



COVID 19 SCHOOL RISK ASSESSMENT March 2021:the Return to School

Site Management Checklist:



Site issue		Yes/No	Further Action
1	Gas Boiler/Heating systems - Serviced/Inspected by a competent person?	Yes	
2	Fire Protection Systems – Alarms & Emergency Lighting maintained quarterly by Contractor? Fire protection systems are also checked by management.	Yes	
3	Sprinkler Systems inspected/maintained by a Contractor? (as per frequency set out by the system)	Yes	
4	Fire Extinguishers (FFE) – Have they been serviced annually by a competent person? Inspect FFE for any damage/discharged or removed units.	Yes	
5	Fire Evacuation Procedures/Drills – Have any fire evacuation arrangements been revised to take account of revised site layouts/personnel?	Yes	Inform staff, student and visitors of new arrangements. Update all fire notices Training session on March 12 and March 15 th , 2021
6	Legionella – Low use systems flushed/temperatures monitored by management and maintained by Contractors?	Yes	
7	LEV Units (in D&T) – have they been inspected by a competent person? (required annually).	Yes	
8	Traffic Management – Review arrangements to account for social distancing and supervision/increase in private vehicles?	Yes	Update RA accordingly



For further information on the building contact the **Councils**

9	First Aid – Do you have adequate no’s of first aiders in view of possible staff shortages or alternative layout of the site?	Yes	Yes – details included in Business Continuity Plan
10	Lifting Equipment (e.g. lift hoists) have they been inspected by a competent person?	Yes	
11	Arrangements are in place for dealing with contractors when they arrive on site?	Yes	Establish new arrangements for signing in. (training for all staff: March 12 th – March 15 th , 2021
12	Kitchen areas may have been unused since the start of the pandemic. Have the relevant statutory inspections and regular maintenance requirements been considered? (for example extraction units)	Yes	Responsibility of catering services not school.

statutory inspections in relation to **Corporate Maintenance Section.**



COVID 19 Risk Assessment

Subject: COVID 19 School Premises Risk Assessment **Date of Assessment:** March 11th 2021

Assessor: Jennifer Ford– Headteacher, Mr Stuart Rogers Business and Facilities Manager

School Name: Treorchy Comprehensive School

Hazard	People at Risk	Existing Control / New Controls	Additional Comments/Control Measures – School Specific
1. Students and staff readjusting to return from 15 th March 2021	All Persons	<ul style="list-style-type: none"> • The school is open and operating a Hub and a Complex Needs Unit. We follow the Business Continuity Plan. • Support measures put in place for individual staff and students if required • Students will be reintroduced to school according to WE and LA guidance. • Phased return from 15th March – 26th March. All staff have induction session; all students have induction period. 	<ul style="list-style-type: none"> • Appropriate information has been issued to parents/carers. • Update handbook and distribute to staff on former re-opening of school.
2. Staffing capacity was reduced due to Covid-19 related factors and the fact that many staff had ongoing childcare	All Persons	<ul style="list-style-type: none"> • Staff who are clinically vulnerable have been assessed and suitable measures have been put in place to manage the risk e.g. ensure extra care is taken in observing social distancing, home working etc • Daily review of staffing levels takes place, including those in key roles to ensure the safe supervision and operation of the school. For example, numbers in the Hub have increased so we have increased staffing levels. 	<ul style="list-style-type: none"> • SMT to communicate protocols to all parents, pupils and staff. • SMT/staff to supervise/monitor compliance with one way systems and social distancing. • Induction for all staff on new plan for return (Friday 12th March and Monday 15th March)



<p>needs. (Related to restrictions) However, WG has now issued operational guidance, prioritising examination years and checks in for other students to return to school before Easter.</p>		<ul style="list-style-type: none"> • In the event of being unwell, staff must telephone the staff absence line and their line manager by 7am on the morning, following usual protocols. • Staff unable to attend work because members of their household have symptoms or (children in particular) required to self-isolate. • Welsh teachers who spend majority of time teaching in cluster Primaries be deployed to undertake duties at Treorchy Comprehensive School. • All staff given detailed Training on Back to Work plans on March 12th/15th 	
<p>3. The start and end of the school day could present risks to social distancing guidelines</p>	<p>All Persons</p>	<ul style="list-style-type: none"> • Start and departure times staggered once all students return on site. (See attachment at end of document) • Amendments made to start and end of school day to further support social distancing. <ul style="list-style-type: none"> - Pupils on site early will be directed to their classroom at 8.30am not 8.40am as previously. - Pupils in Years 7,8 and 9 and pupils who travel by bus will finish school at 3pm (Mon-Thurs) and 12.55pm on Friday with the rest of the pupils finishing 10minutes later. • Staff and pupils will be briefed, and signage will be provided to identify which entrances, exits and circulation routes to use. • A plan is in place for managing the movement of people on arrival to avoid groups of people congregating. • Floor markings will be visible where it is necessary to manage any queuing. 	<ul style="list-style-type: none"> • Through induction sessions we will be organising for each year group once they are permitted to return to school. • Main and back entrances will be used for access to site. Both entrances will be supervised at the start and end of the school day • Pupils will be reminded of their responsibility to enter and leave the school site in an orderly manner
<p>4. Visitors including parents/ carers at School Drop</p>	<p>All Persons</p>	<ul style="list-style-type: none"> • Visitors will not be permitted on site without permission. Vehicle and pedestrian school gates will remain closed during the school 	<ul style="list-style-type: none"> • SMT to re-communicate protocols to all parents, pupils and staff



<p>off/Pick up could challenge Infection control</p>		<p>day and a telephone number left on the gate for emergency access.</p> <ul style="list-style-type: none"> • Visitors complete a Risk Assessment, prior to visit, wherever possible. • As stated in previous letter to parents/ carers, parents/ carers must make appointment if they wish to visit the school site for any reason • Reception areas have been reviewed to take account of infection control and allow social distancing including floor markings/barriers/reception screens. • Reception staff sign in visitors. Visitors do not use the touch screen. • Arrival and departure times for buses agreed. • Effective liaison with bus companies in place • Parent/carer pick up protocols have been developed if required to minimise adult to adult contact and avoid gatherings (signs in place). • Arrangements in place to supervise pupils arriving/leaving on contracted transport to ensure social distancing. • Parents told not to drop off or pick up on school site. • Stagger drop off/collection times for groups if necessary. • Parents / carers instructed not to attend school if symptomatic • Hand washing/hand sanitiser available in all blocks for children to use on arrival to school. • If face to face meetings are required, these will take place in the afternoon, outside school opening times where possible. 	<ul style="list-style-type: none"> • Dedicated phone number displayed on school gate • SMT/staff supervising main and back entrances at the start and end of school day • Stagger other pupils' arrival/departure times around the bus times if necessary • Letter to staff and Pupils/Parents will be sent out following WE guidance. • Visitors Risk Assessment in place.
<p>5. Circulation Routes need to be followed to support Infection control</p>	<p>All Persons</p>	<ul style="list-style-type: none"> • Implementing a one-way system where this is needed inside and outside buildings • Floor markings and signage is provided to assist with social distancing. 	<ul style="list-style-type: none"> • SMT to communicate protocols to all parents, pupils and staff



		<ul style="list-style-type: none"> • Doors kept open (where safe to do so i.e. Fire Doors will remain closed where required) to reduce physical contact. • Times for using stairs and corridors have been planned to ensure that use of common areas does not encourage gatherings. • Break/ lunch times will be staggered to prevent large numbers moving around the premises at the same time. 	<ul style="list-style-type: none"> • SMT/staff to supervise/monitor compliance with one way systems and social distancing • Letter to staff and Parents will be written following WE guidance.
6. Classroom/Teaching Environment will impact infection control unless altered significantly	All Persons	<ul style="list-style-type: none"> • 2 metre distance floor marking between teacher area and students in place for March 15th in all teaching areas. • Where possible, students will be in seating plans for every lesson. • Windows and doors open to increase ventilation; This WILL NOW BE A NEW ROLE TO ENSURE SCHOOL IS AS VENTILATED AS POSSIBLE • Due to no or limited windows in PE changing environment they can no longer be used. Students in all year groups have permission to wear PE uniform on PE days. • Entry and Exit will enable social distancing. In some cases entry and exit will be via a one way system and in other classrooms will have exclusive use of external doors. • The use of outdoor space is utilised wherever possible. • Arrangements put in place to reduce the risk of one group mixing with other groups. • Unnecessary items have been removed from learning environments where there is space to store elsewhere as appropriate. • Resources which are not easily washable, wipeable or otherwise cleaned have been removed from the classroom as appropriate. 	<ul style="list-style-type: none"> • SMT to communicate protocols to all parents, students and staff • SMT/staff to supervise/monitor compliance with entry and exits points one way systems and social distancing • March Induction goes through all health and safety changes, including new floor markings in teaching areas, and ventilation changes • Subject specific Risk Assessment to be under review through March and April 2021



		<ul style="list-style-type: none"> • Hand sanitiser will be available for students and staff on entry and exit for every designated room assigned for use by pupils. • All classrooms and teaching areas cleaned twice daily. • Staff and pupils given materials to clean down their work station and area after use • Staff and students teaching groups to be reviewed following WE guidance. 	
7. Protocols for use of student and staff Toilets require adaptation to aid Infection control	All Persons	<ul style="list-style-type: none"> • A one in/one out protocol has been introduced and waiting points established. • Distancing for queuing has been introduced through floor markings • Signage is in place in each toilet to encourage adequate hand washing. • Adequate provision for handwashing is in place. • One in one out arrangements will be encouraged for staff toilets. • Toilets will remain open, be monitored and cleaned regularly throughout the school day. 	<ul style="list-style-type: none"> • SMT to communicate protocols to all parents, pupils and staff. • SMT/staff to supervise/monitor compliance with one way systems and social distancing • Letter to staff and Pupils/Parents to follow.
8. Detailed catering/ lunchtime Arrangements needed to support infection control	All Persons	<ul style="list-style-type: none"> • Students must remain on site at all times. Pupils in year 7-11 are not allowed off site for lunch. KS5 pupils are permitted to leave school for the day when all of their lessons have been completed. • Break and lunch times are staggered. • Students are expected to wear masks when queuing and when moving around the building; they should wear masks in lessons when social distancing is impossible. • Students are reminded about social distancing as break/lunch times begin. • Social distancing signage is in place around the school. • Supervision levels have increased to support social distancing. • Eating areas are cleaned after each change of group 	<ul style="list-style-type: none"> • SMT to communicate protocols to all parents, pupils and staff. • SMT/staff to supervise monitor lunch and breaktimes • SMT/ staff to monitor and ensure compliance with one way systems and social distancing • Signage in place • Staff informed of protocols, rules and expectations



		<ul style="list-style-type: none"> • With the exception of pupils eFSM, children and staff are encouraged to bring their own lunch to school • Children will eat their lunch within their group bubble. • The Gym, Main Hall and Dining Rooms (x3) will be utilised for breaks and lunch. These rooms have been organised to ensure social distancing. Tables and chairs are arranged to enable sitting side to side and not face to face. • Pupils store their packed lunches in their own bag. • Different groups mixing together is avoided through staggered times and the use of multiple settings. • Hand sanitiser and/or hand washing facilities will be available for pupils and staff to use before and after eating their lunch. • Different entry and exit routes will be used at dinner times where more than one door is available. 	
<p>9. Behaviours on return to school must comply with social distancing and face-covering guidance.</p>	<p>All Persons</p>	<ul style="list-style-type: none"> • Floor marking is clear in each teaching area to demark 2 metre distance between staff and students. • Students are expected to wear masks when queuing and when moving around the building; they should wear masks in lessons when social distancing is impossible. • Thorough induction sessions organised for each year group once they are permitted to return to school. • Clear messaging to students on the importance and reasons for social distancing and face-coverings is reinforced throughout the school day by staff, posters, signage and floor markings. • Staff model social distancing consistently. • The movement of students around the school is minimised in first two weeks of return. Reviewed after Easter. • Large gatherings prohibited. • Break times and lunch times are structured to support social distancing and are closely supervised. 	<ul style="list-style-type: none"> • Policy amendments agreed under schools covid 19 response policy. • SMT and staff will enforce existing and new rules • Regular monitoring and support from SMT



		<ul style="list-style-type: none"> • The school's behaviour policy has been revised to include compliance with social distancing and this has been communicated to staff, pupils and parents. • Messages to parents/cares reinforce the importance of social distancing and face coverings. • Wilful disobeying of rules relating to social distancing and hygiene will be sanctioned appropriately and proportionately. • Wherever possible outdoor learning will be encouraged/supported. • Individual Risk Assessments will link with key curriculum areas following WG guidance. 	
10. Staff rooms and offices do not allow for observation of social distancing guidelines	All Persons	<ul style="list-style-type: none"> • These rooms will not be used for multiple gatherings. • Strict compliance with number of pupils in rooms in line with social distancing. • All areas will be cleaned daily by existing and extra staff (hours provided by LA)but staff must take responsibility for occupancy and cleanliness of own staffrooms and offices 	<ul style="list-style-type: none"> • Staff are responsible for social distancing with their peers e.g. staff should only enter staffroom if able to adhere to social distancing and staff should leave staffroom if others need space to use facilities e.g. microwave
11. Thorough Cleaning and waste disposal procedures required to reduce the threat of infection	All Persons	<ul style="list-style-type: none"> • Bins will be positioned at both entrances to the school for disposal of face coverings when learners and staff who use them arrive at school • All high touch areas will be cleaned regularly throughout the school day. • Enhanced cleaning regime in place across the school. • A clear desk policy in place for all pupils and staff. Teachers are responsible for cleaning their own desk on arrival and departure from the classroom. • Tissues should be placed in a separate pedal-bin and disposed of safely. All rubbish will be removed daily. 	<ul style="list-style-type: none"> • SMT to communicate protocols to all parents, pupils and staff. • Additional cleaning support established during the school day • Additional hours provided from the Local Authority • Staff given materials to clean down their work station after use • Letter to staff and Pupils/Parents to follow.



		<ul style="list-style-type: none"> • If any waste is suspected of being in contact with someone showing symptoms of COVID-19, it should be placed in a waste bag, held in a secure place for 72 hours then disposed with other waste. • All classrooms and multi-user offices will be cleaned at least once a day • Toilets will be cleaned regularly throughout the school day 	
12. Students with underlying health issues or those who are shielding will be identified and measures put in place to protect them	All Persons	<ul style="list-style-type: none"> • Parents have been asked to make the school aware of Students' underlying health conditions and the school has sought to ensure that the appropriate guidance has been acted upon. • The school, and parents are clear about the definitions and associated mitigating strategies relation to people who are classed as clinically vulnerable and clinically extremely vulnerable. • Schools have a regularly updated register of pupils with underlying health conditions. • All students with respiratory related health issues to be contacted prior to their return on March 15th • Students who are BAME may be more susceptible to poor outcomes if infected by COVID-19. Leaders take account in risk assessments. 	<ul style="list-style-type: none"> • Parents to complete health form if appropriate. (check) and include this
13. Staff with underlying health issues or those who are shielding need to be identified and measures put in place to protect them	All Persons	<ul style="list-style-type: none"> • All members of staff with underlying health issues and those within vulnerable groups have been instructed to make their condition or circumstances known to the school. Records are kept of this and regularly updated. • Members of staff with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice. • Staff are clear about the definitions and associated mitigating strategies in relation to people who are classed as clinically vulnerable and clinically extremely vulnerable. 	<ul style="list-style-type: none"> • Risk Assessments will be followed and the school will follow WG guidance.



		<ul style="list-style-type: none"> • Leaders are aware of contextual factors that may make staff more susceptible to poor outcomes should they become infected with COVID-19. These include ethnicity and age. BAME staff and those over 55 years of age may be at heightened risk. Leaders take account of this in their risk assessments. • Current government guidance is being applied, and staff are being prepared for returning to the work-place (March Induction) • A precautionary approach (including risk assessment) will be taken regarding pregnant women and those regarded as at increased risk due to underlying health conditions and other factors eg. BAME 	
<p>14. Clear protocols needed to care for and reduce the impact of student / staff displaying symptoms</p>	<p>All Persons</p>	<ul style="list-style-type: none"> • All staff have now been offered the twice weekly Lateral Flow Tests and there has been a significant uptake. • All staff offered packs of new WG recommended fluid resistant surgical face masks. • All members of staff offered visors to be worn in addition to masks. • Students in Year 10 and above to be offered tests. More guidance on this required. • Each Year group will be considered as a 'Contact group' (bubble) there are therefore 7 'Contact groups' at the school. • Any member of staff or student displaying any Covid 19 symptoms (new persistent cough, loss of taste/smell, high temperature, must not attend school. • When a pupil/ staff member is informed that they have tested positive, their close contacts will be required to self-isolate from the last day that the person with covid-19 attended school. • Robust collection and monitoring of absence data, including tracking return to school dates, is in place. • Procedures are in place to deal with any student or staff displaying symptoms at school. A clear protocol has been 	<ul style="list-style-type: none"> • Business Manager keeps a detailed record of all staff who receive the LFTs and masks. • SMT to communicate protocols to all parents, students and staff. • Staff monitoring levels by SMT • Pupil Monitoring levels by SMT • Complete all LA returns • Letter to staff and Pupils/Parents <p style="text-align: center;">Staff handbook updated.</p> <p>'Protocol for dealing with a positive case' available for SMT use.</p>



		<p>developed for SMT members who respond to a case where a pupil has suspected covid-19 symptoms (see staff handbook)</p> <ul style="list-style-type: none"> • Pupils, parents and staff are aware of what steps to take if they, or any member of their household, displays symptoms. • A record of any COVID-19 symptoms in staff or pupils is reported to the Local Authority. • Arrangements in place to deal with pupil/staff who develop symptoms whilst at the school. Isolation rooms are available • A protocol has been created for use when responding to a situation where a pupil or staff member receives a confirmed positive case. 	
15. Personal Protective Equipment (PPE) and Testing Procedures offered to all staff.	All Persons	<ul style="list-style-type: none"> • All staff have now been offered the twice weekly Lateral Flow Tests and there has been a significant uptake. • All staff offered packs of new WG recommended fluid resistant surgical face masks. • All members of staff offered visors to be worn in addition to masks. • Students in Year 10 and above to be offered tests. More guidance on this required. • Rigorous following of seating plans. • PPE will be available to staff when carrying out intimate care, dealing with body fluids or a suspected case of COVID 19. • Hand sanitiser will be available to pupils and staff in addition to normal hand washing facilities. • Guidance on getting tested has been published. 	<ul style="list-style-type: none"> • Surgical masks and LFTs offered to all staff • Hand sanitiser to be supplied to individual teachers • PPE available as necessary • Follow LA & PHW advice and guidance
16. Staff must be trained in new procedures to	All Persons	<ul style="list-style-type: none"> • Staff induction prior to returning to school (March 12th and March 15th) • Fire safety and evacuation procedures explained to all staff. • Staff Covid induction training sessions in place. 	<ul style="list-style-type: none"> • SMT/staff to supervise/monitor compliance with all rules, protocols and systems



<p>reduce the risks to health</p>		<ul style="list-style-type: none"> • Constructive behaviour management procedures communicated to staff. • Safeguarding and risk management policies updated and available to staff. • The risk assessment together with any COVID 19 control measures will be brought to the attention of all staff. • Any staff briefings/meetings are conducted virtually or with social distancing considerations • The workload implications for staff involved in dealing with individuals testing positive for covid-19 is constantly reviewed. The work involved in each case is very rigorous, some decisions that may appear to be overly-cautious (e.g.requesting that a whole year group remains at home whilst the work is being undertaken) may need to be taken to safeguard the health and wellbeing of those involved. 	
<p>17. First Aid procedures must be understood by all</p>	<p>All Persons</p>	<ul style="list-style-type: none"> • Normal first aid procedures are continuing. • PPE will be provided to all first aiders and others if required when dealing with an incident. • An adequate number of first aiders will be available throughout the school day. • PPE will be stored in reception and the three designated isolations room (block 1, 6 and 10) 	<ul style="list-style-type: none"> • SMT to continually risk assess first aid provision
<p>18. Fire Safety procedures must be understood by all</p>	<p>All Persons</p>	<ul style="list-style-type: none"> • Emergency evacuation procedures will adhere to social distancing, where possible. (see current fire evacuation + assembly points procedure) • Fire safety arrangements and evacuation procedures have been reviewed to take account of the new COVID measures at the site, including the layout and possible changes in staff. • Procedures have been reviewed to include hygiene and distancing at assembly points, wherever possible. 	<ul style="list-style-type: none"> • SMT to communicate procedures to all pupils, staff and visitors • SMT/staff to ensure compliance • Update fire notices in all rooms



		<ul style="list-style-type: none"> All staff to be offered online Fire Safety Awareness training All new fire safety arrangements and procedures will be communicated with all staff and pupils (including new pupils and staff on return to school in bespoke safety sessions) See link below for specific fire safety advice. https://www.southwales-fire.gov.uk/app/uploads/2020/04/NFCC-advice.pdf 	
		click this link.	
19. Management arrangements must be adapted to protect wellbeing of staff and students	All Persons	<ul style="list-style-type: none"> School policies and individual pupil risk assessments will be amended as necessary SMT and staff workplans to include short and medium-term planning. SIP has been streamlined with focus on recovery planning Staff are now upskilled on Blended Learning. They have been surveyed on workload and there have been subsequent support actions. 	<ul style="list-style-type: none"> SMT to communicate amendments and adjustments to all parents, pupils, staff and visitors. Impact Evaluation Complete Staff wellbeing survey outcomes and actions shared with all staff (February 2021)
20. Key stakeholders must be fully informed about changes to policies and procedures due to COVID-19	All Persons	<ul style="list-style-type: none"> Communications strategies are in place for Staff, Pupils, Parents, Governors, Local authority Business Continuity Plan has been regularly reviewed and updated accordingly during January, February and March, 2021. All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the school and stakeholders have been briefed as appropriate Regular conversations with CoG. Online meetings held with governors. CoG is involved in key decisions on school return-March 2021 	<ul style="list-style-type: none"> COVID19 policy addendums in place prior to reopening Appointments and Finance Committees have met and full Summer Term (2020) Report to Governing Body Distributed. Meeting of Full GB planned for summer term Risk assessments signed off by CoG March Gvs postponed due to tragic loss of student. Will reconvene before March 26th, 2021



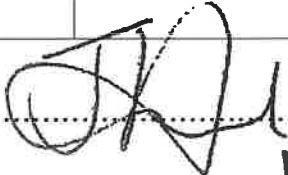
21. The continued prioritisation of vulnerable pupils	Vulnerable Pupils/Key Workers Pupils	<ul style="list-style-type: none"> • Hub is in place and will continue until Easter 2021. • Pastoral and ALN support is deployed wherever possible to support prioritised pupils following individual Risk Assessments • Efforts continue to improve the attendance of vulnerable pupils and those from disadvantaged backgrounds in Blended Learning. • All students with respiratory issues will be contacted prior to their induction to school. 	<ul style="list-style-type: none"> • Reasonable endeavours made to meet statement requirements of pupils • Regular contact pattern maintained for all pupils who are considered vulnerable.
22. Pupils moving on to the next phase in their education may not feel prepared for the transition	All Persons	<ul style="list-style-type: none"> • A plan is in place for pastoral staff to speak with pupils and their parents about the next stage in their education and resolve any issues. • Regular communications with the parents of incoming pupils are in place, including letters and online information. • Virtual tours of the school are available for parents and pupils. • Induction programmes for pupils returning to Year Groups 7,9 and 12 are in place 	<ul style="list-style-type: none"> • Year 11 and 13 transition days to take place. • Online induction preparation being delivered for year 6 and year 8 (March 2021) <p style="text-align: center;">See website for details.</p>
23. Working from home and mental health	All Persons	<ul style="list-style-type: none"> • Staff working from home due to self-isolation have regular catch-ups with line managers. • Staff are encouraged to speak regularly with colleagues, take regular breaks and exercise. • Appropriate work plans have been agreed with support provided where necessary. • Staff are encouraged to consider their wellbeing and the wellbeing of others • Line managers are proactive in discussing wellbeing with the staff that they manage, including discussing their workload. • Staff have been signposted to useful websites and resources • Headteacher meets union reps on a fortnightly basis to raise any concerns • Staff Health and Safety committees meet regularly. • Virtual staff rooms are in place 	<ul style="list-style-type: none"> • Microsoft Teams training updates to continue as required • Information available in staff handbook regarding how to seek support for self or others



		<ul style="list-style-type: none"> • Staff wellbeing initiatives are in place • Headteacher has regular communications with all staff • February 2021 survey was very positive. 	
24. Pupils' mental health is a priority.	All Persons	<ul style="list-style-type: none"> • Members of staff available to support pupils' mental health issues. A key engagement strategy has been in place from January 2021. • There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health. • Resources/websites provided to support mental health of pupils <ul style="list-style-type: none"> • Pupils provided with information on how to make self-referrals • Twice weekly sessions offer a Wellbeing form. • Wellbeing Induction will be in place for each year group from March 15th – March 26th 2021 	<ul style="list-style-type: none"> • DSP and HoLS to be available to support pupils • Information in staff handbook on how to refer pupils for support
25. Pupils and staff are dealing with loss.	All Persons	<ul style="list-style-type: none"> • The school has access to trained staff and organisations who can deliver bereavement counselling and support. • Support is requested from other organisations when necessary. • Excellent multi-agency support around the tragic loss of a year 11 student. 	<ul style="list-style-type: none"> • Line managers to provide support • Staff handbook to provide details of available support
26. Contractors on-site whilst school is in operation	All Persons	<ul style="list-style-type: none"> • Ongoing works and scheduled inspections for schools (e.g. estates related) have been designated as essential work and so are set to continue. • An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe. • Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times. • Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed. • Restricted vehicle access times to site provided to all contractors. 	<ul style="list-style-type: none"> • SMT and staff to monitor situation



27. Cost of addressing COVID-19	All Persons	<ul style="list-style-type: none"> • Process in place for reimbursement. • Additional cost pressures due to COVID-19 identified and an end-of-year forecast which factors them in has been produced. • Additional sources of income are under exploration. 	<ul style="list-style-type: none"> • Finance Committee will be kept informed by HT
28. Inform and encourage staff about using lateral Flow Tests (LFTs)	All persons	Follow WE + LA guidance Business Manager has record of all staff who have taken kits; each kits contains seven tests (3 weeks supply)	SMT to monitor LA to continue to supply more tests
29. From 22/2/21 all staff working on site to be issued with a pack of WG approved face masks	All persons	Staff to sign a proforma to agree they have received the facemasks and agree with the guidelines.	Business manager to ensure all staff sign.

Signed Headteacher:  Date 19th March 2021

Signed Chair of Governors: L. Furlong Date 19th March 2021