



## COVID-19 Full Reopening Plan and Risk Assessment - Updated November 2020

We need to make sure that the new Year 7 students, who haven't had a transition day, get some time where we focus upon them. Therefore, the start will be slightly staggered:

Monday 7th September - Years 7, 11, 13 only

Tuesday 8th September - Years 8, 9 and 10 also begin

Wednesday 9th September - Year 12 begin

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 initially be done remotely, using Google Meet on classroom screens. In time, we will then explore year group assemblies in the Hall for KS3.</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. Art for KS3 will need to take place in home rooms.</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	Adjustments will be made for certain subjects, e.g. so that students do not have to change for PE. More details will be provided in due course.
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 as described in the table below.</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	Student toilets will have numbered doors that will indicate which can be used by each year group, e.g. (7,8,9) (10,11)
Autumn events	Autumn events such as Open Evenings will be run virtually. Clubs and teams will be limited in the first half term and where they do take place they will be site-specific and in year groups only.
Engage base and SEND spaces	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.
Fire plans and practices	The principle stands that evacuation takes priority and all available exits should be used. Practices will take place. We will use Parker's Piece as a muster point so that we can distance appropriately.
Lockers	We will not be able to allow access to lockers until we can re-organise them into year group zones. We will need some existing students to move from one locker to another.
Visitors and volunteers	We will not accept Work Experience requests or volunteers for term 1. 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.

<b>Risk Assessment – Covid-19 (Autumn Term Reopening)</b>	<b>7th August 2020</b> 1st September 2020 (v2) 1st October 2020 (v3) 30th November 2020 (v4)	<b>Parkside Community College</b>
<b>Responsible Person</b>	Craig Morrison, Executive Headteacher	
<b>Other Persons Involved</b>	SLT, Site Manager, staff focus group (teaching & non-teaching staff), all staff allowed to comment on, Health & Safety Committee, Chair and Vice-Chair of LGB	
<b>Guidance Material Considered</b>	<ul style="list-style-type: none"> <li>• DfE – <a href="#">Guidance for Full Opening – Schools (22 October)</a></li> <li>• DfE - <a href="#">Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak (21 October)</a></li> <li>• DfE - <a href="#">Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak (15 October)</a></li> <li>• DfE - <a href="#">Coronavirus (COVID-19): guidance on isolation for residential educational settings (20 July)</a></li> <li>• DfE – <a href="#">Face coverings in education (16 October)</a></li> <li>• BEIS - <a href="#">Working safely during coronavirus (COVID-19) Offices and Contact Centres (15 October)</a>.</li> <li>• NHS - <a href="#">Test and Trace – How it works (8 October)</a></li> <li>• PHE - <a href="#">COVID-19: cleaning in non-healthcare settings outside the home (16 October)</a></li> <li>• CLEAPSS - <a href="#">COVID-19 guidance</a> re science, design and technology</li> <li>• AfPE – <a href="#">Coronavirus guidance and support</a> re school sport</li> <li>• OEAP – <a href="#">Coronavirus guidance</a> re educational visits</li> <li>• Music Mark – <a href="#">Guidance for Schools and Music Providers</a></li> </ul>	

<b>Details</b>
Covering staff and pupil H&S and completion of key compliance tasks during the Covid-19 pandemic, for the reopening of schools in Autumn 2020 and for those staff who will continue to work from home.

**Are Control Measures (Y, N, N/A)?**

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

- 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
- 2) Clean hands thoroughly more often than usual
- 3) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 5) Minimise contact between individuals and maintain social distancing wherever possible
- 6) Where necessary, wear appropriate personal protective equipment (PPE)
- 7) Engage with the NHS Test and Trace process
- 8) Manage confirmed cases of coronavirus (COVID-19) amongst the school community
- 9) Contain any outbreak by following local health protection team advice
- 10) The use of face coverings as directed (currently in indoor communal areas)
- 11) Always keeping occupied spaces well ventilated

- Numbers 1 to 4 and numbers 10 to 11 are in place all of the time.
- Number 5 is carefully considered with suitable management strategies deployed that account for the specific operating characteristics of the school. Details of which are included in this risk assessment.
- Number 6 applies only in specific circumstances.
- Numbers 7 to 9 are followed in every case where they are relevant.

Hazard	Who is at Risk	How Can the Hazards Cause Harm	Control Measures Currently in Place	In Place?	Residual Risk Acceptable?
Infection Control (people)	Staff, Pupils, Visitors	Staff contracting COVID-19	<ul style="list-style-type: none"> <li>● We will undertake a second individual risk assessment (updated August version) with any colleague whose circumstances are still a concern.</li> <li>● Clinically extremely vulnerable staff can continue to work as normal at all COVID tier levels unless in receipt of specific written instruction to shield from a medical practitioner</li> <li>● Any staff who are not required in school and can continue to work from home will continue to do so.</li> <li>● Health screening of staff carried out weekly (are you unwell, is anyone in your household unwell) with records held on employee file.</li> <li>● Any staff member with symptoms of COVID-19 is sent home to self-isolate for 7 days and instructed to undertake a COVID-19 test. Their household members are required to self-isolate for 14 days.</li> <li>● To support the testing process, the school have been provided with a supply of home testing kits</li> <li>● If the test is positive: <ul style="list-style-type: none"> <li>○ The staff member remains off for 7 days from the onset of symptoms and after that they can return if they feel well enough. They can return if a cough or anosmia persist beyond this time.</li> <li>○ The staff member must engage with the NHS Test and Trace programme.</li> <li>○ The staff member must notify the school immediately.</li> <li>○ The school contact their local Health Protection Team or <a href="#">DFE helpline</a> for advice on any further action required in school.</li> <li>○ 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.</li> </ul> </li> <li>● If the test is returned negative the staff member can return to school when they feel well enough to do so.</li> <li>● Where a staff member indicates an individual in their household is unwell with symptoms compatible with COVID-19, they must self-isolate for up to 14 days. Under the Test and Trace programme there is an expectation that their symptomatic household member is tested. If this test result is negative the staff member can return to school if they do not have any COVID-19 related symptoms.</li> </ul>	Y  Y Y Y  Y Y  Y  Y Y	Y  Y Y Y  Y Y  Y  Y Y
		Pupils contracting COVID-19	<ul style="list-style-type: none"> <li>● Any pupil with symptoms of Covid-19 should not attend school for <b>10 days</b> and is expected to undertake a test under the NHS Test and Trace programme. The pupil/parents are instructed to notify the school immediately if a positive result is obtained.</li> <li>● To support the testing process, the school has been provided with a supply of home testing kits.</li> <li>● Where a positive result is obtained, the school will contact the local Health Protection Team for advice on any further action required.</li> <li>● A negative result means the pupil can return to school.</li> </ul>	Y  Y Y Y Y	Y  Y Y Y Y

			<ul style="list-style-type: none"> <li>Where a pupil indicates an individual in their household is unwell with symptoms compatible with Covid-19, they must self-isolate for up to 14 days. Under the Test and Trace programme there is an expectation that their symptomatic household member is tested. If this test result is negative the pupil can return to school if they do not have any COVID-19 related symptoms.</li> <li>Clinically extremely vulnerable students can continue to attend as normal at all COVID tiers unless in receipt of specific written instruction to shield from a medical practitioner.</li> </ul>	Y	Y
		Visitors contracting COVID-19	<ul style="list-style-type: none"> <li>All visitors to site carefully managed and identification details recorded and held for 21 days to support the Test and Trace process if called upon.</li> <li>Details of local procedures communicated to all visitors before they come to site.</li> <li>No general visitors to be admitted to the school (clearly indicated at school entrance and on website)</li> <li>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.</li> <li>Meetings in person need to be essential - e.g. a student meeting the counsellor or educational psychologist.</li> <li>We will not accept WEX requests or volunteers for term 1. We will have trainees but they will have DBS provided by their provider.</li> <li>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.</li> <li>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'.</li> <li>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.</li> <li>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.</li> <li>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.</li> <li>Contractors must call the Site Manager mobile number prior to arrival to organise entry safely.</li> <li>All contractor visits will take place outside of the normal school day where possible.</li> </ul>	Y	Y
Suspected / confirmed case in school	Staff/pupils	Potential contamination of surfaces and for person to person spread	<ul style="list-style-type: none"> <li>Pupil/staff member sent home and instructed to order a test under the NHS Test and Trace programme. Individual may be provided with a test by the school if supplies allow and where the school believes providing a testing kit may increase the likelihood of a test being completed.</li> <li>See protocol on dealing with illness/symptoms. Families in class bubbles will be informed should there be a suspected case in the bubble.</li> <li>Pupil isolated in secure area (Room 4) if awaiting collection, in line with <a href="#">government guidelines</a>.</li> <li>Staff and pupils who were with the affected party should wash their hands thoroughly but do not need to go home unless symptomatic themselves or should they subsequently be identified as a 'close contact' where the original suspected is confirmed as positive.</li> </ul>	Y	Y

			<ul style="list-style-type: none"> <li>• A small quantity of PPE, i.e. disposable face masks, gloves, and apron and suitable waste streams will be required for handling suspected cases where 2m separation cannot be maintained.</li> <li>• PPE stored in First Aid Room and secure area (Room 20).</li> <li>• Cleaning and disinfection carried out by cleaning staff in accordance with DfE guidance <a href="#">COVID-19: cleaning of non-healthcare settings</a></li> <li>• Waste from First Aid room and secure area (room 4) to be disposed of in line with guidelines. Cleaners will be emptying bins using double-bagging system.</li> <li>• Attendance registers will be kept and available to SLT out of hours (online), plus online access to class lists, seating plans, staff and student contact details, should these be required to assist with Track and Trace.</li> </ul>	<p>Y Y Y Y Y</p>	<p>Y Y Y Y Y</p>
<b>Infection Control (practices)</b>	Staff, Pupils, Visitors	Operational practices in place to minimise the risk of the spread of infection	<u>Good Hand and Respiratory Hygiene (key principles to be applied)</u> <ul style="list-style-type: none"> <li>• Soap and running water or alcohol based hand sanitiser to be readily available in all teaching spaces.</li> <li>• Hands cleaned by all pupils, staff members and visitors, using soap or sanitiser on arrival, after break, when changing rooms, and before eating (at a minimum). Sanitiser stations at all entrances/exits.</li> <li>• Skin friendly cleansing wipes used for those who need assistance in cleaning hands (available in all teaching spaces)</li> <li>• Practices built into school behaviour culture.</li> <li>• Catch-it, bin-it, kill-it, promoted throughout school.</li> <li>• School provides tissues and sufficient bins to support disposal of waste.</li> <li>• School considers support for those who may have difficulty or those who spit or use saliva as a sensory stimulant.</li> <li>• Face coverings are required for those &gt;11 yrs using public transport – will require control on entry</li> <li>• Students MUST wear face coverings in corridors and communal areas but not in lessons.</li> <li>• Families advised by letter to contact school with any issues on this policy.</li> <li>• Teachers who have a particular need which necessitates wearing a face covering should contact the Head.</li> <li>• Anyone misusing a face covering will be required to remove it and families will be contacted.</li> <li>• Regular robust handwashing to be carried out. Signage advocating more frequent handwashing installed in various locations around the premises: most walls, main teaching &amp; supervision areas, meeting rooms and office spaces.</li> <li>• Cleaning stations installed in all main teaching &amp; supervision areas to be used.</li> <li>• Promote catch-it, kill-it, bin-it through frequent signage.</li> <li>• 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</li> </ul>	<p>Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y</p>	<p>Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y</p>



			<p>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.</p> <ul style="list-style-type: none"> <li>● 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.</li> <li>● 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.</li> <li>● Meetings between parents/ carers and school will not normally take place during this period; phone calls will be offered as an alternative.</li> </ul>	Y	Y
			<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	Y	Y
			<p><u>Grouping (key principles to be applied)</u></p> <p><b><u>PLEASE SEE THE SUMMARY OF OUR PLANS AT THE START OF THIS DOCUMENT FOR FULLER EXPLANATION OF OUR ARRANGEMENTS.</u></b></p> <ul style="list-style-type: none"> <li>● Contact between students and mixing will be kept to a minimum, while still delivering the full curriculum.</li> <li>● 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.</li> <li>● KS3 students will visit specialist spaces (including in other parts of the school) once corridors have cleared, escorted by their teacher.</li> <li>● 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.</li> <li>● 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.</li> <li>● 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.</li> <li>● We have reduced the numbers of students attending other CAP sites as guest students and have removed this completely for Year 10.</li> <li>● 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.</li> <li>● 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</li> </ul>	Y	Y
			<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	Y	Y

			<p>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.</p> <ul style="list-style-type: none"> <li>• Older children (KS4 and KS5) will be encouraged to keep distance in their groups.</li> <li>• All staff will operate across multiple classes and year groups but will practise distancing, and at 2m where possible. <b>Where 2m distancing is not possible (Parkside has many smaller rooms), it is advised that staff wear a face covering.</b></li> <li>• 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"> <li>○ 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)</li> <li>○ proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</li> <li>○ travelling in a small vehicle, like a car, with an infected person</li> </ul> </li> <li>• 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.</li> <li>• First aid to be administered by designated First Aider only. FAs have read latest government guidance.</li> <li>• Publish a social distancing protocol.</li> </ul>	Y	Y
			<p><u>Measures within Classrooms – (key principles applied)</u></p> <ul style="list-style-type: none"> <li>• Staff will remain distanced from pupils, at the front of the class, away from colleagues, and 2m from all parties where possible.</li> <li>• Pupils will sit side by side and facing forwards where possible. Classrooms have been re-arranged in this layout wherever possible.</li> <li>• Staff will avoid face to face contact and limit time spent within 1m of anyone.</li> <li>• Education and care support for those with complex needs will be provided as normal.</li> <li>• 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.</li> </ul>	Y	Y

			<p><u>Measures Elsewhere (key principles applied)</u></p> <ul style="list-style-type: none"> <li>● Groups will be kept apart where possible. Social groups (with distancing) kept to a maximum of five at breaks and lunches.</li> <li>● 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.</li> <li>● Zoning will keep year groups apart and will ensure that students do not need to cross between Melbourne Place and Mud Lane, reducing contact.</li> <li>● 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.</li> <li>● Arrival and departure of staff via back entrance of Melbourne Place building.</li> <li>● Arrival and departure of students via main entrance only.</li> <li>● 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.</li> <li>● 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.</li> <li>● 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.</li> <li>● 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.</li> <li>● 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.</li> <li>● 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.</li> <li>● Senior leaders to reserve one available classroom for students who have been removed.</li> <li>● 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)</li> <li>● Emergency evacuation muster point moved to Parker's Piece as the front playground does not allow bubbles to be kept apart.</li> <li>● Staggered breaks and lunches will minimise mixing of groups. Cleaning of dining hall surfaces will take place between groups.</li> <li>● Social spaces will be designated to keep year groups on the same breaktime separate. As KS4</li> </ul>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>
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			<p>students will be allowed to use Parker's Piece, we will brief them about safe crossing at the pelican crossing.</p> <ul style="list-style-type: none"> <li>● We will liaise carefully with the canteen to ensure wait time is reduced for students, e.g. Grab and Go</li> <li>● 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.</li> <li>● Year 7 students will get an additional 10 minutes at the start of lunch until they are settled into the routine.</li> <li>● 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.</li> <li>● 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 <a href="#">Office and Contact Centres</a> for guidance on staff only areas</li> <li>● 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').</li> <li>● 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"> <li>○ On arrival and before departure</li> <li>○ Before break</li> <li>○ When groups change areas</li> <li>○ After using the bathroom</li> </ul> </li> <li>● 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.</li> <li>● 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.</li> </ul>	Y	Y
				Y	Y
				Y	Y
				Y	Y
				Y	Y
				Y	Y
				Y	Y
				Y	Y
				Y	Y
				Y	Y

			<p><u>Measures for Arrival, Departure, cross-site travel (key principles applied)</u></p> <ul style="list-style-type: none"> <li>• Students will arrive at the different buildings/zones, creating distance at the start of the day. KS4 and KS5 students have some period 7 and period 8 lessons, which staggers the finish.</li> <li>• Apart from lining up and being escorted in on their first day, students will go straight to classes to avoid congestion.</li> <li>• Publish an arrivals/departures protocol to share with families, with particular emphasis on no social gatherings at the end of the day.</li> <li>• All students must wash hands before going to class-this will be by the hand sanitiser stations as students enter the buildings. (increased number of stations from 10/09/20)</li> <li>• Where limited numbers of Y11 go to another site or other CAP students come to Parkside, they must sign out at Student Services and then travel by cycle or foot direct to the other site.</li> </ul>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>
			<p><u>Other Considerations (key principles applied)</u></p> <ul style="list-style-type: none"> <li>• Each student with SEND will have their needs considered through a specific assessment, to arrange adjustments where needed.</li> <li>• A small number of our staff work across CAP schools, but we have minimised this. These staff, plus supply/peripatetic teachers will be advised to minimise contact and distance as much as possible, avoiding all shared staff areas. Specialist staff e.g. counsellor and therapists to work as normal but with social distancing in place.</li> <li>• Contractors and other visitors to site will be kept to a minimum with no non-essential visitors during the school day. Site manager/Student Services to explain local processes to them before arrival. We will keep a record of all visitors via the electronic system, as we may be required to trace persons if required to by PHE. Only Student Services staff should touch/type onto the screen.</li> <li>• Equipment –</li> <li>• Personal items, e.g. pens and pencils recommended to remain individual (letter home to advise) <ul style="list-style-type: none"> <li>○ Classroom resources – can be used freely within the bubble/group, but will be subject to regular cleaning</li> <li>○ 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.</li> <li>○ Pupils will be asked to limit the amount of equipment they bring to school to the essential items.</li> </ul> </li> <li>• Marking: Where teachers want to ‘live mark’ or take a set of books for a check, wear gloves and then dispose of these.</li> <li>• 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.</li> </ul>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>

			<ul style="list-style-type: none"> <li>● For assessments, teachers can opt to either: <ul style="list-style-type: none"> <li>○ Use the yellow learning check books (mark wearing gloves as students need learning checks back the next lesson ideally)</li> <li>○ Ask students to write on file paper and stick back into books once marked</li> <li>○ Ask students to complete work online and it is marked online.</li> </ul> </li> <li>● We will not run extra-curricular clubs and teams in person until our arrangements for the main day are well established and settled.</li> <li>● When clubs and teams resume these will be in single year groups and Parkside-only.</li> <li>● Some activities will continue to run via GoogleMeet, e.g. Latin after-school.</li> <li>● 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.</li> <li>● The library will be used for 6th form classes only. Year groups will therefore not be able to mix in this space as usual.</li> </ul>	Y	Y
			<p><u>Transport (key principles applied)</u></p> <ul style="list-style-type: none"> <li>● The CAP minibus will not be used by Parkside students until further notice.</li> <li>● Walking is promoted wherever possible, to minimise contact between students at the bike racks.</li> <li>● Bike racks will be zoned so that students will only be locking up next to students in their own year bubble</li> <li>● 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.</li> <li>● 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.</li> </ul>	Y	Y
<b>Infection Control (premises)</b>	Staff, Pupils, Visitors	Changes to or introduction of physical control measure to minimise the risk of the spread of infection	<ul style="list-style-type: none"> <li>● 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).</li> <li>● 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.</li> <li>● 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.</li> <li>● The staff room has a maximum number of 8, has distance markers and excess furniture removed.</li> <li>● 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.</li> <li>● 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.</li> <li>● Classrooms and shared office slots will also be bookable for staff working. Booking sheets will be online to</li> </ul>	Y	Y



			<ul style="list-style-type: none"> <li>All spaces where more than one colleague routinely work together - e.g. Student Services - will now be reviewed and extra precautions added where necessary.</li> <li>Face coverings should now be worn by staff when in the staff room.</li> <li>There should be no sharing of food or snacks and do not make drinks for other colleagues from now on.</li> <li>No staff car-sharing.</li> <li>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.</li> </ul>		
<b>Anxiety, stress and worry</b>	Staff, pupils (parents indirectly)	Those coming back to work or school may be anxious, worried or stressed	<ul style="list-style-type: none"> <li>Involve the workforce in the development of this risk assessment and control measures (refer to Group Consultation (HS) Policy for guidance).</li> <li>Communicate this risk assessment and its findings to staff and potentially pupils/parents.</li> <li>Feed the determined approach into the communication strategy.</li> <li>Staff have access to Group's <a href="#">occupational health and counselling service</a></li> <li>Publish the findings of this risk assessment on the school website.</li> <li>Regular online parent communication via Teams Live.</li> </ul>	Y	Y
<b>Cleaning</b>	Staff, Pupils, Visitors	General hygiene to interrupt transmission from contact surfaces	<ul style="list-style-type: none"> <li>Frequency to be increased with focus on areas used by multiple groups and hand-contact surfaces in line with normal procedures and cleaning risk assessment. No requirement for additional PPE to be worn. Additional caretaking staff employed to provide cleaning of high traffic areas and door handles during the day.</li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>Cleaning staff reminded to be mindful to minimise face contact and the need for regular handwashing.</li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>Cleaning following confirmed/suspected case in accordance with DfE guidance <a href="#">COVID-19: cleaning of non-healthcare settings</a></li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>We will keep a record of what enhanced processes have been implemented by Chevron and the Facilities Manager will check/evidence that the contractor is operating in line with Govt guidance and not just carrying out business as usual. Facilities Manager to do unannounced spot checks and meet with Chevron each week until further notice to discuss any issues.</li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>Training will be provided on the conference day for all staff on basic cleaning methods using the materials to hand. Technicians and TAs running intervention groups will be required to do some cleaning in between different year groups using spaces.</li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>Staff to contact the site team by Web HelpDesk (or phone if urgent) should there be any issues with cleaning.</li> </ul>	Y	Y
<b>Delivery of 'higher risk' subjects</b>	Staff, Pupils	Delivery of lessons such as science, D&T, Drama and PE require pupils and staff to work in close proximity thereby	<ul style="list-style-type: none"> <li>Subject leads to review their risk assessments for the planned activities and update accordingly.</li> <li>Reference to specialist advisory bodies for latest guidance on required controls. (CLEAPSS, AfPE).</li> <li>Consideration required for availability of support staff e.g. technicians and the capability of practical lessons to be delivered while maintaining social distancing.</li> </ul>	Y	Y
				Y	Y
				Y	Y



		<p>increasing the risk of infection</p> <p>Educational visits</p>	<ul style="list-style-type: none"> <li>Practical Science will be limited, especially for KS3</li> <li>IB students will be offered weekend and half-term access to complete the IAs which require unbroken access to labs</li> <li>Arts for KS3 will be taught in the specialist spaces - students will be escorted across.</li> <li>PE and Dance - students will be permitted to come in PE kit on the day they have this lesson</li> <li>Additional planning documents are in place for PE and Science PE <a href="#">risk assessment document</a></li> <li>Domestic, non-residential educational visits are permitted. Schools to refer to OEAP National Guidance when planning.</li> </ul>	Y Y Y Y Y	Y Y Y Y Y
<b>Intimate Care/Higher Dependency Pupils</b>	Staff, Pupils	Intimate care brings people within close proximity of each other thereby increasing the risk of infection	<ul style="list-style-type: none"> <li>Staff providing intimate care to use PPE as they would do normally for providing care in line with children's needs (this is not currently an issue at Parkside)</li> <li>No specific PPE required unless the child in question is symptomatic (see <i>Suspected/confirmed case in school</i> section).</li> </ul>	Y Y	Y Y
<b>Failure to follow local rules</b>	Staff, Pupil, Visitors	<p>Persons fail to follow local rules due to lack of awareness.</p> <p>Persons violate local rules</p>	<ul style="list-style-type: none"> <li>Communications with staff body through regular video calls and weekly meetings with LGB Chair.</li> <li>Staff/ Students will have key points communicated and reinforced by letter and video/ pictures to train them in the new arrangements.</li> <li>Where students do not follow the expectations, they may require disciplinary action /exclusion. This will be reviewed by the Headteacher on a case-by-case basis. It will be essential to investigate any intent.</li> <li>Where staff do not follow the expectations, a discussion between them and line manager will be held first. Where there are repeat offences, this may require further actions involving the Headteacher/ HR representative.</li> </ul>	Y Y Y Y	Y Y Y Y
<b>Maintaining a compliant premises</b>	Pupils, Staff	Loss of site staff and access to contractors resulting in PPM and other compliance checks lapsing.	<ul style="list-style-type: none"> <li>Facilities Manager to review PPM and premises prior to reopening and formally update Headteacher with key details on arrangements.</li> <li>Contractor access to site for PPM/compliance inspections to be continued wherever possible.</li> <li>School to keep a documented record of all PPM tasks that are slipping due to contractor delays. To be reviewed regularly to ensure that the premises remain safe.</li> <li>Headteacher to meet weekly with the site manager to review any premises compliance items that are becoming a concern.</li> <li>Re legionella risk, a full chlorification of the water system took place w/c 8th June.</li> <li>Contractor access to site for PPM/compliance inspections to be continued wherever possible. Legible record of all contractor details to be held for 21 days (to support Test and Trace process if necessary)</li> </ul>	Y Y Y Y Y Y	Y Y Y Y Y Y

<b>The school lapses in following national/group guidelines and advice</b>	Staff, Pupil, Visitors	Lack of awareness leads to potential contamination of the premises or an outbreak spreads rapidly through the school and wider community	<ul style="list-style-type: none"> <li>Central office to ensure that Coronavirus pages on the Hub are kept updated</li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>Important updates/changes to be included in Jon Coles' Heads Bulletins</li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>Headteacher to ensure that all relevant guidance is followed and communicated</li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>Senior Leaders to keep 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</li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>Information on the school website is updated. Parent tab has dedicated menu item for information relevant to parents.</li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>Parents/Pupils updated via classrooms/email/parent text as necessary.</li> <li>Any change in information to be shared with Chair of Governors and passed on to parents by Parentmail and staff by email</li> </ul>	Y	Y
<b>Other Risk Assessments</b>	Staff, Pupils	Other risk assessment that aren't updated and therefore become invalid	<ul style="list-style-type: none"> <li>Extra-curricular provision subject to specific risk assessment developed with reference to DfE Guidance on <a href="#">Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak</a>. Clubs and teams will only run at Parkside in single year groups.</li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>Fire risk assessment reviewed</li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>Fire safety procedures amended to support COVID-19 arrangements: muster point will change to Parker's Piece to allow for adequate distancing. Fire procedures have been revised.</li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>Staff training schedule monitored and any slippage identified - to be monitored by H&amp;S committee</li> </ul>	Y	Y
			<ul style="list-style-type: none"> <li>Key premises risk assessments reviewed to ensure they remain valid, e.g. fire risk assessment, manual handling, COSHH if new chemicals are brought in.</li> </ul>	Y	Y

Details of any additional control measures for consideration	Target for completion	Date of completion	Completed By
Protocols for Social Distancing, Arrivals/Departures and Dealing with illness (found below)		08/06/20	Craig Morrison

Further edits:

- 01/09/20 - face coverings and responses to staff feedback.
- 10/09/20 - student line-ups and revised entry to buildings; additional sanitiser stations; Parker's Piece and observing the Rule of 6. New rules to enhance staff social distancing

<b>Assessment completed by:</b>	<b>Craig Morrison</b>	<b>Date:</b>	07/08/20	<b>Date of next review:</b>	H&S committee 28/09/20 LGB 30/09/20 LGB 02/12/20
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### Guidance on completing the form

This form may be used to record the risk assessment for any activity. Only complete a risk assessment if you have a good understanding of the activity being assessed and the principles of carrying out a risk assessment.

### Risk Assessment Title and Responsible Person

Give the risk assessment a logical and clear title and date. The manager who is responsible for the activity being undertaken should carry out the risk assessment detailing the hazard and controls and any additional action required. Those employees to whom the risk assessment relates should be consulted in its development. It should then be signed and dated and stored securely in department and made available to employees, e.g. through communication on induction and following review.

### Details

Provide a brief description of the activities to which the risk assessment relates. The short title detailed above may not make it clear what is in and/or out of scope of the assessment.

### What are the hazards and Who is at Risk?

In the Hazards column, list the hazards (something with the potential to cause harm) which could reasonably be expected to result in significant harm.

Identify individuals or groups of people who might be affected by the Hazard. Besides staff and pupils consider visitors, members of the public, volunteers and others who could be affected.

### What harm is associated with the hazard?

For each hazard, there may be one or more types of harm that could occur and each is likely to require different control measures to be implemented. It is recommended each is given a separate line on the form.

### What control measures are, or will be put, in place?

List what is, or will be put in place to reduce the likelihood of harm or make any harm less serious. These precautions should meet legal standards, represent good practice and reduce risk as far as reasonably practicable. A hierarchy of control such as below may help in determining suitable controls, preference should be given to controls higher up the hierarchy where possible.

- Eliminate or avoid the risk at its source
- Reduce the risk at its source
- Contain the risk
- Remove employees/pupils (as applicable)
- Reduce exposure to the risk
- Utilise personnel protective equipment

### **Evaluation of Adequacy**

The application of and consideration of the adequacy of the controls in place needs to be determined. This is a subjective judgement to be made by the responsible person. Where the response to the question of adequacy is 'no' this indicates an area requiring additional control (see below). An alternative way to think of this question would be 'is the residual risk acceptable'?

### **Areas of additional control for consideration**

Areas for additional control can include items where the judgement in the evaluation of adequacy section was negative. It can also relate to developmental or goal-setting objectives in support of the journey of continuous improvement.

### **Review Period**

United Learning's Risk Management (HS) Policy requires that all risk assessments are reviewed every two years to ensure validity. For activities undergoing regular change, consider a shorter timeframe for review.

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## **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.