

## Executive Summary of the Risk Assessment and Guidance for Re-Opening of School

Please note it is a requirement for all staff before returning to site that they have read both the detailed risk assessment and guidance documents, which are in the Teams folder, in their entirety as this summary is only to help guide you in certain key situations and not to replace the full documentation

<b>Key Scenarios</b>	
Accessing the designated zone	Staff and student should all only enter their zone via the handwashing room. Queuing space will be set out to help ensure social distancing can be maintained whilst going through this room and will be marshalled by staff.
Handwashing	Hands must be washed every time you enter the zone. Antibacterial hand wash and paper towels will be provided at each sink and guidance on handwashing will be on the walls in the room.
PPE	PPE such as masks, gloves, wipes and antibacterial gels are provided either in each room or at a central distribution point highlighted in the guidance.
Moving to classroom	Students and staff will then move, adhering to social distancing (floor markings will assist this in the corridors), to their designated classroom.
Classroom set up	All rooms being used have been specifically laid out to comply with current guidance. Desk, chairs etc should not be moved unless with prior agreement of the SLT member and/or site team.
Seating	Students will be allocated, by the Teacher in period 1, a designated desk which will be theirs for the day. No change of desks are allowed.
Use of toilets	Student should request use of the toilet from their teacher who will check that the corridor is clear before releasing the student. The student should check they are able to maintain social distancing in the toilets if not they should wait to it is safe to enter. Students should check the corridor to see if clear before returning, if it is not clear they should leave via the nearest exit and return to class via the handwashing room. Toilets will be marshalled by duty staff at break and lunch to ensure social distancing can be maintained.
Start of break	Teachers should check the corridor is clear before releasing students and they should leave their desk one at a time from the front of room to the back. Students should head straight to their designated area as set out in the guidance. Duty rotas will be in place for supervising students who must stay in the area.
End of break	Teachers should agree the order in which their groups will return and take them one group at a time back via the handwashing room before on to their class.
Mixed use rooms	In a small number of cases you maybe timetabled to an IT room that may have been used by a previous group. On entering the room you should assign individual desks (all rooms have been set up for social distancing) and ask the students to use the provided wipes to clean their keyboard, mouse, desk area and chair. This should be repeated at the end of the session and all wipes disposed of correctly in bins provided.
Lunch	Following the same procedures as at break supervised by agreed duty rota. All students have been asked to bring their own lunch in and they should stay in their designated groups/area and dispose of any litter in the bins provided.

End of day	An agreed order in which classes will leave will be discussed by staff at the start of the day and teachers should check corridors are clear before releasing their students one at a time from front of class to back.
Cleaning	Each zone will have been deep cleaned prior to being used. All rooms will be cleaned with compliant cleaning products at the end of each day. Wipes and other PPE is provided if rooms are used by more than one group. Cleaning of touchplates, taps and other more frequently touched items will be on a more regular basis.
Fire Evacuation	Staff should get students to leave by the nearest exit (please note if you are in a part of the school that you are unfamiliar with you should check you know where that exit is prior to start of day) whilst every effort should be made to maintain social distancing preservation of life takes priority. Students should go to their normal rally point on the field see register process in guidance. The SLT member or Site Manager will inform when building is safe to re-enter which should be done in an agreed class by class order maintaining social distance
Medical/First Aid situation	Every team will have a designated first aid trained member of staff as well as the medical officer being onsite and available via phone or radio. Normal processes should be followed and breaking social distancing rules is allowed if someone is in immediate danger. Masks and gloves are available in the zone if required. Students should not be sent to the medical room unaccompanied.
Covid 19 suspected situation outside of school	Children or young people should not attend if they have symptoms or are self-isolating due to symptoms in their household and the child and those in their household are encouraged to test if symptomatic. Please do contact the school to discuss if your child has symptoms or if a Covid 19 test has been taken.
Covid 19 suspected situation in school	Student or staff who show symptoms should be accompanied to the medical room and medical officer advised, who has all the guidance which will need to be followed. SLT member should be informed who will liaise with site team to close off any area and agree cleaning regime. Area will not be re-opened until approved. More detail is provided in guidance.