

Fulston Manor School RISK ASSESSMENT: COMPLETED BY: S. Burden							
ASSESSMENT DATE: 5 th January 2021			REVIEW DATE: Ongoing				
Column 4 KEY:	HIGH	High risk of contamination. Do not progress until controls implemented	MEDIUM	Medium risk of contamination. Maximum effort must be made to reduce risk further to enable LOW / GREEN ranking	LOW	Nominal risk of contamination. Continue to monitor	
1. HAZARDS / WHO COULD BE HARMED / HOW	2. EXISTING CONTROL MEASURES			3. PROPOSED ADDITIONAL ACTIONS	4. RISK LEVEL BEFORE ADDITIONAL ACTIONS	5. ACTION OWNER	6. RISK LEVEL AFTER ADDITIONAL ACTIONS COMPLETE

Under the national lockdown smaller numbers of staff and students are on the school site ensuring we are able to mitigate risk as much as possible, contacts in KW provision and staff are undergoing testing, strict social distancing and face coverings are in place. Guidance dated 4th January can be found here:

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<p>Transmission of virus through close contact with direct transmission (coughing and sneezing)</p>	<ul style="list-style-type: none"> • Anyone who is unwell with CV-19 symptoms must not attend school setting. Anyone experiencing symptoms should get a test https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested and follow the self isolation guidance from the government: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection • Proof of booking of test will be requested from parents and staff • Proof of results will be requested from parents and staff • If someone develops symptoms on school site: PPE provided for staff undertaking first aid or caring for a staff member / student who becomes unwell on site with CV-19 symptoms. 2m distance maintained. Supervising staff to wash hands thoroughly. Symptomatic person goes home, gets tested and follows instructions from test and trace 	<p>All staff to receive paper copies of guidance with A-Z of changes and copies of risk assessment. In addition, all staff to have read this risk assessment and raised queries with line managers.</p> <p>See flow chart in staff guidance.</p>	<p style="background-color: red; color: black; text-align: center;">HIGH</p>	<p style="background-color: yellow; color: black; text-align: center;">MEDIUM</p>	<p style="background-color: yellow; color: black; text-align: center;">MEDIUM</p>
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	<p>if positive. School will follow PHE guidance surrounding positive tests and next steps.</p> <ul style="list-style-type: none"> • Hands washed/sanitised regularly by staff after each Lesson • Staff and children follow the Catch it, Bin it, Kill it routine of good respiratory hygiene. • Social distancing rules adhered to where possible. • Masks to be worn by all year groups and staff when in corridors/communal areas • Adults to maintain 2m social distance where possible from other adults and students. When unable to do so, they should minimise time in closer contact and wear face coverings. Face coverings to be worn in corridors/communal areas. • PPE including a face mask worn if there is a risk of spitting, vomiting or coughing when contact with a child is necessary (first aiders) • Students work in year group 'bubbles' and without contact with others groups as much as possible 	<p>Students wipe down desks in some KS4 rooms after use.</p> <p>To reduce time when together, staff and students to be off site by 4.15pm. This allows for thorough cleaning of all rooms.</p>			
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	<ul style="list-style-type: none"> Site team to check toilets are adequately stocked with hand soap and paper towels. Site team to monitor hand sanitiser levels and place pumps at strategic entrance sites Keep windows and doors open where safe to do so. One-way systems implemented (colour coded) and staggered drop off using gates a to d and c to d for through traffic. 6th formers to use 6th form entrance Mass asymptomatic testing undertaken for staff and students – see separate RA for testing. 					
Transmission of virus through indirect transmission (touch and surface contact)	<ul style="list-style-type: none"> Years 7-11 to move to year group tutor groups. Heads of Year implemented from 2nd November All surfaces cleaned by staff where there are hot spots of contact. Cleaning Team each assigned a designated area to clean. Cleaning Team to clean all surfaces at beginning and end of the day. 	Change tutor groups to academic class groupings to avoid additional mixing of students and less students having to be sent home.				

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	<ul style="list-style-type: none"> • Cleaning of communal areas carried out on a continual shift basis throughout the day. • Cleaning routine incorporates a rota of cleaning classrooms that have a cross-over of bubbles (mainly practical tech lessons). • Cleaning carried out using standard PPE and cleaning products (such as detergents and disinfectants) to clean and disinfect. • All touch points/frequently-touched objects and surfaces wiped clean on a continual basis, ensuring the whole school is covered. • Cleaning Supervisor to proactively monitor cleaning routines. • Cleaning Team to carry out deep-clean in instance of positive covid-case. • Doors to be wedged open, this in exceptional circumstances may include fire doors where there is no other means of increasing ventilation to the room. • Staggered end of day to allow managed exit of the school site 	<p>The risk of fire is seen as lower currently than the risk of the virus spreading in poorly ventilated rooms. Staff to be reminded of the need to increase ventilation as much as possible.</p>				
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	<ul style="list-style-type: none"> • Staff should use wipes/cleaning spray to clean kitchen area after usage including kettles and tap to boiling water dispensers. • No visitors to the school without a pre-arranged visit and with clear rationale of why meeting cannot be conducted electronically. • Each year assigned an area of the school which avoids contact with other year groups as much as possible. Colour coded routes used for movement for KS4 and 5 to specialised teaching rooms. KS3 will have very limited movement and will be in same classroom for majority of lessons. • Teachers/Teaching Assistants move to the students. Teachers ensure they clean hands on entry and exit to rooms. • Teacher and TA to avoid touching student work and to leave 48 hours between marking a piece of work. Teacher/TA to follow protocols for Covid safe teaching as per guidance document and training on training days 				
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	<ul style="list-style-type: none"> • Rooms to be provided with disinfectant wipes and lidded bins. Students wipe down desk space as they leave at the end of the day and dispose in lidded bins. • Students are to bring all equipment with them, they will not be using their lockers as not in normal house areas and so bags will be carried, these should be stored under the tables in lesson time. • Breaks and lunches will be in designated year group zones to ensure bubbles don't mix • Car park by N Block repurposed to allow outside space for Year 8s. • 6th form to use 6th form gate. 6th Form who are free period 1 and/or 4 should not be on site unless they are staying for an after school workshop. • Laptops and computers cleaned after each usage – student to wipe down. • Staff desktops in N Block = teachers provided keyboard and mouse for own usage/use own laptops. 					
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	<ul style="list-style-type: none"> No shared use musical instruments that are blown No singing No whole school assemblies Staff provided with visors. Catering staff provided with PPE. First aid and cleaning staff provided with PPE Wearing of uniform not needed on days students have PE or Games, instead they should wear PE Kit so that they do not have to change. Classroom based resources can be used within a group and should be cleaned regularly – at least at the end of the session. Resources can be rotated out if reach for 48 hours (72 hours for plastics) to be used between different groups. 2m demarcations identified on the school site to give community a visual reminder of social distancing. Signage used to remind about hygiene 					
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Contact with Coronavirus when getting to and from school	<ul style="list-style-type: none"> Everyone encouraged to walk/cycle where possible. Anyone that uses public transport over age 11 must wear a mask Parents have been issued with allocated drop off points based on year group of child Parents have been informed regarding how students should remove masks safely. Expectations for drop off and collection have been communicated to all parents. 						
Social distancing protocol is not adhered to.	<ul style="list-style-type: none"> Marking of work will need to be planned with time in between. Written feedback can be provided via ClassCharts with students uploading a picture of their work. Pupils and staff reassured that transitory contact is a very low risk. One-way/colour coded system in place Face masks/covering worn by all students when moving to/from lessons and in communal areas. All students can wear masks in lessons should they choose to do so Behaviour policy emphasises importance of compliance to safety 						

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	<ul style="list-style-type: none"> Change to reception – internal automatic doors closed, Perspex in place in old window, change to desk arrangement in main office completed. Quickly identify all pupils and staff who must adhere to stringent distancing rules as a matter of extreme vulnerability and deploy in school appropriately to minimise risk. 	<p>Refuse to take forgotten equipment from parents. No parental visits without prior arrangement. Encourage meetings with parents online.</p> <p>Categories of CEV have changed, update staff with this information.</p>			
Staff or pupils become symptomatic whilst in school	<ul style="list-style-type: none"> Home is telephoned immediately and parents must collect in line with social distancing protocol. Nominated use of first aid room for CV-19 symptomatic pupils or staff. Deep cleaned if used – follow protocol and read in conjunction with first aid protocols Proof of test booking required and results sent into school 	<ul style="list-style-type: none"> Call 999 if symptoms are such that life appears at risk. 			
Pupil or staff have been in contact with a symptomatic person	<ul style="list-style-type: none"> If person is symptomatic they must go home. Follow good hand and respiratory hygiene at all times. 	<p>As per DFE/PH guidance – if the person with symptoms tests positive then all close contacts of that person then need to isolate for 14 days. The household of the symptomatic person must isolate until the test result is known.</p>			

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	<ul style="list-style-type: none"> Immediately clean affected areas. All staff in proximity of infected person to be vigilant regarding onset of any symptoms All parents of children in the vicinity of infected person must be advised to be vigilant regarding the onset of symptoms and advise the school immediately if any become apparent. Testing to be carried out – school request or individual. NHS Test and trace guidance to be followed. 	<p>Those who are negative can return to school as soon as they are well. Those that are positive must remain at home for 10 days, the rest of their household must isolate for 14 days. Change to list of symptoms to go to all parents before we return to opening on 1st Dec.</p>				
Contact with a diagnosed case of CV-19	<ul style="list-style-type: none"> If a staff member or student develops symptoms compatible with CV-19 then they will be sent home to get tested. Test to be sought. If positive, LG to contact DFE helpline and advice followed. Staff or student must follow NHS test and trace guidance 					
Insufficient staff to maintain group ratios identified in risk assessment.	<ul style="list-style-type: none"> Keep all staff informed of all decisions in good time to alleviate any concerns where possible. Identify asap how many children will be coming in to school. 					

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	<ul style="list-style-type: none"> Ensure government guidance is followed and adhered to. 				
Danger to vulnerable staff and pupils with an underlying health condition.	<ul style="list-style-type: none"> Extremely Clinically vulnerable guidance has changed to: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/952443/210114_School_national_restrictions_guidance_FINAL_14012021.pdf CEV staff should NOT attend school site. CV staff who can work from home should do so, those that cannot please refer to vulnerable staff section below. Parents should follow guidance from PHE if child has been shielding and becomes unwell. Staff showing symptoms of the virus to be given sufficient time off to 				

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	<p>recover following illness in addition to the guidelines on self-isolation and are tested.</p> <ul style="list-style-type: none"> ALL NHS AND GOV.UK guidance to be followed at all times regarding isolation, distancing and hygiene 					
Pupil and staff wellbeing significantly harmed by impact of CV-19.	<ul style="list-style-type: none"> Parent views taken into consideration Education support line shared to all staff. Praise and encouragement and high levels of compassion displayed at all times by everyone EH referrals for pupils / parents displaying signs of emotional stress or mental health concerns. 					

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Vulnerable Staff

<p>Member of staff considered extremely clinically vulnerable (staff in this category should have received a letter from the NHS informing them of this status)</p>	<ul style="list-style-type: none"> Staff members are encouraged to discuss their vulnerable status confidentially with their Line Manager Confidential advice to be sought from Trust HR and Business Director Manager CEV staff to work from home under the national lockdown. All Government Covid-19 advice to be followed including the specific advice for the Extremely/Clinically Vulnerable Discussion to take place between staff member and Line Manager to make arrangements for remote working If needed and with agreement, confidential advice to be sought from Occupational Health 	<ul style="list-style-type: none"> All staff to be made aware of updates and additions to this risk assessment 		
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	<ul style="list-style-type: none"> • Remote working arrangements to be approved by The Head of School • Remote working agreement to be documented • Regular wellbeing meetings to be scheduled • If working from home is not possible, situation to be discussed with Trust HR and Business Director to come to working arrangement and agreement to be documented • Arrangements to be reviewed regularly and repeat assessments carried out as necessary in line with individual circumstances, emerging evidence, and/or national guidance • If staff are not comfortable contacting their Line Manager, they should contact the Trust HR and Business Director to discuss their situation. 					
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<p>Member of staff with a declared disability, illness or long-term condition</p>	<ul style="list-style-type: none"> • Staff members are encouraged to discuss their health status confidentially with their Line Manager • Confidential advice to be sought from Trust HR and Business Director • All Government Covid-19 advice to be followed • Discussion to take place between staff member, Line Manager and Trust HR and Business Director • If needed and with agreement, confidential advice to be sought from Occupational Health • Covid-19 advice and recommendations may be gathered from relevant inter/nationally recognised organisations (eg NHS, PHE, WHO, specific support bodies) to make informed decisions • Line Manager and staff member to assess and agree whether a reasonable adjustment to duties is required based on individual circumstances. Examples of reasonable adjustments may include: 	<ul style="list-style-type: none"> • All staff to be made aware of updates and additions to this risk assessment 	<p style="background-color: red; color: black; text-align: center;">HIGH</p>	<p style="background-color: white; color: black; text-align: center;"> </p>	<p style="background-color: yellow; color: black; text-align: center;">MEDIUM</p>
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	<ul style="list-style-type: none"> • working from home/remote working • adjustments to PPE • time-limited redeployment to other duties • relocation of duties to another classroom/office/space • reduced/limited face-to-face interactions with other staff and pupils • installation of perspex screens • Adjustment to duties to be approved by The Head of School • Adjustments to duties to be documented • Adjustments to be put in place as soon as feasibly possible • Regular wellbeing meetings to be scheduled • Arrangements to be reviewed regularly and repeat assessments carried out as necessary in line with individual circumstances, emerging evidence, and/or national guidance • If staff are not comfortable contacting their Line Manager, they should contact the Trust 				
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Member of staff who is pregnant	<p>HR and Business Director to discuss their situation.</p> <ul style="list-style-type: none"> Staff members are encouraged to discuss their pregnancy confidentially with their Line Manager Confidential advice to be sought from Trust HR and Business Director According to the Royal College of Obstetricians and Gynaecologists (briefing note dated 14 October 2020), there is no evidence that pregnant women are more likely to get seriously ill from coronavirus but pregnant women have been included in the list of people at moderate risk (clinically vulnerable) as a precaution. All Government, NHS and Royal College of Obstetricians and Gynaecologists covid-19 advice to be followed including any specific advice regarding pregnancy 	<ul style="list-style-type: none"> All staff to be made aware of updates and additions to this risk assessment 			
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	<ul style="list-style-type: none"> • Discussion to take place between staff member, Line Manager and Trust HR and Business Director • If needed and with agreement, confidential advice to be sought from Occupational Health • Covid-19 advice and recommendations may be gathered from relevant inter/nationally recognised organisations (eg NHS, PHE, RCOG) to make informed decisions • Line Manager and staff member to assess and agree whether a reasonable adjustment to duties is required based on individual pregnancy circumstances. Examples of reasonable adjustments may include: <ul style="list-style-type: none"> • working from home/remote working • adjustments to PPE • time-limited redeployment to other duties • relocation of duties to another classroom/office/space • reduced/limited face-to-face interactions with other staff and pupils 					
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APPENDIX ONE – DESIGN TECHNOLOGY:

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Stock and Contamination of PPE e.g. Goggles and aprons	Goggles will need to be routinely sterilized in Milton solution. Students to not wear aprons	Students are in year group bubbles and therefore aprons can be worn only whilst doing practical. Goggles will still need to be wiped after use		Students	
Waste material	All waste material to be collected and sealed in bags left for 72 hrs before disposal			Students Teacher	
Lesson Preparation	Practical tools and equipment will need to be put into trays and on desks for students on those desks. This must be done before the lesson by staff who follow social distancing rules at all times. There must be time allocated at the start and end of lesson for setting up/clearing up.	Tools will stay in the tool board, teachers will put gloves on to make sure tools are put back correctly and lock up at the end of every lesson. Work needs to be put in students boxes 2 days before their lesson, students then hand out books, worksheets etc Practical materials will either be handled by the teacher with gloves, or cut and prepared by ALA and put into a 'Year group box' 2 days before the first group uses the material		Teacher Students	

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Contaminated Benches	Students to clean down benches/teacher to clean down bench?	Benches do not need to be wiped down between lessons due to year group bubbles	HIGH	N/A	LOW
Collection of work from Y3 store	Students are not to enter the store to collect work, teacher must have work out ready for the lesson		LOW	Teacher	LOW
Injury/ Accidents	For minor response individual students are instructed to deal with themselves at their benches under teacher instruction (such as accessing plasters from the First Aid kit). For other responses, students should be sent to First Aider		MEDIUM	Student Teacher First Aider	MEDIUM
Number of Students in a workshop (safely social distancing)	Up to 26 maximum. Students are in year group bubble. Does not give teacher a lot of room at the front of the class	24 students in a class or less, allows there to be more space at the front of the class for teacher movement and to be 2m away from student.	HIGH	Teacher Students	MEDIUM
Using Hand and Power Tools	Hand tools should be sanitised after each practical lesson. Positioned to limit movement around the workshop. Purchase of new tools summer 2020 will allow	Students sanitise their hands before coming into the lesson and are encouraged to wash hands throughout if needed	MEDIUM	Students	MEDIUM

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	students to have their own tools for the lessons					
Using Machines	Hand sanitiser next to each piece of equipment. Students to use before and after use (machines are not used in beginning of projects)	Hand pumps to be installed by machinery			Students	
Teacher keeping social distancing	Teacher/Technician to stay 2m apart from students when possible. Students in aisle seats will not be 2m away from teacher should teacher walk down the middle of the classroom.	Teachers to wear visors/masks when moving around the classroom and not to touch students work			Teacher	
Teacher demonstrations	Plan to minimise students crowding around a bench. Film demonstrations beforehand and play to students. CCO purchased a visualizer to do this	Currently in the process of doing this and adding videos to the supporting powerpoints for each project			CCO	
Student/staff movement around the workshop	Tools to be placed into trays on students desks to minimise student movement around the workshop at beginning of the lesson. Tools put back in trays to be cleaned	Tools are to stay in the tool board, students asked table by table to collect ALL the tools they need for the lesson at the end of the lesson			Students Teacher	

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	by teacher or ALA if teacher is teaching next lesson DT CLASSROOMS WILL NEED TO BE LOCKED IF TOOLS LEFT OUT	students return the tools, students not to move during the lesson			
Multiple Practical lessons in a workshop during a day	Plan in Workshop downtime (starters) between classes to give time for sanitizing. Rotate tools between classes so tools have time to be sanitised?	Students are in year group bubbles there is no need to rotate tools or sanitise		N/A	
Stock and Contamination of PPE e.g. Goggles and aprons	Goggles will need to be routinely sterilized in Milton solution. Students to not wear aprons	Or anti-bac wipes can be used, aprons can be worn for practical lessons only		Students	

APPENDIX 2 – ART and TEXTILES

Art & Textiles Transmission of virus through indirect transmission (touch and surface contact) - Teaching staff	<ul style="list-style-type: none"> Years 7-11 are in teaching bubbles. All surfaces cleaned by staff where there are hot spots of contact. 	All control measures are in place			
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<p>- Student & Pupils</p>	<ul style="list-style-type: none"> • Cleaners to clean in between lessons due to different bubbles, cleaning all surfaces at the end. Doors to be wedged open. • Work is divided into different areas for different year groups. • Resources divided into boxes. • In textiles students are allocated a machine. • Cross over in textiles, students will wipe down and clean the machines. • Staff should use wipes/clean areas which are potentially hazardous. • Teachers/Teaching Assistants move to the students. Teachers ensure they clean hands on entry and exit to rooms. • Covid safety PowerPoint reminding the students of practicing good hygiene. • Teacher and TA to avoid touching student work and to leave 48 hours between marking a piece of work. • Teacher/TA to follow protocols for Covid safe teaching as per guidance document and training on training days 				
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	<ul style="list-style-type: none"> • Visors or Masks to be worn when moving around the class. • In case of touching work, use antibacterial gel before touching and after. • Students will be in charge of collecting their work and volunteers will then return the work back to the draws • For marking of work, KS4 & KS5 will create PowerPoints on Microsoft 365 and upload visual imagery to then be marked. • Marking of work for KS3 will be via photographic work being uploaded onto class charts. • Resources boxes made for each year group bubble to avoid contamination of heavily used items. • Extra wiping down and cleaning on a Monday and Friday when there are multiple classes using the room. 					
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APPENDIX THREE – FOOD TECHNOLOGY

Storage of ingredients	<ul style="list-style-type: none"> Max of 2 classes allowed to cook in any one day, ingredients to be stored in separate fridge for each group, unless in the same bubble. KS4 pick up and drop off points for ingredients and manufactured goods is established within their bubble zones and Y9. 	Practical lessons require ingredients drop off and finished product collection for KS3 in Term 2 – curriculum review needed to mitigate the need for perishable ingredients or end of the day collection.			
Storage of manufactured products	<ul style="list-style-type: none"> First group to cook have ingredients placed on moveable racking, then transferred to the fridge once cooled, second group to leave product in allocated kitchen, then to be transferred to the allocated fridge if required. Those responsible to follow hand sanitising guidelines and wear face masks / shields to remove potential cross contamination. 				

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Collection of manufactured products	<ul style="list-style-type: none"> KS4 pick up and drop off points for ingredients and manufactured goods is established within their bubble zones and Y9. 	Practical lessons require ingredients drop off and finished product collection for KS3 in Term 2 – curriculum review needed to mitigate the need for perishable ingredients or end of the day collection.				
Provision of ingredients	<ul style="list-style-type: none"> Planned and weighed ingredients to be organised a min of 48hrs in advance to decontaminate, stored in sealed containers Those responsible to follow hand sanitising guidelines and wear face masks / shields to remove potential cross contamination. 					
Use of Y9 – cross bubble contamination	<ul style="list-style-type: none"> At least one period available between lessons with students from different group bubbles to allow cleaning to take place according to timetable arrangements of practicals 					

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Use of Y9 – Touch Points	<ul style="list-style-type: none"> • Touch points to be wiped after every practical lesson 					
Use of equipment	<ul style="list-style-type: none"> • Workstation equipment to be stored in shared kitchen stations that will be used by only those students • Where possible being placed out in preparation of the lesson • Once used students to wash and stack equipment for checking and rewash as needed • Dishwasher to be utilised where possible to ensure that equipment sets are deep cleaned after use 	For KS3 (when practical's start in Term 2) extra set of equipment to be supplied in order to give two class sets of equipment without the need for deep clean within lesson cross over time – coloured cupboard system to be in place when				
Hand cleaning	<ul style="list-style-type: none"> • Students to wash hands at the start of the practical • Hand gel dispensers located at both the entrance and exit of Y9 • Hand gel dispensers located at each work bench 					
Work station cleaning	<ul style="list-style-type: none"> • Students to be responsible and overseen sanitising area before and after 					

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	<ul style="list-style-type: none"> completing the manufacture of their product • Deep cleaning to routinely take place by cleaning staff according to the cleaning rota 				
Aprons	<ul style="list-style-type: none"> • Each class to be issued with a fresh apron to be used just for that lesson, after every lesson they will be washed and sorted ready for the next day 				
Staffing	<ul style="list-style-type: none"> • To use face shield during practical lessons in order to give support where absolutely needed • Hands to be washed between interactions • Barrier cream to be used to reduce hand irritation. 				
KS4 lessons in Y9	<ul style="list-style-type: none"> • Students to be sat facing the board ONLY and to remain in that allocated area for the duration of the lesson as in line with whole school policy 				

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APPENDIX FOUR – PERFORMING ARTS

Close contact with students	<ul style="list-style-type: none"> Chairs and tables located forward facing Staff to remain 2 metres away from the students at all times Team teaching to continue and staff to remain 2 metres away from each other and students at all times Students to hand out resources When chairs and tables moved for Year 8 and 9 practical lessons, this is done by the students Staff use of visors / masks to allow access to student zone 	To ensure that staff have a supply of good quality visors and masks			
Specialist equipment being handled by multiple students	<ul style="list-style-type: none"> Set texts must remain in school and they must be handed out by responsible student monitors 				

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	<ul style="list-style-type: none"> • Use of Headphones at KS4 / KS5 to be based on 1 pair always allocated per student • Antibacterial wipes to be kept in the rooms where possible and use them to wipe equipment down • Regular hand washing/ sanitising • Avoidance of sharing instruments at KS4 / KS5 by bringing in own instruments • Labelling of instruments allocated to students – should this be the case 					
Computer usage – multiple use and touching by various groups	<ul style="list-style-type: none"> • Where PC's must be used, these should be wiped down before and after use using wipes • Follow whole school laptop policy • Regular hand washing/ sanitising 					

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Students who have a lack of equipment or books	<ul style="list-style-type: none"> As much booklet content as possible represented on the PPT's to allow students to engage Books and stationary is available to each class in "Bubble" based boxes 	KS4 and 5 students to start to develop online portfolios to allow access to all work in and outside of school			
Books being marked and staff touching things students have handled	<ul style="list-style-type: none"> Work completed in booklets will be left for 48 hours before being marked by the teacher Use of class charts to submit key pieces of work for rapid feedback Peer assessment to be done verbally so students are not touching other booklets and more use of self-assessment Regular hand washing/ sanitising 	Access to online portfolios once established to allow remote feedback			
Second spike and school closes	<ul style="list-style-type: none"> High quality lessons provided remotely to be planned and organised as part of the department action plan 				

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	<ul style="list-style-type: none"> • Development on Dept website to give a central location for resources / videoed lessons • Awareness of Exam board expectations to be added when clarified 					
Air based transmission	<ul style="list-style-type: none"> • Singing / playing of wind / brass instruments not in larger groups like Choirs or ensemble • Singing / playing of wind / brass instruments to be used with extended social distancing and direction of air flow to be away from others • Music levels to be reduced to allow for teacher / performers not to unduly raise their voices 	Investigation into the use of staff microphones if practical lessons will be louder				

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	<ul style="list-style-type: none"> This activity should only take place in the specialist Music rooms or larger rooms than Homebase classrooms Rooms must be well ventilated with natural airflow (10l/s/person) Students facing away from each other, working back to back or side to side 				
Group work for practical activities	<ul style="list-style-type: none"> Staff to remain 2 metres away from students when they are working collaboratively Students responsible for creating space by moving tables and chairs – this is not done by the teacher to allow for 2 metres social distancing Where students are taught practical activities can be taken outside however, performance and sharing 				

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	<ul style="list-style-type: none"> of work will still take place in the classroom Where a practical space is available staff may use this when the timetable allows Limits to group sizes and numbers to allow for social distancing 				
Group work for practical activities (outdoors)	<ul style="list-style-type: none"> Moving to an outdoor space should not allow students to cross bubbles Outdoor practical activities only take place when the weather is suitable (not wet and a reasonable temperature) Outdoor practical activities only take place when PE lessons are not happening in that area 				
Staff who have health risk / BAME in dept	<ul style="list-style-type: none"> Regular check ins with staff in the department Any concerns to be discussed with staff in September 				

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	<ul style="list-style-type: none"> Additional support such as PPE could be discussed 				
Staffing issues if people are frequently self-isolating and/or seem to be self-isolating at the same time	<ul style="list-style-type: none"> Staff have remote access in order to communicate remotely via Microsoft Teams / Zoom / Class Charts Staff set appropriate cover work for their classes See Remote learning offer 				
Peripatetic Music staff	<ul style="list-style-type: none"> Peripatetic staff to give students the option of remote lessons / private lessons or in school lessons within timetabled slots Rota of rooms available to use within year group bubbles before and after school in place – these are all ventilated, have suitable social distancing space Peripatetic staff to use visitor’s car parking spaces and sign in at 				

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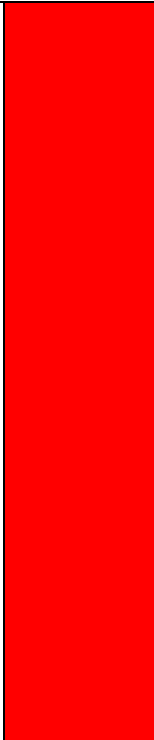


	<p>reception – initial visit to include a instructions on regulations of school</p> <ul style="list-style-type: none"> Once on site Peripatetic staff to wear face coverings in all communal areas and when teaching students, to wipe down areas used and maintain social distancing (in line with instrument specifics) Personalised RA’s from peripatetic staff are required for their individual lessons 					
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APPENDIX FIVE – PHOTOGRAPHY

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Transmission of virus through close contact with direct transmission onto equipment	<p>Hands washing before entering classroom Sanitise hands before touching equipment.</p> <p>Avoid using camera bags</p> <p>Separate GCSE/A-Level cameras and equipment</p> <p>Cameras/equipment to be cleaned after each lesson with an alcohol wipe.</p> <p>Each student assigned camera/computer to reduce transmission. (mini bubbles)</p> <p>Teachers to wear masks when discussing with students 1:1 or moving around classroom.</p> <p>Videos demonstrations to be provided to avoid projecting voice.</p> <p>Tripods to be on rotation to avoid contamination between year groups and are harder to clean. Studio equipment to be set up at the start of the lesson and cleaned after use.</p>	<p>Using face masks when in the darkroom or using camera equipment.</p> <p>Midday cleaners to clean work surfaces between bubble groups.</p> <p>Windows to be opened in both rooms</p> <p>Split classes for 6th form lessons when bigger classes are completing practical work.</p> <p>Look to teach outside in designated spaces when we can to encourage fresh air.</p>			
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	<p>Darkroom surfaces to be wiped after use. Initially darkroom sessions will be avoided by years 10/12 as teachers are unable to social distance when helping. Can be used by experienced 11/13 students as they are able to work independently.</p> <p>Props to be quarantined after use in a box for 48 hours if going to be used with a different year group.</p>					
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APPENDIX SIX – SCIENCE

Transmission of virus due to conducting science practical	<ul style="list-style-type: none"> • Movement around the lab and how students will access equipment planned in advance. • Staff and students to wash hands before and after handling any equipment • Teachers to maintain a 2m distance when observing practical work where possible and 	<ul style="list-style-type: none"> • Alcohol gels not to be used if using ignition sources. Students must wash their hands with soap and water 			
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	<p>when within 2m must wear either face shield or face covering or both.</p> <ul style="list-style-type: none"> When equipment is transferred between bubbles it will be cleaned meticulously (or stored unused for 72hrs) Where a demonstration of the practical is required to show the students how to complete the practical a separate teacher demonstration set will be requested. Eye protection will be sanitised by Milton submersion before being moved between bubbles. 	<p>before any practical involving ignition sources</p> <ul style="list-style-type: none"> If there are concerns with the ability of the students with this level of supervision then an alternative should be sought Where they cannot be sanitised they will be quarantined for 72hrs 				
Emergencies during practical	<ul style="list-style-type: none"> Minor spills to be dealt with by students with guidance In order to provide immediate remedial measures (IRM) staff may break the 2m exclusions 	<ul style="list-style-type: none"> Every room used for practical work will be supplied with emergency PPE, kept in a sealed clear plastic bag, marked 'For emergency use only' and stored near the eye wash station. These items are to be worn by the 				

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		teacher if they need to administer IRM.				
Practical work in non-lab environments	<ul style="list-style-type: none"> Practical equipment will not be stored in non-lab environments If any risk of getting a hazardous chemical in the eye exists, then eye irrigations facilities must be present in the classroom Staff must consider that tables are lower and therefore do not work well when standing up. Emergency PPE for administering IRM to go with equipment to non-lab No practical on the CLEAPSS unsuitable list to be conducted in non-labs 	<ul style="list-style-type: none"> If it cannot be transported to the lab at the beginning of the lesson and returned at the end then an alternative must be sought Where this risk is high then this practical must not go ahead. Where there is a risk of spillage, students must stand up to do the practical – low tables may not be suitable for some practicals. 				

Where there is **any doubt** as to whether or not a practical can be conducted safely then this must be discussed with either the senior technician or the head of department.