

COVID-19 Risk assessment – Opening schools safely

The risk assessment template below sets out the known hazards and important controls that have been advised either by the Government/DfE, the World Health Organisation (WHO), Public Health England (PHE), NHS (safe practice) or good practice (unions/other sources). There are some specific issues that are addressed in the risk assessment but for clarity please read the following Government advice to schools:

Personal Protective Equipment (PPE) including face covering and face masks:

Wearing a face covering or facemask in schools or other education settings is **not** recommended.

Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained, for example on public transport or in some shops. This **does not apply** to schools or other education settings.

Schools and other education or childcare settings **should** therefore **not require** staff, children and learners to wear face coverings.

The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others.

PPE is only needed in a very small number of cases including:

- Children, young people and students whose care routine already involves the use of PPE due to their **intimate care needs** should continue to receive their care in the same way;
- If a child, young person or other learner becomes **unwell with symptoms of coronavirus** while in their setting and needs direct personal care until they can return home. A facemask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a facemask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.

For **secondary schools and colleges**, the same principle of halving classes will normally apply. It is also sensible to rearrange classrooms and workshops with sitting positions 2 metres apart. Where very small classes might result from halving, it would be acceptable to have more than half in a class, provided the space has been rearranged. Again, support staff may be drawn on in the event there are teacher shortages, working under the direction of other teachers in the setting. From June 15th Government guidelines allow for 25% of the Yr12 and 10 cohort to be in school on any one day. At Logic this will be 25% of the combined cohort. Vulnerable Priority students, outside of these years, do not count in the 25%

Additional considerations for planning to re-open schools to more students and staff:

The NASUWT has provided some additional information for its members that schools could consider, these are outlined below and on the following link: <https://www.nasuwt.org.uk/advice/health-safety/coronavirus-guidance/requirements-for-reopening-of-schools.html>

The school should consider further measures and areas during the completion of the initial risk assessment and as the assessment is reviewed during the daily occupation of the school at this time. This includes assessing the availability of staff for all activities during the school day, including lunchtime, break supervision, and to provide support for pupils with special or additional needs, taking into account the following:

- Staff who have underlying medical conditions (as defined in government guidance);
- Staff who are subject to shielding or are in a household where someone is shielding;
- Staff who are self-isolating, and staff on maternity or any other form of leave, and will, therefore, not be available for work;
- The availability of supply staff to cover any vacancies or long-term absences.
- No agency short term supply staff will be used.

Individual risk assessments for specific pupils should be reviewed to ensure they include provision for safe practice during this time and taking into account the risk of coronavirus. This may include additional assessments of students who previously were not assessed to need one. This may include the following students:

- Pupils who have not previously needed a risk assessment but who in the new circumstances may pose a risk;
- Pupils who need specific care, which cannot be delivered whilst ensuring social distancing;
- Potentially violent pupils, especially those with known risk of spitting and or requiring physical restraint.

The SEN coordinator and other affected staff should be consulted when reviewing or writing such assessments.

COVID-19 Testing:

The government are now allowing testing of all [people with symptoms including children.

Health and Safety Risk Assessment – COVID-19 Risk assessment – Opening schools safely

Academy/ School	Tudor Park - Springwest and Logic - some minor specific arrangements of movement and organisation are different between the two schools	Assessment No.	3
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Site		Location	
Subject of Assessment	Opening of schools from 15th June to Yr 11 and Yr 12 - 25% of the cohort on any one day		
Assessed by		Date	27th th May 2020
		Review date	20th June 2020
Details of workplace/activity	Students and employees partaking in school activities within the school premises, including general classroom activities, break-times, playgrounds, pick-up and drop off (where applicable), First Aid and external visitors to the School.	Persons Affected (Who may be harmed)	
		Students, Employees, Contractors and Visitors.	

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
1.	Spread/contraction of COVID-19 due to interaction with a person who has symptoms of the disease, a person who may be asymptomatic or lack of information.	<p>We have a clear, simple, polite message displayed at entry points, regarding the following COVID-19 controls whilst in the building:</p> <ul style="list-style-type: none"> ● Do not enter if you have COVID 19 symptoms ● Stay 2 metres apart ● Follow social distance markings ● Wash your hands ● Respect others <p>Increased handwashing facilities have been located outside on the Hard Play area. Flow of hot water has been improved in toilet facilities for staff and students. Air</p>	Low	Reinforced and induction

		<p>dryers disconnected and single paper towels in place. Wall mounted sanitisers positioned at all entrances and corridor locations throughout the school.</p> <ul style="list-style-type: none"> ● The school has informed parents, students, carers, employees and visitors not to enter the school if they are displaying any symptoms of coronavirus (following the COVID-19 guidance for households with possible coronavirus infection); ● Teaching groups are no larger than 15 and usually between 8 and 12 in size. Each classroom has been measured for capacity and tables set up with 2 metre radius. Students remain in these groups (pods) and do not mix. Each pod will have no more than 3 teachers and maybe one TA on any one day. This will help to make track and trace easier. Staff and students displaying symptoms must be tested and must let the school know immediately the outcome of their test. ● Each pod will always have their learning session in the same classroom with students sat at the same desk. During this phase of opening the classroom will not be used by any other pod at any time. ● All classroom lettings have been cancelled. ● Parents receive instructions on new school times for their child and the protocols set out for attending the school i.e. should remain 2m apart from others, should follow staff instruction and must not congregate outside the school or on their way to and from the school; ● Every student and parent is invited to an induction session before returning to school. No student can return without having an induction session. If parents can not attend, they will have had a conversation with a member of staff and received the Year 10 Safe Return Booklet; ● Parents will be made aware of the updated behaviour policy and any safe return being dependant upon their child following the rules, compliant with safe COVID 19 protection behaviours; 		<p>meetings for staff and students</p> <p>YR 10 safe return booklet emailed, on website, used at induction meeting</p> <p>Staff Induction</p>
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		<ul style="list-style-type: none"> ● Parents of SEN students or those with care plans are individually consulted in order that plans are reviewed to include any new safety measures. Students with underlying health conditions or shielding those with health conditions continue to be advised to access their learning from home; ● Staff are briefed and consulted on school procedures and the plans for re-entry of students; ● Employees have had sufficient training and briefing regarding infection control and school protocols; ● Staff are up to date on other related guidance and support in relation to themselves and students such as stress and wellbeing including: https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak https://www.gov.uk/government/news/government-launches-nhs-test-and-trace-service ● In relation to mental health and stress support organisation, details are available to staff including confidential employee helplines and information that can be provided to students; ● There are communication and support networks in place for staff and if there are particular concerns staff can raise them quickly and effectively; ● Hazard reporting mechanisms are in place and easily accessible. Note hazard on EVERY and Contact Craig 07828 157153; ● Staff have sight of all plans about the planned changes (E.g. safety measures, timetable changes and staggered arrival and departure times) with opportunity for feedback 		<p>Use of Every and caretaker mobiles for emergency hazards</p>
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2.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> Drop off / entry to the school. 	<p>Journey and Entry to the school:</p> <ul style="list-style-type: none"> Timings of the day - 10.30 to 1.30 or 2.00 latest, have been agreed in order to ensure journey times take place outside of the traditional rush hour and lessen risk if public transport has to be used. All students and staff are being encouraged to walk, drive or bike to school where possible. Hence trainers are being allowed. The wearing of masks on public transport is being actively encouraged in order to lessen the risk for others; Strict timings for entrance to school (no more than 15 minutes before 10.30) have been clearly communicated to students and parents. Children can not be on site outside of the regulated time. A cut off point of 15 minutes beyond 10.30 is in place. After that time students will be asked to return home in order to ensure safe and well managed entry to classrooms; Students who are dropped off can do this in the usual way but drivers MUST NOT leave the vehicle; Priority students have an earlier entrance time of 10.00. Students must enter via the main car park pedestrian gate or the Forest Road gate and go directly to the Hard Play area. The Hard Play area is marked out to show students where to line up in their group and on a socially distanced marked spot. This area is outside to lessen the risk of being an area where a larger number of students will be gathered before entering the building. If arriving by bike students must dismount on entry to site and wheel their bike around to the designated MUGA for safe keeping. Bike sheds will be closed as they are too tight a space to manage safely. Students are required to complete hand washing on entry to the school using sinks in Hard play and when being taken to their classroom; Entrance doors are held open, reducing the number of occupants touching the doors; 	<p>Low other than use of public transport medium/low but mitigated by timings of the day</p>	<p>Designated route to be drawn up before Induction</p>

- Classrooms have been measured and organised to achieve 2m radius between student desks/chairs at all times,
- Teacher space is identified to maintain safe distance and TA if there is one present.
- Students are managed while entering the room and are asked to sit at desks/work areas before the next student moves within the same area;
- Classroom furniture has been reduced. Displays, unnecessary cupboards and soft furnishings have been removed. This is designed to enable successful cleaning of all surfaces;
- All classrooms have been deep cleaned prior to re-opening.
- Students have their own allocated desk which they will use throughout the school day. This desk will not be used by another student through this first stage of opening;
- Exercise books should be placed by the student on their chair before leaving and the chair tucked under the desk:
- Teachers will not be expected to mark work in exercise books:
- Students will bring in their own pencil case and it should also be left on their chair:
- If a pen is required it should be given out and kept by the student:
- Students will be allowed to use their mobile phones if required eg dictionary;
- Every classroom has a hygiene tray with access to hand sanitiser, boxes of tissues, latex gloves and sanitising wipes;
- Equipment for practical subjects to be allocated for individual use for exam groups and only used across students where sanitisation is adequate, practical subjects will need to review Risk Assessments;
- The number of teachers (and other staff) that mix with a class is restricted to as few as possible. This will be no more than 3 teachers and 1 TA in any one day. Before leaving the classroom the teacher will wipe down the desk, the remote control if used and the white board in readiness for the next teacher. Teachers use their designated laptops.
- The timetable has been prepared in order to supplement remote education with some face to face support for students. In this phase we have limited this to the EBAC subjects

Classrooms still need emptying of old books etc

		<ul style="list-style-type: none"> All spaces are well ventilated using natural ventilation (opening windows) and doors will be held open. 		None offered currently
5.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> Dining; Moving around the school; Break-time / playgrounds. Fire evacuation 	<ul style="list-style-type: none"> Students have packed lunches or are delivered school lunches in grab bags to their designated classrooms; Tables are wiped clean by the student before and after lunch; Students are advised to clean hands before and after eating lunch in the classroom. <p>Moving around the school:</p> <ul style="list-style-type: none"> Movement to different areas within the schools is reduced as much as possible and should not be necessary to fulfil timetable arrangements; Only one short break of 15 minutes. All students will remain in the classroom at this time. They can eat a packed lunch or snack and use their mobile phone. Classrooms will be monitored by SLT during this short break or a TA if there is one based in the room. Students can go to the toilet at any time except during the break to avoid crowding. Only one student from any class can go to the toilet at any one time. Summer term, this should result in a maximum of 5 students out at any one time. SMSA may be used to monitor toilet and corridor movement. Suitable external doors are used to move students from one area to another. Designated entry and exit routes are managed by the teacher and senior staff moving to the classroom. Additional furniture is not allowed in the school corridor; Corridors are sterile environments and kept as clear as possible; Corridors will take one way flow of traffic at designated time of entry or exit and will have 2m separation markings on the floor(although passing in a corridor is deemed low risk) safe distance signage posters displayed around the school Entry and exit times will be managed for each class to reduce the need to pass one another. <p>Staff</p>		

		<ul style="list-style-type: none"> • The staffroom has been socially distanced and will be cleaned twice through the day. If you have sat at a table please wipe down when leaving. We will try to give each TA and Teacher an allocated work desk that is only used by them. The Main Hall is socially distanced with allocated desk areas for teachers. • All kitchen areas will have sanitiser wipes for kettles etc. Staff to bring and use their own mug etc. Social distancing must be kept in mind around access to kitchen areas. • Department offices are tight and should only be used to store necessary materials on desks or to use the kitchen area - no more than 1 person at any one time. During this phase we will only have a very small percentage of staff in on any one day. Probably no more than 50% of an EBAC department area on any one day. This will relieve the pressure on work spaces and staff are still being encouraged to do their work from home when they can. • Staff toilets - Extra cleaning measures are in place. Vacant and In Use signs will hang on entrance doors to limit access to one person at a time. • Fire evacuation plans have been updated. Staff and students are made aware of these through the induction session. See attachments at end of this document. 		
6.	Spread/contraction of COVID-19 due to lack of hand-washing and general poor hygiene.	<ul style="list-style-type: none"> • Sanitisers are positioned at each entrance to the school; • All those entering the school are required to wash/sanitise their hands; • Hand washing sinks are located within each toilet provision and in external entrance hardplay area • Signage is located adjacent to each wash station or sink reminding occupants to wash their hands and how to do it effectively; • Students and staff have been shown video on how to wash hands properly; • Help is available for children and young people who have trouble cleaning their hands independently; • Hand washing is recommended frequently and required at the following times: 	Low	

		<ul style="list-style-type: none"> ☐ Entry and exit from the school; ☐ After using the toilet; ☐ Before and after eating; ☐ On entry and exit from each classroom if teacher swapping between classroom <ul style="list-style-type: none"> ● Unnecessary touching of the face is discouraged; ● Teachers will remind students to use tissues and bin them once used. There will be tissues in each sanitizing box. If tissues are not readily available exactly when needed all students and staff are reminded to cough or sneeze into their arm; ● Toilets and wash stations have single use paper towel for drying hands; ● Relaxed uniform rules, no ties, no blazers no bags/coats - reminders to wash clothes daily ● Relaxed staff dress code, no ties. no jackets, enabling clean clothes each day; ● Mobile phones must not be shared, but will need to be in school for track and trace. Students may use their phones for educational reasons as directed by their teacher and for their own purposes during the short break period. 		
7.	Spread/contraction of COVID-19 due to lack of adequate cleaning measures.	<ul style="list-style-type: none"> ● The school has implemented additional cleaning regimes. This includes the following: <ul style="list-style-type: none"> ☐ Frequent cleaning of classrooms, toilets, common areas; ☐ Frequent cleaning of all touched surfaces, such as door handles, handrails, ☐ Full daily additional cleaning regime attached at the end of this document. ☐ Any cleaning concerns/failures must be reported to the caretakers either through EVERY or by phone to caretakers if urgent. ● Classroom furniture and soft furnishings have been reduced in order to improve the ability to effectively clean; ● Classrooms will be cleaned daily and the teacher desk by the teacher leaving the room between sessions. ● At the end of the day students will make sure all the rubbish and unnecessary paper is placed in the bin. 	Low	

		<ul style="list-style-type: none"> ● Toilets will be cleaned throughout the day on a rolling rota. Caretakers may close toilet areas for a short time while cleaning is taking place; ● Common areas will be cleaned once a day; ● Equipment used by the students and staff will be suitably cleaned at the end of each day or before it is used by another person. Any items that require cleaning should be placed in the designated box marked for cleaning; ● If an area is suspected to have been contaminated by coronavirus (a positive case is detected for an occupant of a classroom), the room will be closed for 72 hours and then deep cleaned as per the guidance set on COVID-19: cleaning un non-healthcare settings. 		
8.	Spread/contraction of COVID-19 due to lack of social distancing measures. In particular school employees and students.	<ul style="list-style-type: none"> ● Employees are required to conform with social distancing requirements at all times; ● School offices are reduced in occupation and desks positioned in order to provide adequate separation or staff are moved to other areas to reduce contact; ● The staffroom and Hall have distanced tables set up and some classrooms. All teachers and TAs who will be on site have been allocated a desk space for their use. ● Staff are encouraged to bring a packed lunch and their own mug etc; ● Students will practice social distancing from staff; ● Employees will be provided with and wear PPE when required in accordance with government guidance; ● Behaviour policy has been reviewed; students will not be allowed to come into school where they are not able or willing to follow rules, home learning arrangements will be followed and parents informed. 	Low	Need to update behaviour policy on website

9.	<p>Spread/contraction of COVID-19 due to insufficient first aid measures. This includes:</p> <ul style="list-style-type: none"> • Dealing with general first aid; • Lack of trained first aiders; • Dealing with a suspected case of COVID-19; • Inappropriate handling / removal of clinical waste • Intimate care procedures. 	<ul style="list-style-type: none"> • A specific first aid needs assessment has been completed – see end of this document. • The school has a specific room dedicated for suspected cases of COVID-19 which is the counselling room; • Occupants (staff or students) who display symptoms of the virus during the school day will be isolated in the designated room until additional medical assistance can be gained. This may be 111 support, an ambulance or until they leave the site to self-isolate; • First aiders required to assist this person will wear full PPE including apron, gloves, visor; • First aiders have completed appropriate training for ‘donning and doffing’ PPE – NHS video / advice https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm • PPE is disposed of in accordance with NHS COVID-19 waste management guidance; https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings • The first aid room will be cleaned frequently and after each use (when first aid care has been provided). <p>Waste disposal measures</p> <p>Waste control measures from possible cases of COVID-19 and cleaning of areas where possible cases have been identified (including disposable cloths and tissues) are as follows:</p> <ul style="list-style-type: none"> • Put in a plastic rubbish bag and tie when full; • The plastic bag is placed in a second bin bag and tied; • It is put in a suitable and secure place and marked for storage until the individual’s test results are known; • Waste is stored safely and kept away from children; • Waste is not put in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours; • If the individual tests negative, this can be put in with the normal waste; • If the individual tests positive, then waste is stored for at least 72 hours and then put in with the normal waste; 	Low	Need to check this out
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		<ul style="list-style-type: none"> ● If storage for at least 72 hours is not appropriate, a collection as a Category B infectious waste is arranged by either local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags which can be sent for appropriate treatment. 		
10.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures for external visitors to the school, including:</p> <ul style="list-style-type: none"> ● Parents; ● Maintenance contractors; ● External teachers; ● Inspectors; ● Delivery personnel 	<ul style="list-style-type: none"> ● Parents are only permitted to enter the school reception to collect work at designated times and are not allowed to enter the main site ● Parents have been informed to call the school office or email if they have any questions or concerns; ● If parents need to drop off items for students, they should be left at the school reception entrance gate for staff to collect; ● SLT are able to Zoom (or other) parents if face to face meetings are required; ● For those who need to enter the school reception, Perspex shields have been installed to reduce the risk to reception staff ● Markings have been added to the floor asking visitors to stay back at least 2m from the reception desk and a physical barrier of chairs has been put in place ● Visitors will only be permitted into the school if they have an appointment; ● Visitors will only be permitted at their designated time and will be asked to wait outside of the school building until their school contact is available; ● The school contact is required to attend reception in good time to meet their visitor; ● Meetings with visitors will be via video conference or phone where possible; ● If not possible, social distancing measures will be adhered to at all times; ● Face to face meetings in a small room or within 2m are not permitted. The meeting room on the admin corridor should be used if the meeting is essential. Check that windows are open and ask the caretakers to clean down after use. There will be a cleaning box in the meeting room if required. 	Low	

		<ul style="list-style-type: none"> • Premises' contractors will be managed in accordance with a separate premises maintenance risk assessment written specifically for this time. See end of this document; • Delivered items will be left outside of the school building by the caretakers entrance for staff to collect. 		
11.	Spread/contraction of COVID-19 due to lack of social distancing measures. This includes unsuitable use of toilets.	<ul style="list-style-type: none"> • Yr 10 can go to the toilet at any time except break time. No more than one student will be allowed out of the classroom at any one time • Toilet use protocols will be monitored by senior staff or SMSAs • Toilets are cleaned throughout the day. 	Low	
12.	Lack of staffing / insufficient staff ratios.	<ul style="list-style-type: none"> • Adequate ratio of staff to children will be maintained and is assessed on a daily basis, based on potential staff illness or self-isolation; • Students will be suitably supervised at all times. 	Low	
13.	Lack of suitable premises management.	<ul style="list-style-type: none"> • The school adheres to the government guidance on managing buildings that are partially open; • The school has full premises's staff levels in place which are more than suitable for the use of the building. • Appropriate cleaning and premises staffing levels are in place; • Waste removal and enhanced cleaning programmes are in place for the potential coronavirus contaminated waste; • Contingency in place for sudden premises staff absence. One member of the team is currently not in work and could be brought back in if required. 	Low	
14.	Hazardous substance management, unsuitable COSHH management and use of chemicals leading to ill-health or fire.	<ul style="list-style-type: none"> • Suitable storage and management of flammable hand sanitiser is in place; • All chemicals used for the cleaning of school buildings and equipment is COSHH assessed and managed appropriately; • Staff are advised not to bring cleaning chemicals from home. If required they can be requested from the caretakers • Material safety data sheets are held for all chemicals and readily available to all staff; • All cleaning chemicals are stored safely and securely in accordance with requirements; • COSHH safety training has been completed by all those using chemicals for cleaning; 	Low	Check with NST

		<ul style="list-style-type: none"> • Appropriate PPE is available for all cleaning including suitable PPE for cleaning of potential coronavirus contaminated rooms or equipment. 		
15.	Fire and evacuation procedures being inadequate at this time due to lack of trained fire wardens or occupants being spread around the building without suitable procedures in place.	<ul style="list-style-type: none"> • Evacuation plans including the following have been reviewed: <ul style="list-style-type: none"> ☐ Safe assembly of occupants following social distancing requirements; ☐ Safe exit via the nearest fire exit; ☐ Training occupants of any changes to evacuation; ☐ Ensuring there are enough trained fire wardens on site with the ability to sweep all used areas of the school; ☐ Use of the school has been reduced to enable safe sweeping and evacuation; ☐ Due to reduced numbers, use of the school is kept to specific areas. • All other fire system testing and maintenance has continued as normal. <p>See COVID update to fire evacuation procedures at the end of this document.</p>		

Additional Risk Considerations	
<p>Building contractors on site</p> <ul style="list-style-type: none"> • Maths Block student toilet refurbishment - no students or staff working in this area • Logic refurbishment of C208 207 and 206 - no students or staff working in this area • Other ad hoc contractors for buildings and services 	<ul style="list-style-type: none"> - Contractors requested not to attend site if they, or any of their household, are symptomatic - Contractors to wash/sanitise hands on entry to the buildings - Contractors to observe 2m social distancing at all times - Contractors to observe signage and floor markings - Work areas to be well ventilated (e.g. by opening windows) - Work areas to be kept separate from staff/pupil areas - Site Manager to monitor compliance <p>TFT to include Covid-19 risk assessment/safe systems of work in the agenda for the pre-start meeting for the maths toilets.</p>

FIRE EVACUATION PLAN – COVID-19 PARTIAL OPENING

THE FOLLOWING CHANGES TO FIRE EVACUATION PROCEDURES APPLY WHILST THE SCHOOLS ARE OPERATING PARTIAL OPENING DURING THE COVID-19 PANDEMIC

Evacuation and Assembly

Partial evacuation procedures will apply i.e. only evacuate if you are in the affected zone. If the alarm is not sounding in your area, you do not need to evacuate. If there is an alarm sounding in a zone, do not enter this area.

In the event of an actual fire, the whole site will be evacuated. The procedure will be the same.

Upon hearing the alarm, everyone within the affected zone must begin evacuation to the following assembly points, following the mapped out entry routes from which students will have entered the buildings:

- *Springwest Year 10s and Logic* – assemble on the hard play in the pre-marked circles used for lining up in the morning
- *Springwest KS3* – assemble in the area between the maths block and nursery
- *PD students* - If PD students cannot be safely evacuated they should be accompanied by a member of staff to the Physically Disabled Students Fire Assembly Points, if possible in one of the unaffected zones. They should remain here (if safe to do so) with the member of staff until they are given evacuation instructions by SLT. No PD student is to be left alone/ unaccompanied.
- *Staff/Visitors/Contractors* – Teachers and TAs to remain with their classes. All other adults to assemble on the hard play.

Lifts must not be used during the evacuation.

Social distancing must be observed at all times. Teachers and TAs to manage students within their hub during evacuation to ensure that 2m spacing is maintained both during evacuation and at the assembly points.

Teachers should take a headcount on leaving the classroom and recount at the assembly point, and alert the Principal of any missing persons.

Fire Marshals

Before leaving their classrooms, teachers should ensure that doors and windows are closed and that no one remains in the room.

A member of the site team will be directed by the Site Manager to sweep the affected zone to ensure that no one is left in the building.

In the event of a fire, another member of the site team is to stand at the main gate to direct the Emergency Services.

The Site Manager will report to the Principal to confirm that the affected zones have been swept and to confirm whether it is safe to re-enter the buildings.

Dismissal/Return to Class

		<p>Classes/staff can only re-enter the buildings on the express say-so of the Principal.</p> <p>Fire Evacuation with plan</p>
	<p>Personal Liability during COVID 19</p>	<p>“If a claim is brought against the school (or governor) we can confirm that RPA will defend the claim on the school’s (or governor’s) behalf, the RPA will also indemnify the school to the extent that the school (or governor) is legally liable to pay compensation or damages to the injured person. The relevant sections of the RPA are the Governor’s Liability, Employers Liability and Third Party Liability.</p> <p>“We trust risk assessments will be in place and a review of policies and procedures as a result of official guidance issued by the Department in respect of schools re-opening following the COVID-19 outbreak.”</p>
	<p>First Aid Advice</p>	<p>Our guidance</p> <p>Be aware of the risks to yourself and others</p> <p>When approaching a casualty there is always a risk of cross contamination – especially when you may have to get close to the casualty to assess what is wrong or to check their breathing. It is always important to be aware of the risks of how this cross contamination has occurred. According to NHS 111 we do not know exactly how coronavirus spreads from person to person but similar viruses are spread in cough droplets.</p> <p>Keep yourself safe</p> <p>In line with government advice, make sure you wash your hands or use an alcohol gel, before and after treating a casualty also ensure that you don’t cough or sneeze over a casualty when you are treating them.</p> <p>The Resuscitation Council (UK) provides some useful advice of how to keep yourself safe when providing CPR. You can read their full advice on their website here.</p> <p>Don’t lose sight of other cross contamination that could occur that isn’t related to COVID-19.</p> <ul style="list-style-type: none"> ○ Wear gloves or cover hands when dealing with open wounds

- Cover cuts and grazes on your hands with waterproof dressing
- Dispose of all waste safely
- Do not touch a wound with your bare hand
- Do not touch any part of a dressing that will come in contact with a wound.

Give early treatment

The vast majority of incidents do not involve you getting close to a casualty where you would come into contact with cough droplets. Sensible precautions will ensure you are able to treat a casualty effectively.

Keep yourself informed and updated

As this is a new disease this is an ever changing situation and the government and NHS are continually updating their advice. Make sure that you regularly review the NHS 111 or Gov.uk website which has a specific section on Coronavirus.

- [Click here to visit NHS 111](#)
- [Click here to visit Gov.uk](#)
- [Click here to visit Resuscitation Council](#)

Remember your own needs

These are challenging and uncertain times for all. The COVID-19 outbreak has meant a lot of upheaval and worry for people. In order to help others you will also need to look after your own needs. Make sure you take time to talk about your fears and concerns with someone you trust and to take out time to look after yourself.

Please note:

All controls are subject to change should government guidance change due to changes to the 'R' rate. This could change on a daily basis. Government and DfE guidance MUST be regularly reviewed. Risk assessment must be reviewed if there is a significant change.