

MENDIP STUDIO SCHOOL RISK ASSESSMENT FOR TEACHING AND SUPPORT STAFF

Date of Risk Assessment: 21/05/2020, updated 10.06.20

Signed: BRUCE HAIN

Countersigned: CoG, Dennis Lewis

Covid-19 is an illness that can affect your lungs and airways. Symptoms can be mild, moderate, severe or fatal. Staff who are unable to work at home or who are supervising pupils can continue in their workplace provided it is safe to do so and this means taking precautions against the transmission of Covid-19 and following the Government's "Social Distancing" guidelines and *Coronavirus (COVID-19): Implementing protective measures in education and childcare settings*. This risk assessment is for teaching and support staff and should be adapted by each of MNPS schools. The document must be adapted to reflect the unique circumstances in your school. You need to add any additional controls and indicate who is responsible, by when and indicate when in place (ie you must complete the last 3 columns) There is an expectation that staff will work at a distance from each other. If staff are working totally alone in the school, please ensure that a lone-working assessment has been undertaken and safeguards put in place for that person. You will need to review other risk assessments you have in place, for example use of outdoor play equipment and practical lessons.



HAZARD: Spread of Covid-19 Coronavirus

Who Might be harmed:

- Staff
- Pupils
- Visitors to your premises
- Contractors
- Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions
- Anyone else who physically comes into contact with another person

DOCUMENT KEY: Bruce Hain (BH), Headteacher; Chris Hobbs (CHO), Business Manager; Nic Willcox (NWI), School Administrator

Risk topics	Additional Controls	Action by whom?	Action by when?	Done
<p><u>Building safety</u></p> <ul style="list-style-type: none"> • The site team (or mobile team) will continue with all compliance checks (fire safety etc). • Competent Contractors will continue to carry out specialist testing • Site team will carry out and record flushing for water outlets not having normal use. • Where practicable, competent contractor inspections and any associated remedial works will continue to maintain the school. 	<p>The Business Manager will inspect health and safety records to confirm that compliance checks have been carried out. Currently all inspections are up to date.</p> <p>We have reviewed our arrangements for fire evacuation and have determined that these do not need any significant changes. Staff and students will be reminded of the procedures and advised of the nearest exit in the rooms they are using.</p> <p>In the event of a fire teachers will escort students as a group to the nearest exit. They will know their nearest exit and information posters will be displayed in all rooms. There will be 2 metre distance markers on all exit routes to the MSS car park. If appropriate to the situation, the teacher responsible for the group will maintain distances.</p> <p>Students assemble by group with their group teacher for that day.</p> <p>Writhlington School on our campus currently has building works on site due to roof repairs. The areas in use by contractors will be marked off and out of bounds. Contractors will not come into contact with students.</p>	<p>CHO</p> <p>BH</p> <p>CHO</p>	<p>01.06.20</p> <p>01.06.20</p> <p>01.06.20</p>	<div style="background-color: #92d050; width: 100%; height: 100%;"></div>
<p><u>First Aid</u></p>				<div style="background-color: #ff9900; width: 100%; height: 100%;"></div>


<ul style="list-style-type: none"> The Headteacher will issue a revised First Aider list and ensure that all staff are aware of the nominated person each day 	<p>First aider list will be prominently displayed at reception.</p> <p>First aiders will be briefed on handling suspected Covid-19 illness that occurs in school, by DTA</p> <p>PPE will be available for first aiders including face masks and gloves. A visor will also be available if required. These will be located in the designated First Aid room - Mendip Snug, opposite downstairs disabled toilets..</p> <p>If a student needs first aid (definition below) then the staff member should send a student to MSS office to ask for the first aider to come to the student, equipped with the necessary PPE.</p> <p><i>First aid is promptly helping people who are suddenly sick (illnesses) or hurt (injuries or body damage). For example, first aid is used at accidents to help an injured person until they receive medical treatment (help by doctors, nurses or ambulances).</i></p> <p>If a student is unwell, they will be removed from their group and asked to wait in the Conference Room (this room has been set aside for this purpose during the period that students are coming in for lessons) to ensure they are kept apart from others until a parent comes to collect them.</p> <p>The disabled toilet downstairs will be used for the first aid provision, if necessary, and conference room for dry treatment and waiting for collection.</p> <p>The cleaning team will be briefed on cleaning arrangements following first aid incidents and any suspected Covid 19 illness - if the downstairs disabled toilet has been used for first aid, it will immediately be cleaned, as necessary.</p>	<p>NWI</p> <p>DTA</p> <p>DTA</p> <p>CHO</p> <p>CHO</p>	<p>01.06.20</p> <p>01.06.20</p> <p>01.06.20</p> <p>01.06.20</p>	
<p><u>Staff working</u></p>				


<ul style="list-style-type: none"> Staff who are “extremely clinically vulnerable” will not be expected to work in school during the current period. Staff who are “clinically vulnerable” will only work if sufficient safeguards are in place. Schools will follow the government guidelines. 	<p>Headteacher/appropriate leader will be aware of members of staff in these vulnerable groups and will keep in touch regarding appropriate work at home or in school where safeguards are in place.</p> <p>Consultation with staff took place w/b 18.05.20 and identified staff in both groups. Extremely vulnerable staff have not been used on any rotas and will be issued appropriate work from home.</p>	BH	01.06.20	
<p><u>Hand Washing</u></p> <ul style="list-style-type: none"> Hand washing facilities with soap and water will be in place. Stringent hand washing will be taking place. See hand washing guidance. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ Drying of hands will be with disposable paper towels rather than dryers https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-virus-es-than-hand-dryers-17-04-2020/ Gel (alcohol-based) sanitisers will be available in any area where washing facilities are not readily available including in classrooms, reception, staff rooms 	<p>Staff and pupils will be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. They will also be reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands.</p> <ul style="list-style-type: none"> Posters (appropriate to setting) are displayed throughout the school reminding pupils to wash their hands for 20 seconds Pupils must wash their hands on arrival, before and after break and having lunch, after sneezing/using tissue (built into practices and procedures planned for pupils being in school). <p>For handwashing on arrival, students will wait on Social Distancing (SD) markers outside the main entrance to the building. Entry will be permitted at intervals in order to allow students to wash hands in downstairs student toilets. Paper towels will be used to dry hands and the school’s hot air hand dryers have been taken out of use. The following locations will be used for handwashing throughout the remainder of the day:</p>	<p>NWI</p> <p>BH</p> <p>NWI</p>	<p>01.06.20</p> <p>01.06.20</p> <p>01.06.20</p>	

	<p>Downstairs toilets for unisex use, one person at a time.</p> <p>There will be support for pupils who have trouble washing their hands correctly (member of staff available at basins to ensure social distancing).</p>			
<p><u>Cleaning</u></p> <p>We will follow the COVID-19: cleaning of non-healthcare settings guidance COVID-19: cleaning of non-healthcare settings guidance</p> <p>There will be frequent cleaning and disinfecting of objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods. Also requiring more regular cleaning will be books, desks, sinks, toilets and handrails. Doors can be left open to prevent the more frequent use of handles provided these are not fire doors.</p>	<p>The Headteacher, in liaison with the Business Manager, will check that cleaners are aware of guidance and have an appropriate regime. An updated guidance document has been provided to the cleaning supervisor and a training session will be held.</p> <p>We have organised cleaning to take place throughout the school day so that regularly touched surfaces can be wiped down and bins emptied more frequently. Other staff will also have access to anti-bacterial spray for wiping areas around workstations and quick wiping of surfaces in work areas.</p> <p>Business Manager will conduct an inspection of cleaning and review cleaning checksheets on a daily basis.</p>	<p>CHO</p> <p>CHO</p> <p>CHO</p>	<p>01.06.20</p> <p>01.06.20</p> <p>01.06.20</p>	
<p><u>Social Distancing for staff</u></p> <p>Social Distancing: We will reduce the number of persons in any area to comply with the 2-metre (6.5 foot) gap recommended by Public Health England the Public Health Agency https://www.gov.uk/government/publication</p>	<p>To help reduce the spread of coronavirus (COVID-19) we will be reminding everyone of the public health advice - https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance</p>	<p>BH</p>		

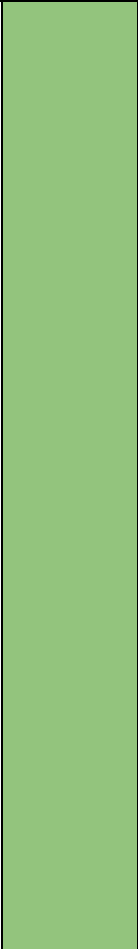
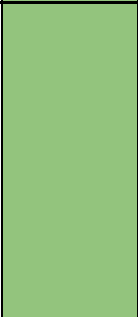
<p>s/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</p> <p>We will ensure that the same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days.</p> <p>We will take steps to review work schedules including start and finish times where this is possible for teaching staff.</p> <p>Staff who are able to fulfil their duties from home will be encouraged to do so.</p> <p>We will take steps to review work schedules including start & finish times where this is possible for support staff.</p>	<p>Posters, leaflets and other materials will be displayed prominently https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. This will be communicated over email the week before using guidance from www.gov.uk and daily for staff in school during the morning before students arrive.</p> <p>Management checks will take place to ensure this is adhered to by:</p> <ul style="list-style-type: none"> ● Daily checks for the required signage ● Daily reminder email to all staff about Social distancing measures and cleaning requirements <p>Staffing arrangements have been put in place to ensure as far as possible, whilst meeting the children’s curriculum needs, we are keeping the same staff with the same groups</p> <p>Information has been gathered from all staff so that the school can support any need for flexibility.</p> <p>To be reviewed regularly, at least weekly.</p> <p>To be reviewed on a case by case basis.</p>	<p>NWI</p> <p>BH</p> <p>BH</p> <p>BH</p> <p>BH</p> <p>BH</p> <p>BH</p> <p>CHO</p>	<p>01.06.20</p> <p>01.06.20</p> <p>01.06.20</p> <p>31.05.20</p> <p>31.05.20</p> <p>31.05.20</p> <p>31.05.20</p>	
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<p>should only include “absolutely essential” participants, who should remain two metres apart.</p> <p>Staff at reception areas should be able to rearrange their work space to enable them to maintain a distance from visitors. Hand gel will be available on reception and should be used by all visitors to the school. Pens for signing in will not be shared.</p>	<p>During times of face-to-face meetings, the conference room will be used which has a diameter of in excess of two metres, ensuring social distancing measures are employed, while no more than four people, equally spaced, sit around the table.</p> <p>The school has an enclosed reception and office space, with a glass window.</p>	<p>CHO/BH</p>		
<p><u>Social Distancing and reduction of mixing – pupils</u></p> <p>We will follow the guidance set out in <i>Coronavirus (Covid-19): implementing protective measures in education and childcare settings</i>.</p> <p>Social distancing of 2 metres will be encouraged and expected. Where it is not possible, mitigating steps will be taken.</p> <p>There will be no more than 15 pupils per small group and one teacher (and/or teaching assistant). If the room size dictates, we will reduce the size of the class further. Desks will be placed as far apart as possible.</p> <p>We will ensure that pupils only mix in a small, consistent group and that small groups will</p>	<p>Staff should implement the recommended measures as far as they are able, whilst ensuring children are kept safe and well cared for.</p> <p>Summary of mitigation used to ensure social distancing:</p> <ul style="list-style-type: none"> ● Bubble groups - no more than 10 students in one group. They will remain in that group for the period of this provision. ● One way system and markers on floors ● 2m at all times ● Recommend change of clothes every day ● Own packed lunch ● No sharing of equipment ● Allocated seat in the classroom ● Different exits to be used ● Staggered break and lunch ● Allocated break and lunch areas ● Wash hands before and after break and lunch ● Limit the number of people students and staff have contact with 	<p>BH</p>	<p>31.05.20</p>	

<p>stay away from other people and groups. As far as possible the group will remain in the same area and avoid using areas already used by other groups.</p> <p>The Headteacher/senior leader will plan how each class will be used and create a seating/layout plan. If possible children will use the same desks each day.</p> <p>As much as possible we will prevent the sharing of food, drink, utensils, equipment.</p>	<p>at break and lunch</p> <ul style="list-style-type: none"> ● Hand sanitizer in all classrooms ● Computer wipes in all classrooms ● Delivery of FSM to rooms to avoid larger group in R&D hub ● Regular cleaning of spaces used by students (especially toilets) ● Limited number of staff on rotation for any given group <p>Teachers and other staff will use age appropriate ways to encourage children to follow social distancing, hand-washing and other guidance. They should encourage parents/carers to reinforce these messages at home, by asking them to remind their children. Using the material from www.gov.uk and adapted for the age group and shared with parents via schoolcomms.</p> <p>‘Bubble’ groups established and maintained for the period of this provision. There will be a limited rota of staff to oversee each group on a rotation basis. One computer will be allocated to each student. This will not change.</p> <p>Seating plan to be established and drawn up by the staff member on the first day. This will remain the same for the next 2 weeks and will be displayed on the wall of each room and outside the room.</p> <p>Finalized timetable, click here for w/b: 01.06.20</p> <p>Students to be allocated a desk via a seating plan - to remain at that desk throughout that session. Seating plan to be displayed in the</p>	<p>BH</p> <p>BH</p>	<p>01.06.20</p> <p>01.06.20</p>	
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<p>Items that are difficult to clean will be removed from classrooms.</p> <p>We will consider the best place and timings for lunch. If it is not possible to provide sufficient distance and in order to prevent mixing of</p>	<p>room and outside of the room</p> <p>At break and lunch, groups of students will be allocated outside space for them to use. They must not liaise with students in other groups and staff will be on duty to ensure this.</p> <p>Leaders will review each classroom to be used and identify any items to be removed.</p> <p>Students will be expected to bring their own packed lunch to school. Where a student is in receipt of FSM, lunches will be delivered to the room where that pupil is allocated 5 mins before lunch. Pupils can go to the allocated area for their break which will be monitored for SD guidelines by BH and leaders present on the day.</p> <p>Students will be split into 2 groups Rooms in the same corridors have been allocated areas that give maximum separation between entry and exit for break and lunch.</p> <p>Entry and Exit to the school during the school day: Exit to be used: R2: Front entrance R6: Exit to back of MSS</p> <p>When pupils re-enter their allocated room (having followed the one way system into school), they will be expected to use hand sanitizer as they enter or have washed their hands. They will enter the school via the same exit they used.</p>	<p>BH</p> <p>BH</p> <p>BH</p> <p>BH</p>	<p>01.06.20</p> <p>01.06.20</p> <p>01.06.20</p> <p>01.06.20</p> <p>01.06.20</p>	
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<p>groups, lunch may be brought into the classroom.</p> <p>Practical lessons will have the risk assessment reviewed to identify if necessary cleaning of equipment can be managed.</p> <p>We will not hold assemblies.</p>	<p>Risk assessments have been reviewed and practical lessons will not be taking place.</p>	<p>CHO</p>		
<p><u>Arrival at school</u></p> <p>To support social distancing and to avoid gatherings we will stagger the arrival of pupils (and staff) at school).</p> <p>We will review entrances and exits to identify where a class has its own discrete entrance/exit that avoids contact with other groups.</p> <p>We will review entrances and exits and nominate who should use each one in order to restrict the numbers at any one time.</p>	<p>Due to the numbers of children expected in school in the first instance Sixth form students will arrive at 8:50 to start at 9:00. Year 10 students will arrive at 9:00 to start at 9:10.</p> <p>All staff members to oversee drop off and entry to school. 2 metre markers will be displayed on the run up to the entrance to the school from the coach park.</p> <p>Students to wait on Social Distancing (SD) markers outside the main entrance. Entry permitted at intervals in order to allow students to wash hands in downstairs toilets. Paper towels to be used to dry hands and bins to put them in.</p> <p>They then go to their allocated room - greeted by staff and expectations given.</p> <p>Students should be encouraged to wash their hands before and after break at the toilets allocated to that group (see timetable). SD</p>	<p>BH</p> <p>BH</p> <p>BH</p>	<p>01.06.20</p> <p>01.06.20</p> <p>01.06.20</p>	

<p>Consideration will be given as to whether any different arrangements are necessary for the arrival of contractors to site.</p>	<p>guidelines to be followed and monitored by staff.</p> <p>Students can go to the allocated area (map available) for their break which will be monitored for SD guidelines by eladers on that day. Teachers of each group can then take a break.</p> <p>Exit to be used:</p> <p>As above.</p> <p>When pupils re-enter their allocated room (having followed the one way system into school), they will be expected to use hand sanitizer as they enter. They will enter the school via the same exit they used.</p> <p>End of Day</p> <p>All staff to ensure social distancing whilst waiting for transport.</p> <p>Exit to be used: Main entrance</p> <p>As above.</p> <p>Contractor access times will be restricted and there will be no contractor movements during certain periods according to the time table.</p>	<p>CHO</p>	<p>01.06.20</p>	
<p><u>Movement around the school</u></p> <p>Lessons will be planned to reduce the movement around the school.</p> <p>If possible we will design a one-way system around the school.</p>	<p>Students will have designated areas, workstations and outdoor recreation areas. These will remain in place throughout their time in school to reduce contact with others. Toilets and outdoor areas are allocated to groups of students in a room so their contact with others in school is minimised. The staggered break and lunchtime will further reduce the contact with others outside their group.</p>	<p>BH</p>	<p>01.06.20</p>	

<p>We will avoid queues (eg outside of classrooms)</p>	<p>Only the ground floor will be used by students.</p> <p>Staff and students should walk on the left of any corridor e.g. route to and from toilets, route from main entrance to R&D hub.</p> <p>Where we cannot eliminate the need to queue we will put up signage or mark the floor to delineate distance to be maintained.</p>	<p>BH</p>	<p>01.06.20</p>	
<p><u>Use of downstairs toilets only</u></p> <p>Toilet use will be staggered and restricted to one student (or staff member) at a time. Toilet use will be monitored to ensure social distancing insofar as it is possible, by checking in at MSS office first. All children will be required to wash hands for 20 seconds after using the toilet.</p>	<p>Downstairs student toilets will be unisex use for this period. Downstairs “disabled” toilet will be used exclusively by staff or those with disabilities</p> <p>Staff and students will check in with the MSS office for monitoring purposes.</p> <p>There will be support for students who have trouble washing their hands correctly (member of staff available at basins, if necessary to ensure hygiene)</p> <ul style="list-style-type: none"> • The school has hot air hand dryers and these will be taken out of use and paper towels will be made available 			

<p><u>Use of outdoor space</u></p> <p>When possible, we will use outdoor space as this can limit transmission and allow distance between children</p> <p>Outdoor equipment should not be used unless the school can clean appropriately between groups of children and multiple groups do not use it simultaneously.</p> <p>Play time will take place in discrete groups. Where necessary the playground will be marked out into designated areas</p>	<p>Each group will have its own designated outdoor area (this will be marked out) and will be able to use this space at the discretion of the teacher.</p> <p>No outdoor equipment will be used - if a need occurs then this point will be reconsidered</p> <p>Designated areas will be signposted for each group of students:</p> <ul style="list-style-type: none"> ● Area behind MSS building, opened from R6 doorway only. ● Picnic benches in front of MSS building, by students from R2 ● Signage to delineate the areas 	<p>BH</p> <p>NWI</p>	<p>01.06.20</p> <p>01.06.20</p>	
<p><u>PPE: gloves</u></p> <p>When possible, spillages etc. should be cleared by the cleaning staff. If these staff are not available, then disposable gloves must be worn. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p> <p>Gloves will be worn for the administration of all First Aid and for support children with toileting, nappy changing etc</p> <p><u>PPE: Face masks</u></p>	<p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing and that gloves can also spread the virus by:</p> <ul style="list-style-type: none"> ● Daily email to all staff about hand washing expectations, including relevant promotion through signage and daily briefing ● Signs in all used areas, including classrooms, toilet areas, office spaces and servery 	<p>BH/NWI</p>	<p>01.06.20</p>	

<p>In non-health care settings there is currently no requirement or guidance for face masks. However, the schools will have disposable masks available for use should the guidance change and for situations where an urgent requirement to break the social distancing guidelines is required (in early years or primary setting or during first aid need for example). Those staff who wish to wear a face mask may request one.</p> <p>Staff should remember that current guidance emphasises good distancing and handwashing behaviours above all else.</p>	<p>Face masks and visors will be available at the site office and in the designated First Aid room. Staff will follow current guidance on how to fit, use and dispose of face masks.</p>		01.06.20	
<p><u>Symptoms of Covid-19 – staff</u></p> <p>If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance. Staff who work in our schools are eligible for testing and this should take place when appropriate. Here is the guidance to access testing https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</p> <p>Line managers will maintain regular contact with staff members during this time.</p>	<p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected by:</p> <ul style="list-style-type: none"> • Weekly contact through 'phone call to ensure staff member is in receipt of any support that is needed <p>The person who has shown symptoms will need to self -isolate for 7 days.</p> <p>Where Covid-19 is confirmed, the rest of the class or group will be sent home and advised to self-isolate for 14 days</p>	BH	01.06.20	

<p>Government guidelines will be followed in relation to return to work.</p>				
<p><u>Symptoms of Covid-19 – pupils</u></p> <p>The school will designate (if possible) a specific identified room (or area) to isolate someone who shows symptoms of Covid-1</p> <p>Any pupil who displays signs of being unwell will be moved to the isolation room whilst awaiting collection (whilst still ensuring the pupil is safe).</p> <p>Areas used by unwell pupils who need to go home will be thoroughly cleaned once vacated.</p> <p>Unwell pupils waiting to go home, should use different toilets (if possible) to the rest of the school to minimise the spread of infection. These facilities should then be cleaned prior to use by others</p>	<p>The conference room will be used as an isolation point prior to pick by the parents, when a child is identified as showing symptoms of Covid-19. They are to use the downstairs disabled toilets, if needed</p> <p>This room and the toilets will be cleaned once the child has left.</p> <p>Cleaning staff to be made aware of the requirements following a potential infection</p> <p><i>Children showing symptoms will be isolated immediately, and required to take a test for Covid 19 before returning to school. Their siblings living in the same home will also be sent home. If the child tests positive, they and their family members must be isolated for 14 days. The members of the child's learning bubbles' parents must also be informed, and must all isolate for 14 days.</i></p> <p>The expectations to be communicated to parents/carers following pick up via email and call. If the child shows symptoms in school, they will be removed to the conference room and await pick up.</p> <p>Where Covid-19 is confirmed, the rest of the class or group will be sent home and advised to self-isolate for 14 days. To be communicated by email and calls immediately following the pick up of children</p>	<p>NWI</p> <p>CHO</p> <p>NWI</p> <p>BH</p>	<p>02.06.20</p> <p>31.05.20</p> <p>0.1.06.20</p> <p>01.06.20</p>	
<p><u>Confirmed Covid-19 and Riddor reporting</u></p>				

<p>There may be a requirement for RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) if:</p> <ul style="list-style-type: none"> • An incident at work as led to possible or actual exposure to Covid-19 • A member of staff has Covid-19 caused by exposure at work 	<p>The Headteacher, liaising closely with the Business Manager, will seek advice prior to making Riddor reports. This will be through the Services Director. If reports are needed these will be made on our behalf through B&NES</p>	<p>CHO</p>	<p>01.06.20</p>	
<p><u>Transport arrangements</u></p> <p>We will encourage parents and children to walk or cycle where possible and will signpost to government guidance.</p> <p>We will make any necessary arrangements and communications in relation to start and finish times</p> <p>The MAT senior leadership will engage with transport providers in relation to the appropriate steps they will take to mitigate risk. <i>(We await the issuing of Government guidance on this topic).</i></p>	<p>This will be mediated through communications from the Trust CEO to parents/carers.</p> <p>Trust CEO and Hedteacher will liaise with local authority regarding transport arrangements. UPDATE: students will have to make their own arrangements for transport.</p> <p>Parents are informed of the times that the school starts and ends. In the same communication, parents will be encouraged to ask their children to walk, cycle or to be brought to school by car.</p> <p>Once the list of students coming into school is finalised, their transport needs will be addressed and plans put in place for individuals.</p>	<p>AWI</p> <p>AWI</p> <p>BH</p> <p>BH</p>	<p>01.06.20</p>	
<p><u>Communications</u></p> <p>The Trust will communicate with staff and parents to make it clear that those who have coronavirus symptoms or who have someone</p>	<p>The Trust's CEO communicates regularly with parents/carers and staff.</p>	<p>SCR</p>		

<p>in their household who does, do not attend school.</p> <p>The school will effectively communicate local arrangements for school regarding arrival/departure times and arrangements for transport.</p> <p>The school will communicate with parents regarding the arrangements for drop off and collection in order to avoid gatherings outside of school.</p> <p>We will tell parents that only one parent should attend if their child needs to be accompanied.</p> <p>We will communicate with contractors coming to site so they are aware of appropriate arrival times, entrances/exits to use and procedures that are in place.</p>	<p>Letter to all staff and parents Communication via website when group sizes are expanded</p> <p>UPDATE: Sharing of a preparatory video and accompanying letters making explicit key aspects of this risk assessment will be sent to all those returning to school before they do so.</p>	<p>BH</p> <p>BH</p>	<p>31.05.20</p> <p>11.06.20</p>	
<p><u>Environmental issues</u></p> <p>Schools with air conditioning will keep this turned off as much as possible to avoid the recirculation of air. Natural ventilation is encouraged and windows should be opened where it is safe and appropriate.</p> <p>Where lights need to be turned on, these</p>	<p>Site Manager has been instructed to disable aircon in teaching spaces (though still required for cooling of IT in server rooms). Staff to be instructed to open windows for natural ventilation and to close at end of day.</p>	<p>CHO</p>	<p>31.5.20</p>	

<p>should be left on (frequent touching of switches to be avoided)</p>				
<p><u>Mental and Physical Health</u></p> <p>Management will promote mental health and wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help. Staff can call the Employee Assistance Helpline at any time (0800 030 5182)</p> <p>Other guidance: https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</p> <p>UPDATE: BAME ethnic group members have been disproportionately affected by the Coronavirus.</p>	<p>Leaders, as relevant to our school setting will be required to oversee this by:</p> <ul style="list-style-type: none"> ● All staff to be made aware of the employee assistance helpline ● Regular touching base with line managers to all staff - cascaded through roles ● All staff to have contact numbers of key staff for immediate support ● Where staff are presenting as vulnerable or in crisis then action regarding rota and duties reviewed <p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation.</p> <p>Regular communication of mental health information and open door policy for those who need additional support. Also, the Headteacher will refer to MAT Central HR team when in doubt.</p> <p>Frequent and regular dialogue between Headteacher and staff belonging to BAME, to ensure that they are reassured of the reduction of risk and associated methods and their welfare prioritized.</p>	<p>BH</p>	<p>01.06.20</p>	