



**RISK ASSESSMENT – WINCHMORE SCHOOL – BROOMFIELD CAMPUS
DURING CORONAVIRUS PANDEMIC (COVID-19)**

For return to school in the autumn 2020 term

School:			
Headteacher:	Jim Owen	Persons undertaking the assessment:	Headteacher School Business Manager Senior Leadership Team
Work Activity being assessed:	Risk Assessment for Schools in response to Coronavirus in the Autumn 2020 term	Risk Assessment Number:	V4/05/02 BROOMFIELD CAMPUS
		VERSION NUMBER	SH&S V4
Date of assessment:	11 September 2020	Date of next review:	21 September 2020 (or if Government advice or school activities change)

SCOPE OF OPERATION, LOCATION AND PERIOD (i.e., AUTUMN TERM)	ASSOCIATED GUIDANCE
<p>SCOPE OF OPERATION :</p> <p>Education settings must be able to achieve the following controls as defined by the Department of Education guidance, before schools return full-time from the beginning of the Autumn term. https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>What we are required to do:</p> <p>The current Risk Assessment has been updated and reviewed by the Headteacher, taking into account any practices and outcomes which have been developed. Consideration has been given to the additional risks and control measures so as to enable a return to full capacity in the Autumn term.</p> <p>Any outstanding points that remain to be addressed are noted in Further Actions Required column with a time frame for completion.</p>	<p>NHS 111 https://111.nhs.uk/covid-19</p> <p>https://www.hse.gov.uk/coronavirus/working-safely/index.htm</p> <p>https://www.hse.gov.uk/mothers/index.htm</p> <p>Government guidance:</p> <p>By the end of the summer term, Public Health England will publish revised guidance for cleaning non-healthcare settings to advise on general cleaning required in addition to the current advice on COVID-19: cleaning of non-healthcare settings guidance.</p> <p>https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus</p> <p>https://www.gov.uk/government/publications/covid-19-</p>

<p>Reference should be made to the various guidance documents available from GOV.UK as on the left-hand side of this document.</p> <p>This guidance is constantly updated and changes frequently so best practice requires that attention to these guidance notes and their updates is required.</p>	<p>stay-at-home-guidance</p> <p>https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</p> <p>https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</p>
<p>LOCATION:</p> <p>1. WINCHMORE SCHOOL Sixth Form Block Broomfield Campus Wilmer Way, London N14 7HY</p>	<p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p> <p>https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care</p>
<p>WHEN DOES THE ACTIVITY TAKE PLACE (<i>early hours, during normal hours, after 6pm or at weekends</i>)</p> <p>Winchmore School Sixth Form Block – Broomfield Campus</p> <p>From Monday 14 September 2020</p> <p><i>School Day for all staff and students:</i> 8.30am to 3pm Monday – Friday</p> <p><i>Cleaning staff:</i> 6.30am to 8.30am</p>	<p>https://www.gov.uk/guidance/contacts-phe-health-protection-teams</p> <p>https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</p> <p>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-</p>

NOTES:

As an employer, we must protect people from harm. This includes taking **reasonable steps** to protect our workers and others (pupils, visitors, contractors, delivery staff) from coronavirus. This COVID-19 risk assessment will help us manage risk and protect people. Applying the risk assessment process for COVID 19 requires that we must:

- identify what work activity or situations might cause transmission of the virus
- think about who could be at risk
- decide how likely it is that someone could be exposed
- act to remove the activity or situation, or if this isn't possible, control the risk

This risk assessment is designed to fulfil those requirements and is in line with the recommended process using the Health and Safety Executive's (HSE) approach as laid down in their 'Five Steps to Risk Assessment' This is a step-by-step process for controlling health and safety risks caused by hazards in the workplace- in this to reduce risks from COVID 19.

This document will help us make sure we have covered what we need to do to keep teachers, workers, pupils and others safe. Once completed we will monitor to make sure that what we have put in place is working as expected.

[19/testing-and-tracing/](#)

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

<https://www.rcpch.ac.uk/resources/covid-19-shielding-guidance-children-young-people#children-who-should-be-advised-to-shield>

<https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing#clinically-vulnerable-people>

<https://www.gov.uk/government/publications/covid-19-review-of-disparities-in-risks-and-outcomes>

<https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers>

<https://www.gov.uk/government/publications/coronavirus->

LEGAL REQUIREMENT

The legal requirement in a nutshell is to reduce risk 'as low as reasonably practicable' (ALARP). We are required to do this using risk assessment and this document provides a process for this. By so doing we are also meeting with the strong moral obligations to reduce risk in a school environment.

[covid-19-how-to-self-isolate-when-you-travel-to-the-uk/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk](https://www.gov.uk/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk)

<https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19>

<https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm>

<https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown>

<https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm>

<https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits>

<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and->

	<p>recreation</p> <p>https://www.gov.uk/coronavirus</p> <p>Coronavirus (COVID-19): implementing protective measures in education and childcare settings</p> <p>What parents and carers need to know about schools and other education settings during the coronavirus outbreak</p> <p>https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/</p>
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**Coronavirus Risk Assessment
Autumn Term 2020**

Activity:	Risk Assessment for Winchmore School in response to Coronavirus – return for the Autumn 2020 term	No. of pages:35		Page number: 7	
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What are the hazards?	Who is at risk and How would they be harmed? (e.g. staff, public, contractors – trip, slip, fall, assault)	What is currently done to reduce / control the risk?	What more can be done to reduce risk?	Action by whom, by when?
<i>Preparation of the school before re-opening</i>	Pupils Staff	Premises and utilities have been health and safety checked and building is compliant (use usual compliance checklist) <ul style="list-style-type: none"> • Usual premises checks • Water treatments/checks (e.g. legionella) • Fire alarm testing • Repairs • Grass cutting • Portable Appliance Testing • Fridges and freezers • Boiler/ heating servicing • Internet services 	Carry out a formal / recorded full pre-opening premises inspection. Check with Premises Manager at Broomfield to confirm statutory checks have been carried out	Premises Manager Business Manager Headteacher Director of Sixth Form

		<ul style="list-style-type: none"> • Any other statutory inspections • Insurance covers reopening arrangements • <p>Winchmore Premises team and teaching staff setting up facility to make it Covid Secure from 14 September.</p> <p>Moving desks to be side to side and front facing, and if possible, allow social distancing for smaller class groups. Sanitiser dispenser in all classrooms with tissues, wipes and disposable bags for maintaining clean surfaces.</p> <p>Students grouped into ‘bubbles’ as follows: Year 12* Year 13* <i>*as far as practically possible</i></p> <p>Students to be met at the entrance to the school outside Broomfield Reception by Winchmore Staff and escorted through the blue gate (padlock key required as gate to be kept locked) and outside the main building to the Sixth Form Block.</p> <p>Students to be escorted off Campus at 3pm at the end of the school day.</p>	<p>Bubbles to be timetabled to use the facility on separate days</p> <p>Bubbles to be zoned if both year groups in the building at any one time on any one day.</p> <p>Procedure for students arriving late: Broomfield Office staff will advise Winchmore duty teacher by radio/walkie talkie of any students arriving late that need to be collected.</p>	
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		<p>Phased return of students in September – 6Form block timetabled lessons from 21 September.</p> <p>Initially students timetabled from Periods 3-5 for double or triple lessons :</p> <p>Pd 3 – 11.10-12.30 Pd 4 – 12.30-14.00 Pd 5 – 14.00-15.00</p> <p>Students should bring snacks and packed lunch with them as breaks will be taken on the Sixth Form site.</p> <p>A display board erected in reception with key messages as people arrive. Posters erected about hand washing and persons with COVID symptoms not to enter the school in reception. Social distancing, Catch it, Bin it, Kill it notices plus any other relevant information.</p> <p>Posters for hand washing and social distancing to be erected and displayed in all communal areas.</p> <p>Floor markings/stickers in place to indicate 2 metre distancing where possible and/or 1 metre plus</p> <p>Existing evacuation procedure, routes and signage still valid. Arrangements in place</p>	<p>Alternative timings: Period 1 and 2 8:40 - 10:30 (At Winchmore) Break/Travel Time 10:30 - 11:30 Period 3 11:30 - 12:30 Period 4: 12:30 - 1:30 Break 1:30 - 2:00 Period 5: 2:00 - 3:00</p>	
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		to support individuals with reduced mobility for evacuation	Signage and notices on all classroom doors	
<i>Increased risk of infection and complications for vulnerable pupils and staff</i>	Pupils/staff who are shielding	<p>Shielding advice for all adults and children paused on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. Please read current shielding advice</p> <p>Some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school. Please read advice here</p> <p>Staff to raise any concerns with their line manager if they fall into a vulnerable category to discuss and agreed solutions to minimise risks to their wellbeing. Any outstanding concerns will be referred to the school HR Manager.</p>	Survey, identify and assess staff who have conditions which put them at increased risk of infection to identify solutions to minimise risks.	<p>Headteacher</p> <p>HR Manager</p> <p>Line Managers</p>
<i>New and Expectant Mothers Contracting Corona virus, whilst at work or using public</i>	Infection of Covid 19 and resultant illness with a wide range of symptoms. The	Carry out and regularly review the New and Expectant Mothers risk assessment for the individual, (EACH TRIMESTER) and do everything reasonably practicable	Particular care to follow the social distancing guidelines, by keeping 2 metres away from others	

<p><i>transport.</i></p> <p>NOTE: New or expectant mothers under Government advice are designated as Clinically Vulnerable (CV), and those at 28 weeks as Clinically Extremely Vulnerable (CEV).</p>	<p>effects of this disease are still being learned about and can vary.</p> <p>New and expectant mothers are vulnerable, meaning they may be at higher risk of severe illness from coronavirus.</p>	<p>to protect the worker from harm</p> <p>Discussion with the new or expectant mother should take place before any physical return to the school/workplace.</p> <p>Schools should support expectant mothers in particular those in the CEV group (28 weeks) to work from home in the first instance.</p> <p>Where it is not possible to work from home, ensure robust measures to mitigate risks: Expectant mothers can return to work as long as the workplace is COVID secure.</p> <p>Consultation on the general Covid risk assessments for the school and its arrangements</p> <p>Please review the New and Expectant Mother's guidance https://www.hse.gov.uk/mothers/index.htm</p>	<p>wherever possible or 1 metre, plus other precautions.</p> <p>Consideration should also be given to requests from employees to be based at a site other than their usual workplace.</p> <p>.</p> <p>There will be changes (ongoing) in government advice and possible outbreaks of COVID; this will require a full review of measures and this assessment.</p>	
<p>Staff who have a protected characteristic (e.g. disability,)</p>	<p>WHO Staff with protected characteristics</p> <p>HOW</p>	<p>Will need to consider staff that have protected characteristics.</p> <p>Headteachers/Managers to discuss with and consider needs of staff with protected characteristics and how the adjustments</p>	<p>Survey, identify and assess staff who have conditions which put them at increased risk of infection. Identify solutions to minimise</p>	<p>Headteacher</p> <p>HR Manager</p> <p>Line Managers</p>

<p>Use of the building by staff with protected characteristics (e.g. disability, pregnancy & new mothers, religion)</p>	<p>Disability might impact on how staff can move around the building or use the adjusted workplace</p>	<p>in the school will impact on them or might pose a new or different risk to them.</p> <p>People are in the ‘clinically vulnerable’ category and are advised to follow the relevant guidance available for clinically vulnerable people.</p> <p>Considering whether you need to put in place any particular measures or reasonable adjustments to take account of duties under the equalities legislation. Carry out or employee needs risk assessments if appropriate.</p> <p>Please consider evacuation procedure for such staff that might be needed in an emergency.</p>	<p>risks.</p>	
<p>Staff who may otherwise be at increased risk from coronavirus (COVID-19)</p>	<p>Staff</p>	<p>Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report. If people with significant risk factors are concerned, schools should discuss their concerns and explain the measures the school is putting in place to reduce risks, and as far as practically possible to accommodate additional measures where appropriate.</p>	<p>Remind staff to discuss with their line manager/HR manager any applicable factors that may mean they are at a higher risk of being adversely affected by coronavirus. Individual risk assessments can be undertaken and reviewed by HR Manager and Line Manager. Line Managers liaise with HR Manager</p>	<p>Headteacher HR Manager Line Managers</p>

		Wheelchair users/those on crutches or similar will need specific evacuation procedures that might be needed in an emergency.	on health matters.	
Potential transmission of Covid-19 Coronavirus from staff/pupils with symptoms	<p>WHO</p> <ul style="list-style-type: none"> • Pupils • Staff • Visitors to School Premises • Cleaners • Contractors • Drivers • Vulnerable groups (i.e., pregnant workers, those with underlying health conditions, elderly etc. <p>HOW The virus is spread by airborne droplets from coughs and sneezes and</p>	<p>Staff are expected to wear effective face covering/masks in corridors, staff rooms and as directed. Research suggests the risk of transmission increases from adult to adult.</p> <p>Students are expected to wear effective face covering/masks in corridors and bring their own to wear in school.</p> <p>Schools must ensure they understand the NHS Test and Trace process and how to contact their local Public Health England health protection team if they become aware of staff or pupil who has tested positive. Records of staff and pupils in each bubble (see later) must be kept to assist Track and Trace. Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to undertake the actions below.</p> <p>Anyone with symptoms of COVID-19 should not attend School and follow the normal school absence procedures. Please also inform HR Manager.</p>	<p>A supply of disposable face masks will be available from the office for emergencies or as necessary.</p> <p>Daily staff briefings, internal communication channels and cascading of messages through SLT will be carried out regularly to reassure and support staff, parents and carers in a fast-changing situation.</p> <p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p> <p>Consistent monitoring of staff absence because of Covid-19 contact/symptoms to ensure prompt return to work.</p>	<p>Headteacher</p> <p>SLT</p> <p>HR Manager</p> <p>Welfare Officer</p> <p>Attendance Officer</p>

	<p>droplets picked up from surfaces</p>	<p>Staff should access NHS 111 online which is an online interactive and personal checklist: https://111.nhs.uk/covid-19</p> <p>Staff who become symptomatic should self-isolate for 10 days.</p> <p>If a staff member is a household contact of someone who becomes symptomatic (the case) the staff member should self-isolate for 14 days. If the staff member starts symptoms they need to self-isolate for 10 days from that date.</p> <p>If a staff member or pupil is a household contact of someone who becomes symptomatic (the case) the staff member or pupil should self-isolate for 14 days from when the case first had symptoms. If the staff member or pupil starts symptoms, they need to self-isolate for 7 days from that date.</p> <p>If staff/pupil develop symptoms whilst at work, inform HR Manager at Winchmore School and immediately go home. Winchmore HR/Business Manager to inform Business Manager at Broomfield</p>	<p>Staff, pupils to be reminded by posters displayed around the building and in toilets to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels.</p> <p>Clean/sanitise hands on arrival at the setting before and after eating, after sneezing or coughing, after using the toilet and before leaving as a minimum.</p> <p>Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, ill it and to avoid touching face, eyes, nose for mouth with unclean hands. Tissues will be made available throughout the Sixth Form Block.</p> <p>To help reduce the spread of coronavirus</p>	
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		<p>School. HR Manager to provide information of how to get tested and provide information about returning to work when safe to do so. By the autumn term, all schools will be provided with a small number of home testing kits that they can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested.</p> <p>Provide details of anyone they have been in close contact with if they were to test positive for COVID-19 or if asked by NHS Test and Trace</p> <p>If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p> <p>If they need to go to the bathroom while waiting to be collected, they should use a</p>	<p>(COVID-19) reminding everyone of the public health advice internal communication channels and cascading of messages through SELT will be communicated to all staff concerned.</p> <p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p> <p>Students to use staff toilet which will be</p>	
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		<p>separate bathroom if possible. The bathroom must be cleaned and disinfected using usual cleaning products and normal household bleach before being used by anyone else. Please see advice on cleaning if someone develops symptoms in school</p> <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p> <p>PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found in the safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance.</p> <p>Schools should ask parents and staff to inform them immediately of the results of a test:</p> <ul style="list-style-type: none"> • if someone tests negative and they feel well and no longer have symptoms similar to COVID-19, they can stop self-isolating 	<p>thoroughly sanitised before open for use by others.</p> <p>A supply of PPE available from reception office</p>	
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		<ul style="list-style-type: none"> if someone tests positive they should self isolate for 7 days from onset of the symptoms and only return to school once symptoms have stopped (except for loss of smell/taste or a cough which can persist even when the infection has gone) 		
Getting or spreading coronavirus by not washing hands or not washing them adequately	Staff Pupils Contractors Visitors Drivers	<p>Follow the HSE guidance on cleaning, hygiene and hand sanitiser https://www.hse.gov.uk/coronavirus/working-safely/cleaning.htm</p> <p>- Provide water, soap and drying facilities at wash stations</p> <p>Hands should be washed for 20 secs with soap and running water, or use hand sanitiser where this is not readily available.</p> <p>- Provide information on how to wash hands properly and display posters</p> <p>Ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating.</p> <p>Avoid touching people, surfaces and objects where possible and regular</p>	<p>Staff to remain alert and observe others to make sure pupils and staff are following controls</p> <p>- Put signs up to remind people to wash their hands</p> <p>- Provide information to everyone about when and where they need to wash their hands</p> <p>- If people can't wash hands, provide information about how and when to use hand sanitiser</p> <p>- Cleaners will replenish hand washing/sanitising facilities daily. Advise staff to inform the Premises Team if this has not been done.</p>	

		<p>handwashing.</p> <ul style="list-style-type: none"> - Provide hand sanitiser for the occasions when people can't wash their hands - There's a legal duty to provide welfare facilities and washing facilities for visiting drivers <p>Cough and sneeze into a tissue and dispose of immediately into the bin and wash hands afterwards. Have tissues available and sufficient bins and empty them regularly</p>	<p>Identify areas where additional washing/sanitising facilities are required.</p> <ul style="list-style-type: none"> - Make sure people are checking their skin for dryness and cracking and tell them to report to you if there is a problem <p>Staff to be supplied with individual hand sanitisers for personal use.</p>	
<p>Potential transmission of virus from working within enclosed spaces, including</p> <p>Reception Office Classroom Staff Kitchen areas/Staff rooms Printers Meeting rooms Toilets</p>	<p>Staff</p> <p>Pupils</p> <p>Contractors</p> <p>Visitors</p> <p>Drivers</p>	<p>Where there are Staff and Pupil Individual Risk Assessments should be reviewed in consultation with the member of staff, or parents in the case of the pupil, in light of the information and circumstances regarding COVID-19.</p> <p>Staff may wish to meet with their line managers and/or HR manager in order to assess their risks together. All staff health matters should be referred to the HR Manager.</p> <p>Staff to avoid and minimise contact with other staff i.e. email or telephone where possible, use the school office window and avoid entering the school office, HR</p>	<p>Staff reminded to stay alert and observe others to make sure people are following controls put in place, e.g. following hygiene procedures, washing/sanitising hands, and observing social distancing as much as possible.</p> <p>Regular contact with cleaning company to discuss cleaning regime. Daily liaison with Cleaning Supervisor to ensure all cleaning procedures and</p>	<p>Headteacher</p> <p>SLT</p> <p>HR Manager</p> <p>Premises Manager/Team members</p> <p>Line Managers</p> <p>Parents/carers of students</p> <p>Cleaning contractor/supervisor/cleaning staff - Purgo</p>

		<p>Office, Welfare room, other faculty offices unless absolutely necessary.</p> <p>Minimising contact – as much as possible endeavour to group pupils into a grouping ('bubble) which in a secondary school is likely to be a year group due to the to deliver the full range of curriculum subjects and students to receive specialist teaching. Secondary school pupils should be encouraged to socially distance within their bubble. Pupils should also be supported to maintain distance and not touch staff and their peers where possible.</p> <p>It might be less possible to achieve separation of bubbles for wrap around care or specialist teaching but trying to keep bubbles at least partially separate and minimising contacts between children will still reduce possible transmission.</p> <p>Where possible, the Government has advised that the same teacher(s) and other staff are assigned to each group of children and, as far as possible, these stay the same during the day and on subsequent days. There is of course recognition for secondary and college settings due to the subject specialist rotation of staff. Where teachers move between classes they should try to</p>	<p>regimes are being adhered to and undertaken.</p> <p>Check capacity of cleaning staff is adequate to enable enhanced cleaning regime.</p> <p>Ensure that soap, sanitiser and paper towels are checked and are replenished regularly</p> <p>Provide information informing people when areas are cleaned and by whom. Information to be clearly displayed in toilet facilities by date and time.</p> <p>Ensure Cleaning Contractor provides instruction and training to people who need to clean. Liaise with Cleaning Contractor to check on:</p> <ul style="list-style-type: none"> the products they need to use precautions they need to follow the areas they need to clean and how often <p>Liaise with cleaning contractor to identify how frequently cleaning products</p>	
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		<p>maintain distance from children, such as standing at the front of the class, and ideally 2 metres distance from adults. If teachers need to come into close contact, avoid face to face contact and try to minimise the amount of time spent within 1 metre of children. This might not be possible with children who have complex needs or need close contact.</p> <p>Classrooms – desks placed side to side and front facing</p> <p>Avoid large gatherings such as assemblies or worship with more than one bubble.</p> <p>Enhanced cleaning of school. Detailed cleaning programme in place with contractor and regular liaison.</p> <p>Surfaces and classroom tables to be sprayed periodically using the principles of electrostatic induction to distribute disinfectant solutions effectively and evenly on surfaces creating a sanitising coating with 360 degree coverage thus reducing the risk of cross contamination.</p> <p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, etc.</p>	<p>will be replenished to ensure we do not run out</p> <p>Notice in staff room to advise staff to wash their hands for 20 seconds before and after making hot drinks.</p> <p>The school has purchased four such spray guns and appropriate disinfecting solution for this purpose.</p>	
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		<p>using appropriate cleaning products and methods.</p> <p>Premises Staff should carry out their usual health and safety checks (i.e., fire safety checks, regular flushing regime) to ensure the building remains safe.</p> <p>When timetabling, bubbles should be kept apart and movement around the school kept to a minimum. Passing briefly in the corridor or playground is low risk, but avoid creating busy corridors, entrances and exits.</p> <p>Limit the number of people in rooms where possible so that social distancing rules can be met, e.g. stagger breaks, have maximum occupancy numbers for meeting rooms</p> <p>Reorganise facilities in communal areas such as spacing out tables in meeting rooms, etc so social distancing rules can be met as far as possible</p> <p>Staggered break times to be implemented for all year group using identified recreation areas for year 'bubbles'.</p> <p>Staggered lunch times to be implemented at 30 minute intervals.</p>	<p>Winchmore Premises Manager to regularly liaise with Broomfield Premises Manager to ensure there are no issues with the Sixth Form Block, entering and exiting the site.</p>	
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		<p>Six formers are required to bring a packed lunch when attending lessons at Broomfield Campus.</p> <p>Fixed/standalone sanitising stations or containers of hand sanitiser will be set up at various locations including common room, entry and exit points.</p> <p>If possible open windows to ventilate rooms/corridors.</p> <p>Toilets - operate social distancing if possible. Maintain hot water and soap at wash hand basins. Year group bubbles and staff to use dedicated toilets</p> <p>Staff to refrain from using hot air dryers and use paper towels instead if possible.</p> <p>Meeting rooms – will have signage with maximum number of occupants to maintain 2 metre distance.</p> <p>Reduce face to face meetings where possible and use other digital/remote means.</p> <p>Consider use of shared staff spaces to help distance staff. Minimise use of staff rooms but ensure sufficient rest breaks for</p>	<p>Staff to remind students to have packed lunch, snacks when attending Broomfield Campus for lessons</p>	
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		<p>staff.</p> <p>Printers - social distancing if possible. Cleaning wipes available at printers for touch points.</p> <p>Using back-to-back or side-to-side working (rather than face-to-face) where possible.</p> <p>Hand washing/sanitising on entering all classrooms. Wipes and hand sanitisers available in class and pupils reminded to clean/wash their hands frequently.</p> <p>No unnecessary equipment to be brought into school. Pupils encouraged to bring their own pencil cases from home.</p> <p>Staff to wash hands before and after touching students' books. Disposable gloves may be worn. Trolleys available for storage of books for marking.</p> <p>Pupils to be reminded regularly of the importance of social distancing both in the School and outside. Additional support for SEND and children with challenging behaviour may need to be considered.</p> <p>Regular cleaning regime of classrooms</p>	<p>Staff to remind students to sanitise on entering classrooms</p>	
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		<p>Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly with available wipes.</p> <p>Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubble</p> <p>Staff to raise any concerns with the management as soon as possible.</p>	<p>Wipes available for students and staff to wipe resources as necessary.</p>	
<p>Poor workplace ventilation leading to risks of coronavirus spreading</p>	<p>Staff Students Contractors</p>	<p>Fresh air is the preferred way of ventilating your workplace so opening windows and doors can help (fire doors should normally be closed; HOWEVER; WHERE AREAS ARE OCCUPIED- providing staff are briefed to only keep open whilst area/vicinity is in use, there is robust monitoring on procedure, the Fire Risk Assessment is amended and records of briefing to staff maintained, then fire doors can be kept open to improve ventilation)</p> <p>Follow HSE guidance on heating ventilation and air conditioning (HVAC)</p>	<p>- maintain air circulation systems in line with manufacturers' recommendations</p>	<p>Headteacher SLT Line Manager Premises Manager</p>

		<p>https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm?utm_source=govdelivery&utm_medium=email&utm_campaign=coronavirus&utm_term=intro-1&utm_content=aircon-22-jun</p> <p>Identify if you need additional ventilation to increase air flow in all or parts of the school If you need additional ventilation the school will provide it if appropriate, eg mechanical ventilation, desk fans, air movers etc</p> <p>Switch heating ventilation and air conditioning (HVAC) systems to drawing in fresh air where they can be, rather than recirculating air https://www.cibse.org/coronavirus-covid-19/coronavirus,-sars-cov-2,-covid-19-and-hvac-systems</p>	Please consult your line manager in the first instance	
Potential transmission of virus from pupils presenting complex needs or challenging behaviours (eg spitting and biting)	Staff Students	The Behaviour Team and SLT will be available to manage behaviour by following the usual procedures. The school will not be holding detentions or Internal Exclusion operating. Students will be sent home after one warning. Parents/carers will be contacted to collect or give permission for student to go home.	See Covid 19 Home School Agreement Addendum	All Staff Behaviour Team SLT

		<p>A supply of PPE is available on site in the reception office to be used in the event of unavoidable close contact.</p> <p>Sixth Form students are required to wear their normal smart casual clothes</p> <p>Teachers to operate a seating plan system in classrooms.</p>		
Potential exposure to Coronavirus – Use of PPE		<p>Staff and students are expected to wear effective face coverings in corridors and staff rooms where social distancing cannot be maintained.</p> <p>Face coverings and masks are not necessary in classrooms. Teacher to maintain social distancing requirements from students.</p> <p>Full PPE is only needed in a very small number of cases including:</p> <ul style="list-style-type: none"> • Where a child becomes ill with covid-19 symptoms and 2 metres distance cannot be maintained • Children, young people, and students whose care routine already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way. • If a student becomes ill whilst on site and requires assistance. 	<p>Attention should be paid to any guidance that may be changed with regard to PPE in schools.</p> <p>A supply of disposable masks and full PPE are available from the reception office.</p>	<p>Teaching Staff</p> <p>Support Staff</p> <p>Welfare Officer</p> <p>Premises Team</p>

<p>Potential transmission of virus from desks, monitors, keyboards and mouse</p>		<p>Desks to be located 2 metres apart if possible for small teaching groups.</p> <p>Staff/pupils to clean keyboard and mouse between use by different users.</p> <p>Clear desk policy will be robustly applied so as to enable effective cleaning</p> <p>Enhanced cleaning regime - including desks every night. Cleaning wipes available on teacher's desk to clean classroom desks and equipment as needed before and after use when used by other bubble groups and throughout day as needed</p> <p>Regular handwashing by staff and pupils or use a sanitiser if not near a wash hand basin.</p> <p>Above applies to the ICT suite for pupil use as well.</p>	<p>Sanitising wipes will be available in all classrooms for individual cleaning of keyboards and mouse before use by pupils and staff</p>	
<p>Kitchen Operations/food preparation</p>		<p>No Restaurant facilities will be available for Winchmore Students at the Broomfield Campus during the first half of the autumn term.</p>	<p>Students are required to bring a packed lunch to the Broomfield Campus or purchase from Winchmore Restaurant before travelling to Broomfield.</p>	<p>Director of Sixth Form Business Manager</p>
<p>Potential transmission</p>		<p>Students are required to bring a snack</p>		

<p>of virus during lunch/play breaks / food served in the dining hall</p>		<p>into school at the Broomfield Campus</p> <p>Staggered lunch breaks for pupils and limiting the common room to use of each bubble with cleaning taking place at the end/beginning of the day</p> <p>Pupils will be supervised as normal.</p>		
<p>Handling Deliveries</p>	<p>Staff</p>	<p>Considering methods to reduce frequency of deliveries, for example by ordering larger quantities less often. Deliveries will be arranged for Winchmore School site only. Staff will collect from reception and transport to Broomfield Campus.</p> <p>Staff wiping the outer surfaces of delivery boxes before handling/relocating/sorting the delivery</p> <p>Wash hands after handling deliveries/packaging.</p>	<p>Staff provided with wipes and gloves</p>	<p>Office Staff Finance Team Premises Team Sixth Form Teachers Director of Sixth Form</p>
<p>Potential transmission of virus from visitors/parents</p>	<p>Staff Students</p>	<p>All parent and visitor meetings to take place at Winchmore site.</p> <p>If a parent has cause to attend the Broomfield site they are to maintain 2 metre distance and wait to be collected by a member of Winchmore staff from reception. Masks must be worn at all</p>	<p>Where parents wish to discuss any concerns with the teacher, this to be done outdoors maintaining social distance, by phone or by appointment at the Winchmore site.</p>	<p>All staff</p>

		<p>times.</p> <p>Social distancing arrangements put in place with good signage, floor markings etc</p> <p>Parents will be allowed into the school by appointment only. Social distancing must be strictly adhered to.</p> <p>Fixed/standalone sanitisers stations will be set up at various locations including entry and exit points.</p> <p>Staff are to regularly wash hands or use hand gel frequently i.e. on arriving at work, after handling parcels/post/books, moving from room to room.</p> <p>Reduce intake of any paper documentation from parents. Advise parents to email any documentation. Where it is unavoidable, staff to ensure wash and sanitise hands regularly.</p> <p>Visitors are expected to wear a face covering/mask whilst in school.</p>	<p>Notices displayed in Reception office reminding the parents not to send their child to school if they or anyone in the household have symptoms and to remind the public to practice social distancing when on school site.</p> <p>Advisory message on the website and/or phone line about the COVID-19 symptoms and isolation.</p> <p>Supply of disposable masks available at reception office.</p>	
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<p>Potential transmission of virus from contractors attending the school site</p>	<p>Staff Students</p>	<p>Contractors to be notified in advance not to attend the premises if they have symptoms</p> <p>Attendance by contractors notified to reception desk in advance</p> <p>Contractors to sign in at reception desk and declare they do not have symptoms.</p> <p>Site manager to ensure area of the work is clear before-hand. Any pupils and staff to leave that area.</p> <p>Site manager to liaise with and monitor the contractor maintaining social distancing where possible.</p> <p>Sanitisers stations will be set up at various locations including entry and exit points.</p> <p>Supervised and limited access to other parts of the building</p> <p>Regular cleaning regime of public/communal areas.</p> <p>Contractors are expected to wear face covering/mask whilst in the school building.</p>	<p>Staff to observe and ask any contractors to leave the building if they have symptoms of Covid 19</p>	<p>Premises Manager Teaching Staff</p>
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Potential enhanced infection risk from music (eg singing, playing wind/brass instruments)	Staff Students Peripatetic Teachers	No music lessons schedule to take place at Broomfield Campus.	Refer to Music Dept specific risk assessment	
Physical education, sport and physical activity (enhanced risk via exhalation during exercise)	Students Staff Members of Expressive Arts Faculty	No PE or outdoor sporting lessons to take place at the Broomfield Campus	See Covid 19 Home School Agreement Addendum	
Accidents, security and other incidents:	Staff Students Visitors	In an emergency, for example, an accident or fire, people do not have to stay 2m apart if it would be unsafe. People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands.		All staff, students and visitors
Potential stress/anxiety caused by COVID-19	Staff Students	Reassurance to staff of measures taken seriously to protect their safety. Communication of message that for most people Covid 19 results in mild illness. Also, that transmission of the virus is more likely if in contact with someone with symptoms at less than 2 metres for 15 minutes or more. The incidence of covid-19 is lower than it was. Regular communications from Headteacher.	Regular communication of mental health information should be communicated to all staff. Undertake a staff survey to assess and	Headteacher SLT HR Manager

		<p>Mental Health Senior Leadership Team will promote mental health & wellbeing awareness to staff and will offer whatever support they can to help.</p> <p>Regular contact with managers and colleagues</p> <p>One to one supervision meetings with manager</p> <p>The school's Occupational Health service can be accessed by anyone who needs it in relation to physical and mental health and wellbeing.</p> <p>We have access to online learning and resources covering mental health and wellbeing. This is a free service via Hays Education available for all school staff. Please contact HR Manager for more information.</p> <p>The school has access to an independent counsellor via our OH service for anyone who feels they would benefit from this provision.</p> <p>The education Support Partnership provides mental health & wellbeing support to the Education sector:</p>	<p>identify staff health and wellbeing</p>	
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		<p>https://www.educationsupport.org.uk/</p> <p>Guidance regarding bereavement during the coronavirus period is available from HR Manager</p>		
<p>Travel between schools or other travel whilst at work</p>	<p>Staff Students</p>	<p>Support staff, teachers and/or other temporary staff can move between Winchmore School and Broomfield Campus. They should ensure they minimise contact and maintain as much distance as possible from other staff and students on the Broomfield Campus.</p> <p>If pupils or staff wear face coverings when they arrive at school, they must be instructed not to touch the front of their face covering during use or when removing them. They must wash/sanitise their hands immediately on arrival (as is the case for all pupils). Staff and students to wear masks in communal areas such as corridors and staff rooms. Dispose of temporary face coverings in a covered bin or disposable bag or place reusable face coverings in a plastic bag for safe keeping. Guidance on safe working in education, childcare and social services provides more advice.</p> <p>Identify staff groups of workers who travel to work together and group them into bubble if possible. Staff should be</p>	<p>Notices instructing how to use and remove face masks will be displayed in school.</p> <p>A covered waste bin to be positioned in reception to the Sixth Form Block.</p>	
<p>Travelling to and from school</p>				

		<p>discouraged from sharing vehicles unless part of the same bubble.</p> <p>Dedicated school transport (services that are used only to carry pupils to school):</p> <p>The advice for passengers on public transport to adopt a social distance of two metres from people outside their household or support bubble, or a 'one metre plus' approach where this is not possible, will <u>not</u> apply from the autumn term on dedicated transport. The approach to dedicated transport will need to consider:-</p> <ul style="list-style-type: none"> • Where possible reflect the bubbles adopted within the school • Use of hand sanitiser upon boarding and/or disembarking • additional cleaning of vehicles • organised queuing and boarding where possible • distancing within vehicles wherever possible • the use of face coverings for children over the age of 11, where appropriate, for example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet 		
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		<p>DfE will shortly publish new guidance to local authorities on providing dedicated school transport.</p> <p>Public transport services (routes which are also used by the general public):</p> <ul style="list-style-type: none"> • Encourage greater use of walking, cycling or own car rather than public transport if possible • Families using public transport should refer to the safer travel guide for passengers 	<p>Review the possibility of staggered start times being practical to enable more journeys to take place outside of peak hours.</p> <p>Sixth Formers will be timetabled at Broomfield for lessons in Period 3 - 11.10-12.30 Pd 4 – 12.30-14.00 Pd 5 – 14.00-15.00</p>	
Extra-curricular provision	Staff Students	No extracurricular provision will be run from the Broomfield Campus Sixth Form Block.	After school provision to be reviewed on individual activity basis	Headteacher SLT Heads of Faculties Heads of Departments