

Educational Setting	Notre Dame High School, Surrey St, Norwich – An 11-18 secondary school with 1483 pupils, and part of the SJB MAT
Activity / Task	COVID-19 Risk Management Assessment (Educational Settings)
Completed by & Date	Tom Pinnington, Shirley Stevenson, Paul Short, Kevin McNally 16 July 2020
Review Date	Weds 27 August 2020; Weds 02 September; 22 nd September; 11 th Jan 21 st , March 3 rd , March 15 th
Addendum	This template is being used as the 'live' document; it is more 'dynamic;' 'more specific'. It will help us be safer - and will be reviewed weekly. It is in use with the <i>Norfolk County Compliance Code</i> ; as well as <i>the 3 main protocols – school, staff & parents/students</i> .

What are the hazards?	Who might be harmed and how?	What are you doing already? (links are to DFE guidance)	What further action is necessary?	Action by whom?	Action by when?	Done?
<u>Prevention</u>	Staff, & students.	<p>0. The key requirements of our conduct.</p> <p>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</p> <p>2. <u>clean hands thoroughly more often than usual</u></p> <p>3. ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</p>	<p>0. The community will be briefed on the necessities below – by letter, memo, briefing. The outline Sept plan has been distributed. Parents informed by letter</p> <p>1. The 'Chapel' is the isolation room. 1st Aid staff with PPE will support pupils waiting for collection. We have sufficient PPE.</p> <p>2. Stocks of soap, paper towels and/or hand sanitizer available in all toilets. All classrooms have sanitizer and tissues.</p> <p>3. Sufficient stocks of tissues will be ordered. There are disposal bins in all classrooms and work areas and playground areas. The Astroturf and the Greens need 4 additional bins and Lady Julian Green. These will be ordered. All areas will be checked. The community will be briefed on this necessity. Via letter; memo and briefing.</p>	TPI SST SCO SCO	July / Sept July August August	Part Yes yes yes

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		<p>4. introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</p> <p>5. minimise contact between individuals and maintain social distancing wherever possible</p> <p>6. where necessary, wear appropriate personal protective equipment (PPE)</p> <p>7. Face coverings</p>	<p>4. Funds have been allocated to ensure sufficient stocks of cleaning products and the recruitment of 2 (3) additional cleaning staff to support the day provision. Checks have been implemented.</p> <p>5. Staff have been briefed on the expectations in class settings, outdoors and in staff rooms – Key and or new information will be repeated in the INSET days of Sept. Students will also be briefed on return. 2M Strips added to classrooms in ensure social distancing of staff and pupils.</p> <p>There has been a second student briefing setting out expectations and a third student briefing will take place after lockdown 3.</p> <p>6. PPE is available for 1st Aid use. Extremely and Clinically vulnerable staff will have access to visors should they require it; as well as suitable precautions discussed in returning to work from 4th August. E.g. Remote working / careful timetabling. Visors given to staff completing practical work, in order to reduce the risk of being within 2M for less than 15M. All students in technology in visors due to close equipment sharing.</p> <p>7. Information has been provided to staff, parents and students on the wearing of face coverings and face shields in line with DfE guidance which was</p>	<p>PPA / SCO</p> <p>LT / HODs/ SENC0</p> <p>LT / SENC0</p> <p>TPI/LT</p> <p>TPI/LT</p>	<p>August</p> <p>July / Sept</p> <p>July / Aug</p> <p>Sept</p> <p>Feb</p>	<p>yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>

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			<p>updated February 2021 becoming operational on March 8th, 2021.</p> <p>The updated guidance which becomes operational from 8th March 2021 recommends that where students Year 7 and above are being educated that face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as corridors and communal areas where social distancing cannot be maintained. In line with guidance face coverings will not need to be worn by pupils when outdoors on the premises.</p> <p>In addition, the guidance now also recommends that face coverings should be worn in classrooms or during activities unless social distancing can be maintained. The use of face coverings does not apply to PE lessons where there is exercise or strenuous activity.</p> <p>Visors are not to be worn as an alternative but can be worn in conjunction with a face covering.</p> <p>A procedure on wearing face coverings has been developed in line with Government Guidance and the Compliance Code for Educational Settings.</p> <p>Consideration has been given to where it would not be appropriate for some people to wear a face covering as described in the Compliance Code.</p> <p>Communication has been made to parents, students and staff on when and where face</p>	<p>LT</p> <p>TPI</p>	<p>Feb</p> <p>Feb/Mar</p>	<p>Yes</p> <p>Yes</p>

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			<p>coverings are to be worn as well as exemptions to where they are not required.</p> <p>Hygiene measures regarding putting a face covering on, removing it and disposing of it have been communicated to staff and students.</p> <p>A stock of disposable face coverings is available for people struggling to access them.</p> <p>Communication has occurred and is on-going with stakeholders to ensure they are aware:</p> <ul style="list-style-type: none"> - of the settings guidance on when face coverings must be worn - that even when a face covering is worn all other measures that are in place to reduce the risk of transmission continue to apply. - that if you have COVID-19, wearing a face covering does not make it safe to go out in the community, attend school or work. - of the hygiene measures regarding putting coverings on, taking off, storage and hand hygiene as detailed in the compliance code. 	LT	Feb/Mar	Yes

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<u>Response to any infection</u>		8. <u>engage with the NHS Test and Trace process</u> 9. manage confirmed cases of coronavirus (COVID-19) amongst the school community 10. contain any outbreak by following local health protection team advice	8. Yes staff will report cases e.g., self or those they are concerned about to Cover with self/ Pastoral with students. See also Staff operational guidance document – see appendix. 9. We will follow the relevant Public Health/DFE procedures (and the Gov Guidance – e.g., dealing with confirmed cases doc). Parents have an out of hours email contact for positive cases.	LT / All	Sept	
Contingency planning for a further outbreak		<ul style="list-style-type: none"> In the event of a local outbreak, the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission. Schools will need a contingency plan for this eventuality. 	We have set up e-learning protocols for each year group via a google classroom and resource allocation e.g., podcast / booklets; and will 'Zoom' lessons following the normal timetable. An INSET day will brief staff in the event of whole school lockdown. Year group lockdown will have a PM after-school meeting to re-assert arrangements. A year group lock down will result in remote learning that mirrors the 'all out' plan. We will move to a BROMCOM Zoom timetable and staff will be supported with the implementation of this. The identified Zoom lessons for teachers are aimed at balancing workload.	LT/All		
Social Distancing in school		<ul style="list-style-type: none"> Minimise contact between individuals and maintain social distancing wherever possible 	The school has established consistent groups as Year group 'bubbles' within a 'Zone' system allocating year groups to (entrances/exits)	TPI, KMC JCC	July	Yes

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		<ul style="list-style-type: none"> The overarching principle to apply is reducing the number of contacts between children and staff. This can be achieved through keeping groups separate (in ‘bubbles’) and through maintaining distance between individuals. 	<p>buildings and ‘outside areas’ and lunch provision. 6th form will be mobile. One-way systems are also in place to help maintain distancing. e.g. Yr. 7 St Mary’s; Lower Playground & Dining Hall See School Plan document. Some specialist teaching facilities are used outside the bubble when it is necessary in order to offer a broad and balanced curriculum. Priority of rooming has gone towards achieving the ‘bubbles’ and then to specialist rooms for 6th Form lessons e.g. science labs.</p> <p>Buildings will have 1 way entrances and exits, where practicable, although there will be cross-corridor traffic as classes move. <i>Keep Left</i> will be the motto and signed too. Additional paint work identifies keep left and the zoning areas.</p> <p>Pupils will arrive and exit school site via designated gates as below:</p> <ul style="list-style-type: none"> Year 7 and 8 – Via St Marys gate on the lower playground Year 9 – Via the Convent drive gates Year 10 and 11 Via St Peters Gate on Ber Street <p>In order to reduce congestion and mixing of year groups, year 7 now leave at 3:20 and Year 8 at 3:25 Senior staff will be <i>high presence</i> to support calm and considered movement at lesson changeovers. Additional staff have been added to lunch duty.</p> <p>We have designed our operational plans in line with this requirement – we are holding to the</p>	<p>SCO</p> <p>LT</p> <p>KMC / HoDs</p>	<p>August</p> <p>Sept</p> <p>July</p>	<p>Yes</p>

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			curriculum timetable, but have reduced movement, so that the teacher moves to the classes but <i>without</i> rush. Lessons will be 55mins rather than the usual hour.			
Cleaning		<ul style="list-style-type: none"> The school should consult with their cleaning contractor or their in-house cleaning team to arrange a deep clean may be appropriate before staff and pupils return to school. More frequent cleaning procedures should be in place across the site, particularly in communal areas and at touch points including: <ul style="list-style-type: none"> Taps and washing facilities, Toilet flush and seats, Door handles and push plates, Handrails on staircases and corridors, Lift and hoist controls, Machinery and equipment controls, All areas used for eating must be thoroughly cleaned at the end of each break, including chairs, door handles, vending machines and payment devices, Telephone equipment, Keyboards, photocopiers and other office equipment, classroom desks and chairs. 	<p>If/when we have been informed that someone has tested positive with Covid-19 any area/room they have accessed will undergo thorough cleaning.</p> <p>A new daily cleaning schedule is in place, and additional cleaners are being hired.</p> <p>Additional cleaning risk assessment and plan are in place in the case of a positive or symptomatic suspected case.</p> <p>School staff will be charged with cleaning their areas of use – as we have been doing in the summer term. This has & will be part of the briefings.</p> <p>We will ensure the COSHH risk assessment for cleaning/caretaker activities has identified the correct process and PPE to be worn.</p> <p>Additional cleaning will be undertaken in the main identified eating areas around the school</p> <p>We will consider whether any outdoor play equipment should be used e.g., basketballs, table-tennis, and ensure pupils wash their hands afterwards with sanitizer or the new outside basins.</p>	<p>SCO</p> <p>SCO</p> <p>All / LT</p> <p>MRI/SCO</p> <p>MRI/SCO</p> <p>LT / Site</p>	<p>Aug</p> <p>Aug</p> <p>Sept</p> <p>Aug</p> <p>Sept</p> <p>Sept</p>	

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			Students will be briefed on the importance of their role in keeping equipment clean for their own use and the use by others. For example, in PE and Computing students will be expected to wipe down equipment after use and clean their hands afterwards.			
<u>Lunchtime Catering facilities</u>		<ul style="list-style-type: none"> • Consideration should be made for food service and how this will be managed and how social distancing can be achieved in the school kitchen and dining areas <ul style="list-style-type: none"> ○ Serving food ○ Queuing ○ Different lunch periods 	<p>We are working with Caterlink – to stagger lunch service for y9/10 and 6th Form. Year groups are allocated locations, and designated catering points.</p> <p>There will be 3 venues – Dining Hall, Vivas, and outside St Catherines.</p> <p>Exits within St Johns are staggered at break and lunch. Students will be required to wear face coverings during break and lunch when in a queue.</p>	PPA/PME	Sept	Yes
Fire Safety		<ul style="list-style-type: none"> • Personal Emergency Evacuation Plans (PEEPs) are in place for those staff that continue to work in the school and any pupils that access the school site, which should include lifts. • Ensure all emergency escape routes / doors are fully operational and kept clear. • Reminders to staff and pupils that if the fire alarm is activated that they must keep 2m distancing when at the evacuation point. 	<p>Fire Evacuation Plan will identify zones for students operating within different school buildings. The school has implemented a full fire evacuation to test the new plan. This was successful</p> <p>Fire Evacuation Plan to match recreational zones. Year 7, 8 12, 13 LPG, Year 9 Astro, Year 10 & 11 Green is now in place.</p> <p>Staff who feel vulnerable can wait outside of the Teaching School offices to allow students to move to their evacuation zones prior to making their way down to the lower playground. This will reduce</p>	AAS/KMC	Sept	Yes

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			congestion and enable staff to social distance and evacuate.			
Access/Egress of school building		<ul style="list-style-type: none"> • Access to site • One-way traffic through external doors to avoid face to face passing to be clearly marked, consider use of markings. • Where possible, these can be propped open to reduce the need for touch (fire protection measures must be adhered to). • Wipes will be available and hand sanitiser available at both sides of doors. • Increased cleaning of handles and touch plates. • Allocated drop off and collection times 	<ul style="list-style-type: none"> • Pupils will enter and exit the site via allocated gates (as detailed above) and on entry into school they will make their way directly to their form room in their year group zone. • Buildings will have 1 way entrances and exits as far as practicable. • We plan to provide sanitizers on all entrances. • Priority will be given to disabled users and those identified as having health related issues – they will have a designated LSA/TA. • We will provide guidance to parents on drop off and pick-up arrangements in our 'Parent and Student' protocol. • Sanitiser is available at all entrances to buildings and all rooms. 	LT SCO SCO SENCo SST	July Sept Sept Sept Aug	Yes
First Aid		<ul style="list-style-type: none"> • Where there may be limited staff, the requirement to provide suitable first aid cover to all staff and students has been assessed with suitable first aid or paediatric first aid provided. Access to first aid facilities is maintained and the school suitably stocked with first aid sundries. • Staff or pupils with medical needs have been assessed and relevant consents are in place. Staff have been trained in the use of 	1 st Aid team is ready and resourced. Medical Needs and Specialist provision for EHCP will be reviewed in readiness for Sept.	SST DBU / KAL	July Aug	Yes

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		<ul style="list-style-type: none"> medications and increased level of control applied, to include the use of PPE if required. Review of the First Aid policy to include consideration of the risk of infection of covid-19. 	1 st Aid Policy has been checked and updated. The MAT policy has an additional appendix which links the policy to the school risk assessment.	KMC	Sep	Yes
Waste		<ul style="list-style-type: none"> Relocate waste bins to key strategic positions both in school buildings and in external areas that are in use in order that waste materials can be managed safely Bins should be emptied daily. 	The ND Cleaning system of bin contents disposal will be reviewed; with cleaning staff wearing appropriate PPE e.g. gloves / facemasks as necessary.	SCO		Yes
Break/Lunch times		<ul style="list-style-type: none"> The school will stagger breaks/lunchtimes to achieve the social distancing. 	There is no change to recreational timing but access to catering is staggered for year 9,10 and 6 th Form; and year groups will be in 'zoned' areas and have separate catering provision. This will be part of the Student protocol. Zones are being continuously monitored.	PPA/PME/ JMK/ SST	Sept	Yes
Staff/Pupils within the shielded group		<ul style="list-style-type: none"> Any member of staff or pupil that is within the Clinically extremely vulnerable group must have a risk assessment undertaken that includes how social distancing will be maintained in a Covid-19 safe workplace. Staff/pupils that meet the criteria as clinically vulnerable people e.g. diabetics, those who are pregnant, may request a risk assessment to be completed to identify any suitable control 	<p>Risk assessments of Medical Needs / EHCP will be updated; and distributed to LT/HoYs/FTs.</p> <p>Risk assessments of key staff will be established in light of the guidance.</p>	<p>DBU/KAL</p> <p>TPI</p>	<p>Sept</p> <p>Sept</p> <p>March</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>

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		measures that must be in place before returning to work/school.	The school will continue to work to DfE Guidance regarding those in the shielding group, staff and pupils.			
Contractors		<ul style="list-style-type: none"> All contractors must provide a suitable and sufficient risk assessment for the activities they carry out which must include covid-19. All planned/reactive maintenance to be carried out during out of hours unless seen as an emergency. 	<p>NDHS will follow this guidance.</p> <p>Records of visitors and their contact details will be kept for 21 days.</p> <p>All contractors follow the visitors policy.</p>	MRI/SCO/JFU	Sept	Yes
Property Compliance		<ul style="list-style-type: none"> The school has ensured that relevant property statutory compliance checks have been completed and records updated. Daily and weekly checks have been reinstated and pre-opening checklist completed. 	All serious property concerns have been raised with the schools Property Management Adviser and appropriate steps are in place to ensure the safety of all building occupants. i.e. all statutory tests are happening as they need to and are up to date.	MRI/SCO	Sept	Yes
Hygiene		<ul style="list-style-type: none"> The school has a suitable supply of soap and access to warm water for washing hands. Appropriate controls are in place to ensure the suitable sanitisation of pupil's hands following 	<p>See above.</p> <p>As part of the 'Staff' and 'Student' protocols, this will be guided and directed, along with an emphasis on 'self-regulation.'</p>	SST/All teachers		Yes

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		breaks, before meals and following the use of toilets.	Sanitiser is available at every entrance and in all rooms. Signage encourages good hygiene.			
Accident reporting Covid-19 incidents		<ul style="list-style-type: none"> The Health & Safety Executive have recently updated the Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR) to include the requirement to report possible or actual exposure to the Covid-19 virus as a result of, or in connection with, a work activity. For further advice and guidance, you should contact your competent Health & Safety Adviser. 	<p>The School operate within the RIDDOR Guidance on the reporting of cases of Covid 19.</p> <p>Where necessary a dynamic risk assessment will be carried out by an Assistant Headteacher and Head of School and a judgement made as to the need to report to RIDDOR. This will be completed in line with RIDDOR Guidance, and the school will report as necessary.</p>	TPI/KMC	Sept	Yes
Administrative Staff		<ul style="list-style-type: none"> Staff shift rota to be in place so as to keep social distances and allow school office to function. 	<p>We will factor in the possibility of remote working on a case-by-case basis e.g., Finance, Data, Other administration if deemed necessary. Please discuss with line-manager.</p> <p>Teachers however follow the existing arrangements, due to the operational needs of the school e.g. Fire Evacuation, unexpected staff absence.</p>	LT / Line-managers/ All	Aug	Yes
Personal Protective Equipment		<ul style="list-style-type: none"> Personal Protective Equipment should not be used as an alternative to social distancing, except where there is no other practical solution. Where close proximity working (school Site Team) is required for longer than 15 minutes, assess the need to issue employees with appropriate Personal Protective Equipment. 	<p>We will offer visors for the vulnerable staff and also LSAs. And other staff may use them if they wish, in line with other organisations who work with the public e.g. John Lewis.</p> <p>See above point with LSAs.</p> <p>Staff will be responsible for any items.</p>	SCO / LT All	Sept	Yes

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		<ul style="list-style-type: none"> Re-usable PPE should be thoroughly cleaned after use and not shared between staff. 				
Behaviour		<ul style="list-style-type: none"> Staff/Pupil behaviour and cooperation will be the key to implementing all of the controls. School will carry out inductions to inform staff and pupils of the changes. Encourage staff to cooperate with government plans for contact tracing. 	<p>We have a mantra of <i>Simplicity, Safety and Self-regulation</i> under the umbrella of Notre Dame's ethos of <i>kindness, patience, and responsibility</i>. This will be highlighted at all times. The <i>Staff and student protocols</i> are key here too.</p> <p>A Behaviour addendum has been produced in addition to the standard school behaviour for learning policy.</p> <p>Students are briefed on a half termly basis on protocols and systems live via Zoom.</p>	LT/SST	Aug	Yes
School Staffroom		<ul style="list-style-type: none"> Arrangements should be made to ensure the staffroom is not overcrowded and social distancing can be achieved e.g. stagger lunch times for staff. 	<p>A working room survey has been undertaken and the results will be shared so that staff can have suitable places to work.</p> <p>All staff spaces have been assessed to determine the number of staff working spaces per staff work area. This is signposted.</p>	RHI/KFR	Sept	Yes
Infection Control	Staff Pupils Handwashing	<ul style="list-style-type: none"> Staff and pupils have access at all times to water and soap for hand washing. Removal of shared items e.g. utensils 	<p>Yes – see above – the protocols / site provision.</p> <p>In addition, 6 additional cleaners have been employed to assist with infection control. This has offered an additional 60 hours cleaning each week.</p> <p>There is also a parent/student protocol and a staff protocol in place which also form part of infection control.</p>	LT / SCO	Aug	Yes

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Equality Impact Assessment	Staff & Pupils	<ul style="list-style-type: none"> An equality impact assessment has been completed 	An equality impact assessment has been completed leading to risk assessments for relevant staff.	MAT/NDH S LT	July	Yes
Lack of staff	Pupils	<ul style="list-style-type: none"> Assessment of availability of staff for all activities during the school day, including break and lunchtimes The extent to which existing planning, schemes of work will need to be adapted 	Cover arrangements will apply as per usual however we have some timetable flexibility with some additional hours. On call staff will be deployed on a day-by-day basis / and supply staff for quarantine or illness absence. The school are looking to employ an additional Cover Supervisor and will work with existing agency arrangements as necessary.	AAS /KMC/ LT	Sept	Yes
Increased risk of transmission	Staff and Pupils social distancing	<ul style="list-style-type: none"> Ensure availability of staff is adequate Ensure that social distancing measures can be maintained at all times where possible Review activities that can be carried out The behaviour policy is reviewed (behaviour addendum) to take into account COVID-19, to include exclusion for pupils who deliberately put others at risk (e.g., coughing, or spitting at others) and pupils who will not (as opposed to cannot) comply with social distancing. 	<p>Our overall plan reduces contacts compared to what would have been the case.</p> <p>See the School / Staff protocols for:</p> <ul style="list-style-type: none"> School: grouping children together School: avoiding contact between groups School: arranging classrooms with forward facing desks Staff: staff maintaining distance from pupils and other staff as much as possible Equipment will be managed within year group bubbles and suitable hygiene arrangements in place. <p>Furthermore, PE, Music, Drama, IT and Science will have separate, aligned, protocols.</p>	LT / All	July/Sept	Yes
				ACL, KSE, GMK, JCH, JBR	Sept	Yes

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Dedicated school transport, including statutory provision		<p>It is important to consider:</p> <ul style="list-style-type: none"> • how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within 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 	<p>Dedicated school transport to the Hewett fields will be within year group bubbles. And suitable hygiene will be followed e.g. use of hand sanitizers. The coach company will have its protocols.</p> <p>Other trips are suspended or will be arranged on a case-by-case basis with the Risk Assessment being followed per trip.</p> <p>Additional buses have been arranged by First Bus to provide a dedicated NDHS service for Yarmouth and Lowestoft.</p> <p>Note: Movement to the Hewitt for PE is currently suspended but will be reviewed and dynamically risk assessed with a view to looking at offering sports activity at the Hewitt when the assessment of risk allows.</p>	<p>ACL</p> <p>KMC</p>	<p>March</p>	<p>Yes</p> <p>Yes</p> <p>Yes and on-going</p>
Learning outside the classroom (day trips, etc.)		<ul style="list-style-type: none"> • keeping children within their consistent group, and the COVID-secure measures in place at the destination • Schools should also make use of outdoor spaces in the local area to support delivery of the curriculum. 	<p>NCC Risk assessments and the Educational visits coordinator will determine safety and mitigation planning on a case-by-case basis.</p> <p>The school EVC has attended the updated training which also covered learning outside the classroom in relation to Covid-19</p>	<p>KMC</p> <p>KMC</p>	<p>ongoing</p>	<p>Yes</p>

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Extra-curricular activities (coaches, tutors, after school)		<ul style="list-style-type: none"> Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so. Schools should consider carefully how such arrangements can operate. 	<p>The only external provision will be the Music peripatetic teachers, external agencies supporting health or SEND and external 6th form speakers. We will resume this from 28th September with suitable social distance; queuing (arrivals & departures) and hygiene measures in place.</p> <p>Note: school sports clubs are currently suspended due to the National Lockdown.</p>	PSH/KSE	Sept	Yes
Physical activity		<ul style="list-style-type: none"> Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene Pupils should be kept in consistent groups Sports equipment thoroughly cleaned between each use by different individual groups Contact sports to be avoided. 	<p>The school will operate within the updated Government Guidance (February 2021) to become operational on 8th March.</p> <p>There will continue to be a dynamic assessment of risk in relation to PE activity and related PE/sports clubs. At all times national guidance will be followed.</p>	ACL	Sept	Yes
Signage		<ul style="list-style-type: none"> What signage is provided to inform staff and pupils regarding social distancing, hand cleaning etc. 		SCO/MGA/ASA	Sept	Yes
					Nov	Yes

Useful Guidance

- Guidance for full opening: schools can be found [here](#)
- Managing school premises during the coronavirus (COVID-19) outbreak can be found [here](#)
- The Government Guidance for implementing protective measures in educational and childcare settings can be found [here](#)
- The NASUWT has also produced a useful checklist for reopening of schools which can be found [here](#).
- CLEAPSS [Guide to doing practical work in a partially reopened school Science](#)
- CLEAPSS [Guidance for science departments returning to school after an extended period of closure](#)
- Conducting a SEND risk assessment during the coronavirus outbreak guidance can be found [here](#)
- COVID-19: guidance on supporting children and young people's mental health and wellbeing can be found [here](#)
- Actions for early years and childcare providers during the coronavirus outbreak can be found [here](#)
- Coronavirus (COVID-19): implementing protective measures in education and childcare settings can be found [here](#)
- Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) can be found [here](#)

General staff and pupil advice on limiting the spread of coronavirus in the Educational Setting

Government advice is clear PPE, including facemasks should be taken into account where employees could be put at risk.

The use of such PPE does not replace or reduce the need to follow the government guidance in relation to hygiene practices

Frequently clean and disinfect objects and surfaces that are touched regularly, using your recommended cleaning products.

- Wash your hands with soap and water often – do this for at least 20 seconds.
- Use hand sanitiser gel if soap and water are not available.
- Staff and Pupils should wash their hands as soon as they get to school and when they arrive home, after they blow their nose, cough or sneeze, before they eat or handle food.
- Cover mouth and nose with a tissue or a sleeve (not hands) when you cough or sneeze.
- Put used tissues in the bin immediately and wash your hands afterwards.

Handwashing techniques advice can be found [here](#)