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Risk Assessment for Opening from March 2021

Please note:

- *As with any Risk Assessment, this document is neither perfect nor ever finished; it will be under constant review as national guidance changes.*



Clyst Vale Community College Risk Assessment

Address:
Station Road, Broadclyst, nr Exeter, EX96SB

Person(s)/Group at Risk
Students, Parents, Staff, Visitors and Contractors

Date assessment completed:
8th March 2021
 This document is to remain under constant review.
 Written by **Kevin Bawn**, Principal

Return to school risk assessment – based on the principles and guidance contained within DfE Guidance:
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/967139/Schools_coronavirus_operational_guidance.pdf

HAZARDS	CONTROL MEASURES IN PLACE
Social distancing and reducing risk of transmission	
Definition of close contact	<p>The PHE defines 'close contact' as follows:</p> <ul style="list-style-type: none"> ○ face-to-face contact including being coughed on or having a face-to-face conversation within one metre (this will include times when you have been wearing a face covering or face mask) ○ been within one metre for one minute or longer without face-to-face contact ○ been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day) ○ travelled in the same vehicle or a plane (this includes school transport) <p>The use of face masks and other forms of PPE does not exclude somebody from being considered a close contact in a school setting.</p>
Procedures for Initial Testing of students before they are permitted to enter classrooms. 8 th to 12 th March only.	Students arrive at the Coach Park Gate only for initial testing and are guided into a queuing system in the playground which is out of doors. (if wet, the sheltered area by the Canteen will be used). Students will be registered for attendance and for testing as they arrive. They will then go to the Sports Hall for 30 minutes before being allowed into class; if a LFT is negative, protocols for a positive test will be followed (below). Students who have been tested on a previous day must go directly to their tutor room and not mix with other year groups.

Entrance and egress to school site causing large groups of people inside school grounds compromising social distancing.	<p>Students may arrive at any time from 08.00 to 08.50. Our location means that formal staggered arrival times are not appropriate: 50% of students arrive on school transport which cannot commit to set arrival times. 20% travel by public transport with no flexibility on time. There are frequent traffic issues and delays from Exeter and in Dog Village with major roadworks planned for w/b 29th March. Government guidance is that students are encouraged to walk or cycle, but many access roads are unsafe so it is not possible to promote this as a blanket policy. There are few alternative drop off locations close to the site.</p> <p>Students use the pedestrian entrance gate closest to their tutor room (i.e. Coach Park for Maths, Main block, Humanities, some Science; Sports Hall for English, some Science; Dance Studio Post-16 only)</p> <p>Additional bins placed at entrances for disposable face masks.</p> <p>Students bring their own plastic re-sealable bags for face coverings, and keep in their school bags.</p> <p>Students expected to wash or sanitise their hands on arrival in the first room or sanitising station in College.</p>
Parents gathering at school gate not social distancing	This is low-risk. It is rare that parents congregate at or near the site. When there are exceptions known in advance, specific measures will be taken.
Overcrowding in classrooms and corridors.	Children are to be grouped into consistent groups with contact between groups avoided. Year Groups will not mix in College (see Curriculum section below). In classrooms, desks should be forward facing and spaced as far apart as possible and arranged so that face to face seating is avoided. Classrooms will be “de-cluttered” to maximise space. Removal of some furniture may be required. Increased supervision ensures movement around the College will keep Year Groups separate.
Groups mixing during breaks and lunchtime compromising social distancing.	Split break times and increased supervision in place. Year groups have “zoned” playground and field locations at breaks and lunchtimes. Tables kept apart in eating areas. Ensuring everyone keeps further apart than normal. Cleaning of tables between uses by different groups essential. (Wet day students return to p2/p4 classrooms)
Groups mixing during extra-curricular provision	Lunch break reduced to 30 minutes. There will be no extra-curricular activities in mixed year groups at lunchtime. Breakfast “Club” will become grab and go with social distancing enforced. Homework Club will be spread across two or three IT suites depending on numbers. Inter-school fixtures are currently suspended. Guidance will be followed: Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak should also be taken into consideration.
Changing Rooms	Students will be permitted to wear PE kit or adapt their uniform so that they do not need to change for PE lessons. Anything worn MUST be acceptable under the College dress code or PE dress expectations. Students must also dress appropriate to the weather and forecast.
Spread of virus due to increased numbers of people within the building.	[See also “Managing supply teachers, visitors...” below] If a student needs to be accompanied to College only one parent should attend. All meetings must be pre-arranged by appointment. Where possible meetings will be held virtually. Parents and visitors who “drop-in” will be asked to make an appointment.
Visitors and Meetings	The general principle is that visitors are discouraged and meetings should be held remotely. There are clearly exceptions to this, especially external professional agencies who are discharging statutory responsibilities towards children.
Staff	Staff should maintain Public Health guidance of 2m wherever possible; students and parents are expected to respect this. This can be reduced to 1m as long as mitigations are in place, e.g. not face to face, or when wearing PPE (face covering doesn’t count as PPE) or a Perspex screen in place. The priority is always to try to maintain 2m social distancing, but where this cannot be achieved, regular hand washing/cleaning and good respiratory hygiene are also important for both staff and students.

Staff: informal conversations	In the covid outbreak in February, this was identified as one of two major “danger areas”. Staff have been reminded of the need for 2m distancing within casual conversations in the corridor or staff shared areas. Similarly, it is common for an informal meeting to “build” in an office or office area; further mitigations must be in place – screens, ventilation, masks, but staff are reminded frequently of the need for 2m social distancing.
Premises related matters	
Changes to building use being safe for students & staff – e.g. storage, one-way systems, floor tape.	There will be a whole site one-way system clearly displayed and with detailed signage. In brief, it is an anti-clockwise circuit around the old Science block, with another anti-clockwise circuit from it to English and Music (PA3), and a second anti-clockwise circuit in the playground. Each building will also have its own one-way system, as almost no corridor on site is wide enough to accommodate two-way. There will be extensive signage, direction arrows, and floor taping where necessary.
First Aid procedures –	There is a qualified first aider (lower level qualification) on site at all times the College is open. There is no change to normal first aid procedures in terms of access or referral, although First Aiders have a full range of PPE available to them as circumstances dictate
Fire Procedures	There is no significant change to the normal, existing fire procedures in terms of evacuation. Students will assemble in Year Groups rather than in Schools to reduce the risk of mixing. Fire detection and alarm systems, fire extinguishers are all in order and maintained. Where doors are propped open to reduce hand contact, these are closed as members of staff pass through.
Water hygiene – management of legionella	The agreed regimes for flushing and monitoring of temperatures have been maintained throughout the period of partial opening (KVV provision January-March). Prior to any block/zone being re-opened, water hygiene standards are implemented according to government guidance https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak
Using and monitoring new practices to reduce risk of Covid-19 transmission	Extensive communications with staff, to include contents of this RA, alternative layouts, fire evacuation routes, use of PPE, location of designated room for suspected cases. Briefing for all students prior to term and on first day. Explaining to children about the use of face coverings – to support children with adhering to social distancing. SLT and key staff (eg site) must monitor arrangements and make remedial actions where needed. All employees empowered to raise concerns and make suggestions.
Management of premises related risks e.g. asbestos, delayed statutory testing (LOLER)	There are no significant changes to building use. Floor tape is used in each zone, especially communal areas. There are no limitations on fire evacuation routes. The following checks and activities undertaken before start of term: a thorough clean (deep clean not required), water systems checked, flushed and tested, testing of fire and smoke alarms, fire doors, gas supply, ventilation, stairs and lifts, lighting, and inspection for rodent or vermin action. If equipment is not maintained within statutory test periods then it is taken out of use until the inspection and test can be completed. Contractors advised in advance on signing-in and delivery expectations.
Staff rooms and offices to comply with social distancing and safe working practice	Covid outbreak of February 2021 identified this as one of two main “danger areas” for staff. With size of teams and offices, most department staff areas are too small to permit 2m social distancing. Numbers of people reduced at any one time to allow social distancing; chairs removed/placed apart. Unnecessary meetings to be avoided. Colleagues encouraged to use departmental communal / shared facilities such as tea and coffee facilities to reduce numbers in central staffroom area. Colleagues encouraged to bring their own food and utensils. Enhanced cleaning regimes as per below. Use of individual offices must also observe 2m social distancing rules for adults, and responsibility of office-“owner” to clean additional to routine daily clean. For administrative staff, office moves and screens installed.

Ventilation to reduce spread: enhanced mitigation	Wherever safe and wherever possible, windows and doors must be propped open. This will not always be possible; professional judgement required. This includes all rooms, classrooms and offices. Students are permitted to wear coats or bring a blanket. Where mechanical ventilation (air-con) is present, all systems should be adjusted to full fresh air. If not adjustable, to be operated as normal. Ventilation to other essential areas (e.g.) chemical stores will remain operational, and is extremely low risk.
Management of waste	All internal waste bins emptied throughout the day, minimum daily in low-occupancy areas. Disposal of waste conforms to guidance https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe#how-should-ppe-and-face-coverings-be-disposed-of and Guidance on disposal of PPE waste
Management of incoming goods	This is low risk. All deliveries are reported to Reception; most will be delivered through Reception with appropriate handling safeguards. Bulk deliveries will be supervised by site staff with appropriate PPE and precautions. Food deliveries will be direct to the Canteen.

Cleaning and reducing contamination	
Contaminated surfaces spreading virus.	Classroom based resources such as sports, art and science equipment can be used and shared within the class group. Such resources should be cleaned frequently and meticulously and always between classes unless it can be left unused and out of reach for a period of 48 hours (72 hours for plastics). All desks or workplaces which are not used solely by one person must be wiped down after every use. IF SOMEONE BECOMES ILL WITH SUSPECTED COVID-19 we follow government guidance for working in education and childcare at the setting and Cleaning and decontamination of non-health care settings .
Shared resources and equipment increasing spread	Prevent the sharing of stationery and other equipment wherever possible, and wipe after use. Students encouraged to bring own equipment. Handling paper (worksheets, for example) is low-risk but should be mitigated by cleaning of surfaces and hand cleaning. 'Heavy use' equipment such as photocopiers should be wiped after every use AND periodically through the day. This includes other equipment used (guillotine, stapler, laminator). In staff shared areas this includes fridge door handles, kettles, toasters, microwave ovens, and milk bottle handles.
Cleaning staff and hygiene contractor's capacity - providing additional requirements	We make clear with our own staff and cleaning contractors the additional cleaning requirements, and agree additional hours to allow for this. Cleaning products used are suitable and that adequate supplies of cleaning materials are available. See Safe working in education and childcare for guidance on PPE and guidance on cleaning non-health care settings . Enhanced cleaning schedule and more frequent cleaning of shared areas or those used by different groups. [NB Additional guidance is due to be published by Public Health England by the end of July]
Sufficient handwashing facilities for staff and students	All sinks have hot water and good quality soap. Building constraints limit additional stations. Extensive access to hand sanitiser in classrooms and around the College. Regular access to facilities permitted throughout the day. Additional sanitiser stations have been installed based on what you have learned from usage to date.
Additional time for staff and students to carry out handwashing	Frequent hand cleaning encouraged as part of normal routine. Open access to handwashing facilities at set times.. Reminders built into behaviour expectations and school culture. Lessons lengthened to include cleaning and hand hygiene time.
Good respiratory hygiene	Promotion of 'catch it, bin it, kill it'. Tissues available in all rooms and bins are available.

Sufficient supplies of soap and cleaning products	Continual monitoring to ensure sufficient supplies “in stock” and deliveries. Regular detergents and bleach used. Review of COSHH assessments (RA05) to implement additional controls where there has been any change in products.
Toilets being overcrowded	Limits to the number of students who use the toilet facilities at one time calculated on 1m social distancing. Different year groups cannot be allocated their own toilet block on a permanent basis, but break and lunchtime access will in effect be limited to significantly reduce the risk of mixing. Toilets to be cleaned regularly and students encouraged to clean their hands thoroughly after using the toilet.

Staff related issues	
Staff measures to reduce contact and transmission	<p>Full consideration has been made of the following guidance. https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/967139/Schools_coronavirus_operational_guidance.pdf</p> <p>Teachers and other staff operate across different classes and year groups in order to facilitate the delivery of the school timetable. Most teachers are not required to move, but where staff need to move between classes and year groups, they should try and keep their distance from students and other staff as much as they can, ideally 2 metres from other adults and should avoid close face to face contact; and minimise time spent within 1 metre of anyone. Staff working within close proximity to students with particular needs to wear face coverings and/or PPE dependent on individual risk assessment.</p> <p>There are very few roles which can be successfully be considered “work at home” when the whole student body is in attendance. There has been significant modification and mitigation of office spaces and in the classroom where possible.</p> <p>The use of masks or face coverings at all times is strongly recommended.</p>
Staff Meetings and Meetings of Staff	2m is the golden rule. Therefore, it is possible to have meetings of two colleagues almost anywhere. Some meeting and department rooms can accommodate six colleagues. A standard classroom can accommodate 10-12. There is however nowhere to hold whole staff meetings, or large teams. These meetings, including morning briefing meetings, will be virtual or recorded. Required staff supervision levels will preclude morning briefings.
Staff: informal conversations	In the covid outbreak in February, this was identified as one of two major “danger areas”. Staff have been reminded of the need for 2m distancing within casual conversations in the corridor or staff shared areas. Similarly, it is common for an informal meeting to “build” in an office or office area; further mitigations must be in place – screens, ventilation, masks, but staff are reminded frequently of the need for 2m social distancing.
Managing supply teachers, visitors, contractors and other temporary visiting staff.	Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff. Specialists, therapists, clinicians and other support staff for students with SEND should provide interventions as usual. We will always seek to hold virtual meetings where possible. Site guidance on physical distancing and hygiene is explained to visitors with signage. Where visits can happen outside of school hours, they should. Records to be kept of all visitors in the event of track and trace being required. Staff who manage supply teachers, visitors, contractors and other temporary visiting staff are conversant with SD and hygiene protocols within the school.
Insufficient staff capacity/ shortage of teachers to maintain staff to student ratios	Mitigation depends on numbers. Combining classes within a year group bubble reduces teacher demand; use of appropriately trained teaching assistants to lead a group under the direction of a teacher. Employment of supply teachers. If staff absence is at a very high level, part-closure or full-closure might be necessary (similar to extreme

	weather days). Note also: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks
Anxiety levels of staff and community	Sustain high levels and quality of communications. Open and transparent communication about plans, safety measures, timetable changes, expectations and other mitigating actions. Briefings as appropriate. Some colleagues may have anxiety levels requiring support through external agencies, GP or occupational health, through already established channels. Where necessary, further advice available from HR provider
Staff understanding of new changes	As above: detailed and open communication. Briefing and training. Use of virtual, visual means to communicate.
Accessing testing arrangements are clear for all staff	Achieved through repeated internal communication. All staff expected to test at home. Government supplies kits. Signing out system in place.
Use of fluid resistant face mask and other equipment when dealing with a symptomatic child are clear and understood by staff.	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 face mask to be worn by the supervising adult if a distance of 2 meters cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron, face mask and visor to be worn by the supervising adult. [This applies particularly to First Aiders] https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe
Assessment of all staff, including high risk staff with vulnerable / shielding family member, underlying health conditions or other risk factors	Clinically Extremely Vulnerable staff (CEV) are advised not to attend. Staff who are CEV will previously have received a letter from the NHS or their GP telling them this and there is guidance for this group. Employers should talk to their staff about how they will be supported, including to work from home. These new formal shielding measures will apply across the whole of England until at least 31 March. Staff who are Clinically Vulnerable (CV) can continue to attend school. While in school they must follow the system of controls to minimise the risks of transmission Schools coronavirus (COVID-19) operational guidance (publishing.service.gov.uk) p37 A risk assessment will be undertaken with clinically extremely vulnerable and clinically vulnerable staff returning to the school (including pregnant colleagues). A risk assessment should also be undertaken (or reviewed/updated if one was previously undertaken) with staff who may be anxious about returning to school.
Staff use of PPE	Generally, staff will not use PPE. Exceptions may include First Aiders, staff involved in lateral flow testing and members of staff working closely with SEND students. Guidance on the appropriate selection and use of PPE from DCC can be found here: http://devon.cc/ppe For these key staff, guidance observed on putting on and taking off standard PPE https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures and above guidance on use in education settings.
Dealing with suspected and confirmed case/ cases	If a member of staff becomes unwell with symptoms, they will be sent home immediately. If there is any delay, they will be moved to a room where they can be isolated behind a closed door with a window opened for ventilation. If it is not possible to isolate them, they will be moved to an area which is at least 2 metres away from other people. Ensure suitable PPE (including fluid resistant face mask) is available at this location. If there is a suspected or confirmed case, immediate contact with local Health Protection Team on 0300 303 8162 or swhpt@phe.gov.uk and inform the local authority by emailing educate.schoolspriorityalerts-mailbox@devon.gov.uk .

Dealing with an outbreak.	In the event of a complex situation or outbreak, the Principal will join an Outbreak Control Team or Local Incident Management Team Meeting. This happened with the outbreak in February.
Use of face coverings	Guidance on the use of face coverings for pupils in year 7 and above should be followed with consideration given to communal areas such as corridors where social distancing is hard to maintain. Recommendation that face coverings should be worn in classrooms or during activities unless social distancing can be maintained. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons. Due regard to guidance on putting on and taking off standard PPE https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures and above guidance on use in education settings.
Lateral Flow testing (Secondary Schools) It is important to note that LFT/PCR testing and vaccination and the wearing of face coverings is only part of the preventative measures in place and school must continue implement the mitigation actions particularly in relation to contact between staff..	Initial LFT testing for all Year Groups in w/b 8 th March. Each Year Group will have three test 3-5 days apart, which is then followed by home testing twice-weekly. It is stressed that these are only one part of the process and although they are a way of identifying asymptomatic individuals quickly, they are not a replacement for all other fundamental mitigating measures previously in place, but should be used alongside. It is vitally important that we do not relax other fundamental measures. DfE have created a schools and colleges document sharing platform for asymptomatic testing. This area contains additional information to support schools and college staff in preparing and operating LFT.

Student related issues	
Vulnerable groups who are clinically, extremely vulnerable.	Shielding advice for all adults and children is reviewed nationally for 29 th March, meaning that even the small number of students who will remain on the shielded patient list may return to school, as can those who have family members who are shielding. Currently, they should remain at home. Covid-19 shielding guidance from the Royal College of Paediatrics for children and young persons should be followed, and those under the care of a specialist encouraged to discuss their return to school. Any additional temporary recommendations received from local health agencies due to localised higher rates of transmission to be implemented as required.
Children with EHCP and students who attend dual settings and alternative provision	Individual risk assessments should be completed before attendance. Liaison with alternative provision (eg FE Colleges) to establish their policies to permit attendance, or the safety measures in place. We would withdraw attendance temporarily if any concerns. Currently, no students attending dual settings <i>and</i> CVCC.
Wraparound provision and out-of-hours activities.	The breakfast service and after-College homework club recommence from 8 th March, as they are provision for childcare. Other after-College activities will commence on 29 th March, subject to national review.
Behaviour; including refusal to observe required control measures	The College Behaviour Policy applies as normal, with minor adaptations. The three-stage process applies. The Bridge will operate BUT used sparingly as it is hard to reduce mixing. Students cannot be “parked” in other classes.

	Mistreatment of hygiene facilities or deliberate and/or persistent breaking of the control measures will lead to sanctions, up to and including exclusion.
Students equipment	Students to limit the amount of equipment they bring into school each day, to essentials For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and students have their own items that are not shared.
Member of a class becoming unwell with COVID-19	The student will be sent to Reception immediately and placed in the designated room until collected. Here, they can be isolated behind a closed door, easily supervised, and the room ventilated. If it is not possible to isolate the student (only because room is already occupied), they will be moved to an area which is at least 2 metres away from other people. Suitable PPE (including fluid resistant face mask) available at this location.
School Uniform	Uniform to be worn. Government guidance is that 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.
Face Masks and Face Coverings	Students are expected to wear face masks at all times, including in classrooms, unless medically exempt. This is in line with government guidance. This will be actively encouraged in signage and communications. This is the generic national guidance on face masks: https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own The relevant information is no.2 in the Controls Section of the overall guidance for schools: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/967139/Schools_coronavirus_operational_guidance.pdf


Transport	
Travel to school and provision of safe school transport:	50% of students arrive on school transport which cannot commit to arrival times. 20% travel by public transport with no flexibility on time. There are frequent traffic issues and delays from Exeter and in Dog Village. Government guidance is that students are encouraged to walk or cycle, but many access roads are unsafe so it is not possible to promote this as a blanket policy. There are few alternative drop off locations close to the site. The College will work closely with Devon School Transport to mitigate health risks. It is likely that more parents will opt to bring children by cars; health-wise this is safer, but will increase traffic-related risks and the risks of gridlock.
Dedicated school transport, including statutory provision	Although the College will work closely with Devon School Transport, mitigating risk is largely out of our control. We will assist where possible, for example in year-group seating. At present, School Transport operates a no mask-no travel policy (other than medical exemptions). The use of hand sanitiser upon boarding and/or disembarking is encouraged. If possible students should sit apart to observe social distancing.
Wider public transport	Students must conform to private companies' covid security measures, so currently must wear a face covering when travelling in England on public transport. Some people don't have to wear a face covering including for health, age or equality reasons. Face coverings should be worn in other enclosed spaces where it is difficult to maintain social distancing. For example, at stations and in taxis and private hire vehicles. A taxi driver or private hire vehicle operator may be entitled to refuse to accept you if you do not wear a face covering.

Curriculum considerations	
Curriculum opportunities to reinforce messages about control measures	Tutorials, Course 42 and CPS lessons will deliver explicit instructions and guidance about coronavirus, health, and the College's response. All members of staff will remind students frequently (every lesson) about the importance of hand-hygiene, social distancing and mask-wearing.
Music activities	There may be an additional risk of infection in environments where people are singing, chanting, playing wind or brass instruments or shouting. This applies even if individuals are at a distance. Risks to be reduced by physical distancing, positioning of students back-to-back or side-to-side, avoiding sharing of instruments, and good ventilation. Singing, wind and brass playing not to take place in larger groups such as ensembles, or school assemblies. Reference is made to the detailed Guidance for Music, Dance and Drama as well as Guidance for the Performing Arts .
Physical activity in schools	Students to be kept in consistent year groups, with no mixed year activities. Sports equipment to be thoroughly cleaned between each use by different individual groups. No contact sports permitted. Outdoor sports prioritised where possible, and large indoor spaces used where it is not, maximising distancing between students and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise. We refer to the following advice: <ul style="list-style-type: none"> • guidance on the phased return of sport and recreation and guidance from Sport England for grassroot sport • advice from organisations such as the Association for Physical Education and the Youth Sport Trust Inter-school fixtures are suspended.
Educational visits	At present, guidance is clear that no educational visits are advised. Longer-term trips (September 2021, February 2022, July 2022) have provisional bookings. There is close regard to government guidance.
Groups of children mixing resulting in risk of more widespread transmission	Students to be grouped into consistent year group "bubbles" that do not mix, to facilitate track and trace and self-isolation where necessary. The one-way system, changes to assembly, staggered and zoned breaks and lunchtimes encourage groups to remain separate from one another. Students reminded of this basic expectation. Students reminded to keep 1m apart within groups wherever possible. Large gatherings such as assemblies will not take place Virtual assemblies and briefings to be used where possible.
Provision of food	
Food prepared on premises is compliant with Covid - 19 health and hygiene guidance	The Canteen complies with the Guidance for food businesses on coronavirus (COVID-19) Caterlink (caterers) have produced a Client Reopening Pack with revised risk assessments.
Catering staff are operating in a safe environment	Catering staff follow the relevant aspects of government guidance for food premises: https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery
Food Offer	There will be no plated meals and a slightly reduced offer so that all food can be "grab-and-go" and also be consistent between the three service areas (Canteen, Giraffe House, Post-16 Café).

Cashless Catering	For the foreseeable future, there will be no handling of cash, and the “cashloader” machine has been disabled; all payments must be online.
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Communications with parents and others	
Parents, contractors and other staff entering or working in the building – school complying with external requirements for staff safety	All users of the College are told not to enter if they are displaying any symptoms of coronavirus. All visitors, suppliers, and contractors are informed that only pre-arranged visits are allowed on site. Expectations and guidance are regularly communicated in regular updates, Newsletters, and signage
Suppliers understanding and complying with new arrangements	Suppliers, contractors and delivery companies are advised (in advance, where possible) to visit at quieter times of day and observe the heightened health requirements.
Communications to parents and staff	There are regular communications and reminders: a weekly update, a weekly Newsletter, and periodic letters on significant issues for parents/carers
Students and families anxious about return	Individual contact and discussion with family. College counsellor available. Engagement with external agencies, including medical, as appropriate. Reference to communications. Pre-visits and phased returns where appropriate.
Parent aggression due to anxiety and stress.	Prevention. Frequent, extensive and detailed communication to parents to explain reasons, as above. Clear expectations, guidance and signage. Personal answering of the switchboard telephone when College is open. Maintenance of the pastoral “School” system for continuity of contact. The lockdown Welfare Team continues to support families and parents, including those experiencing anxiety and stress. Conflict on site. Measures are in place to reduce adult-to-adult contact. Existing protocols and safety measures apply, including Reception screen and security doors.

Oversight of the governing body	
Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements	The governing body continues to meet regularly via online platforms. The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. The Principal’s report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school’s response to COVID-19. Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place. Minutes of governing body meetings are reviewed to ensure that they accurately record governors’ oversight and holding leaders to account for areas of statutory responsibility.

Signed: 

Principal

Date 8th March 2021