



COVID-19 RISK ASSESSMENT - Full return to school, March 2021

Key features of our reopening approach are as follows:

Year group 'bubbles'	Year groups will form 'bubbles' and be kept apart wherever possible.
Zoning	<p>Year group 'bubbles' will be kept in distinct zones of the school, so students are likely to come into contact only with others from their year bubble when leaving rooms for instance.</p> <p>Melbourne Place (except library): Key Stage 3 Mud Lane: Key Stage 4 due to access to specialist spaces Eden Centre and library: IB</p> <p>We will treat Years 12 and 13 as one bubble.</p> <p>Assemblies will either be done remotely or, where in person, within year group bubbles and for 15 minutes maximum.</p>
Mini bubbles	Year group bubbles will allow students to mix within dining areas and at social times but where possible we will go further to establish mini bubbles where students will spend most of the time. This will be the case at KS3, where students will be taught in their form groups.
Home rooms	<p>Classrooms in Melbourne Place will be designated to form groups in their year group zones. Students will stay in their room and teachers will move to them.</p> <p>Classes will be set out in rows with all students facing forwards.</p> <p>KS4 students will move between the rooms in Mud Lane as they switch between their existing groupings and make use of labs and other spaces where needed.</p> <p>Changeovers: Senior leaders and experienced staff will be stationed at key points so they can oversee a number of rooms.</p> <p>A senior leader will be on duty every period to do visibility walk and assist if required.</p>



Specialist spaces	<p>The Music Room and Drama Studio will be kept free at Melbourne Place so that students from KS4 and 6th Form can access these. They will be walked over once other students are in lessons. Students will be collected from the front playground to be walked over to the Art Room.</p> <p>One lab with external access will be kept free for KS3 classes and 6th Form to be brought over for practical sessions.</p> <p>Where more than one 'bubble' accesses a specialist space, cleaning will take place in between uses.</p>
Subject specific adjustments	<p>Adjustments will be made for certain subjects, e.g. so that students do not have to change for PE.</p>
Cross-site options	<p>No Year 10 students will cross sites for options lessons.</p> <p>Year 11 students will be kept at home sites where possible, but there will be an element of movement in groups we cannot 'split up'.</p>
Staggered timings	<p>We will adopt split breaks and lunches to keep students from different year groups apart.</p> <p>Social spaces will be separate for each year group.</p> <p>We will liaise carefully with the canteen to ensure wait time is reduced for students, e.g. Grab and Go</p> <p>We will ask parents to indicate if their child will need school lunches to ensure that the food doesn't run out for the last year groups to go for lunch.</p>
Library	<p>A Click and Collect service for library books will allow students to request titles.</p> <p>A tutor group reading scheme will be introduced with input on the conference days in September.</p>
Toilets	<p>Student toilets will have numbered doors that will indicate which can be used by each year group, e.g. (7,8,9) (10,11)</p>
Events	<p>Events will be run virtually, e.g. parents' evenings. Sports clubs will run, in year groups only.</p>
Engage base and SEND spaces	<p>We will only work with students from the same years at any one time in these rooms. They will be cleaned down between each group attending.</p>
Fire plans and practices	<p>The principle stands that evacuation takes priority and all available exits should be used. Practices will take place. We will use Parker's Piece</p>



	as a muster point so that we can distance appropriately.
Lockers	Lockers have been reorganised so that only one year group accesses each group of lockers.
Visitors and volunteers	We will not accept Work Experience requests or volunteers. We will have trainees but they will have DBS provided. We will not normally be able to receive visitors. Meetings will largely have to take place online.

Risk Assessment – COVID-19 (v3.1)		1st March 2021	Parkside Community College
Responsible Person	Craig Morrison, Executive Principal		
Other Persons Involved	Daren Howard (Senior Site Supervisor); Leadership Team; Health & Safety Committee; Chair and Local Governing Body		
Guidance Material Considered	<ul style="list-style-type: none"> ● DfE – Schools coronavirus (COVID-19) operational guidance (22 February) ● DfE - Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak (22 February) ● DfE - Protective measures for holiday and after-school clubs, and other out-of-school settings during the coronavirus (COVID-19) outbreak (23 February) ● DfE – Face coverings in education (8 January) ● DfE - Safe working in education, childcare and children’s social care (14 December) ● BEIS - Working safely during coronavirus (COVID-19) Offices and Contact Centres (10 February) ● NHS - Test and Trace – How it works (11 January) ● PHE - COVID-19: cleaning in non-healthcare settings outside the home (16 October) ● CLEAPSS - COVID-19 guidance re science, design and technology ● AfPE – Coronavirus guidance and support re school sport ● OEAP – Coronavirus guidance re educational visits ● Music Mark – Guidance for Schools and Music Providers ● DfE Asymptomatic Testing Procedures and Guidance – available through the DfE portal (secondary) and DfE portal (primary) 		



Details

DFE Coronavirus Helpline 0800 046 8687

Covering staff and pupil H&S for the reopening of schools from 8 March 2021 and for those staff who will continue or need to work from home. The term 'school' is used throughout to refer to schools and early years settings as applicable.

To minimise the risk of infection to all persons, the following system of controls has been applied by the school/setting:

At all times

- 1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend school
- 2) Ensure face coverings are used in recommended circumstances
- 3) Ensure everyone is advised to clean their hands thoroughly and more often than usual
- 4) Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach
- 5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents
- 6) Minimise contact between across the setting/site and maintain social distancing wherever possible
- 7) Keep occupied spaces well ventilated

In specific circumstances

- 8) Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary
- 9) Promote and engage in asymptomatic testing, where available

In response to any infection

- 10) Promote and engage with the NHS Test and Trace process
- 11) Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community
- 12) Contain any outbreak by following local health protection team advice

A close contact is defined as:

- Anyone who lives with someone with COVID-19 symptoms or a positive test result (PCR or LFD)
- Anyone in a support bubble or childcare bubble as if they were part of the same household
- Anyone who has had the following contact with someone who has tested positive for COVID-19 via PCR or LFD test.
 - o face-to-face contact including being coughed on or having a face-to-face conversation within 1 metre skin-to-skin physical contact for any length of time
 - o been within 1 metre for 1 minute or longer without face-to-face contact
 - o been within 2 metres of someone for more than 15 minutes (either as a one-off contact or added up together over 1 day)



- o travelled in the same vehicle or a plane

The symptoms of COVID-19 are: a new and continuous cough, or a high temperature, or a loss of or change in a person’s normal sense of taste or smell

Hazard	Who is at Risk	How Can the Hazards Cause Harm	Control Measures Currently in Place
<p>Infection Control (people)</p>	<p>Staff, Pupils, Visitors</p>	<p>Staff contracting COVID-19</p>	<ul style="list-style-type: none"> • An individual RA is available for those who feel they may be at higher risk from infection • Clinically extremely vulnerable staff (CEV) are advised not to attend the workplace • Staff who are required to quarantine having recently visited a county outside the common travel area will not come into school • Any other staff who are not required in school and who can continue to work from home will do so • Staff are either taking part in asymptomatic testing in line with DfE guidance, or for those that have not volunteered, weekly health screening is being carried out. • Any staff member with symptoms of COVID-19 is sent home to self-isolate for 10 full days and instructed to undertake a COVID-19 test. Their household members are also required to self-isolate pending the results of this test. • Close contact self-isolation of staff and their contacts will continue even when an asymptomatic testing programme is in place. • Where the PCR test returns a positive result: <ul style="list-style-type: none"> o The staff member self-isolates for 10 full days from the day after onset of symptoms and after that they can return if they feel well enough. They can return if a cough or anosmia persists beyond this time. o The staff member must notify the school of the test result immediately o Where two or more cases occur within 14 days the school contacts the DfE helpline for advice on any further action required o The school will carry out close contact tracing to identify any other staff or pupils who will be required to self-isolate o The school will review the case against the Group guidance on <i>COVID-19 and ARMS</i> to establish if it was likely that the infection was contracted as a result of occupational exposure and record it on ARMS if it was. • If the test result is negative the staff member can return to school when they feel well enough to do so. Any close contacts who were self-isolating can stop doing so. • Where an LFD test returns a positive result: <ul style="list-style-type: none"> o (Home testing) self-isolate, arrange a PCR test, and follow the above if positive. If negative, return to work



			<ul style="list-style-type: none"> ○ (In school testing) staff member self-isolates for 10 full days from the day after the test. Any close contacts must also self-isolate ○ The school must be notified of the test result in the case of testing from home ○ Where two or more cases occur within 14 days the school contacts the DfE helpline for advice on any further action required ○ The school reviews the case against the Group guidance on <i>COVID-19 and ARMS</i> to establish if it was likely that the infection was contracted as a result of occupational exposure and record it on ARMS if it was.
		Pupils contracting COVID-19	<ul style="list-style-type: none"> ● Any pupil with symptoms of COVID-19 should not attend school for 10 full days from the day after the onset of symptoms and is expected to undertake a test. The pupil/parents are instructed to notify the school immediately if a positive result is obtained. ● Where two or more cases occur within 14 days the school contacts the DfE helpline for advice on any further action required ● A negative result means the pupil can return to school. ● Secondary pupils are eligible for enrolment on the asymptomatic testing programme (three tests on the return to school, twice weekly home tests after that) <ul style="list-style-type: none"> ○ (Home testing) self-isolate, arrange a PCR test, and follow the above if positive. If negative, return to work ○ (In school testing) pupil self-isolates for 10 full days from the day after the test. Any close contacts must also self-isolate ○ The school must be notified of the test result in the case of testing from home ● Where a pupil indicates an individual in their household is unwell with symptoms compatible with COVID-19, they must self-isolate for up to 10 days. The symptomatic household member should arrange a test. If this test result is negative the pupil can return to school if they do not have any COVID-19 related symptoms. ● Clinically extremely vulnerable pupils are advised not to attend school at this time. ● Pupils/children who are required to quarantine having recently visited a county outside the common travel area must not come into school
		Visitors contracting COVID-19	<ul style="list-style-type: none"> ● All visitors to site carefully managed and identification details recorded and held for 21 days to support the Test and Trace process. ● Details of any specific local procedures are communicated to all visitors before they come to site. ● Parents are advised to drop children off alone, i.e. not to come with partners or family and not to congregate at the school entrance. ● Central office staff visiting schools are eligible for inclusion in asymptomatic testing but this is not a condition of entry and all normal infection control practices will still be followed. ● No general visitors to be admitted to the school (clearly indicated at school entrance and on website) ● Signs will be posted at the front gates and doors. Parents will be asked to make an appointment via email or telephone. Meetings will largely be via Google Meet and if in person, they will take place once students have left for the day. ● Meetings in person need to be essential - e.g. a student meeting the counsellor or educational psychologist.



			<ul style="list-style-type: none"> • We will not accept WEX requests or volunteers for term 1. We will have trainees but they will have DBS provided by their provider. • Signage will ask delivery drivers to drop off outside the school day where possible and if not, to call the site team and drop off outside the front door with distancing in place. • A safety screen is in place at Reception for the safety of our staff. Where visitors, including parents, do attend a <i>pre-arranged appointment</i>, they will also be asked to wear a face-covering on site as an extra precaution as they are not part of our 'bubble'. • We will also be providing additional student services staffing at Mud Lane so that KS4 students do not need to cross to Melbourne Place when they have queries. • Students will be advised to arrive by foot or by bike. Parents advised to not drop children off, unless there are specific requirements. This will be communicated clearly to families by letter. • Contractors attending while school is operational to be notified that the school is operational and their access requirements reviewed on a case by case basis. • Contractors must call the Site Manager mobile number prior to arrival to organise entry safely. • All contractor visits will take place outside of the normal school day where possible.
<p>Asymptomatic Testing Programme</p>	<p>Staff, Pupils</p>	<p>Additional measures required to support testing that is carried out in a school that is an asymptomatic testing site (ATS), i.e. not tests that are carried out at home by either staff or pupils</p>	<ul style="list-style-type: none"> • All testing is carried out in strict adherence to the procedures contained in the "<i>NHS How to Guide: Rapid Testing in Schools and Colleges</i>" (the 'How to Guide') • Training – The school has followed the '<i>How to guide</i>'. All staff involved in the programme have completed the online training relevant to their assigned role(s) and have been signed off as competent by using the competency assessment templates provided by DfE/PHE. • Premises – The area (Gymnasium) has been set up in compliance with the '<i>How to guide</i>' The school has made provision for all materials required as detailed in the same. Testing areas are cleaned down before being returned to normal use. General safety of the premises, e.g. condition, slips and trips, is already managed and covered in other existing school risk assessments. • Signage – the testing area has been clearly demarcated to support flow and to prevent unauthorised entry. • Logistics – All students with consent from parents will undertake their first test over a three day period. Students will be asked to attend site from 5th March starting with Years 12 & 13, Years 11 & 10 on 8th March and Years 7, 8, & 9 on 9th March. After undertaking a test students will be asked to go home to await any results. Any students showing A negative result will resume face to face learning the next day after taking the test and will be informed of results via parent mail. Up to 60 tests per hour will be carried out and a three day gap pattern will commence between testing. • PPE – PPE requirements vary by role but will be provided in line with the DfE/PHE guidance. All testing staff are trained in correct donning and doffing procedures. PPE will be changed in line with the frequencies detailed in the '<i>How to guide</i>' • Storage of materials – testing kits are stored securely at a temperature between 2C and 30C. Prior to use all reagents will be brought up to 15C if necessary. Deliveries will be handled in accordance with the school's existing manual handling procedures.



			<ul style="list-style-type: none"> ● Waste – Healthcare waste contracts have been established and Daren Howard (Senior Site Supervisor) will ensure that waste streams are not contaminated and that all waste is removed from site in a timely manner. ● Cleaning – Cleaning is carried out in line with the requirements and frequencies detailed in the ‘How to guide’ and the linked training modules. ● First Aid – the school will ensure that access to first aid provision is possible whenever asymptomatic testing is being carried out. ● Monitoring – the school’s Quality Lead/Team Leader verifies the school is ready to start testing and carry out periodic monitoring to verify that the requirement standards are being maintained. ● Testing – tests are self-administered under direction of the testing team. <p><u>Results</u></p> <ul style="list-style-type: none"> ● Participants may return to work or class while awaiting their result during the second and third test stages only. This does not apply to the initial first test stage. ● Anyone in receipt of a positive LFD test result needs to self-isolate for 10 full days after the test. ● Those undertaking home tests must report their results to Test and Trace and the school and in the case of a positive result, self-isolate and arrange a PCR confirmation test
<p>Suspected / confirmed case in school</p>	<p>Staff/ pupils</p>	<p>Potential contamination of surfaces and for person to person spread</p>	<ul style="list-style-type: none"> ● Pupil/staff member sent home and instructed to arrange a COVID-19 test. The school may provide a PCR test kit where doing so may increase the likelihood of a test being completed. ● Pupils with symptoms are isolated in a dedicated room with an open window. Where this is not possible, they are kept at least 2m away from all other persons. ● If a bathroom is required while awaiting collection this will be cleaned and disinfected immediately after use using normal cleaning products ● Cleaning and disinfection of the area is carried out in accordance with DfE guidance COVID-19: cleaning of non-healthcare settings ● Symptomatic pupils should either be collected by a family member or walk, cycle or scoot home. Where transport is required the school will have regard to the principles contained in Safe Working in Education Childcare and Children’s Social Care Settings ● Any staff member who provided close-contact care (with or without PPE) is only required to self-isolate if the symptomatic person subsequently tests positive, they develop symptoms, they are instructed to do so by Test and Trace or PHE, or they test positive from an LFD test as part of a community or worker programme. ● PPE, i.e. disposable face masks (type IIR), disposable gloves, disposable aprons and eye protection is supplied for providing care to suspected cases but is only required where 2m separation cannot be maintained.



<p>Infection Control (practices)</p>	<p>Staff, Pupils, Visitors</p>	<p>Operational practices in place to minimise the risk of the spread of infection</p>	<p>Face Coverings</p> <ul style="list-style-type: none"> ▪ Secondary ▪ Adults and pupils will wear face coverings when moving around the premises, in corridors and communal areas, and in classrooms and areas where social distancing cannot be reliably practised (subject to any exemptions and not during exercise or strenuous activity) ▪ Face coverings are required by law for those >11yrs using public transport. The school supports safe disposal and hand hygiene practices for those arriving with these ▪ The school holds a supply of disposable face coverings ▪ Pupils, staff, and visitors are briefed in the safe wearing, removal and storage of face coverings including hand hygiene
			<p>Good Hand and Respiratory Hygiene</p> <ul style="list-style-type: none"> ▪ Soap and running water or hand sanitiser is readily available ▪ Hands are cleaned by all pupils, staff members and visitors, using soap or sanitiser on arrival, after break, when changing rooms, before and after eating, and after using the bathroom. ▪ Skin friendly cleansing wipes used for those who need assistance in cleaning hands and sanitiser use supervised where necessary ▪ ‘Catch-it, bin-it, kill-it’, promoted throughout school. ▪ The school provides tissues and sufficient bins to support disposal of waste. ▪ The school considers support for those who may have difficulty or those who spit or use saliva as a sensory stimulant. ▪ Use of shared resources reviewed to limit this as far as possible and to prevent materials being taken home. Teachers will be advised to not hand out materia where practical. Where documents need to be shared, this will be done through use of Chromebooks (if whiteboard not available) which students will be asked to wipe down after use. ▪ Handling of post, cash, or other delivered materials will be dealt with by the Site Manager. The front main doors are automatically locked between 9am and 3pm and any deliveries will require them to buzz in and contact the Site Manager.



			<ul style="list-style-type: none">▪ Front doors to be opened at specific times (arrival, break, lunch, end of day) by Site Team to reduce the need for students to touch door/ door handles.▪ Meetings between parents/ carers and school will not normally take place during this period; phone calls will be offered as an alternative.
			<p>Cleaning</p> <ul style="list-style-type: none">▪ A cleaning schedule is in place showing increased frequency with a focus on areas used by multiple groups and frequently touched surfaces in line with normal procedures and cleaning risk assessment. No requirement for additional PPE to be worn for routine cleaning.▪ Cleaning following confirmed/suspected case carried out in accordance with PHE guidance COVID-19: cleaning of non-healthcare settings▪ Where cleaning is contracted out the school maintains a record of what enhanced processes have been implemented.



Grouping and Measures Within Classrooms

PLEASE SEE THE SUMMARY OF OUR PLANS AT THE START OF THIS DOCUMENT FOR FULLER EXPLANATION OF OUR ARRANGEMENTS.

- Consistent grouping practised as much as possible
- Mixing between groups is minimised and secondary pupils are encouraged to maintain social distancing within groups
- Mixing in wider groups for specialist subjects, wraparound care, on transport, or in the case of boarding pupils is managed
- All staff can operate across multiple classes and year groups but will practise social distancing where possible. A yellow distance marker tape will show the point where the teacher can stand 2m from the frontmost student
- A record is made of group/bubble composition and any close contact that takes place between children and staff in different groups
- Staff endeavour to remain at the front of the class, 2m away from each other and children
- Pupils sit side by side and facing forwards where possible.
- Education and care support for those with complex needs is provided as normal.
- Staff will avoid face to face contact and limit time spent within 1m of anyone.
- Education and care support for those with complex needs will be provided as normal.
- Students in Y7-9 will each have their own personal chromebook. Where students in older years use chromebooks from a trolley, students must clean these with the wipes after use.
- Contact between students and mixing will be kept to a minimum, while still delivering the full curriculum.
- We will reduce contact between staff and pupils through zoning the buildings and within these zones, operating home rooms for KS3 classes, where they will be taught in form groups. Teachers will move between these rooms.
- KS3 students will visit specialist spaces (including in other parts of the school) once corridors have cleared, escorted by their teacher.
- Where spaces are used by students from different key stages, e.g. specialist rooms, door handles and desk surfaces will be cleaned in between sessions, as well as any shared equipment.



		<ul style="list-style-type: none">▪ KS4 will be co-located in Mud Lane to benefit from greater access to specialist spaces. Any contact between Y10 and Y11 is likely to be fleeting as they pass in corridors.▪ Years 10 and 11 will each operate as year bubbles, to allow students to access their range of options courses - they won't therefore be in set groups for all lessons.▪ We have reduced the numbers of students attending other CAP sites as guest students and have removed this completely for Year 10.▪ Where Year 11 students come to Parkside for lessons (and our students go to Coleridge or Trumpington), they will be asked to report to reception and will be allowed to walk to the lessons once corridors are cleared.▪ Years 12 and 13 will be treated as one bubble, due to the small numbers and the separate accommodation at the Eden Centre. There are also some shared Y12/13 classes. All lessons will be at the Eden Centre or in three spaces marked out in the main school library which 6th formers will access from a separate external entrance. No entry to the library for KS3 and KS4 students as this will be locked from the corridor side.▪ Older children (KS4 and KS5) will be encouraged to keep distance in their groups.▪ All staff will operate across multiple classes and year groups but will practise distancing, and at 2m where possible. Where 2m distancing is not possible (Parkside has many smaller rooms), it is advised that staff wear a face covering.▪ To enable the tracing process to work effectively, we will keep a comprehensive record of group/bubble composition and records of any close contact that takes place between children and staff in different groups. Close contact is defined as,<ul style="list-style-type: none">▪ direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)▪ proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual▪ travelling in a small vehicle, like a car, with an infected person▪ The Deputy Head (DWA) will keep a log of all such contacts and staff will be informed that they must inform DWA immediately of any such contact.▪ First aid to be administered by designated First Aider only. FAs have read latest government guidance.▪ Publish a social distancing protocol.
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		<ul style="list-style-type: none">▪ Wrap-around provision/extra-curricular activities▪ Only provided for vulnerable children, young people or,▪ Other children, where the provision is:<ul style="list-style-type: none">▪ reasonably necessary to enable their parents and carers to work, search for work, undertake education or training, or attend a medical appointment or address a medical need, or attend a support group▪ being used by electively home educating parents as part of their existing arrangements for their child to receive a suitable full-time education▪ being used as part of their efforts to obtain a regulated qualification, meet the entry requirements for an education institution, or to undertake exams and assessments▪ Children are kept in the same groups as during the normal day. If this is not possible groups are limited to 15 and efforts are made to keep these groups consistent at each session
		<p>Measures Elsewhere</p> <ul style="list-style-type: none">▪ Groups are kept apart where possible. Assemblies/worship are held one group at a time. Assemblies will take place in form rooms, via videostreaming, to begin with. When assemblies restart, these will be in single year groups only, in the Hall. Mini-bubbles at KS3 will sit together within the wider group.▪ Timetabling reviewed to keep groups apart and minimise movement around the site as much as possible.▪ Break and lunch are staggered whenever possible to minimise mixing of groups with dining hall surfaces cleaned between groups.▪ Staff spaces are reviewed against the guidance on Office and Contact Centres to support distancing and hygiene▪ Staff room use is minimised except where social distancing and enhanced cleaning can be reliably practised.▪ Groups will be kept apart where possible. Social groups (with distancing) kept to a maximum of five at breaks and lunches.▪ Zoning will keep year groups apart and will ensure that students do not need to cross between Melbourne Place and Mud Lane, reducing contact.



		<ul style="list-style-type: none">▪ Movement of students and staff throughout the day managed through a one-way system (arrows on ground and 2 metre spacing indicated by tape) and monitoring during any changeover/ movement periods. Duty rota coordinated by the SLT.▪ Arrival and departure of staff via back entrance of Melbourne Place building.▪ Arrival and departure of students via main entrance only.▪ Students will line up on their first day back in the front playground and be escorted to their first lesson, with sanitiser station pointed out to them.▪ On subsequent days, students should arrive no earlier than 08:30 and walk straight into the building and into their first class to avoid congestion. The exception will be students entering labs who will line up next to classroom markers in the Mud Lane car park.▪ Leadership team and other staff available will be on the corridors to monitor this movement at the start of the day and at changeovers from breaks to lessons.▪ As above, senior leaders will monitor zones when teachers leave a class to move elsewhere. Staff should set an end of lesson activity to keep students focused and occupied until the next teacher arrives.▪ Update 10/09/20: In Years 7 - 9 students are now lining up in the Quad or the Front Playground at the end of their breaks and lunches. This provides a calm end to these breaks and purposeful starts to the new lessons. Where students have lessons in classrooms backing onto the Quad, they are entering through the Quad doors, reducing the numbers on corridors.▪ One senior leader and a reserve will be scheduled each lesson to do visibility walks and be on call to deal with behaviour referrals and removals where necessary.▪ Senior leaders to reserve one available classroom for students who have been removed.▪ TAs and teachers will be briefed on an individual basis about any students on the SEND register who may have some form of time-out arrangement in place (being conscious of remaining in the same room for the day)▪ Emergency evacuation muster point moved to Parker's Piece as the front playground does not allow bubbles to be kept apart.▪ Staggered breaks and lunches will minimise mixing of groups. Cleaning of dining hall surfaces will take place between groups.▪ Social spaces will be designated to keep year groups on the same breaktime separate. As KS4 students will be allowed to use Parker's Piece, we will brief them about safe crossing at the pelican crossing.
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			<ul style="list-style-type: none">▪ We will liaise carefully with the canteen to ensure wait time is reduced for students, e.g. Grab and Go▪ We will ask parents to indicate if their child will need school lunches to ensure that the food doesn't run out for the last year groups to go for lunch. Packed lunches will be encouraged.▪ For wet lunchtimes we will let students stay in their home rooms and these will be monitored by the leadership team. Y11, whose home rooms are in labs, will go to the Gym if they need shelter.▪ One way entrance and exit system for the staff room, with maximum number of 8. Some furniture has been removed to allow for better distancing. Refer to BEIS guidance on Office and Contact Centres for guidance on staff only areas▪ Update 10/09/20: Re use of Parker's Piece, all Year 10 and Year 11 and 6th Form students have been briefed that they must be socialising in groups of six or fewer students. Using Parker's Piece is an important way for us to get extra outdoor space and without this it would be difficult to re-open with the separation we need in place. However, it is also a public space and it is only right that we follow the rules the rest of the public should follow in this area ('Rule of 6').▪ Regular and thorough handwashing or use of alcohol based sanitiser to be carried out by all pupils and staff members including:<ul style="list-style-type: none">● On arrival and before departure● Before break● When groups change areas● After using the bathroom▪ Update 10/09/20: We have installed additional hand sanitiser stations at the front entrance to make entry to the building quicker and reduce any 'bunching up'. While it was necessary to line everyone up on their first days, allowing students straight into the buildings and into their classrooms over a ten minute period has kept a steady flow around the one way system and helped to maximise the distance between students.▪ Toilet breaks. During supervised/ teaching sessions, staff to only allow one student at a time if they really need it. Staff to wait until that student is back before allowing another to go. Students will be designated specific toilets to use to avoid build-up of traffic. Students will use specific sets of toilets in their zone and cubicles will be numbered for each year group within the zone. Signage at toilets indicating maximum of 2 at a time inside. Closed off some cubicles.
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Other Considerations

- Specific assessments are carried out for those with SEND needs to help with adjustments as necessary
- Supply/peripatetic teachers can move between schools but will minimise contact and socially distance as much as possible.
- Specialist staff e.g. therapists work as normal.
- Parents are informed of the processes in place for drop-off and collection, including discouraging gathering at the school gates
- Dual registered children can attend, but the two settings will liaise to agree controls.
- Equipment:
 - Outdoor play equipment is cleaned more frequently
 - Pupils are advised to limit the amount of equipment they bring to school
 - Resources can be taken home by pupils and staff and are subject to the same rules re cleaning and rotation as above.
 - Personal items, e.g. pens and pencils recommended to remain individual (letter home to advise)
 - Classroom resources – can be used freely within the bubble/group, but will be subject to regular cleaning
 - Resources shared between groups will require frequent meticulous cleaning, i.e. always before being used by another group, or quarantined for 48 hours between use (72 hours for plastic items). Technician team to come up with a plan for this cleaning regime in Science, Art and Technology.
 - Pupils will be asked to limit the amount of equipment they bring to school to the essential items.
 - Marking: Where teachers want to 'live mark' or take a set of books for a check, wear gloves and then dispose of these.
 - Sets of books will otherwise need to be set aside (quarantined) for 48 hours before being marked. This could prove problematic for students who need their books.
 - For assessments, teachers can opt to either:
 - Use the yellow learning check books (mark wearing gloves as students need learning checks back the next lesson ideally)
 - Ask students to write on file paper and stick back into books once marked
 - Ask students to complete work online and it is marked online.
 - Clubs and teams will resume from 15/03 and these will be in single year groups and Parkside-only.
 - Some activities will continue to run via GoogleMeet, e.g. Latin after-school.
 - Tutor group reading scheme will be introduced with input on the conference days in September. The book box will be kept in the home room and it will be possible for each student to have their own named copies.
 - The library will be used for 6th form classes only. Year groups will therefore not be able to mix in this space as usual.



			<p><u>Public Transport</u></p> <ul style="list-style-type: none"> • Steps are taken to depress demand at peak times (Stagger start/finish times) • Walking, cycling, scooting to and from school are all promoted • <u>Face coverings</u> are required by law on public transport for all over 11 years old. • The CAP minibus will not be used by Parkside students until further notice. • Walking is promoted wherever possible, to minimise contact between students at the bike racks. • Bike racks will be zoned so that students will only be locking up next to students in their own year bubble • Where staff arrive by car, we will ask those who park at Mud Lane to park at Melbourne Place. This will allow more space for KS4 bike parking at Mud Lane. • Face coverings are required on public transport for all over 11 years old. This is a small number of students, e.g. some 6th form students arriving by train.
<p>Infection Control (premises)</p>	<p>Staff, Pupils, Visitors</p>	<p>Changes to or introduction of physical control measure to minimise the risk of the spread of infection</p>	<ul style="list-style-type: none"> • Demarcation of playground spaces, classrooms and offices where social distancing controls are difficult to manage • Room capacities considered to ensure spaces cannot become suddenly overloaded by persons from different groups e.g. print rooms, lifts • The whole school is kept well ventilated insofar as the ventilation systems allow and whilst maintaining a suitable teaching and working environment. Mechanical ventilation systems are set to ‘fresh air’ mode where possible. Single room systems continue to operate as normal • Windows are opened where possible, where temperature allows it, and where doing so does not create undue risks. Where no mechanical ventilation is provided, windows are fully opened at least at every break time to vent the room • Non-fire doors are propped open to support ventilation and to remove need for hand contact • Any unnecessary furniture has been removed to aid distancing between groups (note the classrooms are very small and there is little furniture in any case). • One way system has been implemented in corridors and on stairwells with arrows and distance markers, plus barriers to prevent students from setting off in the wrong direction on entry. • Cones will demarcate groups at line ups. Year groups will have separate social areas (i.e. one in the Quad and another in the front playground) where more than one is having a break simultaneously. • The staff room has a maximum number of 8, has distance markers and excess furniture removed.



			<ul style="list-style-type: none">● Staff advised to send all printing to Reprographics via email. Where printers/copiers are used, staff should wear the gloves provided and wipe down the machine after use, then dispose of gloves and wipes.● We will limit the usage of spaces such as the staff room. We will introduce bookable spaces (e.g. shared computers) with gaps in between so that these can be cleaned.● Classrooms and shared office slots will also be bookable for staff working. Booking sheets will be online to stop gathering and touching physical copies.● Where colleagues want to take non-contact time off-site/at home then this will be permitted - let KCr know in advance in case there are any cover issues.● Staff should leave the site by 17:30 until further notice to aid with the nightly cleaning. Any exceptions should be agreed with the site team in advance.● Windows will be opened where possible, where temperature allows it, and without creating undue risks.● Non-fire doors will be propped open to remove the need for hand contact● Outdoor play equipment will be thoroughly cleaned between groups● Where multiple staff have to occupy a single office and 2m separation is not possible:<ul style="list-style-type: none">○ Staff will work back-to-back or○ Install screens between workstations or○ Developing a rota so that staff don't have to work together● Occupied spaces are kept well ventilated insofar as ventilation systems allow and whilst maintaining a suitable teaching and working environment● We will prohibit shared workstations, e.g in staffroom, apart from when robust cleaning can be ensured between users● All staff meetings, training and line management sessions should be done online, as we have the means to do so, to reduce face to face contact. Exceptions should be cleared with the Principal and should be run in spaces with 2 metre distancing, ventilation and face coverings worn.● Training will be delivered via Google Meet with staff logging on in individual spaces. As we do not have enough we have asked that those who live more locally go home and join the meeting/training session from home where time allows.● The new rule of thumb is 'speak standing up'. We encourage some personal interaction as it is so important, but it should be done standing up, with distancing and preferably outdoors. Where staff are speaking whilst standing, e.g. on duty, conversations will be kept shorter.● If staff go to speak to someone in their office, we ask that they speak to them from the doorway for quick conversations.● Most of our department offices are to only be used by 1 person seated. It will be permissible for another colleague to enter to take or drop off a resource and then leave straight-away. New signage has been displayed to reinforce the spaces that are for 1 person only.
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			<ul style="list-style-type: none"> • We have several larger spaces where staff can work, such as empty classrooms and the new resource bases. It is permissible for more than one person to use these spaces where there is ventilation, where staff face in opposite directions and where face coverings are worn. • All spaces where more than one colleague routinely work together - e.g. Student Services - will now be reviewed and extra precautions added where necessary. • Face coverings should now be worn by staff when in the staff room. • There should be no sharing of food or snacks and do not make drinks for other colleagues from now on. • No staff car-sharing. • Staff should take extra precautions in terms of distancing and meeting outdoors if meeting up outside work. We have advised against such contact if possible.
<p>Delivery of 'higher risk' subjects</p>	<p>Staff, Pupils</p>	<p>Delivery of lessons such as science, D&T, Drama and PE require pupils and staff to work in close proximity thereby increasing the risk of infection</p>	<ul style="list-style-type: none"> • Subject leads continually review their departmental risk assessments against sector specific guidance for the planned activities and update these accordingly. <ul style="list-style-type: none"> o CLEAPSS guidance referred to in planning science, D&T and Art o AfPE and national governing body guidance referred to in planning physical activities o Music Mark and DCMS Performing Arts guidance referred to in planning music, dance and drama • Practical Science will be limited, especially for KS3 • IB students will be offered weekend and half-term access to complete the IAs which require unbroken access to labs • Art for KS3 will be taught in the specialist spaces - students will be escorted across. <p>Music and Drama</p> <ul style="list-style-type: none"> • Consistent groupings are maintained wherever possible • <u>Singing and wind instrument playing takes place in larger rooms with players, singers, and any other persons 2m apart, and with ventilation maximised. Where possible outdoors if the weather permits.</u> • <u>Choirs and ensembles will only take place where social distancing and high levels of natural airflow can be maintained</u> • <u>Wind players positioned so that air is not blown into another player</u> • <u>Backing tracks/accompanying music operated with volume levels as low as possible.</u>



			<ul style="list-style-type: none"> ● <u>Microphones</u> used where possible and amplification is required; if shared they are cleaned between each user ● Performances with an audience to not take place at this time. ● <u>Robust handwashing</u> practised, before and after handling equipment/instruments ● <u>Any shared equipment</u> is cleaned regularly and always between users <p>Physical Activity</p> <ul style="list-style-type: none"> ● Consistent groupings maintained ● Equipment thoroughly cleaned between groups ● Outdoor lessons prioritised where possible. Indoor spaces have natural ventilation maximised ● Use of external facilities is risk assessed on a case-by-case basis ● Team sports only carried out where NGB has published guidance on how this can be carried out safely and with this guidance implemented ● Inter-school sport to not take place ● Physical activity is encouraged at break and lunch time where it can be carried out within existing groups and with any shared equipment cleaned after use ● PE and Dance - students will be permitted to come in PE kit on the day they have this lesson ● Additional planning documents are in place for PE and Science <p style="text-align: center;">PE risk assessment document</p> <p>Educational Visits</p> <ul style="list-style-type: none"> ● <u>Trips</u> will not take place at this time.
<p>Anxiety, stress and worry</p>	<p>Staff, pupils (parents indirectly)</p>	<p>Those coming to work or school may be anxious, worried our stressed</p>	<ul style="list-style-type: none"> ● The workforce and any Union reps have been involved in the development of this risk assessment and associated control measures ● This risk assessment and its findings have been shared with staff and published on the school website. ● Staff have access to Group's occupational health and counselling service



Intimate Care/Higher Dependency Pupils	Staff, Pupils	Intimate care brings people within close proximity of each other thereby increasing the risk of infection	<ul style="list-style-type: none"> Staff providing intimate care to use PPE as they would do normally for providing care in line with children's needs (<i>not currently an issue within our student cohort</i>) No specific PPE is required unless the child in question is symptomatic (<i>see Suspected/confirmed case in school section</i>).
Failure to follow local rules	Staff, Pupil, Visitors	Persons fail to follow local rules due to lack of awareness or persons who violate local rules	<ul style="list-style-type: none"> Risk assessment developed in collaboration with staff and Union reps and shared with all parties All staff reminded of their duty to follow these control measures and to support staff or pupils who may fail to follow these in a constructive manner Transgressions will be escalated through existing behaviour/disciplinary arrangements
The school lapses in following national/ group guidelines and advice	Staff, Pupil, Visitors	Lack of awareness leads to failure to follow required controls	<ul style="list-style-type: none"> Central office to ensure that Coronavirus pages on the Hub are kept updated Important updates/changes included in CEO's Heads Bulletins Regular key guidance updates issued by Group H&S Manager Head teacher to ensure that all relevant guidance is followed and communicated to staff Senior Leaders keep themselves up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE, and review this risk assessment accordingly The LGB is kept informed on changes in guidance and school approach
Other Risk Assessments	Staff, Pupils	Other risk assessment that aren't updated and therefore become invalid	<ul style="list-style-type: none"> Extra-curricular provision/wraparound care is carried out in line with the principles outlined in this risk assessment Fire safety procedures have been amended to support COVID-19 infection control arrangements Staff training schedule monitored and any slippage identified and managed



Temporary Home Workers	Staff	Staff working from home having DSE issues, accidents or suffering wellbeing or stress issues	<p>DSE</p> <ul style="list-style-type: none"> • Staff are allowed to take home peripherals and chairs from office • Guidance on setting up a suitable workstation provided on HSE website • Additional equipment needs are reviewed on a case-by-case basis <p>First Aid/Accidents</p> <ul style="list-style-type: none"> • Any accidents to be logged onto ARMS and line manager to be notified <p>Wellbeing/Stress</p> <ul style="list-style-type: none"> • Guidance on wellbeing provided on Hub coronavirus pages – dedicated wellbeing section • Managers to maintain regular contact with their employees, preferably by video link.
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Details of any additional control measures for consideration	Target for completion	Date of completion	Completed By
Protocols for managing illness, arrivals and departures and social distancing (see appendices below)		08/06/20	Craig Morrison



Assessment completed by:

Craig Morrison

Date:

01/03/21

Date of next review:

LGB 03/03/21



Maintaining Social Distancing - Protocol

- Arrive and leave separately. Do not gather together outside school.
- Enter the building as you arrive and follow the instructions given.
- Follow instructions carefully, including signs displayed around the building.
- Use the one way system at all times.
- Only enter the spaces you are directed to.
- Remain at your desk.
- Bring your own equipment.
- Only use your own chromebook or the one given to you.
- Bring your own water bottle and do not share any food or drink with others.
- Keep distance from others at all times when you can, including breaks. Tape on the corridor floors shows 2 metre gaps.
- Ask to visit the toilet only if it is essential and only use those designated.
- Wash your hands regularly and thoroughly, for a minimum of 20 seconds.
- Ask a member of staff if you are not sure of what to do.



Student Arrivals and Departures - Protocol

- Arrive and leave separately. Do not gather together outside school.
- Arrive from 08:30 and go straight to your class and be seated by 08:40.
- Students taught in labs will line up in the Mud Lane car park.
- Follow instructions carefully, including signs displayed around the building.
- Please keep your distance from one another as you walk around the corridor.
- At the end of the day, make your way home straightaway. You must not gather together on Parker's Piece.
- Ask a member of staff if you are not sure of what to do.



Managing Illness - Protocol

- Symptoms of coronavirus are:
 - new continuous cough
 - fever, high temperature
 - loss of taste and/or smell
- Should a student complain of one or more of these symptoms, or they are spotted in a student by the teacher, the following steps should be taken.
- Ask the student to come to the classroom door and do your best not to draw attention to this if possible.
- Explain that as they are displaying symptoms, they should report directly to Student Services.
- Email Student Services and Mrs Craddock immediately so that they know to expect the student.
- Student Services will ask the student to isolate in Room 4 or First Aid Room if they need medical care.
- If medical care is required, the first aider should wear the PPE provided (kept by Mrs Craddock)
- Student Services to contact the student's parents to arrange collection and advise re testing.
- SLT to arrange for parents of other students in the group to be informed of suspected symptoms in the class and to keep alert for symptoms developing in their own child.
- Ask a member of SLT if you are not sure of what to do.