



# CORLEY CENTRE COVID-19 RISK ASSESSMENT

## UPDATED FOR FULL OPENING OF SCHOOL SEPTEMBER 2020

**ALL EXISTING SCHOOL RISK ASSESSMENTS STILL APPLY.**

**THIS RISK ASSESSMENT RELATES ONLY TO ISSUES SURROUNDING THE COVID 19 PANDEMIC AND ITS IMPACT ON THE SCHOOL, ITS STAFF AND STUDENTS.**

### ALL STAFF MUST READ:

- **PREPARATION FOR FULL OPENING OF CORLEY CENTRE SEPTEMBER 2020 plus Appendices 1-14**

All arrangements in school will follow 'Guidance for full opening: special schools and other specialist settings' (GOV.UK July 2020 plus updates)

WHAT ARE THE HAZARDS?	WHO MIGHT BE HARMED AND HOW?		WHAT ARE WE ALREADY DOING?	DO WE NEED TO DO ANYTHING ELSE TO CONTROL THIS RISK?	ACTION BY WHOM?	ACTION BY WHEN?
<b>PREPARATION FOR SCHOOL OPENING TO ALL STUDENTS</b>						
<b>RISK TO STUDENTS AND STAFF FROM CONTRACTING COVID -19</b>	Any students and staff coming into contact with someone with or carrying the Covid-19 virus		Ensuring that parents, students and staff are fully informed of the signs and symptoms of Covid-19.	Continue to monitor in line with local and national updates Regular reminders sent to parent via email <i>(Appendix 16)</i>	LB/MW/SR	All on-going unless otherwise stated
			Ensuring that no student or member of staff attends school with even mild symptoms.	Continue to monitor Regular reminders on staff weekly sheet and email.	LB/MW/SR	

				<b>(Appendix 15)</b> Visitor/Supply Staff/Contractor Covid Card introduced giving summary of Covid measures and need to check own symptoms/report positive test results. <b>(Appendix 10)</b>	
			Full deep clean conducted via external company following closure on 23.3.20 and further cleans during period of complete closure	Deep clean during school summer holiday. <b>Deep cleaning to take place as required following symptomatic person or positive case identified.</b>	MJW/ABu
			Purchasing of Biozone Power Zone machines to continue deep cleaning capabilities	Programme of deep cleaning to continue during school summer holiday <b>and as necessary following symptomatic cases</b>	MJW/ABu
			Increasing the number of wash hand basins on site so that students and staff have access in all work areas.	Ensure that each classroom has hand washing facilities prior to start of Autumn Term.	MJW/ABu
			Maintaining stock of PPE; masks, gloves, anti-bacterial wipes, hand gel, including in all classrooms	<del>Masks are optional for students and staff but MUST be worn by first aiders or when interacting with a student or member of staff showing signs of illness, prior to them leaving the school site.</del> <b>11.9.20: Masks mandatory for all staff and advisory for students in all communal areas and when moving between classrooms at lesson changeover and breaks/lunchtime.</b> <b>(Appendix 11)</b> <b>2.11.20: Masks mandatory for students following revised government guidance. Parents and carers informed.</b> <b>(Appendix 16)</b>	MW
			Purchase of high quality no-touch thermometers and ensure maintenance	Temperatures will only be taken if staff or students report feeling unwell or staff suspect that a student appears unwell. <b>Temperatures to be taken of all visitors, supply staff and contractors on entry to the building.</b>	MW
			<b>AUTUMN TERM PROVISION:</b>		LB/MW/SR

			<p><b>TIMETABLE MODELS A-F</b> to be implemented in response to the latest Covid-19 updates from the government, LA, PHE and in response to the situation in school. <a href="#">(Appendix 7)</a></p> <p><b>3-9 SEPTEMBER: - TIMETABLE MODEL A (RECOVERY CURRICULUM):</b>  All KS3 and KS4 students to follow the Restore Curriculum for the first 5 days.  Staff to continue from 10.9.20 to plan for the Recovery Curriculum principles through their subject, with the full 2020-2021 timetable commencing.  Post 16 students have completed transition during the Summer Term and will begin their scheduled courses.  During the Recovery Curriculum, students and staff will remain more or less constant, with some change of staff to provide PPA.  Classes will remain in the same room.</p> <p><b>REDUCING CONTACT:</b>  School will operate 4 student bubbles as follows:</p> <ul style="list-style-type: none"> <li>• <b>YEAR 7</b></li> <li>• <b>YEARS 8 AND 9</b></li> <li>• <b>KS4</b></li> <li>• <b>POST 16</b></li> </ul> <p><b>Year 7:</b></p> <ul style="list-style-type: none"> <li>• Mentor and teaching groups will operate as usual, with teachers moving between classes in line with the timetable</li> <li>• TAs to remain in the same classroom</li> </ul> <p><b>Years 8-9:</b></p> <ul style="list-style-type: none"> <li>• East, South and West mentor groups suspended so that all students remain</li> </ul>			
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Lunchtime clubs introduced in October, restricted to existing bubbles.  
2.11.20: Lunchtime timings reviewed due to Year 7 needing dry play area.

			<ul style="list-style-type: none"> <li>in one class</li> <li>Students to be mentored in classes <a href="#">(Appendix 6)</a></li> <li>Classes to be assigned one classroom for all lessons with some exceptions, such as PE</li> <li>Teachers to move between classes</li> <li>TAs to remain in the same room</li> </ul> <p><b>KS4:</b></p> <ul style="list-style-type: none"> <li>East, South and West mentor groups suspended so that all students remain in one class</li> <li>Year 10 placed in two new mentor groups: A and B <a href="#">(see Mentor List)</a></li> <li>Year 11 mentor groups to operate as usual</li> <li>Classes to be assigned one classroom for all lessons with some exceptions, such as PE and KS4 option subjects</li> <li>It may not be possible for all specialist rooms to be used so teachers will need to plan lessons accordingly</li> <li>Teachers to move between rooms</li> <li>TAs to remain in the same room</li> <li>Specialist rooms to be used only if available</li> </ul> <p><b>Post 16:</b></p> <ul style="list-style-type: none"> <li>Timetable and curriculum to operate as usual with some minor changes for the first 5 days</li> <li>Students self-contained in one area</li> <li>Staff to follow usual timetable</li> </ul> <p><b>SOCIAL DISTANCING:</b></p> <ul style="list-style-type: none"> <li>Staff will be required to maintain distance from staff and students as much as possible</li> <li>Students will be reminded about</li> </ul>			
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			<p>school rule of no physical contact and social distancing from all staff</p> <ul style="list-style-type: none"> <li>• Social distancing squares will remain in place as a visual cue for students and staff to 'be alert'</li> <li>• An area will be marked for the teacher at the front of each classroom</li> <li>• One-way system to operate around the school with induction tours for students and staff on Day 1</li> <li>• Use of directional arrows and no-entry signs.</li> <li>• Classroom furniture to be rearranged in classrooms to ensure all students face one way and staff have sufficient space between tables to maintain distance from students and other staff</li> </ul> <p><b>MOVEMENT AROUND SCHOOL:</b></p> <ul style="list-style-type: none"> <li>• One-way system around school to operate with clear signage.</li> <li>• Classes to follow newly designed floorplan from and to transport and between lessons where movement is essential</li> <li>• Clearly identified separate areas for lunch and breaktime</li> <li>• Lunchtime timings altered to allow for additional cleaning time between sittings</li> <li>• Dining room to be extended into the hall to create distanced seating</li> <li>• Hall to be out of bounds other than for lunch</li> </ul> <p><b>AVOIDANCE OF LARGE GATHERINGS:</b></p> <ul style="list-style-type: none"> <li>• KS4 lunchtime use of hall suspended until further notice</li> <li>• Cancelling all assemblies, staff briefings and staff training other than via Teams until 4.1.21</li> </ul>			
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		<p><b>KEY STAFF:</b> Ensuring that key members of staff will always be available when students are on site:</p> <ul style="list-style-type: none"> <li>• Headteacher/Deputy Headteacher/Assistant Headteacher</li> <li>• DSL/SENCo</li> <li>• Experienced T&amp;L staff</li> <li>• First Aider</li> <li>• Admin support</li> <li>• SSO</li> <li>• Cleaning staff</li> </ul> <p><b>FROM 10.9.20 – TIMETABLE MODEL B C</b> <i>(Appendix 7)</i></p> <p><b>CLOSE CONTACTS:</b> Information from PHE has been shared with staff in relation to what constitutes a close contact and how to avoid becoming a close contact of someone else. All staff to monitor their own personal space at all times to limit their close contacts should someone receive a positive Covid test result.</p> <p>SLT to carry out mock contact tracing with volunteer staff and identified students to</p>	<p>Governors to consider school closure if any of the following groups are not available due to illness or self-isolation:</p> <ul style="list-style-type: none"> <li>• HT + DHT + AHT</li> <li>• SBM + SSO + Deputy SSO</li> <li>• First Aiders</li> <li>• Cleaners</li> </ul> <p>Because students coped so well during the Recovery Curriculum week with remaining in the same classrooms, it was agreed that the school could move to Timetable Model C and not B. This would mean that TAs could follow their timetable and move rooms with teachers. (10.9.20).</p> <p>Following review at half term, Model C to continue for Autumn 2 with some KS4 lessons being given access to specialist teaching rooms, enabling completion of external qualifications.</p> <p>Close contact criteria regularly reviewed and shared with staff, visitors and supply staff so that all adults can actively avoid forming a close contact with anyone else, so avoiding virus spread and limiting the number of adults having to self-isolate, and subsequently, the number of supply staff needed for cover. <i>(Appendix 11)</i></p> <p>Following mock contact tracing, additional fencing purchased to further</p>		
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			develop a system of contact tracing should it be required and to identify issues around close contacts that can be resolved before any positive case is identified. (16.9.20)	reduce in-bubble mixing at break and lunchtime.	
			<p>Providing measures and resources/supplies to support high standards of personal hygiene amongst staff and students:</p> <ul style="list-style-type: none"> <li>• Updated signage around hand washing and personal hygiene</li> <li>• Lidded pedal bins in all areas</li> <li>• Anti-bacterial wipes and cleaning gloves in all areas</li> </ul> <p>Inducting staff to social distancing and personal hygiene measures prior to their return to school</p>	<p>Monitor daily effectiveness of social distancing measures and report any issues to SLT</p> <p>Classroom supplies checked daily and refilled as necessary by Admin and Premises Teams.</p> <p>9.11.2: Signage around school changed to prevent it becoming 'invisible'.</p>	All staff
			<b>PREPARATION FOR FULL OPENING OF CORLEY CENTRE SEPTEMBER 2020</b> document, including Appendices 1-8 shared with all staff prior to the start of term	<p>Appendices updated: 1-6 no longer relevant.</p> <p>Appendices 7-16 available in Corley Centre Covid Management File</p>	LB
			<p>Ensuring that parents understand their responsibility to maintain safe practice measures at home in order to not place staff and other students at risk.</p> <p>Information shared with parents prior to school opening</p>	<p>MW to update Behaviour Watch daily</p> <p>Regular communication with parents and carers with Covid-19 updates from government and school.</p> <p><i>(Appendix 16)</i></p>	MW
			Ensuring all rooms are adequately ventilated	<p>All staff keep windows open during the day</p> <p>10.11.20: Parents and carers informed to provide students with additional layer beneath uniform due to windows being open during cold weather.</p>	All staff
			Having removed all soft furnishings, staff to ensure that no more are introduced into rooms	Staff to check rooms in September and remove any remaining soft furnishings, including cushions, seat pads and soft toys.	All staff
			Sensory Rooms locked and out of use	To be re-opened only following risk assessment	LB/MW/SR

			Fitness room locked and out of use	To be re-opened only following risk assessment <b>The Fitness Room now operational following completion of Risk Assessment 21.9.20</b>	LB/MW/SR	
				Parents informed not to send in equipment from home	T&L staff	
			Classroom-based sensory toolkits removed from all classrooms.  Students to be provided with own stationery and sensory tool to avoid equipment being brought in from home.	Staff to ensure that equipment remains on the desks of each student and is not shared	T&L staff	
<b>STUDENT DELIBERATELY NOT FOLLOWING PERSONAL HYGIENE RULES</b>	Any students and staff coming into contact with that student at the time of the event		Removing from classrooms any student who deliberately displays unsafe personal hygiene behaviours. Conducting risk assessment in relation to any student deliberately displaying unsafe personal hygiene behaviours. Ensuring additional support is in place for students who have difficulty following personal hygiene rules.	All incidences recorded on Behaviour Watch. LB/MW/SR to monitor behaviour around personal hygiene and discuss as necessary with students and parents.	All staff  LB/MW/SR	
<b>MEMBER OF STAFF DELIBERATELY NOT FOLLOWING SOCIAL DISTANCING AND PERSONAL HYGIENE RULES</b>	Any students and staff coming into contact with that member of at the time of the event		Updating the staff disciplinary policy and Code of Conduct to cover any incidence involving a member of staff deliberately not following social distancing and personal hygiene rules	Apply the updated staff disciplinary policy and Code of Conduct where a member of staff refuses to follow social distancing or personal hygiene rules.	LB/MW	
<b>CHANGES TO ROUTINE RESULTING FROM THE ADAPTED</b>	Any student or member of staff who may find the changes		Providing students and parents with information about Covid-19 measures prior to the start of term  Providing an email address for student and		LB/MW  LB/MW/SR	



ENVIRONMENT AND COVID-19 MEASURES	difficult		<p>parent use throughout the summer should they have any concerns</p> <p>Providing staff with the <b>PREPARATION FOR FULL OPENING OF CORLEY CENTRE SEPTEMBER 2020</b> document prior to the start of term for them to be able to prepare</p> <p>Opportunity for staff who have been shielding during the Summer Term to attend school during the summer holiday to familiarise themselves with the school's Covid-19 measures.</p>	Staff to request a visit prior to their return date.	All staff	
<b>SUPPORTING STAFF, STUDENTS AND FAMILIES</b>						
STAFF, STUDENTS AND FAMILIES NEGATIVELY IMPACTED BY COVID 19	Any staff and students with a pre-existing health condition, which identifies them as vulnerable relating to COVID-19, i.e. coming under the category of <b>critically extremely vulnerable</b>		<p>Staff individual risk assessments completed prior to the end of the Summer Term</p> <p>If any member of staff has their circumstances change, they should speak to LB about an individual risk assessment, i.e. develops a medical condition making them <b>critically extremely vulnerable</b> (see latest government guidance)</p> <p>MW to discuss with parents of identified students.</p>	<p>Continue to monitor government guidance</p> <p><b>2.11.20: Updated Vulnerable Employee Risk Assessment (VERA) scoring system shared with staff.</b></p> <p><b>Staff invited to request an individual risk assessment based on VERA score.</b></p>	LB/MW Governors	
	Any staff and students with a pre-existing health condition, which identifies them as vulnerable		<p>Staff individual risk assessments completed prior to the end of the Summer Term</p> <p>MW to discuss with parents of identified students.</p>	<p>Continue to monitor government guidance</p> <p><b>2.11.20: Updated Vulnerable Employee Risk Assessment (VERA) scoring system shared with staff.</b></p> <p><b>Staff invited to request an individual risk assessment based on VERA score.</b></p>	LB/MW Governors	

	relating to COVID-19, i.e. coming under the category of <b>critically vulnerable</b> .					
	Staff and students from ethnic minority groups (as identified in Public Health England 'Disparities in the Risk and Outcomes of Covid-19' Report, June 2020).		Staff individual risk assessments completed prior to the end of the Summer Term  MW to discuss with parents of identified students.	Continue to monitor government guidance  2.11.20: Updated Vulnerable Employee Risk Assessment (VERA) scoring system shared with staff. Staff invited to request an individual risk assessment based on VERA score.	LB/MW Governors	
	Staff and students from ethnic minority groups (as identified in Public Health England 'Disparities in the Risk and Outcomes of Covid-19' Report, June 2020), identified as <b>critically vulnerable</b> due to a pre-existing health		Staff individual risk assessments completed prior to the end of the Summer Term  If any member of staff has their circumstances change, they should speak to LB about an individual risk assessment, i.e. develops a medical condition making them <b>critically vulnerable</b> (see latest government guidance)  MW to discuss with parents of identified students.	Continue to monitor government guidance  2.11.20: Updated Vulnerable Employee Risk Assessment (VERA) scoring system shared with staff. Staff invited to request an individual risk assessment based on VERA score.	LB/MW Governors	

	condition.					
	Pregnant staff		<p>Staff individual risk assessments completed prior to the end of the Summer Term</p> <p>Any member of staff on becoming aware that they are pregnant should speak to LB to arrange an individual risk assessment</p>	<p>Continue to monitor government guidance</p> <p>2.11.20: Updated Vulnerable Employee Risk Assessment (VERA) scoring system shared with staff. Staff invited to request an individual risk assessment based on VERA score.</p>	LB/MW Governors	
	All Staff		<p>Ensuring comprehensive package of safety measures throughout the school to meet and in places exceed national Covid-19 measures for the full opening of schools. Full measures shared with all staff by 1.9.20</p> <p>Opportunity for staff who have been shielding during the Summer Term to attend school during the summer holiday to familiarise themselves with the school's Covid-19 measures.</p> <p>Clear information given to staff, updated each week, to ensure full understanding of roles and responsibilities during attendance at work.</p>	<p>Continue to monitor government guidance</p> <p>2.11.20: Updated Vulnerable Employee Risk Assessment (VERA) scoring system shared with staff. Staff invited to request an individual risk assessment based on VERA score.</p>	LB/MW Governors  LB/MW/SR	
<b>COVID-19 SITUATION IMPACTING ON MENTAL HEALTH AND WELLBEING OF STAFF</b>	Any member of staff with increased anxiety over the pandemic.		<p>Removal of all whole school self-evaluation processes on 16.3.20</p> <p>Learning walks to commence during Recovery Curriculum week to monitor student wellbeing.</p> <p>Learning walks to continue beyond Recovery Curriculum week to gather positive feedback for school self-evaluation purposes</p>	<p>To be reinstated when school is fully operational and following a period of stability, as agreed by the governing board.</p>	Governors	
			<p>Offer of 1-1 confidential counselling sessions with school therapist</p>	<p>Staff to request via LB/MW 16.11.20: Staff invited to arrange 1-1 session with external professional if concerned about own wellbeing.</p>	All staff	

			Opportunity for staff who had been shielding during the Summer Term to attend during the summer holiday familiarise themselves with the socially distancing and personal hygiene measures, and meet with the Headteacher to discuss concerns.		LB/MW		
<b>START OF THE SCHOOL DAY</b>							
<b>STUDENTS AND STAFF COMING INTO UNNECESSARY CONTACT WITH EACH OTHER DURING TIMES OF WHOLE SCHOOL MOVEMENT</b>			Ensuring controlled exit from school transport, with identified routes to each teaching area via one-way system Draft measures shared with all staff by 17.7.20. Full measures shared with all staff by 1.9.20	Continue to monitor and adapt practice	T&L staff		
			To enable more students to attend school, beyond the capacity of Coventry City Council and parents, some students will be transported using the school's minibus, drivers and escorts. The following will apply: <ul style="list-style-type: none"> <li>• Volunteer drivers and escorts only</li> <li>• All students and staff to wear masks, provided by school</li> <li>• Students living closest to school to be selected</li> <li>• Any student displaying mild symptoms to remain at home</li> <li>• Numbers per minibus to follow Coventry City Council guidelines</li> </ul>	Transport provided in full by Coventry City Council from September. School in daily contact with transport in relation to Covid measures and names of students self-isolating.			
			Staff to ensure they have school entry passes at all times and refrain from using keypads. Doors to be wedged open to avoid contact with handles Hands-free gel station to be placed outside all entrances				
			Ample parking available so that staff can park away from each other to promote social distancing on arrival				

			Directing all students and staff to gel hands prior to entering school, using hands-free gel stations	Ensuring supplies of anti-bacterial gel are maintained. Purchase of hands free gel supply for outside and inside Reception by September 2020 <b>Hands-free gel stations at all entrances, plus hall and dining room.</b>	MJW/ABu	
			Use of floorplans and one-way system to direct students and staff to classrooms via identified routes	Continue to monitor and report any issues to SLT <b>Reminders issued for staff and students to keep to one-way system. Some adjustments made following staff suggestions.</b> <b>(Appendix 13)</b>	All staff	
			Fire Evacuation Procedures adjusted to allow for social distancing	<b>Fire Evacuation exit routes and meeting points adjusted to allow for social distancing.</b> <b>11.11.20: Students and staff practised new procedures</b> <b>(Appendix 14)</b>		
<b>DURING THE SCHOOL DAY</b>						
<b>STUDENT DELIBERATELY NOT FOLLOWING SOCIAL DISTANCING AND PERSONAL HYGIENE RULES</b>			Reminding students of the need to maintain high standards of personal hygiene, including: <ul style="list-style-type: none"> <li>• Regular hand washing</li> <li>• High standards of respiratory hygiene, including 'Catch it, Bin it, Kill it'</li> <li>• Use of hand gel</li> <li>• Use of tissues</li> <li>• Use of lidded pedal bins</li> </ul>	Continue to monitor the behaviour of students around personal hygiene rules. Apply the updated Behaviour Policy where a student fails to follow personal hygiene rules.	LB/MW/SR T&L staff  LB/MW/SR	
<b>STUDENT FORGETTING TO FOLLOW SOCIAL DISTANCING AND PERSONAL HYGIENE RULES</b>			Reminding students of the need to maintain high standards of personal hygiene, including: <ul style="list-style-type: none"> <li>• Regular hand washing</li> <li>• High standards of respiratory hygiene, including 'Catch it, Bin it, Kill it'</li> <li>• Use of hand gel</li> <li>• Use of tissues</li> <li>• Use of lidded pedal bins</li> </ul>	Continue to monitor the behaviour of students around personal hygiene rules. Apply the updated Behaviour Policy where a student fails to follow personal hygiene rules.	LB/MW/SR T&L staff  LB/MW/SR	
<b>MEMBER OF</b>			Reminding staff of the need to follow all in-	Continue to monitor staff following of	LB/MW/SR	

STAFF DELIBERATELY NOT FOLLOWING SOCIAL DISTANCING AND PERSONAL HYGIENE RULES			<p>school measures to socially distance and follow high standards of personal hygiene, including:</p> <ul style="list-style-type: none"> <li>• Regular hand washing</li> <li>• High standards of respiratory hygiene, including 'Catch it, Bin it, Kill it'</li> <li>• Use of hand gel</li> <li>• Use of tissues</li> <li>• Use of lidded pedal bins</li> <li>• Use of cleaning products and gloves</li> </ul>	<p>social distancing and personal hygiene rules.</p> <p>Apply the updated staff disciplinary policy and Code of Conduct where a member of staff refuses to follow social distancing or personal hygiene rules.</p>		
MEMBER OF STAFF FORGETTING TO FOLLOW SOCIAL DISTANCING AND PERSONAL HYGIENE RULES			<p>Reminding staff of the need to follow all in-school measures to socially distance and follow high standards of personal hygiene, including:</p> <ul style="list-style-type: none"> <li>• Regular hand washing</li> <li>• High standards of respiratory hygiene, including 'Catch it, Bin it, Kill it'</li> <li>• Use of hand gel</li> <li>• Use of tissues</li> <li>• Use of lidded pedal bins</li> <li>• Use of cleaning products and gloves</li> </ul>	<p>Continue to monitor staff following of social distancing and personal hygiene rules.</p> <p>Staff repeatedly forgetting, following gentle reminders, will result in the Headteacher discussing the situation with HR</p>	LB/MW	
POTENTIAL TO PASS ON VIRUS THROUGH SHARING OF EQUIPMENT			<p>Staff to ensure they have school entry passes at all times and refrain from using gate and door keypads.</p> <p>T&amp;L staff to remind students of the need to keep own equipment secure and not share with others or take others' equipment. Staff to organise and allocate equipment safely within their own classroom.</p> <p>Any printed visual aids/instructions on student desks should be laminated for cleaning purposes or replaced for each student.</p> <p>Staff and students to maintain high standards of personal hygiene when using shared facilities, such as toilets. Toilets and shared areas to be cleaned throughout the day</p> <p>Staff to use wipes provided to clean any equipment used in staff shared areas and classrooms, including all computer equipment.</p>	<p>Continue to monitor and report any issues to SLT</p> <p>Cleaning rotas to be adapted to accommodate increased cleaning requirements throughout and at the end of the school day</p> <p>Separate facilities provided for supply staff and visitors. <i>(Appendix 10)</i></p> <p>Supply staff informed to do the same. <i>(Appendix 10)</i></p>	T&L staff  MJW/ABu	

			<p>Admin staff to avoid office sharing and additional spaces to be identified.</p> <p>Admin staff to follow strict social distancing in offices, identifying own work area and equipment.</p> <p>Admin staff to follow strict hand washing procedures following receipt and handling of deliveries, including post.</p> <p>No further handling of cash to take place.</p>	<p>Continue to monitor and report any issues to MJW. <b>October: Admin offices further split to ensure individual occupancy only</b></p> <p>Whole school cashless pay system to be in place by September 2020.</p>	<p>Admin staff</p> <p>MJW</p>	
			<p>Individual staff offices to remain open only for the member of staff whose office it is. No other staff to enter. Confidential conversations to be carried out by phone.</p>	<p>Staff members to organise own offices if applicable <b>Signage added to office doors to control entry of others</b></p>	All staff	
			<p>Named stationery sets and sensory tools to be provided for all students, kept on their own desk.</p>	<p>T&amp;L staff to issue all students on first day of return. T&amp;L staff to monitor stocks and provide additional sets as required. T&amp;L staff to order necessary equipment, including for September</p>	T&L staff	
			<p>Laptops to be booked prior to use and collected each day from classrooms for cleaning</p>	<p>Cleaning staff to ensure all equipment is cleaned as per cleaning rota</p>	MJW/ABu	
			<p>Staff to surface-clean during the day, especially when staff move between rooms.</p> <ul style="list-style-type: none"> <li>• Protective gloves and anti-bacterial wipes provided</li> <li>• To be disposed of immediately in lidded pedal bins</li> <li>• Lidded pedal bins available in all areas and emptied at the end of each day</li> </ul>	<p><b>Classroom supplies checked daily and refilled as necessary by Admin and Premises Teams.</b></p>	ABu	
			<p>Movement between classrooms to be limited in line with the Timetable Model in operation each week (<b>Appendix 7</b>)</p>	<p>T&amp;L to monitor and report issues to SLT</p>	T&L staff	
			<p>Suspending of all written feedback to prevent staff contact with student work. Feedback to be given verbally and recorded by the member of</p>	<p>Risk assessment to be carried out prior to any written feedback re-commencing. T&amp;L staff to establish and share creative</p>	T&L staff	

			<p>staff.</p> <p>Staff to record written feedback for their own records</p>	<p>ways of replacing written feedback on student-handled work.</p> <p>Systems to be agreed at the start of the Autumn Term</p>	KF	
			<p>Each student group to have its own outdoor space, identified on floorplans.</p> <p>No student to use the outdoor fixed play equipment</p> <p>Staff to minimise the sharing of equipment during sports activities and make use of protective gloves and anti-bacterial wipes provided for cleaning of equipment.</p>	<p>Continue to monitor and report any issues to SLT</p>	T&L staff	
			<p>Student medication will be administered at the office. Admin staff will phone classrooms for a member of T&amp;L staff to escort the student to Reception. Staff administering medication will wear masks and gloves.</p>			
<b>VISITORS TO SCHOOL</b>	<p>Any students and staff coming into contact with someone visiting the school who may have or be carrying the Covid-19 virus</p>		<p>No visitors will be allowed to enter the school during the Autumn Term, other than through prior arrangement with the Headteacher.</p> <p>No transport or postal delivery staff or parents to enter to use toilet facilities. Clear signage in place.</p> <p>All professionals' meetings will take place remotely.</p> <p>Annual Reviews will take place remotely or over the phone.</p> <p>Deliveries will be contactless.</p> <p>Contractors will not be on site at the same time as students and staff other than in an emergency.</p> <p>Parent meetings may take place in school if the meeting could otherwise not take place and must follow strict Covid-19 measures.</p> <p>If visitors do have to enter the building (with prior agreement from the Headteacher), they</p>	<p>All staff to be aware that they cannot invite anyone onto the school premises.</p> <p>To be reviewed <b>January 2021</b> and risk assessment to be carried out prior to visitors being re-admitted.</p> <p><b>1.10.20:</b>  <b>Visits to be allowed for Year 6 parents/carers to assist in their secondary school choices.</b>  <b>Visitors informed of the following prior to visit:</b></p> <ul style="list-style-type: none"> <li>• Only 2 adults who do not have to socially distance from each other</li> <li>• No children, including younger siblings</li> <li>• All must wear masks</li> <li>• Temperatures will be taken on arrival</li> <li>• No admittance to classrooms</li> </ul>	<p>All staff</p> <p>LB/MW Governors</p>	<p>Jan' 2021</p>



		<p>will need to sign to say they have read and understood the Corley Centre Covid-19 Risk Assessment and must follow all Covid-19 measures.</p> <p>Any visitor not following these measures will be asked to leave.</p> <p>An additional Cover Supervisor role has been created to reduce the need for day to day supply staff.</p> <p>All supply staff will need to sign to say they have read and understood the Corley Centre Covid-19 Risk Assessment and must follow all Covid-19 measures.</p> <p>Any supply staff not following these measures will be asked to leave.</p>	<ul style="list-style-type: none"> <li>All must maintain social distance from member of school staff</li> </ul> <p>November/December: Parents Evening to be conducted remotely.</p> <p>Supply Staff Covid card produced and shared with supply staff prior to entry to school. <b>(Appendix 10)</b></p> <p>Includes summary of classroom measures plus ensuring monitoring of symptoms prior to arrival in school and notifying school of any positive test result up to 3 days after being on site.</p>		
		<p>Contractors only permitted on site for emergency repairs or statutory inspections.</p> <ul style="list-style-type: none"> <li>SBT staff will follow strict social distancing and personal hygiene rules when interacting with contractors.</li> <li>Contractors' Covid-19 Risk Assessment to be supplied and agreed by the SSO prior to access to school.</li> <li>Contractors to be provided with a copy of request a copy of the school's COVID 19 risk assessment</li> </ul> <p>Arrangements agreed with SSO prior to visit.</p> <p>Contractors entering school to be instructed by SSO to follow social distancing and personal hygiene measures.</p>	<p>To be reviewed for October 2020 and risk assessment to be carried out prior to contractors being re-admitted during the school day, other than in an emergency. Only necessary work undertaken.</p> <p>Contractors issued with Visitor Covid Card to ensure monitoring of symptoms prior to arrival in school and notifying school of any positive test result up to 3 days after being on site. <b>(Appendix 10)</b></p>	LB/MW Governors	January 2021
<b>STUDENT OR MEMBER OF STAFF SHOWING ONSET OF SYMPTOMS DURING THE</b>	All staff and students	<p>Individual immediately isolated and arrangements made for travel home.</p> <p>Students and staff moved to other available classroom and rooms locked for cleaning.</p> <p>School to follow <b>Coventry, Solihull and Warwickshire Outbreak Control Plan</b> issued to schools September 2020.</p>	<p>Headteacher and governors to keep abreast of all information from PHE.</p> <p><b>12.9.20: All staff issued with INSTRUCTIONS TO STAFF ON COVID-19 SYMPTOMS AND TESTING</b> to ensure they are fully compliant with government procedure around symptoms and testing.</p>	LB/MW Governors	

DAY				<p><i>(Appendix 8)</i></p> <p>Whole school procedure implemented for managing symptomatic students and confirmed positive cases.</p> <p><i>(Appendix 9)</i></p> <p>Family Support Worker allocated to support parents through test procedure and sharing of results with school in a timely manner.</p> <p>Mobile phone purchased to enable results to be received over weekends and holidays – monitored by LB</p>		
STUDENT OR MEMBER OF STAFF SHOWING ONSET OF SYMPTOMS OUT OF SCHOOL HOURS	All staff and students		<p>Parents of all students instructed to inform the Headteacher if a student who has attended school develops Covid-19 symptoms.</p> <p>All staff who have attended school instructed to inform the Headteacher if they develop Covid-19 symptoms.</p> <p>School to follow <b>Coventry, Solihull and Warwickshire Outbreak Control Plan</b> issued to schools September 2020.</p>	<p>Headteacher and governors to keep abreast of all information from PHE.</p> <p>12.9.20: All staff issued with <b>INSTRUCTIONS TO STAFF ON COVID-19 SYMPTOMS AND TESTING</b> to ensure they are fully compliant with government procedure around symptoms and testing.</p> <p><i>(Appendix 8)</i></p> <p>Whole school procedure implemented for managing symptomatic students and confirmed positive cases.</p> <p><i>(Appendix 9)</i></p> <p>Family Support Worker allocated to support parents through test procedure and sharing of results with school in a timely manner.</p> <p>Mobile phone purchased to enable results to be received over weekends and holidays – monitored by LB</p>	LB/MW Governors	
RISK FROM POSITIVE CASE BEING IDENTIFIED			<p>School to follow <b>Coventry, Solihull and Warwickshire Outbreak Control Plan</b> issued to schools September 2020, including 'Covid-19 symptoms and cases – actions for schools' flow chart.</p>	<p>Whole school procedure implemented for managing symptomatic students and confirmed positive cases.</p> <p><i>(Appendix 9)</i></p> <p>Use has been made of Coventry City Council Covid-19 support email to report</p>	LB/MW Governors	

				<p>one confirmed case and seek advice around staff self-isolation due to factors external to school.</p> <p>Contact tracing procedures implemented for use following positive case.</p> <p>Mock contact tracing taken place for identified students and staff, to test procedure.</p> <p><i>(Appendix 12)</i></p>		
<b>END OF THE SCHOOL DAY</b>						
<b>RISK FROM STUDENT AND STAFF MOVEMENT AT THE END OF THE DAY</b>	All students and staff		Students to replace all own equipment in provided pencil cases and leave on desk for next day or in designated area.	T&L staff to monitor effectiveness and report to SLT	T&L staff	
			Staff to tidy the classroom ready for the next day	SSO to ensure uncleaned rooms remain locked, with clear signage.	T&L staff AB	
			Staff to inform SSO if a room other than those on the floorplans has been used so that it can be cleaned. If there is insufficient time for cleaning of that room, the room will remain out of use until it is cleaned. Additional rooms only to be used in exceptional circumstances in agreement with a member of SLT.			
			All students and staff to wash hands prior to leaving classrooms	T&L staff to report any issues to SLT in relation to individual students failing to follow this rule.	T&L staff	
			All students and staff to follow identified routes to transport, maintaining social distancing	T&L staff to report any issues to SLT in relation to individual students failing to follow this rule.	T&L staff	
<b>RISK FROM CONTACT WITH COVID-19 VIRUS BY SURFACE CONTACTS</b>	All students and staff		<p>Thorough cleaning throughout and at the end of each day by SSO and cleaning staff, including:</p> <ul style="list-style-type: none"> <li>• Washing/wiping all hard surfaces, touch areas and sanitary-ware using diluted Hypochlorite.</li> <li>• Cleaning of laptops, iPads, keyboards, portable-equipment, including play/sports equipment with anti-bacterial wipes.</li> <li>• Use of Biozone Power Zone machine,</li> </ul>			

			<p>which destroys micro-organisms, at the end and beginning of occupied days, moved between rooms for ultimate performance</p> <ul style="list-style-type: none"> <li>• Introduction of additional cleaning to enable cleaning of areas during occupied times.</li> </ul>			
<b>MEDICAL EMERGENCIES AND FIRST AID</b>						
<b>RISKS POSED BY TEMPERATURE-TAKING</b>	First Aiders and staff and students having temperature taken		<p>Corley Centre First Aid Risk Assessment in place.</p> <p>First Aiders have been involved in the discussions around how best to conduct temperature taking where a student or member of staff is unwell</p> <p>Thermometers have been purchased that do not require physical contact but do require close proximity within arms length</p> <p>First Aiders to wear gloves and masks.</p> <p>Staff and students having temperatures taken to wear masks.</p> <p>All staff and students to take care prior to temperature taking that they are not likely to sneeze or cough during the process and to delay outside until ready.</p> <p>Parents instructed to assess own child each morning for Covid-19 related symptoms and keep at home if any are present</p> <p>SLT to assess students on arrival for any visual signs of Covid-19 such as cough, sweating and prevent them entering the school building.</p> <ul style="list-style-type: none"> <li>• SLT to contact parents to arrange for transport home if necessary</li> </ul>	<p>Continue to monitor and report any issues to SLT</p> <p>Temperatures no longer routinely taken when a student or member of staff has a cough as they already meet the criteria to be sent home.</p>	All staff	

			Staff to self-assess each morning for Covid-19 related symptoms and remain at home or seek advice from SLT prior to arriving in school			
<b>RISKS TO FIRST AIDERS</b>	Risk from general First Aid support		<p>All First Aid to be administered from 2m if possible.</p> <p>If not possible, first aider to assess situation and either administer first aid, speak to SLT to arrange for student or member of staff to go home, call 111 for advice or 999 for an ambulance.</p> <p>Only first aiders will enter the First Aid Room. The student will remain outside.</p> <p>Student medication will be administered at the office and not the first aid room. Admin staff will phone classrooms for a member of T&amp;L staff to escort the student to Reception. Staff administering medication will wear masks and gloves.</p>	Continue to monitor and report any issues to SLT	First Aiders	
<b>SUPPORTING STUDENTS AND FAMILIES IN THE HOME</b>						
<b>RISK FROM INVOLVEMENT IN REMOTE MEETINGS OR VISITS TO THE HOME</b>	Staff taking part in remote meetings with parents/carers or professionals		<p>All Teams meetings to be recorded on Behaviour Watch or as an Annual Review</p> <p>Staff to leave the Teams meeting if they have any concerns about the behaviour of any member of the meeting</p> <p>Staff to contact MW immediately if they have concerns of any nature</p>	Continue to monitor and report any issues to MW/SR	T&L /pastoral staff	
	Staff carrying out home visits		<p>Any home visits to take place in pairs, with staff maintaining social distancing, either from the pavement or other side of the road.</p> <p>Staff to travel in own cars</p> <p>All home visits to be recorded on Behaviour Watch</p> <p>Home visits not to take place if the member of staff has any concerns</p>	Continue to monitor and report any issues to SLT	T&L /pastoral staff	

			Staff to contact MW immediately if they have concerns of any nature			
<b>PREMISES</b>						
<b>RISK TO STAFF AND STUDENTS OF WATER BOURNE INFECTION</b>	Risk from hand washing stations		Fresh and used water containers to be emptied at the end of each day, refilled each morning and water not to remain in units overnight or at weekends.  Waste and fresh water units to be sterilised at the end of each week.	Maintenance procedures to be checked on newly installed portable hand wash stations  Review the existing infection control risk assessment to ensure control measures are reasonably practicable, given current arrangements and share formally with staff.	MJW/ABu	End of July 2020
	Risk of Legionella from cold water and water system		Water flushing regime has been continued during school closure. Water flushing to be completed before new areas of the school are opened.  Water dispenser handles to be added to cleaning regime daily and up to two jugs of water to be poured and disposed of at the beginning of each open school week.	Ensure regular monitoring of all premises-related issues		
<b>RISKS RELATING TO THE SCHOOL KITCHEN AND PREPARATION AND CONSUMPTION OF FOOD</b>	Risk to staff and students through food preparation and consumption		Risk assessment carried out prior to the kitchen re-opening in September 2020: Glass screen placed at serving hatch with space for food to be passed underneath. Lunch timings altered to allow for additional cleaning time between sittings Hall used as a dining room to allow for students to space within Covid-19 guidelines Plastic shields attached to tables to separate students Students' water bottles to be filled in the dining room by staff wearing masks and gloves Seating to be arranged to provide space for catering staff	<b>Additional measures implemented since September:</b> <ul style="list-style-type: none"> <li>Seating Plan for Year 7 to match classroom arrangements</li> <li>Hands-free gel stations for everyone entering and leaving dining room/hall</li> <li>Timings adjusted following feedback from staff</li> </ul>	SLT/Catering Staff/Duty Staff	
	Risk of Legionella from cold water and water system		All areas have been regularly flushed since school closure.  All water containing equipment is being run on a weekly basis.			
<b>RISK OF</b>	Risk to staff		All classrooms have windows with safety			

<b>AIRBORNE INFECTION FROM LACK OF VENTILATION</b>	and students due to poor room ventilation		<p>restrictors that allow for adequate ventilation and air circulation.</p> <p>Staff to ensure that windows remain open as much as possible throughout the day.</p> <p>Staff made aware of potential insect presence due to open windows and how to access first aider in even of insect bite to student or staff.</p>	<p>Completed prior to Fitness Room being open for lessons. 2.11.20: Fitness Room remains closed for staff personal use, following national lockdown guidance.</p>		
	Risks posed by air conditioning		<p>No rooms being used which have air conditioning units.</p> <p>All air conditioning units in rooms not being used have been switched off.</p> <p>Statutory inspections will take place prior to air conditioning units being switched on, once deemed safe to do so</p>			
<b>RISKS TO CLEANING STAFF</b>	Site Services and Cleaning Team		Infection control risk assessment in place and generally accepted control measures around control of spread of infectious diseases and bodily fluids will continue to be followed.			
<b>INFECTION CONTROL</b>	<p>All students and staff</p> <p>Breach of infection control measures leading to infection of infectious diseases</p>		<p>Infection control risk assessment in place and generally accepted control measures around control of spread of infectious diseases and bodily fluids will continue to be followed.</p> <p>Social distancing guidance and measures in place (see above)</p> <p>School will be provided with and follow any existing or forthcoming advice from central and local government and PHE.</p>			
<b>EMERGENCY, STATUTORY</b>	Contractors		Contractors only permitted on site for emergency repairs or statutory inspections.	Visitor/Supply Staff/Contractor Covid Card introduced giving summary of Covid		

<b>INSPECTIONS CONTRACTORS ON SITE</b>		<p>Contractors' Covid-19 Risk Assessment to be supplied and agreed by the SSO prior to access to school.</p> <p>Contractors can request a copy of the school's COVID 19 risk assessment</p> <p>Arrangements agreed with SSO prior to visit.</p> <p>Contractors entering school to be instructed by SSO to follow social distancing and personal hygiene measures.</p>	<p>measures and need to check own symptoms/report positive test results. <i>(Appendix 10)</i></p> <p>Risk Assessment shared with contractors prior to coming on site.</p>		
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