT with effect from 15th June. Day time leaning team appointed. GPE has had discussion with Ashley Martin around provision of meals - focus on uniform hot & cold 'grab and go' items that can be available in all 4 outlets. Additional till point installed to facilitate greater throughput.
52	Other contracts & supplies: liaison with ROO regarding reinstatement of service	Yes	Premises team to liaise with CCO.
53	Control of parents and visitors on site: restrict to pre-arranged visits only? Parents evenings/workshops? Use of volunteers?	Yes	No large group parental evenings, workshops, open evenings etc. Will adopt recorded/live streaming model for key information/marketing events. Trust procurement of online parent evening software. Parental on-site meetings will be strongly discouraged and in all cases will need to be authorised by the EHT/HoS. Parental access to the site and main Reception will be discouraged and must be subject to appointments / prior telephone confirmation, as well as authorisation by HOH/SLT. All external visitors instructed on social distancing and hygiene protocols. All external visitors to complete health declaration Contractor visits limited to those essential to H&S compliance or the completion of works essential to the continued delivery of education support provision.
54	Ensuring Covid-19 safety with external visitors, contractors etc Eg visitor declarations	Yes	No large group parental evenings, workshops, open evenings etc. Will adopt recorded/live streaming model for key information/marketing events. Trust procurement of online parent evening software. Parental on-site meetings will be strongly discouraged and in all cases will need to be authorised by the HOH/SLT. Parental access to the site and main Reception will be discouraged and must be subject to appointments / prior telephone confirmation, as well as authorisation by HOH/SLT. All external visitors instructed on social distancing and hygiene protocols. All external visitors to wear face coverings Contractor visits limited to those essential to H&S compliance or the completion of works essential to the continued delivery of education support provision.

55	All wrap around care, clubs and lettings adhere to Covid-19 guidance	Yes	All lettings to provide Risk Assessment which will be reviewed by JBE and incorporated where appropriate into overall school RA. Clubs will not recommence at start of September and we will keep this under review.
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Risk Assessment for Livestreaming school content
Trafalgar School

Risk	In Place?	Mitigation	Comments
Inappropriate behaviour or conduct from adults		Expectations and guidance shared with parents Class codes limited to trafalgar school community Ability to lock classroom	
Inappropriate behaviour or conduct from children		Staff able to remove students from live lessons, students unable to re-join same session	Conduct linked to 3 school rules - shared with students to follow both at home and in the classroom.
Unauthorised recording by pupils, parents, or staff		Letter to parents to make expectations clear. Staff required to record lessons	
Unauthorised sharing of content		Staff sharing pre-agreed lessons and resources. Quality assurance being completed by SLT	
Inappropriate contact with pupils outside lesson time		Normal school timetable to be followed. Staff code of conduct to be shared with all staff	
Inappropriate contact with pupils in a different account or a different platform		Students encouraged to use break out rooms but these should also be recorded. All breakout rooms to be conducted via Google Meet with students invited to rooms by staff. All private contact between staff and students to take place via GMail or Google Classroom	
Inappropriate language in chat function		Staff able to remove students from live lessons, students unable to re-join same session. Ability to mute chat.	
Inappropriate dress, conduct, or location		Staff able to remove students from live lessons, students unable to re-join same session Letter to parents with guidance for live lessons	Guidance for students around changing backgrounds on Google Meet shared via tutors.
Unauthorised people invited into the video call		Letter to parents advising of expectations. Google classroom requirements mean you have to manually admit anyone from outside of the organisation	
Unauthorised people gate crashing into video call		Letter to parents advising of expectations. Staff have capacity to 'lock' google classroom requirements - means you have to manually admit everyone as a precaution	LCL to share info with staff
Unauthorised streaming to another platform		Letter to parents details all recording of lessons being prohibited.	
Unauthorised streaming to the wider public		Letter to parents details all recording of lessons being prohibited.	
Data breach. For example, showing pupils on camera without permission, sharing personal data		Lessons recorded to enable appropriate investigation and sanctions. All cameras to be facing teacher only. In a live stream lesson turned off unless direct adree / modelling / instruction is being given.	C Corcoran contacted
Data breach showing confidential information whilst online		Lessons recorded to enable appropriate investigation and sanctions	C Corcoran contacted.
Unauthorised sharing of inappropriate content via share screen		Lessons recorded to enable appropriate investigation and sanctions	
Unauthorised lessons that SLT are unaware of		Normal timetable being followed by all	
Accidentally being online early or afterwards without being aware		Lessons recorded to enable appropriate investigation and sanctions	Staff CPD
Unauthorised chats or video whilst monitoring adult is offline		Lessons recorded to enable appropriate investigation and sanctions	Google Meet Sotware update (due April) to allow only teachers to open Google Meet and to close them to all participants when their call is ended.
Use of livestream platform by unauthorised staff or untrained staff		Unqualified staff supervised at all times	
What action is to be taken if a disclosure or concern is raised by pupil			Safeguarding addendum written and shared with staff and

What action is to be taken if a disclosure or concern is raised by pupil whilst online?		CPOMS to be used as normal	Safeguarding addendum written and shared with staff and governors
How will concerns be raised about any livestream issues by pupils, parents or staff?		PARS and CPOMS to be used as normal. School Website eSafety area enables reporting of concerns.	Reiterated in staff briefing
Errors, mistakes, or concerns should be self-reported. How should this be done?		Line Management and Safeguarding system to be used as normal.	LCL to remind staff in briefing.

SCHOOL NAME:

**Trafalgar
School**

COMPLETED BY:

**John
Beveridge**

DATE:

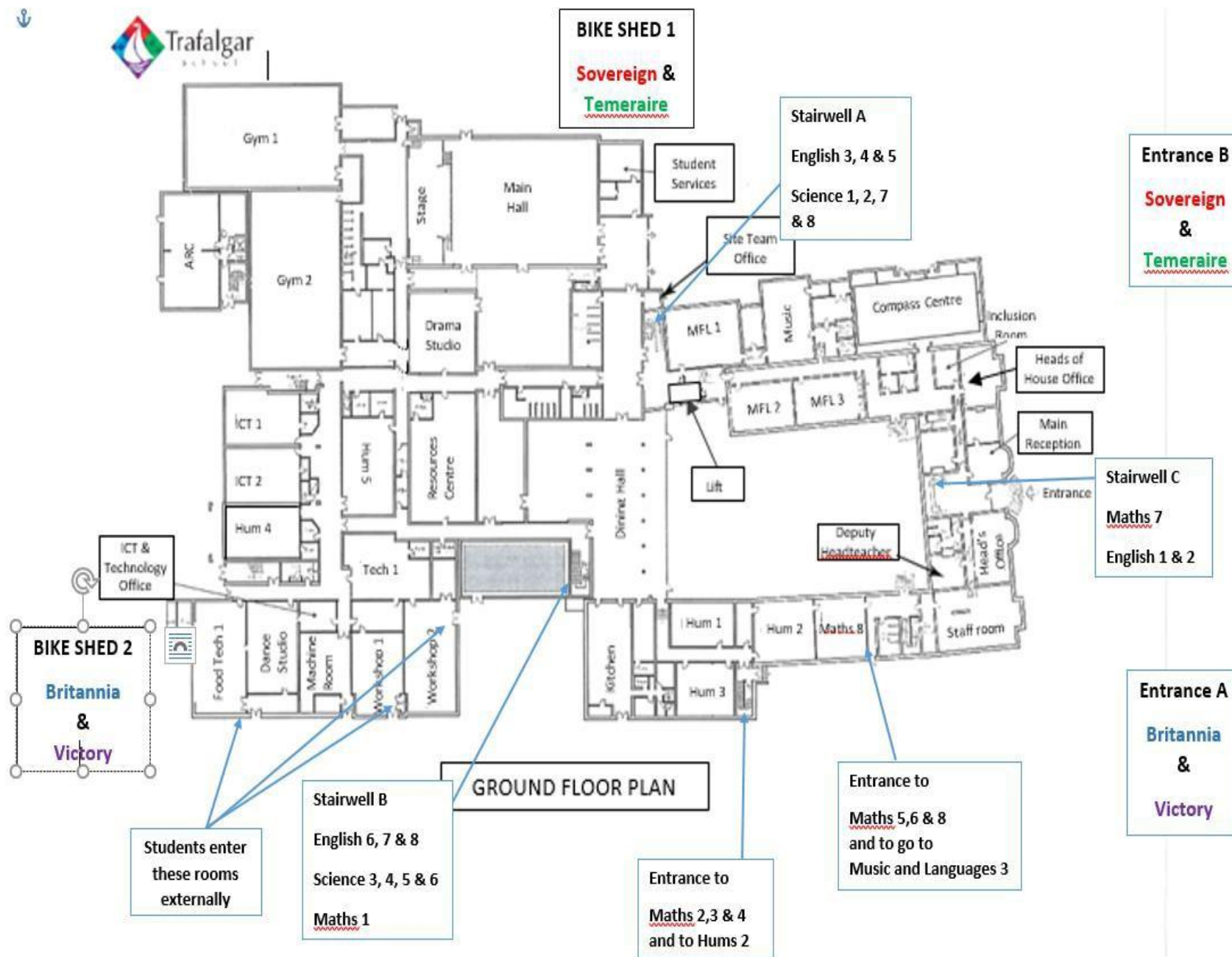
24/09/2020

Question	Yes	No	Comments/Notes
1. Have you reviewed your risk assessment and plans? If you intend to make any changes to your risk assessment or opening plans, please give details.			
2. Have you managed to successfully implement all the measures in your risk assessment and plans? Do you have any comments or concerns?			
3. Have there been any instances where your planned measures (e.g. for maintaining staffing levels, 'bubbles', and social distancing) have not been possible?			
4. Have you had any children or staff in school with symptoms? Have you isolated any children as a result and did this process work well?			We have had students with symptoms and they have been sent home and advised to book a test.
5. Can you confirm that you have held a fire drill since wider reopening? If not, please say why, or when you intend to hold one.			
6. Have you maintained sufficient first aiders (and where relevant paediatric first aiders) on site at all times?			
7. Have all staff (including temporary, visiting and supply staff) been made aware of all the planned precautions and have any staff expressed any concerns about the safety measures in place?			
8. Are your cleaning regimes effective?			
9. Do you have sufficient PPE, cleaning materials and handwashing supplies?			
10. Has reopening under your plans and risk assessments raised any concerns about your premises that need addressing urgently?			
10. Has reopening under your plans and risk assessments raised any concerns about your premises that need addressing urgently?			The toilets facilities are not fit for purpose. Bid resubmitted Sept 2020.

School Name
Trafalgar School

	Remote Learning guidance (DfE) Where a class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home, we expect schools to have the capacity to offer immediate remote education. Schools are expected to consider how to continue to improve the quality of their existing offer and have a strong contingency plan in place for remote education provision by the end of September. This planning will be particularly important to support a scenario in which the logistical challenges of remote provision are greatest, for example where large numbers of pupils are required to remain at home.			
Remote learning planning (full or partial lockdown)				
	Requirements	Plan in place?	Describe your approach in response to each requirement	Barriers/mitigation
1	Use a curriculum sequence that allows access to high-quality online and offline resources and teaching videos and that is linked to the school's curriculum expectations	Yes	All HoF and HoD have written a scenario curriculum maps to ensure the remote curriculum is of high quality and close to the usual in school curriculum. Google Classroom will have all resources, videos and Google Meets used during a remote learning period	If it is a few children self isolating from the class they will not receive live remote learning but they will have access to all the lesson resources from Google Classroom
2	Give access to high quality remote education resources	Yes	64% of students have a Chromebook and therefore can access Google Classroom and all the resources on it. HOD /F have been quality assuring external videos and resources uploaded to Google Classroom. Staff CPD has focused on use of software to deliver high quality learning experiences.	34% of students that do not have a Chromebook will be given a device to borrow from the school if needed.
3	Select the online tools that will be consistently used across the school in order to allow interaction, assessment and feedback and make sure staff are trained in their use	Yes	Submission of work via Google Classroom will enable staff to feedback directly to students. In addition live feedback will be given during remote learning to identify misconceptions. Software training given to all staff allowing for effective feedback and assessment to take place during lessons.	Trafalgar are in the process of changing our feedback policy, we are asking Heads of Faculty to add an addendum to the policy for remote learning.
4	Provide printed resources, such as textbooks and workbooks, for pupils who do not have suitable online access	Yes	Heads of House will be responsible for collation of resources alongside the inclusion team. Every effort has been made to provide any students with necessary resources to access live lessons remotely, including the lending of devices and WiFi devices.	Communication from staff needs to be in advance of lessons so we can ensure students are in line with their peers. Mitigation - communication needs to go week before to teaching staff of key students so resources can be collated.
5	Recognise that younger pupils and some pupils with SEND may not be able to access remote education without adult support and so schools should work with families to deliver a broad and ambitious curriculum	In process	Each SEND EHCP child will have a key worker who will be interacting with them during the 90 minute lessons to ensure understanding and support the student. They will also be part of the Google Classroom. Staff must differentiate the work as they would for their classes within the Google Classroom.	Timings for ISA support - we would want ISAs to be available once the teacher has given the instructions to assist with the breakdown of the learning/tasks

6	Set assignments so that pupils have meaningful and ambitious work each day in a number of different subjects	Yes	Students follow their 'in school' timetable to enable them to access their full curriculum offer. HOD/F have scenario planned SOL, to ensure that that in tier 3 and 4 students access ambitious work in line with the planned curriculum. Work is uploaded for each lesson via Google Classroom	Following data drops, curriculum leads will be working to adapt the next units of study to ensure work is meaningful and leads to good progress
7	Teach a planned and well-sequenced curriculum so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to be taught and practised in each subject	Yes	Heads of Faculty/Subject have been asked to hold weekly department meetings to look at upcoming content and whether it is suitable for remote learning following the weekly experience.	Faculty leads will be working with departments to go through curriculum maps each week so their curriculums are aligned to the needs of the students - a true response curriculum
8	Provide frequent, clear explanations of new content, delivered by a teacher in the school or through high-quality curriculum resources or videos	Yes	During Tier 3 and 4 remote learning students will be taught live using Google Meet. During Tier 2 - students will be taught live through Google Meet - this will enable clear explanation of new content and scaffolded tasks. Software training undertaken by staff to enable the use of programmes which allow for AFL in remote lessons.	Continuing staff training to further develop pedagogical practice in this medium.
9	Gauge how well pupils are progressing through the curriculum, using questions and other suitable tasks and set a clear expectation on how regularly teachers will check work	Yes	Students will be quizzed using Google Forms and assignments in topics as they would be in school. We are looking into this and how this will fit with our assessment calendar. HOD /F to monitor quality of live lessons through informal drop ins. Landmark assessments continue as documented on the calendar	HOD/F to be monitoring quality of responses as part of monitoring process. SLT monitoring to take form of supportive department reviews to include dropping into lessons and looking at student work.
10	Enable teachers to adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding	Yes	As teachers are live at the start of the lessons and then they drop in throughout - they have the option to do some small group work to aid understanding or challenge students further. Google Classroom also allows for assignments to be given individually to students so these can have adapted work.	ISAs will be present in lessons where there are students with EHCPs so support the simplifying of explanation
11	Plan a programme that is of equivalent length to the core teaching pupils would receive in school, ideally including daily contact with teachers	Yes	Plan is for the whole teaching day including live form time, following their regular school timetable. All lessons will have contact with their teacher or a subject specialist. All students begin their day with tutor time to enable them to check in with a member of staff who knows them well.	If a member of staff is unwell, they may have a different teacher. Screen time breaks have been built into curriculum time to enable students to focus throughout the day.
12	Catch up funding: Details of how the funding will be spent (schools can spend their catch up premium on contingency planning for remote education, for example purchasing additional devices or more textbooks.	Yes	Catch up funding has been used to provide Chromebooks and to purchase online resources for department teams. Lexia software has been purchased to ensure long term literacy catch up is continued through lockdown	Need for staff to have a thorough understanding of the gaps of their students so tutoring or intervention can be set up for the right students



Staggered Break/Lunchtime and Dismissal: Teaching staff will ensure workspaces have been cleared and wiped down. Students will be escorted off site exiting by the external doors of each classroom ensuring social distancing is maintained. Dismissals will be staggered to help maintain social distancing. Lessons will be reduced to 90 minutes to allow for staggering at the start and end and students will be supervised whilst transitioning to their food point by teachers to ease flow in corridors and support social distancing as much as possible. Students will be encouraged to be outside during social times.

Zone		Tutor Time	Break Out	Break In	Lunch Out*	End of the day
Zone 1	Science, ADT, IT, PE, Dance, Geography, SEND/ARC	9.1	10.45	11.1	12.45	14.55
Zone 2	English and Maths	9.13	10.48	11.13	12.48	14.58
Zone 3	Hums, MFL, Music, Drama, LRC	9.15	10.5	11.15	12.5	15

A warning bell will ring 5 minutes before the end of break and lunch to signal students to begin making their way to lessons. Staff will monitor the flow in corridors during these transitions.

Students will be allocated additional 'zones' for break times to protect year group bubbles and encourage distancing:





We will stagger the start to morning break and stagger the start to lunch break based on zones in the school. With 5 year groups and 4 catering outlets, such staggering will allow for:

- Year 7 to have dedicated access to the Kitchen servery and dedicated use of the tennis courts. Year 7 to be released 10 mins early to lunch each day
- Year 8 to have dedicated access to the 2nd Kitchen servery and a dedicated area on the field
- Years 9 & 11 to have shared access to the main hall servery with increased ventilation
- Year 11 will have sole access to the astroturf
- Year 10 will have early access to the tech corridor 'street' servery

[Return to March reopening plan here.](#)

RISK ASSESSMENT – TO BE USED WITH EXISTING RISK ASSESSMENTS & GOVERNMENT GUIDANCE					
What are the hazards?	Generic Control Measures	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
A lack of knowledge and understanding of current information, advice and guidance	DfE updated guidance distributed and considered by leadership team Key changes in information are implemented and shared with all relevant stakeholders (staff, governors, parents and students) via email/bulletin at least once per week even where no changes are made.	CCO	Staff will ensure that school specific issues are reported to the Head teacher/Deputy Headteacher so that changes can be made and information disseminated to stakeholders if appropriate. Parent version of DfE guidance for full re-opening shared with parents	CCO	ongoing
	The school website is updated when changes are made to advice and guidance and circulated to relevant stakeholders either through either e-mail or the parent weekly bulletins or both	CCO GPE		CCO	17/7/20
	Staff receive information about new protocols at end of term July 2020. All staff receive training in September INSET so they are clear with the amended rules, routines and processes in readiness for a September re-opening	CCO	Re-visit RA & protocols for all staff on return after Summer holiday	CCO	3.09.20
	All staff understand Health and safety at Trafalgar School is everyone's responsibility and will continue to actively carry out risk assessments as part of our work and take steps which we believe are the most prudent to limit Covid-19 spread. At any point, if specific advice or clarification is required in relation to health and safety contact is made with the PCC Health and Safety team.	CCO			

	All school staff with underlying health issues or those within vulnerable groups have been asked to make their condition known to the HR team and/or Headteacher so Individual staff risk assessments are maintained and reviewed every 4 weeks for those staff identified as clinically vulnerable or extremely clinically vulnerable or pregnant.	CCO	Ongoing 4 weekly reviews by LM	CCO/LM's	Ongoing
	Updated signage visible around school site and in all classrooms re-emphasising key principles and expectations	GPE SFE	Internal and external signs produced to support students and adults to move around the building safely.	GPE	3/9/20
	Arrangements are in place to check the welfare of clinically vulnerable children who have been recommended to continue to shield and are not attending school, and other students where there is a safeguarding concern	GPE	Excellent practices developed during lockdown continue	GPE	Ongoing
	Risk assessment and protocols made available on school website.	CCO	Risk Assessment on website	CCO	03/09/20
	Prior to contractors and essential visitors arriving at school (where possible) their interaction with the school is established beforehand. This process allows for any relevant risk assessments, rules, procedures for social distancing and hygiene precautions to be shared.	CCO JBE HHA	External visitors protocol shared before their visit	JBE	3/9/20

	Information and guidance re; social distancing and hygiene measures, behaviour policy amendments and no access to school site to visitors unless pre-arranged are clearly articulated to parents and students including use of social media/website etc. (see Appendix 1)	CCO GPE MCA HOH	All staff and students should feel confident in challenging others actions if it compromises social distancing protocols	GPE	Ongoing
	ESSENTIAL PREVENTION MEASURE 1: Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID- 19) symptoms, or who have someone in their household who does, do not attend school.				
No prevention controls in place increasing transmission risk within, and potentially beyond the	Staff should not report for work if presenting with symptoms or until the full recommended period of self-isolation has expired. Staff are to follow normal, 'medically unfit to work' protocols by informing their line manager and the absence line.	CCO LM's	Reiterate this with staff at INSET in September	CCO	03/09/20
	Students who are unwell with Covid-19 symptoms should not attend school. Clear communication with parents and students making it clear	CCO GPE	Parent newsletter, social media and school website is explicit about this expectation	GPE	On-going
school community	about not sending to school if symptomatic all communication weekly parent Bulletin and social media etc.				
No prevention controls in place increasing transmission risk within, and potentially beyond the school community (cont.)	Information to parents, School Website, Weekly Parent Bulletins, Answer machine messages and Signage at the visitor entrance will make it clear that no-one should visit the school without an appointment	CCO LEL	Parents informed in end of term HT letter Answer phone message in place	CCO LEL	17/7/20

Students and staff are advised to stay 2 metres away from other people where possible on the way into school if walking or using public transport and to wash their hands as soon as they arrive at school (considering touch points and adjusting as they go to wash their hands thoroughly)	GPE	Staff should also ensure they wash their hands before leaving home and also before travelling home from work	GPE	7/9/20
Staff are advised to keep up to date about reduced public services and closed stations	CCO		CCO	3/9/20
Staff are encouraged to use contactless payment and avoid public transport if possible	CCO		CCO	3/9/20
Staff are advised to consider how to maintain good hygiene on travel to work e.g. for example using gloves or tissues when filling cars up with fuel helps reduce transmission. Further information available here: gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers	CCO		CCO	3/9/20
If anyone develops coronavirus (COVID-19) symptoms in an education setting they must be sent home and advised to follow the staying at home guidance. All suspected cases to seek a test immediately. Staff, parents and students are informed that access to Coronavirus (COVID-19) testing can be accessed by following this link: https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested	All staff Medical room staff	Other members of their household (including any siblings) should self-isolate for 14 days, or until a negative test result, from when the symptomatic person first had symptoms.	CCO	3/9/20

	Parents informed of their child's symptoms and asked to collect immediately. Parents will be asked to ensure someone can collect their child within 30 minutes of contact at all times	Medical room staff	Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell	HHA	Ongoing
	Assigned Medical room staff and cleaners are confident in managing cases and have adequate PPE to manage all situations	JBE HHA		HHA	Ongoing
	A separate toilet is used by the student if this is required to limit any transmission risk (as this would require enhanced cleaning before being used by anyone else)	Student Services staff		HHA	Ongoing
	If someone tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.	Student services staff CCO	A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed.	CCO	Ongoing
	Areas where the individual has passed through and spent minimal time, such as corridors are cleaned thoroughly as normal (See Appendix 1) All classrooms that were used by that student will also receive enhanced cleaning	JBE Site team Cleaning team		JBE	Ongoing
	ESSENTIAL PREVENTION MEASURE 2: Clean hands thoroughly more often than usual				

Poor hand hygiene leads to increasing transmission risk within, and potentially beyond the school community	All students and staff are to wash/sanitise their hands on arrival at school; after using the toilet; after breaks; after sporting activities; before food preparation and eating any food (including snacks) and before leaving school	All staff	Increase in number of sanitising units located at sites in school. Additional handwashing facilities provided at both the north and south entrances and exits to school	CCO	3/9/20
	The school uses a cashless system to ensure minimal cash handling. When cash is in use it is left 48 hours before being processed	HHA	Plan in place to safely manage any cash. Parents reminded of preferred payment method – Cashless using ParentPay	Finance team HHA	Ongoing
	Shared kitchen facilities have maximum capacity applied. Staff will only use their own cup, cutlery, plates etc and will be responsible for washing these themselves. Tea and coffee served at breaktimes will be conducted as per Kitchen risk assessment.	All staff	Staffroom capacity in place and furniture placed to enable social distancing.	JBE	From 3.9.20
	Wherever possible staff will use the same classroom, office, room, area each day and avoid changing classrooms, office, workstations, pens, scissors or other equipment with different staff and student groups	All staff		CCO	3/9/20
	Sanitiser in every classroom across the school. Additional hand sanitising units fixed in key areas across school site.	JBE		JBE	Ongoing
	For practical sessions that may involve the sharing of equipment or there is a greater chance that social distancing would be compromised then a risk assessment would need to be completed including PE, Design and Music (Design team will follow CLEAPS guidance etc.)	FGE LNE HRE		JBE	3/9/20

	Hand hygiene signage remains prominently placed across the school site and in every classroom	GPE		GPE	3/9/20
	Equipment and stationery are not shared with others and should remain with that student on their desk	All staff	If lent to students they are sanitised or left for 48-72 hours (depending on materials) before being used by others. Chrome books to be sanitised between use if loaned to students	All staff	Ongoing
ESSENTIAL PREVENTION MEASURE 3: Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach					
Poor respiratory hygiene leads to increasing transmission risk within, and potentially beyond the school community	Staff follow and regularly reiterate the hygiene message to students; · cover your cough or sneeze with a tissue · if you don't have any tissues available, avoid touching your eyes, nose and mouth with unwashed hands	All staff	Included as part of Student induction on return in September.	GPE	From 3.9.20
	Tissues provided in every classroom.	JBE	Additional sealed packet of tissues made available to all students and staff	JBE	From 3.9.20
	Where safe guarding and security is not adversely affected, all: • internal doors that are not designated fire doors; • fire doors with automatic closers; • doors that do not need to be kept closed for security reasons; are left open during the day when the school is in operation to reduce the risk of having to touch communal door handles and push plates.	JBE	Staff encouraged to open doors and windows to allow additional ventilation, where possible.	All staff	On going
ESSENTIAL PREVENTION MEASURE 4: Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach					
Poor cleaning leads to increasing	Cleaning team schedule revamped to significantly increase cleaning team capacity during the school day and allows for systematic regular	JBE CWH	Review Public Health England revised guidance for cleaning non-healthcare settings Summer 2020 – Additional cleaning staff employed for daytime.	JBE	03/09/20

transmission risk	emptying of bins across the school on a daily basis				
within, and					
potentially beyond the school community	Sanitisation Classroom kits in used by staff as per June re-opening	JBE All staff		JBE	Ongoing
	Enhanced cleaning is undertaken in the classrooms, offices and any other room (s) used by any person with symptoms of coronavirus (COVID-19)	JBE	Enhanced cleaning schedule written and available on request	JBE CWH	17/7/20
	Hand sanitisers are located at key points where handwashing is not viable i.e. entrance/reception areas for visitors to use	JBE		JBE	3/9/20
	Soap dispensers and hand driers within toilet areas are operational at the start of each day and checked and monitored throughout the day.	Cleaning team		JBE CWH	Ongoing
	Additional cleaning requirements have been agreed with site team and cleaning staff, which includes additional hours to allow for this	CCO JBE		JBE CWH	On going
	Site staff follow cleaning procedures, risk assessments and COSHH with special attention given to frequently touched surfaces (contact points) i.e. light switches, hand rails, door handles and toilets etc	Site team Cleaning team		JBE CWH	On-going
	While packaging is not known to present a specific risk, delivery containers/packaging are handled in line with usual manual handling safety practices and hands are washed/sanitised immediately after handling	JBE HHA LEL		JBE HHA LEL	Ongoing

	Member of cleaning team available throughout the day to respond instantly to any issues affecting infection control	JBE		JBE	On-going
	PROPERLY CONSIDERED ESSENTIAL PREVENTION ACTION 5: Minimise contact between individuals and maintain social distancing wherever possible				
Contact with others and social distancing not managed effectively leads	As much as possible, students and staff are spaced apart at all times breaktimes and transitions will be carefully managed to help avoid student contact with other groups of students.	GPE MCA	Shared with students in day 1 assembly	GPE	7/9/20
	Agreed arrival window and entrance/dismissal point communicated to each House group.	CCO GPE		CCO	July 2020
to increasing transmission risk within, and potentially beyond the school community	Consistent groups reduce the risk of transmission - Students will overwhelmingly spend their day with other students in their Year group including; during all of their lessons; during transitions and at break and lunchtime.	CCO GPE	Request for additional staff support in class e.g. for behaviour can be made using PARS	GPE	Ongoing
	Whenever possible staff are encouraged to remain in departmental subject areas throughout the day avoiding unnecessary gatherings e.g. staff room	Site team All staff		CCO	Ongoing
	Movement of students around the school is staggered and 'carefully managed' to prevent groups of students / staff gathering	SLT	Clear signage internally and externally in place	GPE	3/9/20
	Staff must attempt to limit face to face contact with other staff only meeting for professional reasons and ideally staying with their team throughout the working day.	All staff		All staff	ongoing

No visitors will be allowed except under specific circumstances and meetings should be made when students are off site and minimal staff are on school site.	All staff		All staff	ongoing
Student desks/workstations/tables will face the front of the class wherever possible. If single desks they will be separated to maximise distance between students in room whilst allowing staff to be able to teach 2m away from students.	Class teacher s/ Site team	Where this is not possible a classroom risk assessment should reflect measure being taken to mitigate risk	CL's	03/09/20
Outdoor spaces for meeting/briefing/breaktimes etc. is maximised, weather permitting.	CCO	Student muster points established outside	GPE	03/09/20
Hot and cold grab and go lunches offered which will be entirely self-contained, including disposable cutlery where appropriate from 4 servery points designated to year groups.	GPE		GPE	3/9/20
Students are directed not share their books, resources or any food or drink items they may have.	All staff	Pencil cases provided to students who do not have one to keep Additional basics purchased for every teacher to give out when needed (rare) Chrome books to be sanitised between use if loaned to students	All staff	Ongoing
Use of visors or facemasks to continue to be worn by staff when walking around school site. (Wearing a visor while teaching is discretionary). This will provide some protection to others when 2m social distance is unintentionally compromised e.g. when walking around a blind corner.	All staff		All staff	ongoing
Social distancing signage and floor markers will be used where appropriate and this will remain under constant review	JBE		JBE	3/9/20 and ongoing

A 'keep left' principle is used across the school when making any transition around the school site	GPE	New keep left floor signage to be added to internal corridors for September	GPE	03/09/20
Clear rules about 'not touching' and social distancing expectations are made clear through all school communication and challenged by staff	SLT All staff	New posters in classrooms and around site reiterate 'social distancing' message	GPE	03/09/20
Classroom/Workplace Risk Assessments are completed by each member of staff under the direction of their line manager to consider how they will operate safely in their classroom/workspace	CCO JBE CL's Site team All staff		CLs JBE	3/9/20
Where and when possible, groups will use direct external doors into classrooms to reduce the footfall along internal corridors and circulation routes (see map)	All staff		All staff	ongoing
Classroom and workspaces are decluttered and unnecessary items are removed to allow for ease of cleaning.	All staff Site team		All staff	3/9/20
Max capacity placed on all communal toilets based on number of cubicles available	CCO JBE		JBE	3/9/20
Staff encouraged to use the range of entry/exits points to school site at start and end of working day	CCO		CCO	3/9/20
Parents are instructed to follow Coronavirus (COVID-19): safer travel guidance for passengers and requested not to gather at school entrance gates or doors gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers	CCO GPE	Parents asked to ensure their child walks or cycles to school	CCO	July 20
ESSENTIAL PREVENTION ACTION 6: Where necessary, wear appropriate personal protective equipment (PPE)				

Failure to use PPE correctly or in specific situations increases the risk of transmission of COVID-19	DfE reopening guidance suggests that PPE is not necessary in school settings. Salterns Academy Trust has taken the decision for staff to wear visors or facemasks and will be expected to wear them when they walk around the building but they can be removed when working at their own work stations such as computers and desks.	CCO	Ensure all staff have a visor and receive training in their safe use: Exceptions are the Premises and the Cleaning team as face visors are not conducive to the physical nature of their work as they move around the building, therefore they may instead opt to wear a face covering	CCO JBE	03/09/20
	Full PPE (Apron, Gloves, Facemask and Visor) will be used by staff when someone presents with COVID symptoms and are awaiting being assessed e.g. Medical room staff or where personal care, including first-aid, has to take place;	Medical room staff		HHA	3/9/20
	Student/staff to safely remove face coverings on entering the school site and disposed of correctly or placed in a small plastic bag for the day if being reused later	All staff	Expectation of around face coverings articulated in information to staff/students/parents	All staff	3/9/20
	ESSENTIAL RESPONSE ACTIONS 1. Engage with NHS Test and Trace process 2. Manage confirmed cases of coronavirus (COVID-19) amongst the school community 3. Contain any outbreak by following local health protection team advice				
Failure to engage with NHS test and Trace process increases the risk of transmission	Communicate with parents the need to follow all track, trace and isolate protocols; https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works	CCO		CCO	16/7/20
Poor	Senior staff and Medical room staff fully aware of DfE guidance on	CCO		CCO HHA	17/7/20
management of	management of confirmed cases and actions necessary	HHA			
confirmed cases					
increases the risk					

of transmission					
of COVID-19 in					
the school					
community					
Failure to follow	Public Health England advice followed should anyone in the school	CCO		CCO	17/7/20
local health	community is tested positive. Here is the link to the Public Health				
protection team	England health protection team.				
advice increases					
the risk of					
transmission					
School operating differently increases risk to the safe running of the school and wellbeing of students and staff	E-mail/Text to parents to notify them of any exceptional temporary closure or limited offer due to insufficient staff cover/lack of sufficient cleaning fluid	CCO GPE		CCO	Ongoing
	All statutory inspections are up to date and compliant	JBE		JBE	Ongoing
	Contact is made with Contractual Services if any problems are identified	JBE		JBE	Ongoing
	The operational Fire risk assessment has been reviewed and appropriate controls are in place	JBE		JBE	Ongoing
	The schools have a system for knowing which staff and students are in the school when open	Student services		HHA	Ongoing
	Staff informed of amended evacuation procedures	GPE		GPE	3/9/20
	Amended evacuation procedures are shared with all students and staff in order to maintain distancing as much as is practical in the event of an evacuation. Groups should remain apart during evacuation where possible	GPE		GPE	3/9/20

	Personal Emergency Evacuation Plans are in place for students/staff who need assistance to evacuate the building	CSE		CSE	3/9/20
	Site team know where utility isolation points and firefighting equipment are	JBE		JBE	Ongoing
	Activities undertaken do not increase the potential for fire	All staff		All staff	Ongoing
	Fire evacuation procedures are shared with staff and students. A practice fire drill in groups is conducted, so that each group considers social distancing while exiting and assembling.	GPE		GPE	3/9/20
	Alarm points and the Fire log book checks are completed	JBE		JBE	Ongoing
	Remote & Distance learning protocols are in place with ongoing staff development and collaborative sessions planned as back up should a local lockdown take place	LCL	New staff induction on INSET day	LCL	3/9/20
	Students aware of expectations when participating in a live lesson.	All staff		All staff	Ongoing
	Key Work school protocols in place should there be a need due to local lockdown	MCA		MCA	3/9/20
	Staff are reminded to be mindful and supportive to students and fellow colleagues as all staff and students are likely to have wide ranging personal experiences during the period of lockdown.	GPE		GPE	3/9/20
	All staff have an opportunity to take a break during the school day and provided with a safe space to take it	CCO CPA		CCO CPA	3/9/20