

Health and Safety Risk Assessment – Coronavirus (COVID-19) W/B 17th May 2021
H&S and Operational procedures

School	Northampton School for Boys	Assessment No.	021
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Site	Billing Road	Location	Full site		
Subject of Assessment	<p>This assessment will consider the risk associated with keeping the school fully open as per the Government’s latest guidance ‘Schools coronavirus (COVID-19) operational guidance’ Updated 24th May 2021.</p> <p>Other relevant Government and DfE COVID-19 guidance is also considered when planning the provision along with specialist guidance relevant to curriculum and operational areas. Links are provided where possible for quick reference.</p> <p>This risk assessment refers to the 12 Systems of controls which are grouped into 1 prevention and 2 response to any infection. These are the set of actions that must be taken by the school. By following the system of controls, risks in the setting will effectively reduce risk and create an inherently safer environment.</p> <p>The Government have put back the date for the Next Roadmap (Step 4) – not before 19th July 2021. Most remaining Covid restrictions are to continue, because of the spread of the Delta variant.</p>				
Assessed by	RMU / RBE	Date	22 nd June 2021	Review date	21 st June 2021 or sooner if a significant change to operational procedures is required
Details of workplace/activity	School remaining fully open - Week Beginning 17 th May 2021.			Persons Affected (Who may be harmed)	Students, staff, visitors, contractors

Updates highlighted in yellow

Hazards and Risks	Existing Control Measures	Risk Level following application of the control measures <small>(Very High, High, Medium, Low)</small>	Further Actions Yes/No <small>(If Yes See Actions)</small>
Contracting or spreading COVID-19			
1 Prevention			
1	<p>Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school when an individual develops coronavirus (COVID-19) symptoms or has a positive test</p> <ul style="list-style-type: none"> • Students, staff and other adults do not come into the school if: <ul style="list-style-type: none"> ○ they have one or more coronavirus (COVID-19) symptoms ○ they have tested positive in the last 10 full days ○ a member of their household (including someone in their support bubble or childcare bubble if they have one) has coronavirus (COVID-19) symptoms ○ they are required to quarantine having recently visited countries outside the Common Travel Area ○ they have had a positive test ○ have been in close contact with someone who tests positive for coronavirus (COVID-19) • Anyone developing symptoms during the school day is: <ul style="list-style-type: none"> ○ sent home to begin isolation - the isolation period includes the day the symptoms started and the next 10 full days ○ advised to follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection ○ advised to arrange to have a test as soon as possible to see if they have coronavirus (COVID-19) • In exceptional circumstances, if parents or carers cannot arrange to have their child collected, if age-appropriate and safe to do so the child should walk, cycle or scoot home following a positive test result. If this is not possible, alternative arrangements may need to be organised by the school. • In the event of a student or member of staff developing COVID-19 symptoms, the medical room will be re-purposed as the isolation room, the window will be opened and the female toilets next door will become the facility for the subject to use. If the toilet has been used by the subject, the toilet will be removed from general use until the subject has left the site and it has been cleaned using standard cleaning products. The area behind reception will be clearly marked out of bounds whilst the medical room is being used for a suspected COVID-19 case. Staff movement in that area will be restricted • In an emergency, 999 will be called if someone is seriously ill or injured or their life is at risk • PPE will be available for the First Aider who is dealing with the suspected COVID-19 case • Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell 	Low	Yes

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	<ul style="list-style-type: none"> The area around the person with symptoms will be cleaned after they have left to reduce the risk of passing the infection on to other people. This will include the classroom table and chair where the student has sat each lesson during that day COVID-19: cleaning of non-healthcare settings guidance will be followed Any member of staff who has provided close contact care to someone with symptoms, regardless of whether they are wearing PPE, and all other members of staff or pupils who have been in close contact with that person, do not need to go home to self-isolate unless: <ul style="list-style-type: none"> the symptomatic person subsequently tests positive they develop symptoms themselves (in which case, they should self-isolate immediately and arrange to have a test) they are requested to do so by NHS Test and Trace or the Public Health England (PHE) advice service (or PHE local health protection team if escalated) which is a legal obligation they have tested positive from an LFD or PCR test as part of a community or worker programme. If an LFD test is taken first, and a confirmatory PCR test is then taken within 2 days of the positive lateral flow test, and is negative, it overrides the LFD test and the individual can return to school. If a member of staff or student is contacted by NHS Test and Trace or local health protection team and told to self-isolate because they have been a close contact of a positive case, they have a legal obligation to do so. 		
2	<p>Ensure face coverings are used in recommended circumstances</p> <p>The operational guidance has been amended to reflect the recent announcement on face coverings in secondary schools. Based on the current state of the pandemic and the positive progress being made, it is no longer necessary to recommend the additional precautionary face covering measures put in place from the 8 March. From 17 May, in line with Step 3 of the roadmap, face coverings will no longer be recommended for pupils in classrooms or communal areas in all schools. Face coverings will also no longer be recommended for staff in classrooms. In all schools we continue to recommend that face coverings should be worn by staff and visitors in situations outside of classrooms where social distancing is not possible (for example, when moving around in corridors and communal areas).</p> <ul style="list-style-type: none"> Face coverings should be worn by staff and adults (including visitors) in situations where social distancing is not possible (for example, when moving around in corridors and communal areas) Face visors or shields should not be worn as an alternative to face coverings Some individuals are exempt from wearing face coverings and the school will be sensitive to those needs Staff and students have been instructed that if being used: <ul style="list-style-type: none"> Face coverings should be placed in an individual sealable plastic bag between use Where they need to use public transport, they should follow the safer travel guidance for passengers 	Low	Yes

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	<ul style="list-style-type: none"> ○ Where students use dedicated transport provision to schools they must follow the transport to schools and other places of education guidance ○ They must not touch the front of their face covering during use or when removing it ○ They must dispose of temporary face coverings in a 'black bag' waste bin (not recycling bin) ○ They must place reusable face coverings in a plastic bag they can take home with them ○ They must wash their hands again before heading to their classroom ● The school has issued every member of staff and every student two NSB branded reusable, washable face coverings ● A contingency supply of disposable face coverings is available from student services if a face covering has been lost or damaged 		
3	<p>Ensure everyone is advised to clean their hands thoroughly and more often than usual</p> <ul style="list-style-type: none"> ● A culture of hand cleaning has been instilled in all users of the school ● Students, staff, visitors, and contractors clean their hands when they arrive at school ● Wall mounted hand sanitiser units are installed in each public and student entrance and outside each classroom and office ● Students clean their hands more regularly. This includes: <ul style="list-style-type: none"> ○ when they arrive at school ○ when they change rooms ○ when they return from breaks ○ before and after eating ○ before and after sport ○ before they leave the school ● Students clean their hands before entering a toilet and they clean their hands with hot water and soap after using the toilet ● Anti-bacterial wipes are available in every classroom and office ● Staff can request more supplies of hand sanitiser and anti-bacterial wipes by emailing the Estates team: <ul style="list-style-type: none"> ○ help@nsbestateteam.on.spiceworks.com 	Low	No
4	<p>Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach</p> <ul style="list-style-type: none"> ● The 'catch it, bin it, kill it' approach is used in the school <ul style="list-style-type: none"> ○ Students have been instructed to use a tissue to blow their nose and when sneezing and that the tissue must be placed in a waste bin ● Every classroom has a bin that can be used for general waste and tissues ● A 'catch it, bin it, kill it' poster is displayed in every classroom 	Low	No

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	<ul style="list-style-type: none"> • Every classroom has a box of tissues available on the teacher's desk • Cleaners replace empty boxes of tissues each evening • If tissues run out in a classroom during the day, staff can email Estates team for replacement: <ul style="list-style-type: none"> ◦ help@nsbestatesteam.on.spiceworks.com 		
5	<p>Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products, such as detergents</p> <ul style="list-style-type: none"> • Cleaning schedules ensure: <ul style="list-style-type: none"> ◦ more frequent cleaning of rooms or shared areas that are used by different groups ◦ frequently touched surfaces are being cleaned more often than normal ◦ toilets are cleaned more regularly ◦ dining tables are cleaned between bubble groups • 100% non-toxic / non-allergenic fluid that meets appropriate technical standards and kills 99.9% of viruses including coronaviruses is used to clean surfaces: <ul style="list-style-type: none"> ◦ Staff or students spray and wipe each table between lessons ◦ Cleaning fluid and cloths are replaced regularly by cleaners ◦ If cleaning fluid runs out during the day, staff can request replacements by emailing the Estates team: <ul style="list-style-type: none"> ◦ help@nsbestatesteam.on.spiceworks.com 	Low	No
6	<p>Consider how to minimise contact across the site and maintain social distancing wherever possible</p> <p>The school must do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum. The overarching principle to apply is reducing the number of contacts between pupils and staff. This can be achieved through keeping groups separate (in 'bubbles') and through maintaining distance between individuals. These are not alternative options and both measures will help, but the balance between them will change depending on the:</p> <ul style="list-style-type: none"> • pupil's ability to distance • layout of the building • feasibility of keeping distinct groups separate while offering a broad curriculum <p>How to group children</p> <ul style="list-style-type: none"> • Students are separated into consistent year group bubbles that do not mix • Students have been instructed to maintain a 2m distance from staff and to maintain as much distance from their peers as possible with no physical contact permitted • Where staff need to move between groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults 	Low	Yes

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	<p>Measures within the classroom</p> <ul style="list-style-type: none"> • Staff should maintain distance from the students by staying at the front of the class and ideally maintain a 2 metre distance from students and from other adults • Space has been provided at the front of the classroom to facilitate this by rearranging classroom furniture as required to make the best use of the individual classroom space • Desks have been spaced out as far as is possible in each classroom and almost all classrooms have the students seated side by side and facing forwards. Where it is not possible to sit students side by side, such as in the art and music rooms, suitable shields have been installed and are used as desk dividers • Students in changing rooms are encouraged to sit as far apart as possible from each other • Unnecessary furniture has been moved out of classrooms to make more space • Students have been instructed to maintain a 2 metre distance from staff and to maintain as much distance from their peers as possible with no physical contact permitted <p>Measures elsewhere</p> <ul style="list-style-type: none"> • Movement around the school <ul style="list-style-type: none"> ○ Contacts are limited using one-way systems around the school where necessary to alleviate pinch points and busy corridors ○ Different year group bubbles use their own specified toilet facility • Sixth Form Study arrangements <ul style="list-style-type: none"> ○ When Sixth Formers have finished their last lesson of the day, they leave the school site through the main entrance and are not be permitted to return. To minimise the risk of picking the virus up in the local community, Sixth Formers are not permitted to leave the school site unless they have finished their last timetabled lesson • General Computer Rooms <ul style="list-style-type: none"> ○ Computer rooms are not bookable • Assemblies <ul style="list-style-type: none"> ○ Assemblies take place for single year groups only in the Cripps Theatre (no whole Sixth Form assemblies) ○ Sixth Form assemblies are only in half year groups ○ A seat gap is maintained between students where possible ○ Staff positions during assemblies are managed in line with social distancing of 2 metres where 		

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	<p>possible</p> <ul style="list-style-type: none"> • Staff Briefing <ul style="list-style-type: none"> ○ Monday morning face to face briefing has been replaced by an emailed video or email from the Headmaster • Open Evening <ul style="list-style-type: none"> ○ This will not take place in its normal format this academic year (is now an on-line virtual tour) • Awards Evenings <ul style="list-style-type: none"> ○ These will not take place this academic year • Library <ul style="list-style-type: none"> ○ To reduce the risk of contacts between bubble groups, the Library will predominantly be used for Y7/8 Accelerated Reader only with books cleaned between year group bubbles ○ The Library will be used at lunchtime by Year 13 students only • Parents Evenings <ul style="list-style-type: none"> ○ These will take place remotely rather than face to face until the DfE guidance changes • Concerts / Productions / Shows <ul style="list-style-type: none"> ○ These will not take place live until the DfE guidance changes. Outdoor concerts may take place outside of the school day subject to following the rules in 'Working safely during coronavirus (COVID-19) Performing arts - Guidance for people who work in performing arts, including arts organisations, venue operators and participants' • Enterprise Week <ul style="list-style-type: none"> ○ Enterprise Week will not take place this academic year (has not taken place w/b 19 Oct) • Shared Staff Spaces <ul style="list-style-type: none"> ○ The communal seating area of the staff room must not be used ○ All relevant team base areas are thoroughly cleaned at the end of the school day ○ Staff must always maximise social distancing in Team Bases and avoid face to face desk settings ○ Where there is not enough space for all team staff to maintain social distancing in a Team Base during breaks, a rota or alternative spaces must be utilised, for example teacher's regular classroom • Staff and students who are clinically extremely vulnerable <p>Shielding advice has been paused nationally from 31 March. From 1 April, CEV individuals are no longer advised to shield but must continue to follow the rules in place for everyone under the current national restrictions.</p> <ul style="list-style-type: none"> ○ Staff in schools who are CEV will be advised to continue to work from home where possible, but if they cannot work from home should attend their workplace after a Risk Assessment has taken place 		

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	<p>that confirms acceptable risk</p> <ul style="list-style-type: none"> ○ Staff and students who live in a household with a clinically extremely vulnerable person should continue to attend school ● Staff and students who are clinically vulnerable <ul style="list-style-type: none"> ○ CV staff and students can continue to attend school - while in school they must follow the system of controls to minimise the risks of transmission ● Pregnancy <ul style="list-style-type: none"> ○ The school will follow the specific guidance for pregnant employees because pregnant women are considered CV ○ In some cases, pregnant women may also have other health conditions that mean they are considered CEV, where the advice for clinically extremely vulnerable staff will apply ○ The school will conduct an assessment to help identify any additional action that needs to be taken to mitigate risks ○ The school will follow the same principles for a pregnant student ● Staff who may otherwise be at increased risk from coronavirus (COVID-19) <ul style="list-style-type: none"> ○ Those at particularly high risk from a range of underlying health conditions should now have been included in the CEV group and should have received a letter to confirm this ○ For others who feel they may be at increased risk, where it is not possible to work from home, these staff can attend school if the system of controls are in place <ul style="list-style-type: none"> ▪ There is further information available on who is at higher risk from coronavirus ● Supporting staff <ul style="list-style-type: none"> ○ The Headmaster has explained to all staff the measures put in place ○ This risk assessment has been shared with staff ○ Staff training has taken place during the September training days before students returned to school ○ Information about extra mental health support is available here ○ Staff can request one on one discussions to express and discuss through concerns and any relevant mitigating actions that can be taken to help remove them <ul style="list-style-type: none"> ▪ Counselling or one on one support meetings with a medical expert can be arranged for staff who feel particularly anxious about returning to school ▪ Education Support provides a free helpline for school staff and targeted support for mental health and wellbeing ● Employers' health and safety obligations 		

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	<ul style="list-style-type: none"> ○ This risk assessment is part of the legal obligation to protect employees, and others, from harm and will continue to assess health and safety risks in the usual way, especially in the light of any changing circumstances ○ The school will consider the Health and Safety Executive published guidance on first aid during coronavirus (COVID-19) ● Staff deployment <ul style="list-style-type: none"> ○ The Headmaster will discuss and agree any changes to staff rolls with individual members of staff ● Recruitment <ul style="list-style-type: none"> ○ The school will continue recruiting members of staff and will consider a flexible approach to interviews, with alternative options to face-to-face interviews offered where considered possible <ul style="list-style-type: none"> ▪ Where face-to-face meetings are necessary, the school’s control measures will be shared in advance and it will be made clear to candidates that they must follow the system of controls in place ● Deployment of ITT trainees and school engagement <ul style="list-style-type: none"> ○ ITT trainees can continue to go into their host school or college on placement ○ ITT trainees who go to their placement should be offered coronavirus (COVID-19) testing in the same way other school staff are ○ ITT trainees are expected to follow all control measures put in place by host schools ○ ITT trainees are expected to adhere to the school’s policies and operational requirements ○ ITT trainees have been given this Risk Assessment and an induction, before being allowed to work in the school ● Performance management and appraisal <ul style="list-style-type: none"> ○ Lesson observations have currently been postponed within this process but will resume when deemed safe to do so ● Staff taking leave <ul style="list-style-type: none"> ○ There is a risk that where staff travel abroad for a legally permitted reason, their return travel arrangements could be disrupted due to coronavirus (COVID-19) restrictions and they may need to quarantine on their return <ul style="list-style-type: none"> ▪ Guidance on how to self-isolate when you travel ● School meals <ul style="list-style-type: none"> ○ The school kitchen will follow the guidance for food businesses on coronavirus (COVID-19) ● Delivering remote education safely 		

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	<ul style="list-style-type: none"> ○ The following guidance is considered to keep staff and students safe during remote education: <ul style="list-style-type: none"> ▪ statutory guidance keeping children safe in education ▪ Safe Remote Learning knowledge base by SGWfL ▪ Safeguarding during remote learning and lockdowns by LGfL ▪ live remote lessons – SGWfL article answering questions asked of the Professional Online Safety Helpline addressing key concerns from teachers ▪ the National Cyber Security Centre, which includes which video conference service is right for you and using video conferencing services securely ● Estates <ul style="list-style-type: none"> ○ There is no need for class sizes to be adjusted from the usual size ○ All the usual pre-Term building checks have been undertaken to make the school safe ○ The advice on safely reoccupying buildings has been considered: <ul style="list-style-type: none"> ▪ The Chartered Institute of Building Services Engineers’ guidance on emerging from lockdown ○ A Fire Drill will take place during Term 5 after the ATS completes student testing ● Educational visits <ul style="list-style-type: none"> ○ Domestic (UK) residential visits can be planned once authorisation from the Headmaster has been sought ○ Overseas educational visits continue to be cancelled ○ Educational visits must not be arranged unless approved by the Headmaster ○ Any approved educational day or UK residential visits must be organised in line with protective measures, such as keeping children within their consistent group, and the COVID-secure measures in place at the destination ○ As normal, full, and thorough risk assessments must be carried out in relation to all educational visits to ensure they can be done safely ● School uniform <ul style="list-style-type: none"> ○ The government is encouraging all schools to maintain usual uniform policies because uniform can play a valuable role in contributing to the ethos of a school and setting an appropriate tone (this is the case at NSB) <ul style="list-style-type: none"> ▪ Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal ▪ Non-compliance is managed, taking a mindful and considerate approach in relation to parents who may be experiencing financial pressures 		

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	<ul style="list-style-type: none"> <ul style="list-style-type: none"> ▪ Staff have discretion to allow coats to be worn in classrooms during colder periods • Wraparound provision and extra-curricular activity <ul style="list-style-type: none"> ○ School clubs and extra-curricular activities can take place ○ Indoor activities can take place in groups of any number, minimising mixing between students where possible ○ Consistent groups will be maintained every time they attend the club or activity ○ A register of attendees will be maintained ○ Where consistency cannot be achieved, smaller group sizes will be considered in line with relevant NGB guidance • Music, dance and drama in school The overarching objective should be to reduce the number of contacts amongst pupils, and between pupils and staff, including for rehearsal and performance <ul style="list-style-type: none"> ○ guidance provided by the DCMS for professionals and non-professionals, available at working safely during coronavirus (COVID-19): performing arts is used to inform safe practice ○ Background or accompanying music will be kept to levels which do not encourage teachers or other performers to raise their voices unduly ○ The school will not host any performances with an audience until DfE guidance changes ○ The Government published advice on safer singing will be followed ○ Playing instruments and singing in groups will take place outdoors wherever possible ○ If playing instruments and singing in groups must take place indoors, larger rooms or areas will be used ○ Strict social distancing between each singer and player, and between singers and players, and any other people such as conductors, other musicians, or accompanists will be maintained <ul style="list-style-type: none"> ▪ Current guidance is that if the activity is face-to-face and without mitigating actions, 2 metres is appropriate ○ Students will be positioned back-to-back or side-to-side when playing or singing (rather than face-to-face) whenever possible ○ Microphones will be used where possible (not shared) or singing quietly will be encouraged ○ Wind instruments will not be shared ○ Handling of music scores, parts and scripts will be limited to the individual using them ○ Upon delivery of new musical instruments or equipment, they will be cleaned before first use ○ In individual lessons for music, dance and drama, social distancing will be maintained wherever 		

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	<p>possible, meaning teachers will not provide physical correction</p> <ul style="list-style-type: none"> ○ Dance and drama lessons can run practical lessons which are non-contact and which seek to maintain social distancing as far as is possible ○ Students should perform side by side rather than facing each other ○ Practical lessons in Science, DT, Food Technology, Art and Photography and any other relevant subject are encouraged to take place where meticulous planning, effective distancing and health protection measures can be implemented ○ CTLs have liaised with RMU to ensure that health and safety requirements appropriate to the subject are being met <ul style="list-style-type: none"> ● Physical activity in school <ul style="list-style-type: none"> ○ Students will be kept in consistent groups and sports equipment will be thoroughly cleaned between each use by different individual groups ○ Additional staff have been employed to support PE and Dance and increase cleaning of frequently used surfaces, equipment and areas between use by different bubble groups ○ Outdoor sport will be prioritised where possible and large indoor spaces used where it is not, maximising natural ventilation flows (through opening windows and doors or using the air conditioning system in the Sports Hall), distancing between pupils, and paying scrupulous attention to cleaning and hygiene ○ Team sports: <ul style="list-style-type: none"> ▪ Only those sports whose national governing bodies have developed guidance under the principles of the government’s guidance on team sport and been approved by the government i.e., sports on the list available at grassroots sports guidance for safe provision including team sport, contact combat sport and organised sport events will be played until government guidance changes ▪ Competition between different schools must not take place until wider grassroots sport for under 18s is permitted <ul style="list-style-type: none"> ● guidance on grassroot sports for public and sport providers, ● Safe provision ● facilities ● guidance from Sport England ● advice from the Association for Physical Education ● the Youth Sport Trust 		

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	<ul style="list-style-type: none"> <ul style="list-style-type: none"> • returning to pools guidance documents • using changing rooms safely <ul style="list-style-type: none"> ▪ External coaches, clubs and organisations for curricular and extra-curricular activities will be used where it is safe to do so • Behaviour, discipline and wellbeing <ul style="list-style-type: none"> ○ The consequences for poor behaviour and deliberately breaking the rules has been set out clearly to parents and students ○ Some students may need additional support and access to services such as educational psychologists, social workers and counsellors.: <ul style="list-style-type: none"> ▪ When these students are identified, the school will ensure access to the most relevant support required ▪ Pastoral and extra-curricular activities will: <ul style="list-style-type: none"> • support the rebuilding of friendships and social engagement • address and equip pupils to respond to issues linked to coronavirus (COVID19) • support pupils with approaches to improving their physical and mental wellbeing ○ Where there is a concern a pupil is in need or suffering or likely to suffer harm, the school child protection policy and part 1 of keeping children safe in education and consideration of referral to statutory services (and the police) will be implemented as appropriate • Safeguarding <ul style="list-style-type: none"> ○ The school will continue to have regard to the statutory safeguarding guidance keeping children safe in education ○ DSLs will be given more time, where possible, to: <ul style="list-style-type: none"> ▪ support staff and pupils with new safeguarding and welfare concerns ▪ handle referrals to children’s social care and other agencies where appropriate ○ In the event of an EHE notification, the school will consider whether a parent’s decision to educate at home gives greater cause for concern compared to remaining in school and will consider referral to the local authority in line with existing procedures • Contingency planning <ul style="list-style-type: none"> ○ If restrictions in schools are needed to help contain the spread of the virus, we may be asked to revise our delivery model for a short period of time. The Government has published a contingency framework, which has been updated and outlines how schools should operate in the event of any restrictions 		

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	<p>Measures for arriving at, and leaving the setting</p> <ul style="list-style-type: none"> • Staggered and separate entry to the school <ul style="list-style-type: none"> ○ Students eating breakfast at school are permitted into school through the main doors at 8am. These students go directly to the Concourse where they will eat breakfast in year group zones ○ All other students enter through six different entrances according to their year group. Students are permitted onto the school grounds from 8:15am where they remain in a defined waiting area. Students are allowed into the school buildings at 8.30am. Students clean their hands and make their way directly to their Form room where they sit at their desk until registration at 8.45am ○ Sixth Formers go direct to their designated Study Rooms if they are unavoidably early for their first lesson ○ Where Sixth Form students do not have a lesson period 1, they have been instructed to arrive shortly before their first lesson of the day through the main entrance and swipe in. If they have no option but to arrive earlier than 9.40am they go directly to the Y12 / Y13 designated study areas and work in there until it is time for their first lesson • Timings of the school day <ul style="list-style-type: none"> ○ To accommodate staggered breaks and lunch times the timing of the school day has been adapted • Staggered and zoned break and lunch times <ul style="list-style-type: none"> ○ Breaks and lunch times are staggered and students in each year group have different zone areas for both break and lunch ○ Yr12 eat lunch in the ONs clubhouse to further increase social distancing ○ Each year group has an outdoor zone and an indoor zone • Staggered and separate exit <ul style="list-style-type: none"> ○ Students in Years 7/8/9/12 leave on the 3.25pm bell through their specific exit according to their year group ○ Students in Years 10/11/13 leave on the 3.35pm bell through their specific exit according to their year group <p>Travelling to the setting</p> <ul style="list-style-type: none"> • We have encouraged parents, staff and students to walk or cycle to school if possible • Where staff or students need to use public transport, they should follow the safer travel guidance for 		

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	<p>passengers</p> <p>Other considerations</p> <ul style="list-style-type: none"> • Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual following guidance on supporting pupils at school with medical conditions <ul style="list-style-type: none"> ○ They, as well as supply teachers, peripatetic teachers or other temporary staff can move between schools and will continue to be used at NSB • Staff within these categories should ensure they minimise contact and maintain as much distance as possible from other staff • PPE will be used as appropriate to their role • The number of visitors in school will be kept to a minimum • All visitors MUST report to reception upon arrival to the school • All visitors to the school site will be given guidance on physical distancing and hygiene either on or before arrival • Staff should ensure that where visits can safely happen outside of school hours, they should • A record is kept of all visitors to the school site • Track and Trace QR code posters have been installed at each entrance and around the areas used for lettings • Visitors must wear face covering as per the current requirement • NTPP ITT sessions will take place remotely or in the ONs club house • Where a student routinely attends NSB school and another alternative education provision on a part time basis, for example because they are dual registered at a mainstream school and an alternative provision setting then we will work through the system of controls collaboratively, identifying and taking any necessary action to address relevant risks with the aim of jointly delivering a broad and balanced curriculum <p>Equipment</p> <ul style="list-style-type: none"> • Staff and students should have their own very frequently used equipment, such as pencils, pens, calculators, rulers and other basic maths equipment. These items should not be shared • Classroom based resources, such as books and games can be used and shared within a year group bubble; CTLs have liaised with RMU to ensure that equipment is cleaned regularly, along with all frequently touched surfaces • Where cleaning or disinfecting is not possible or practical, resources will have to be either: 		

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	<ul style="list-style-type: none"> ○ restricted to one user ○ left unused for a period of 48 hours (72 hours for plastics) between use by different individuals ● Students have been asked to limit the amount of equipment they bring into school each day ● Bags are allowed but students should minimise the number of bags they bring into school ● Students and teachers can take books and other shared resources home, although unnecessary sharing should be avoided <ul style="list-style-type: none"> ○ Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources <p>Parent pick-up and drop-offs</p> <ul style="list-style-type: none"> ● Parents have been communicated the process for dropping off and collecting students ● Parents have been reminded that gathering at the school entrance and otherwise coming onto the site without an appointment is not allowed 		
7	<p>Keep occupied spaces well ventilated</p> <ul style="list-style-type: none"> ● Mechanical ventilation systems have been adjusted to increase the ventilation rate wherever possible ● Systems have been adjusted to full fresh air or, if not, systems are operating as normal within a single room and supplemented by an outdoor air supply ● natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air ● natural ventilation – if necessary external opening doors may also be used (if they are not fire doors and where safe to do so) ● To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures could also be used as appropriate: <ul style="list-style-type: none"> ○ Opening high level windows (where available) in preference to low level to reduce draughts ○ Increasing the ventilation while spaces are unoccupied (for example between classes, during break and lunch, when a room is unused) ○ Staff have discretion to allow coats to be worn in classrooms during colder periods ● Heating will be used as necessary to ensure comfort levels are reasonably maintained particularly in occupied spaces ● The Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak 	Low	No

Hazards and Risks	Existing Control Measures	Risk Level following application of the control measures <small>(Very High, High, Medium, Low)</small>	Further Actions Yes/No <small>(If Yes See Actions)</small>
	and CIBSE coronavirus (COVID-19) advice provides more information and has been considered by Estates		
8	<p>Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary</p> <p>Face coverings are not classified as PPE (personal protective equipment). PPE is used in a limited number of settings to protect wearers against hazards and risks, such as surgical masks or respirators used in medical and industrial settings. A face covering is a covering of any type which covers your nose and mouth. Most staff in schools will not require PPE beyond what they would normally need for their work</p> <ul style="list-style-type: none"> If a pupil already has routine intimate care needs that involve the use of PPE, the same PPE will continue to be used <p>Additional PPE for coronavirus (COVID-19) is only required in a very limited number of scenarios, for example, when:</p> <ul style="list-style-type: none"> a pupil becomes ill with coronavirus (COVID-19) symptoms, and only then if a 2 metre distance cannot be maintained performing aerosol generating procedures (AGPs) <p>When working with children and young people who cough, spit or vomit but do not have coronavirus (COVID-19) symptoms, only any PPE that would be routinely worn, should be worn</p> <ul style="list-style-type: none"> PPE is available in the First Aid room behind reception The guidance on safe working in education, childcare and children’s social care will be followed where required to inform: <ul style="list-style-type: none"> when and how PPE should be used what type of PPE to use how to source it 	Low	No
9	<ul style="list-style-type: none"> The school will follow the guidance set out in the Guidance Coronavirus (COVID-19) asymptomatic testing in schools and colleges 	Low	Yes
2 Response to any infection			
10	<ul style="list-style-type: none"> An Asymptomatic Test Site (ATS) is set up in the sports hall to conduct rapid tests. All students will be offered a test before they return to the classroom. A further 2 tests will be offered then home test kits can be issued following 3 tests conducted at the ATS. Staff are provided with home test kits and should test twice per week The guidance Coronavirus (COVID-19) asymptomatic testing in schools and colleges is followed along with the guidance documents found on the Government Google resources drive The school has a small supply of Coronavirus (COVID-19) PCR test kits which will only be offered in the exceptional circumstance when an individual becomes symptomatic and the Headmaster believes they may 	Low	Yes

Hazards and Risks	Existing Control Measures	Risk Level following application of the control measures <i>(Very High, High, Medium, Low)</i>	Further Actions Yes/No <i>(If Yes See Actions)</i>
	<p>have barriers to accessing testing elsewhere</p> <ul style="list-style-type: none"> • QR code Test and Trace posters are displayed at entrances and around areas where lettings may take place • Staff members and parents/carers understand that they will need to be ready and willing to follow the current government Test and Trace procedures https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ <ul style="list-style-type: none"> ○ Book a test ○ Self-isolate ○ Recently travelled from certain other countries 		
11	<p>Manage confirmed cases of coronavirus (COVID-19) amongst the school community</p> <ul style="list-style-type: none"> • The Headmaster will take swift action when he becomes aware that someone someone who has attended has tested positive for coronavirus (COVID-19) having developed symptoms and taken a PCR test outside of school <p>The Headmaster and Senior Leadership Team have details how to contact the Public Health England health protection team for support if required. This can be reached by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case</p> <p>PHE East Midlands Health Protection Team: Public Health England, Seaton House City Link, Nottingham, NG2 4LA. 0344 2254 524</p> <ul style="list-style-type: none"> • Based on their advice, the school must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate immediately and for the next 10 full days counting from the day after contact with the individual who tested positive <ul style="list-style-type: none"> ○ Close contact means: <ul style="list-style-type: none"> ▪ anyone who lives in the same household as someone with coronavirus (COVID-19) symptoms or who has tested positive for coronavirus (COVID-19) ▪ anyone who has had any of the following types of contact with someone who has tested positive for coronavirus (COVID-19) with a PCR or LFD test ▪ face-to-face contact including being coughed on or having a face-to face conversation within 1 metre ▪ been within 1 metre for 1 minute or longer without face-to-face contact ▪ sexual contacts ▪ been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day) 	Low	Yes

Hazards and Risks	Existing Control Measures	Risk Level following application of the control measures <small>(Very High, High, Medium, Low)</small>	Further Actions Yes/No <small>(If Yes See Actions)</small>
	<ul style="list-style-type: none"> ▪ travelled in the same vehicle or a plane • Household members of those contacts who are sent home do not need to self-isolate themselves unless the pupil or staff member who is self-isolating subsequently develops symptoms, unless they have been told to self-isolate by NHS Test and Trace or their public health protection team, in which case they must self-isolate • If someone in a class or group that has been asked to self-isolate develops symptoms themselves within the 10 days from the day after contact with the individual who tested positive, they should follow guidance for households with possible or confirmed coronavirus (COVID-19) infection. They should get a test, and <ul style="list-style-type: none"> ○ if the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period. This is because they could still develop coronavirus (COVID-19) within the remaining days ○ if the test result is positive, they should inform their school immediately, and should isolate from the day of onset of their symptoms and at least the following 10 full days. Their household should self-isolate starting from when the symptomatic person in their household first had symptoms and the next 10 full days, following guidance for households with possible or confirmed coronavirus (COVID-19) infection • Records of students and staff in each group and any close contact that takes places between children and staff in different groups will be maintained 		
12	<p>Contain any outbreak by following local health protection team advice.</p> <ul style="list-style-type: none"> • If an outbreak is confirmed (two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected the Headmaster will escalate the issue to the local health protection team where necessary who advise if additional action is required • If a parent or carer insists on a pupil attending school, the Headmaster can take the decision to refuse the pupil if, in reasonable judgement, it is necessary to protect staff and students from possible infection with coronavirus (COVID-19) • The Sports Hall car park has been identified to be able to house a Mobile Testing Unit (MTU) if required 	Low	No

ACTION PLAN (Additional Control Measures Required/Recommended Actions)		
Hazards and Risks		Recommended Actions
1	Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school when an individual develops coronavirus (COVID-19) symptoms or has a positive test	<ul style="list-style-type: none"> • Headmaster continues to communicate updates on the revised requirements to staff and parents
2	Ensure face coverings are used in recommended circumstances	<ul style="list-style-type: none"> • SS to continue to monitor
6	Consider how to minimise contact across the site and maintain social distancing wherever possible	<ul style="list-style-type: none"> • SS to continue to monitor
9	Promote and engage in asymptomatic testing, where available	<ul style="list-style-type: none"> • RMU to maintain the Blue Room ATS ready for testing
10	Promote and engage with the NHS Test and Trace process	<ul style="list-style-type: none"> • SS to continue to Track and Trace when a positive case has been identified
11	Manage confirmed cases of coronavirus (COVID-19) amongst the school community	<ul style="list-style-type: none"> • SS to continue be available to manage confirmed cases