

RISK ASSESSMENT FOR MARRIOTTS SCHOOL

This Risk Assessment will be reviewed before reopening when circumstances may be different and periodically thereafter.

A contingency plan will also be in place for the eventuality of a Local outbreak. This will be shared with staff.

School activities during COVID 19 outbreak.

Based on Model Herts guidance and adapted from the Key for school leaders and in light of new national guidance. Due consideration has been given to union guidance for further detail and support. We will continue to review this risk assessment in light of subsequent guidance, comments and support. This risk assessment is informed by the most recent guidance from the Department for education (DfE) regarding operating and opening in this new context. The DfE guidance was prepared with input from school leaders, unions and sector bodies in consultation with PHE and the Health and Safety Executive (HSE)

Safety and welfare of students and staff is the paramount principle

We will conduct regular workload impact assessments to address the level of staff workload and working time in light of the proposed arrangements and we will publish and consult on any amendments to 1265.



Establishment: Marriotts School	Assessment by: Ongoing EHS/MAM/AEV	Date: 01/09/20, 30/09/20 To be reviewed half termly in first instance by 02/11/20
Risk assessment number/ref: RA-003	Headteacher and Governing Body Approval: BHR & MKS	Date: 01/09/20

What are the hazards?	Who might be harmed?	Actions and procedures in place	Staff lead
General actions &	Staff, Students / wider contacts	<p>This risk assessment is informed by the most recent guidance from the Department for Education (DfE) regarding expectations on schools in relation to operating and opening in this new context. This guidance with input from school leaders, unions and sector bodies and in consultation with PHE and the Health and Safety Executive (HSE).</p> <p>Through this risk assessment Marriotts School will implement sensible and proportionate control measures which follow the health and safety hierarchy of controls to reduce the risk to the lowest reasonably practicable level. This should be read in conjunction with the schools re-opening plan.</p>	EHS MAM AEV

<p>Assessment of Individual risk factors</p>	<p>Spread of COVID 19</p>	<p>System of controls – as advised through DfE school guidance with input from school leaders, unions and sector bodies and in consultation with PHE and the Health and Safety Executive (HSE). https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>This is the set of actions schools must take. They are grouped into ‘prevention’ and ‘response to any infection’ and are considered in all parts of the risk assessment and inform all our planning and implementation moving forward into full re-opening.</p> <p>Prevention:</p> <ol style="list-style-type: none"> 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school 2) where recommended, use of face coverings in school 3) clean hands thoroughly more often than usual 4) ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach 5) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach 6) minimise contact between individuals and maintain social distancing wherever possible 7) where necessary, wear appropriate personal protective equipment (PPE) <p>Numbers 1 to 5 must be in place in all schools, all the time.</p> <p>Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances.</p> <p>Number 7 applies in specific circumstances.</p>	
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<p>General actions & Assessment of Individual risk factors</p>	<p>Staff, Spread of COVID 19</p>	<p>Response to any infection:</p> <p>8) engage with the NHS Test and Trace process</p> <p>9) manage confirmed cases of coronavirus (COVID-19) amongst the school community</p> <p>10) contain any outbreak by following local health protection team advice</p> <p>Numbers 8 to 10 must be followed in every case where they are relevant.</p> <p>School Workforce</p> <p>Individual risk assessments for staff will be reviewed on a regular basis, to ensure they reflect any National changes.</p> <p>Following the reduction in the prevalence of coronavirus (COVID-19) and relaxation of shielding measures from 1 August, we expect that most staff will attend school. All staff and students who have underlying health conditions were discussed with the Headteacher prior to them entering the school. Individual risk assessments have been conducted with members of staff as required.</p> <p>Staff will inform HR and the Headteacher in event of change of circumstance and absence. Staff absence will be reported following our normal procedures by phoning NSE on the school absence number 07712 593618. If absence is COVID-19 related, NSE/SES will inform the HT who will follow current guidance in relation to next steps. Staff are also asked to keep the headteacher updated b.honnor@marriotts.herts.sch.uk</p> <p>Advice for those who are clinically-vulnerable, including pregnant women, is available. Individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work from 1 August as long as they maintain social distancing. Advice for those who are extremely clinically vulnerable can be found in the guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19.</p> <p>Advice from HSE/PHE/DfE is that people who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.</p> <p>Staff who may otherwise be at increased risk from coronavirus (COVID-19)</p> <p>Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report. If members of staff with significant risk factors are concerned, colleagues should discuss their concerns with HR or the HT, an individual risk assessment may then be necessary. Consideration with regard to BAME staff would form part of individual risk assessments and informed by BAMEed Network guidance. (See relevant link section at end of document)</p>	<p>BHR</p> <p>LTR/AEV</p>
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<p>General actions & Assessment of Individual risk factors</p>	<p>Wider contacts Spread of COVID 19</p>	<p>Advice from HSE/PHE/DfE is that people who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace.</p> <p>Supply staff and other temporary workers can move between schools, the school's planning will seek to minimise the number of visitors to the school where possible. Where it is necessary to use supply staff and to welcome visitors to the school such as peripatetic teachers, those individuals will be expected to comply with the school's arrangements for managing and minimising risk, including taking particular care to maintain distance from other staff and pupils. They will have induction and guidance provided (SES will issue a briefing sheet and leaflet) by HR/SLT.</p> <p>Students and student attendance</p>	<p>AEV/BHR</p>
	<p>Students Spread of COVID 19</p>	<p>Missing out on more time in the classroom risks pupils falling further behind. Those with higher overall absence tend to achieve less well in both primary and secondary school. School attendance will therefore be mandatory again from the beginning of the autumn term. This means from that point, the usual rules on school attendance will apply, including: reporting absence in the normal way via the school's absence procedures by e-mailing attendance-team@marriotts.herts.sch.uk. If the absence is COVID related RHM will inform BHR and appropriate steps and measures will be put in place. Parents have been asked to copy in Ms B Honnor to any email communications.</p> <ul style="list-style-type: none"> • parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age; • school's responsibilities to record attendance and follow up absence • the availability to issue sanctions, including fixed penalty notices in line with local authority's codes of conduct <p>Students who are shielding or self-isolating</p> <p>There will be far fewer children and young people advised to shield whenever community transmission rates are high. Therefore, the vast majority of pupils will be able to return to school.</p>	<p>NSE/SES</p>
	<p>Students Spread of COVID 19</p>	<ul style="list-style-type: none"> • a small number of students will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19) • shielding advice for all adults and children paused on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of students who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. Consideration given here to the current advice on shielding • if rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent (see below). 	<p>BHR/CST</p> <p>LTR</p>

Assessment of Individual risk factors	Students Spread of COVID 19	<ul style="list-style-type: none"> some students no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school (usually at their next planned clinical appointment). You can find more advice from the Royal College of Paediatrics and Child Health at COVID-19 - 'shielding' guidance for children and young people. LTR will complete individual risk assessments for students who are vulnerable. <p>Where a student is unable to attend school because they are complying with clinical and/or public health advice, the school will be able to immediately offer them access to remote education. The school will monitor engagement with this activity. KWE will co-ordinate remote learning for individuals through Oak National Academy and Year Leaders will monitor engagement. Where a whole year group of students are directed to isolate by PHE, live teaching will be delivered through Teams. Please see Remote Learning Policy.</p> <p>Where children are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised. Where a parent feels that this is the case, they should communicate directly with our attendance team to discuss this. attendance-team@marriotts.herts.sch.uk</p>	LTR
General actions	Staff, Students / wider contacts	<p>Existing individual Health care plans in place for students will be reviewed, (the SEND team to coordinate). Where students who would usually have additional support in the school setting, they will be invited into school and their needs considered. If additional adults are required in a small group setting, numbers of students will be reviewed to ensure social distancing of adults from students. Where students normally have a key worker, parents will be part of the planning process. Where a child with SEND requires particular support that cannot be delivered whilst observing social distancing an individual risk assessment and plan will be put in place for safe provision. Management of SEND risk assessments has been undertaken and send support is provided in year group bubbles.</p>	BPE

	Spread of COVID 19	The Addendum to the Behaviour for Learning policy ensures clear guidance relating to new measures and consequences of failures and persistent lapses, and clarifies expectations regarding uniform and dress. The behavior policy can be read in conjunction with this school risk assessment to highlight social distancing and hygiene expectations. Staff training was given in light of changes in advance of reopening. Students were made aware of expectations during first sessions in school. Where necessary individual risk assessments are in place for some students where appropriate.	EHS/NSE
	Spread of COVID 19	<p>Key control method 2: Where recommended, use of face coverings in schools</p> <p>In view of the latest guidance and our assessment of school level risk, the wearing of face masks will be mandatory for all staff, students and visitors, in communal spaces, during lesson transitions, and when walking around the building, and at all other times except when in lessons, eating or outside, Staff and students should bring their own face covering and storage. The wearing of face coverings during lessons remains optional for both teachers and students. Training in the correct use of face coverings has been given.</p> <p>Students and staff should wash or sanitise their hands both before and after touching their face covering – this includes removing or putting them on. Students and staff should provide their own plastic sealable bag for storing their face covering when not in use. If a face covering becomes damp, it should not be used. Fabric face coverings should be washed regularly and disposable face coverings disposed of in lidded bin and must should not be disposed of in a recycling bin.</p> <p>Further guidance on face coverings can be found at:</p> <p>https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care</p> <p>https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education</p> <p>Students and staff will be allowed to bring in their own hand sanitiser for personal use.</p> <p>We recognise that some students and staff will be exempt of wearing face masks and is clear in our re-opening document.</p> <p>Additional support and training has been given to newly qualified staff, those who are new to the school and anyone who is anxious about returning and staff can access individualised support, as outlined below.</p>	BHR

		<p>household bleach after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.</p> <p>Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19). The school will not be operating randomised temperature testing, however we have access to IR thermometers if these are required for use by first aiders.</p> <p>A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following decontamination guidance. Cleaning to be carried out in line with the Engie cleaning team RA. Further supporting guidance: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings)</p> <p>All PPE will be sourced through secure county suppliers.</p> <p>If a student or a staff member working with students tests positive for coronavirus, the school will contact PHE and act as directed. If other cases are detected at school, the local health protection team from Public Health England will be in touch to advise on appropriate action, such as asking more people to self-isolate. Anyone self-isolating with symptoms must access testing, and the school will help them do this where appropriate.</p> <p>All staff aware of protocol for sick students and staff, regular training provided and reminders reinforce key messages</p>	BHR/AEV MAM
Contact with someone suffering from coronavirus	<ul style="list-style-type: none"> • Staff • Students • Contractor • Visitors <p>Spread of COVID 19</p>	<p>Key control method 7: Where necessary, wear appropriate personal protective equipment (PPE)</p> <p>The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:</p> <ul style="list-style-type: none"> where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at school, and only then if a distance of 2 metres cannot be maintained where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used <p>Further guidance on safe working in education, childcare and children's social care for more information about preventing and controlling infection, including when, how PPE should be used, what type of PPE to use, and how to source it, this has been referred to and is in place.</p> <p>Where staff are conscious that they may be in close contact with a student, PPE should be worn.</p> <p>Passing in corridors is low risk but staff should avoid busy corridors and wear face coverings.</p> <p>Staff who are managing corridor will have access to PPE. All staff and students will wear masks when passing in corridors (except for those that are exempt).</p> <p>Those who would routinely require the use of PPE will be trained and a risk assessment will be in place.</p>	AEV MAM
Contact with someone suffering	<ul style="list-style-type: none"> • Staff • Students • Contractor 	<p>Key control method 8: Engage with the NHS Test and Trace process</p>	BHR AEV

from coronavirus	<ul style="list-style-type: none"> • Visitors <p>Spread of COVID 19</p>	<p>The School must ensure they understand the NHS Test and Trace process and how to contact their local Public Health England health protection team. The School will ensure that staff members and parents/carers understand that they will need to be ready and willing to:</p> <p>book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit and provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace</p> <p>self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)</p> <p>Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.</p> <p>Parents and staff should inform the school immediately of the results of a test:</p> <ul style="list-style-type: none"> • If someone tests negative and they feel well and no longer have symptoms similar to Covid-19, they can stop self-isolating. However they could have a different virus and therefore should avoid contact with other people until they are better. Other members of the household can stop self-isolating. • If someone tests positive, they should follow the following guidance; https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance and continue to self-isolate for at least 10 days from the onset of their symptoms and then only return to school if they do not have symptoms other than a cough or loss of sense of smell or taste (anosmia). This is because a cough or anosmia can last for several weeks once the infection has gone. The 10 day period starts from the day they first became ill. If they still have a temperature, they should keep self-isolating until their temperature returns to normal. Other members of the household should continue to self-isolate for the full 14 days. 	MAM
Contact with someone suffering from coronavirus	<ul style="list-style-type: none"> • Staff • Students • Contractor • Visitors • Spread of COVID 19 	<p>Key control method 9: Manage confirmed cases of coronavirus (COVID-19) amongst the school community Key control method 6: minimise contact between individuals and maintain social distancing where possible may move this to other 6</p> <p>Schools will take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). The school will follow their coronavirus positive case checklist. The School will contact the local health protection team immediately. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.</p> <p>The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate. The school will keep a record of pupils and staff in each group in order to facilitate this.</p>	BHR AEV MAM

		Staff including union reps, will be notified and kept informed as soon as possible if somebody tests positive.	
Contact with someone suffering from coronavirus	<ul style="list-style-type: none"> • Staff • Students • Contractor • Visitors • Spread of COVID 19 	<p>Key control method 10: Contain any outbreak by following local health protection team advice</p> <p>If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required.</p>	BHR AEV MAM
Contact with coronavirus when getting to and from school	<ul style="list-style-type: none"> • Staff • Students • Contractor • Visitors 	<p>Everyone is encouraged to walk or cycle into school, and warned to avoid taking public transport during peak times, Families have been advised about use of public transport and should refer to the safer travel guidance for passengers. Staff and students are reminded about social distancing expectations throughout the school day. There is an enhanced duty rotas for staff to supervise areas on school site to ensure orderly arrival and dismissal and reinforce social distancing expectations with students where required.</p> <p>The School day has been amended for different year groups (year group bubbles). This will ensure staggered timings of school day and reduces the opportunity for mixing of different year groups (bubbles). See full re-opening document.</p> <p>Staff and students using public transport, should wear face mask and follow current government guidance. Further information will be provided as necessary.</p> <p>Staff arrival will be prior to student arrival, staff will respect social distancing expectations and use their designated entrance. Staff should login and out using 'inventory' using their school badge.</p> <p>Lonsdale car park strictly for Lonsdale only to protect their staff and students under strict management. Rules for arriving at school clearly communicated with parents.</p> <p>Different Year groups are staggered in arrival timings, this will minimise the mixing between groups. South and North school site entrances are available for all students with the gates around the school open so that students can enter via the appropriate for a specified route to their form rooms. See full reopening plan.</p> <p>When on school site we will use different arrival times and entrances to support social distancing and to minimise the contact between groups. The school will operate a revised one way system to minimise mixing between groups.</p>	BHR AEV MAM
Contact with coronavirus when getting to and from school	<ul style="list-style-type: none"> • Staff • Students • Contractor • Visitors 	<p>This will be reviewed and amended as necessary in order to maintain changes to guidance regarding social distancing</p> <p>For Marriotts School students that will need to be dropped off and picked up, parents should remain in their cars, they should drop off in the normal drop off zone before the barrier to support social distancing. School staff will be on duty to support this process but parents should support reminding students about social distancing from staff as they move into the building. Students will enter via designated student entrances and enter as soon as directed by school staff and not wait for friends. The school will ensure that there is adequate staffing to manage student arrival and departure to ensure social distancing and to support those with SEND or anxiety (an amended duty rota is in place).</p>	BHR/EHS NSE MAM

		<p>Pupils are instructed to wash their hands or sanitise on arrival to School or their corridor and ensure they are wearing their face covering.</p> <p>North and South bike sheds will operate as normal, students must lock their bikes individually and accept their own risk, reduced number of students arriving at any one time and staff supervising outside the building will ensure social distancing. Communicate expectations to parents and students regularly.</p> <p>Visitors: All students, staff and visitors must wash or sanitise their hands on arrival. Only essential visitors are allowed onto the school site. Ensure all visitors / building users are aware of expectations and the wearing of face coverings as required. They must follow social distancing, hand washing / use of sanitiser on entry and adhere to any restrictions on accessing parts of the building stipulated by the school. Parents should not enter the school building or leave their cars except in an emergency situation. All queries and requests for information/information sharing should be via email or telephone.</p> <p>Wherever possible staff will not book parent meetings within the envelope for the school day. If this is necessary and unavoidable it should be as directed and signed off by the Headteacher/Deputy Headteachers. The majority of meetings should continue to be by phone or Teams.</p> <p>If an essential visitor requires close contact with a student, PPE should be worn as appropriate and training provided if necessary. All visitors will be issued with short training outlining protocols for the provision and the school's expectations regarding social distancing and hygiene measures.</p> <p>Signage is in reception regarding good hygiene and social distancing expectations.</p> <p>Hand sanitisers are available at all entrances to the school building. Staff and students are directed to wash hands with either hand sanitiser or soap and water, at arrival at their year group area. Hand sanitiser is also available at the entry to every room and corridor. Each year group have assigned toilets and handwashing area linked to their assigned working area. Corridor staff supervise the toilets to prevent over-crowding.</p> <p>Students have been reminded to not gather at entrance gates or doors.</p> <p>Student dismissal is also managed by staff and staggered to reduce mixing of groups. This follows predefined routes for each year group with students exiting out of the doors that they used to arrive. There is enhanced duty rotas for staff to supervise areas on school site to ensure orderly arrival and dismissal and reinforce social distancing expectations with students, particularly those in different bubbles.</p>	<p>BHR/EHS NSE</p> <p>MAM</p> <p>LTR</p> <p>MAM</p> <p>MAM/BHR AEV</p> <p>BHR</p> <p>MAM</p> <p>MAM</p> <p>MAM/EHS NSE</p> <p>MAM/EHS NSE</p>
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<p>Spreading infection due to touch, sneezes and coughs</p>	<ul style="list-style-type: none"> • Staff • Students • Contractors • Visitors 	<p>Key control method 3: Clean hands thoroughly more often than usual</p> <p>Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitiser. Schools must ensure that pupils clean their hands frequently, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating.</p> <p>Handwashing facilities and hand sanitiser stations are provided throughout and protocols reinforced and built into the school culture. Hand sanitiser is available throughout the year group working area and across the school.</p> <p>Welfare facilities are provided which contain suitable levels of soap and paper towels. Alcohol hand sanitiser provided at reception / entrance / exit and classrooms</p> <p>All persons to wash hands with soap frequently and thoroughly, for at least 20 seconds. This is reinforced at the start and end of the day (on year group corridors), before and after eating food (in dining room sanitising stations) and when working in specialised areas or working with specialist equipment. All classrooms have been stocked with hand sanitiser and students should hand sanitise at the start of lessons. YLs to email JDD to refill hand sanitisers in corridors.</p> <p>Use alcohol hand sanitiser, where soap and water is not available, hand washing technique to be adopted as directed by NHS guidance, part of regular reminders for students.</p> <p>Site staff to regularly clean the hand washing facilities and check soap and sanitiser levels in line with cleaning team RA. Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they're not close to running out.</p>	<p>MAM/AEV</p> <p>EHS/NSE BHR</p> <p>MAM</p> <p>BHR</p>
<p>Spreading infection due to touch, sneezes and coughs</p>	<ul style="list-style-type: none"> • Staff • Students • Contractors • Visitors 	<p>Key control method 4: Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</p> <p>The 'catch it, bin it, kill it' approach continues to be very important. Tissues are provided for classrooms. Each year group corridor will be provided with gloves and a disinfectant spray which teachers can request from the YL should a student cough or sneeze on a piece of equipment. This will allow staff to sanitise as they see fit during the school day. YLs to liaise with JDD to replenish as needed.</p> <p>Staff / students to use tissues when coughing or sneezing and then place the used tissue in the lidded bin before washing hands. Reinforce National message of 'catch it, bin it, kill it' throughout the school and develop school culture.</p> <p>Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. Ensure adequate supplies of soap, hand sanitiser and paper towels and these should be securely stored.</p> <p>All persons are reminded to not touch their eyes, nose or mouth.</p> <p>Lidded bins for tissues, are available and located in classrooms and various locations will be emptied throughout the day.</p> <p>Everyone in school will:</p>	<p>EHS/NSE</p> <p>MAM</p> <p>EHS/NSE BHR</p>

		<ul style="list-style-type: none"> • Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using NHS guidelines, or use alcohol-based hand sanitiser to cover all parts of their hands • Wash their hands on arrival, before and after eating, and after sneezing or coughing • Be encouraged not to touch their mouth, eyes and nose • Use a tissue or elbow to cough or sneeze, and use lidded bins for tissue waste <p>Students are encouraged to learn and practise these habits in lessons and by posters put up across the school.</p> <p>Help is available for any students who have trouble cleaning their hands independently. Those who need help will be supervised during hand washing.</p>	LTR
Spreading infection through contact with coronavirus on surfaces	<ul style="list-style-type: none"> • Staff • Students • Contractor • Visitors 	<p>Key control method 5: Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach</p> <p>Cleaning rotas have been amended to work with the school timetable to ensure that enhanced and more frequent cleaning is possible in rooms and shared areas that are used by different year groups (bubbles). This is necessary to support the use of specialist rooms such as technology, music etc., and ensuring access to the whole curriculum for all year groups. There is also cleaning of equipment associated with shared curriculum areas such as PE, technology, music. There is enhanced cleaning of lunch areas between split lunch sessions.</p> <p>A clear timetable of the use of Specialist rooms and equipment has been drawn up to ensure sufficient time between sessions will enable appropriate cleaning to be carried out between each group. Additional wipes and spray have been provided to teachers of Technology so that they can also ensure enhanced cleaning.</p> <p>There is enhanced cleaning of regularly touched surfaces. Cleaning staff regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), to include:</p> <ul style="list-style-type: none"> • Banisters • Classroom desks and tables • Bathroom facilities (including taps and flush buttons) • Door and window handles (to be open whenever possible) • Furniture • Light switches • Reception desks • Teaching and learning aids • Computer equipment (including keyboards and mouse) • Telephones • Bins will be regularly emptied and sanitised. 	MAM MAM

<p>Spreading infection through contact with coronavirus on surfaces</p>	<ul style="list-style-type: none"> • Staff • Students • Contractor • Visitors 	<ul style="list-style-type: none"> • Contents of bins will be kept in a secure area prior to collection. <p>There are cleaning staff on-site through the school day to manage ad-hoc cleaning, deep cleaning and a cleaner dedicated to regular touch point cleaning. A timetable of classroom and facility use has been shared with the cleaning team so that cleaning can be concentrated on the routes that will be used with a cleaner following this route during the day resulting in multiple cleans but not a specified number of cleans. We anticipate 2-4 cleans of the most frequented routes with emphasis on more touched areas e.g. hand rails on stairs. Areas locked down can be omitted from the circuit and accessible but relatively unused areas can be cleaned less frequently. It is anticipated this responsive and flexible approach will be more targeted and therefore more effective. In addition to this we have other measures in place:</p> <ul style="list-style-type: none"> • Where possible doors and windows will be open to allow ventilation but also to stop frequent touching of touch points • Staff advised to e-mail hertfordshire.schools.uk@engie.com or contact a site team member to request a specific clean of an area • Furniture and equipment has been moved and/or stored to reduce touch points (e.g. unneeded chairs from the dining areas) • Ongoing review and feedback to adjust and improve processes • Cleaning of multi-year group specialised classrooms in advance of use ready for the next session • Daily enhanced cleaning of dining areas after lunch service. • In addition to wipes, hand sanitiser and tissues, will be provided in all classrooms for use as required and these will be regularly topped up <p>Fingerprint scanners are not in use for students. All students are issued with lanyards and purchase food via their cards. No cash will be brought into school, all payments should be made via wisePAY.</p> <p>Areas of the school that are used by students have been cleaned thoroughly at the end of the day.</p> <p>Unnecessary items, soft furnishings that are hard to clean have been removed from areas being used and stored elsewhere.</p> <p>Shared rooms, such as halls and dining areas, have been cleaned between different groups using them.</p> <p>If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following decontamination guidance.</p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Students bring their own equipment in line with addendum to the behaviour policy. Systems are in place for book and handout distribution to ensure students manage this process themselves and social distancing guidelines are maintained. Contact will be minimized. Students books have a plastic cover and can be wiped clean. Books are stored in book boxes in classrooms and students can collect these themselves. Staff will not have to take books in to be marked. An area has been identified from which students can collect and hand in worksheets or pieces of assessed work. Staff can mark pieces of assessed work and worksheets, however must follow further marking guidance and can leave for an extended time before marking and must wash hands before and after marking.</p>	<p>JDD/MAM</p> <p>JDD/MAM</p> <p>MAM/JDD</p>
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<p>Spreading infection due to excessive contact and mixing between students and staff in classrooms</p>	<ul style="list-style-type: none"> • Staff • Students • Contractor • Visitors 	<p>Key control method 6: Minimise contact between individuals and maintain social distancing wherever possible</p> <p>Schools must do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum.</p> <p>The school runs with the overarching separation of year groups. The year groups have become year group ‘bubbles’. These groups will be kept separate from each other wherever possible. The school day has been amended for different year groups (year group bubbles). This gives a stagger to the timings of school day and reduces the opportunity for mixing of defined year groups (bubbles).</p> <p>Wherever possible students will be kept in smaller class/form groups within the whole year group. Limiting movement within the year group and across rooms will used wherever possible. Please read in conjunction with full re-opening plan.</p> <p>Year 7 - Students in form groups limited movement within the year group for specialist teaching Year 8 – Students in form groups limited movement within the year group for specialist teaching Year 9 – Students in groups with significant movement within the year group for specialist teaching and setting, Essential for full curriculum delivery. Year 10 - Students in groups with significant movement within the year group for specialist teaching and setting, Essential for full curriculum delivery. Year 11 – Students in groups with significant movement within the year group for specialist teaching and setting, Essential for full curriculum delivery Year 12/13 – Key stage separated forming one group, essential for full curriculum delivery and working practices.</p> <p>After school and before school provision will be limited in the first instance. The expectations and guidance for all pupils in the school day will apply to extra-curricular clubs, morning breakfast club and homework club. Students participating will do so in a controlled way, socially distanced wherever possible (notably from teachers and members of staff) and in fixed year groups.</p> <p>There will be no extra curriculum provision for the first two weeks of term.</p> <p>Measures within the classroom</p> <p>Maintaining a distance between adults and students whilst inside and reducing the amount of time they are in face to face to contact lowers the risk of transmission. It is strong public health advice that staff in secondary schools maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible. Classrooms</p>	<p>BHR/JLE</p> <p>BHR/EHS NSE</p> <p>SBR/LTR</p> <p>BHR/BPE AEV</p> <p>LTR</p>
<p>Spreading infection due to excessive contact and mixing between students and staff in classrooms</p>	<ul style="list-style-type: none"> • Staff • Students • Contractor • Visitors 		

		<p>have been set up with staff members able to maintain a 2 metre distance from each other, and from children. It may not be possible when working with some pupils who have complex needs or who need close contact care. In these instances these pupils' educational and care support should be provided, however PPE would be available and a separate risk assessment for staff and the student will be put in place.</p> <p>Within each classroom, unnecessary furniture has been removed, desks have been arranged to be forward facing in rows with as much spacing as is possible to support social distancing. Seating plans have been shared between staff to minimise the movement of pupils within the classroom. Each classroom has a computer and visualizer. Wipes are available to clean these between usage by different teachers.</p> <p>Students are directed to bring in all required equipment (pencil case including calculator). If a student forgets equipment there will be spare pens and, where relevant, calculators in rooms, which students will collect themselves. Students will take home borrowed pens and calculators will be left on their desk for cleaning later.</p> <p>Hirers</p> <p>Marriotts School will consider the risks of each individual club that hires facilities from the school before agreeing access. The Sports Centre will have its own risk assessment to stipulate the conduct and expectations of hirers and to stipulate the actions relevant to hirers made in this RA before any return is agreed. This RA is the overruling document and no conflict with anything stipulated within it will occur when risk assessing the sports centre.</p> <ul style="list-style-type: none"> • There is a separation of school and hirers with an extended period of time between school ending and hirers arriving. At no time will hirers be on-site in the school day with the exception of SFC. • An increased cleaning regime for the start of the school day • Hirers will receive a copy of the RA and must share their own RA with school • All hirers must comply with government and governing body guidelines for their activities and reflect this in their RA's. • Failure to comply or act safety will result in a cancelling of the booking • Regular communication and management of hirers at all times <p>Gym Membership</p> <p>Gym members can book a space in a class. Currently these are taking place in outside spaces in accordance with guidelines for the safe operation of gym clubs. Gradually this will move inside and will be covered by the Sports centre RA. All classes and gym sessions will be by appointment only enabling staff to manage numbers and attendance. A full cleaning regime is in place to ensure regular cleaning and a full clean will be carried out at the start of each new school day. Track and trace is in place in the gym.</p>	<p>MAM</p> <p>BPE</p> <p>JDD</p>
<p>Spreading infection due to excessive contact and</p>	<ul style="list-style-type: none"> • Staff • Students • Contractor 	<p>Key control method 6: Minimise contact between individuals and maintain social distancing wherever possible</p>	<p>BHR/EHS MAM</p>

<p>mixing between students and staff around the school</p>	<ul style="list-style-type: none"> • Visitors 	<p>Year groups have predefined year group routes that support the smooth running of the school and build and maintain a culture and practice of effective social distancing and the separation of year groups and students. Routes are supported by signage and the revised one way system.</p> <p>Student groups have staggered timetables, including for break and lunch times, entrances and exits and routes to minimise contact and maintain social distancing.</p> <p>Students are working in year group areas in set classrooms with defined seating plans. Students will be supervised to ensure reduced mixing between and within groups and to reinforce good hygiene and social distancing expectations throughout. Duty staff support the movement of students throughout the school day and into and out of the school building at the start and the end of the school day.</p> <p>All shared rooms, such as sport halls and dining areas are cleaned between year group use. Guidance outlines that assemblies can be used for whole year groups however the use of these will be minimised.</p> <p>Year groups have access to a set of laptops and a computer hub. These are included in the cleaning rotas and wipes are available for students and staff to wipe down keyboards (this is not covered by our cleaning contract and must be done by staff and students).</p> <p>Year groups have assigned unisex toilet areas, this will minimise mixing between year groups. Pastoral staff will be in corridors at all times so that this is managed. Students and staff will be given guidance regarding the change towards unisex toilets throughout the school. See reopening guidance.</p> <p>The staff room has been repurposed into a staff working area with computer access and wipes available. Staff have access to a workstation and locker. Kitchenettes are open for use and included in cleaning rota and wipes, cleaning materials available. Offices and dedicated spaces are available for safeguarding and HR conversations as required. Staff should keep personal belongings wherever possible and bring in the minimum required each day</p> <p>SEND hubs are used as a 1:1 and small group teaching area for withdrawal of students from their usual working area. SEND rooms are assigned to a year group bubble.</p>	<p>MBS/EHS BHR</p> <p>MAM</p> <p>EHS/NSE LTR</p> <p>AEV/MAM</p> <p>LTR/NRS BHR</p>
<p>Spreading infection due to the school environment</p>	<ul style="list-style-type: none"> • Staff • Students • Contractor • Visitors 	<p>Key control method 5 and 6</p> <p>Checks to the premises have been done to make sure the school is up to health and safety standards before reopening, in line with national guidance, as described in the following document. Checks to the premises</p> <p>All staff to maintain social distancing in line with ongoing PHE guidance as far as is reasonable. Revised routes and routes for each year group. This to become ingrained practice, so constant vigilance and reinforcement will be needed from all on the staff body. Staff can move across routes where they assess risk and ensure social distancing (and wear masks. This will be necessary to ensure staff can move promptly between classes. High impact communication throughout School to remind of measures in place. Visual floor markings and barriers and poster use.</p> <p>Uniform – National guidance advises that Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal. Students will be expected to attend in Marriotts uniform every day. However due to changing rooms not being available for use, students will attend in full Marriotts PE kit on days when students have PE. Students should attend in full school uniform at all other times.</p> <p>PE. Changing rooms will not be used for year groups changing, no risk associated with changing as students will be in PE kit for the whole of the relevant day. PE kit and spaces – see cleaning info. PE lessons to take place outside or in</p>	<p>AEV/MAM</p> <p>BPE</p> <p>MAM</p> <p>EHS/NSE</p> <p>SBR & Faculty</p>

		<p>well ventilated large indoor spaces with a reduced number. Activities structured so that there is no contact within sports and time and opportunity is given for required cleaning to be completed. See PE Guidance</p> <p>Where students are in specialist rooms and using specialist equipment wherever possible equipment has been separated in year group sets (Art) In all subjects there is a protocol. Students sanitise at the start and end of lessons (teacher to enforce) and students and staff are provided with wipes to wipe down the equipment before and after use and relevant departments will be provided with a specialist spray that can be sprayed onto equipment and left.</p> <p>Music - small groups for any practice that involves singing. Singer facing forward well-spaced away from any other person. Well ventilated large room used. Keyboards and music room part of the enhanced cleaning rota. See linked guidance</p> <p>Science - Equipment and room part of the enhanced cleaning rota. Students arranged in rooms in reduced number so as to ensure students are not face to face and social distancing is maximised. See linked guidance</p> <p>Other specialist subjects such as technology - Equipment and room part of the enhanced cleaning rota.</p> <p>All rooms - Students arranged in rooms in reduced number wherever possible and arranged so as to ensure students are not face to face and social distancing from adults is maximised.</p> <p>Fire, first aid and emergency procedures have been reviewed and guidance was an integral part of the student and staff induction. Routes for exit and evacuation have been made clear, students should follow the routes and will be supervised throughout.</p> <p>Areas in use are kept well ventilated by opening windows and airflow system.</p> <p>Air conditioning units can be used. The whole school airflow system is filtered and meets guidelines and building regulations. Hand dryers may be used. Fans must not be used in any offices or classrooms unless they are single occupancy spaces.</p> <p>Water fountains have been adapted in order that staff and students can fill up water bottles if necessary.</p> <p>Reception area to include screening at both student and main reception desks. Only admin staff will allowed into the reception area. No non-reception staff except for the DHT/Headteacher. Office staff have been trained in revised safe working practice.</p> <p>The use of lifts is limited. Lift passes will be issued only to those with clear need in light of reduced movement and staggered timings. Guidance will be given to all those who will need to use the lifts and each usage will be limited to students from the same bubble only. Students using the lift should take a friend from their bubble only. Lifts will be cleaned at regular intervals during the day.</p>	<p>CMN & Faculty</p> <p>JLE & Faculty</p> <p>CMN & Faculty</p> <p>JLH</p> <p>CMN</p> <p>MAM</p> <p>MAM</p> <p>LTR</p>
Supporting wellbeing, mental health and resilience,	<ul style="list-style-type: none"> • Staff • Students 	<p>Students to be supported in line with pastoral resource and practice. A Safeguarding, SEND and SLT team member present in all year group bubbles which will be staffed at all times. 1:1 and small group meetings and discussions will be used where appropriate and will be socially distanced.</p> <p>We will continue to access external services to support young people and families, external staff have received induction into school practices for hygiene and managing risk. Students were supported through the student induction sessions</p>	<p>LTR</p> <p>EHS</p> <p>NSE</p>

including bereavement support		<p>which will address student's health and wellbeing. Staff received training on these during induction session and were given guidance about how to support students where there are concerns.</p> <p>The School will consider the safe provision of pastoral and extra-curricular activities to all pupils designed to:</p> <ul style="list-style-type: none"> • support the rebuilding of friendships and social engagement • address and equip pupils to respond to issues linked to coronavirus (COVID-19) • support pupils with approaches to improving their physical and mental wellbeing <p>The School will also provide more focused pastoral support where issues are identified that individual pupils may need help with, drawing on external support where necessary and possible. The School will consider support needs of particular groups they are already aware need additional help (for example, children in need), and any groups they identify as newly vulnerable on their return to school.</p> <p>Staff support – The school recognises its duty of care and legal responsibility to protect the mental health of staff. Staff to be supported in line with usual practice. Staff have access to the school's Employee Assistance Programme, (through The Education Support Partnership), which offers support/counselling/financial advice. Regular weekly communications are sent to all staff, support is available from line managers and the senior team. Consideration of work life balance has been given when designing all aspects of the wider school September opening plan and managing risk and HoF/line managers have been given responsibility to manage the workload of their team. During Inset and training staff will be informed regarding support available for health and wellbeing. Staff may wish to access the free MindEd learning platform for professionals, which includes a coronavirus (COVID-19) staff resilience hub with materials on peer support, stress, fear and trauma and bereavement.</p>	LTR/EHS LTR/EHS BHR/AEV
Spreading infection due to excessive contact and mixing in meetings	<ul style="list-style-type: none"> • Staff • Students • Contractor • Visitors 	<p>Key control method 6</p> <p>Where possible and appropriate, meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents, visitors and governors. 1:1 meetings e.g. line management may go ahead if socially distanced and a mask should be worn.</p> <p>Where this isn't possible, essential meetings are required they will be conducted in a room large enough, or in a room large enough to allow for social distancing. The vast majority of meetings should be remote.</p> <p>Parent Evenings and other key events will be remote.</p>	BHR EHS
Emergency evacuation from site	<ul style="list-style-type: none"> • Staff • Students • Contractor • Visitors 	<p>Key control method 5</p> <p>Fire, first aid and emergency procedures have been reviewed and guidance will be an integral part of the student and staff induction. Routes for exit and evacuation will be made clear, students should follow the routes and will be supervised throughout.</p>	MAM

		<p>Mobility impaired students/staff who may need support using stairs – Staff will be assigned to support with fire evacuation and use of fire Evac chair.</p> <p>Refer to emergency evacuation amendment in shared policies folder and in appendix. Fire evacuation procedures will be shared with staff and students as part of their induction/Inset on their first day in school.</p> <p>Danger from an emergency event in school is a priority over social distancing, only once identified. Prior to seeing a danger social distancing must be maintained and re-instated once safety is reached. In the event danger is spotted then quick calm evacuation is the priority, this must be via the nearest emergency exit and travelling away from any danger. New Fire evacuation procedure has been developed during the Summer and was shared to all staff and students at the start of term.</p>	
<p>Contact points Equipment use printers, workstations, apparatus, machinery etc.</p>	<p>Staff, Students / wider contacts</p> <p>Spread of COVID 19</p>	<p>Parents to ensure children have their own water bottles in school to reduce contact with water fountains, water fountains to be decommissioned and water available as requested at break and lunchtimes. Staff are recommended to bring their own water bottles.</p> <p>Regularly clean and disinfect common contact surfaces in reception, office, access control etc. (screens, telephone handsets, desks). Refer to cleaning team RA.</p> <p>All shared resources to be cleaned after use (including computers, PE equipment etc.). Schools to ensure anti-bacterial wipes are available in all IT rooms, all spaces will be cleaned after daily use.</p> <p>IT that has been timetabled in for use will be cleaned in line with the cleaning team RA. Photocopiers will be wiped over daily (limited numbers in use). Wipes are by photocopiers. Staff should not use office photocopiers due to reduced spacing, Bulk photocopying work can be sent by email to the office team. Anti-viral wipes available at reception.</p> <p>No sharing of offices where 2 meters cannot be easily maintained. Open window and doors where possible. Wipes available by all staff computer use areas to allow for wipe over of computers and keyboards.</p> <p>Limit practical work in DT, science. Assess risk based on activity. Consideration to be given to the teaching of curriculum in practical subjects and how this can be amended to ensure minimum contact with equipment. Equipment to be properly cleaned after use.</p> <p>For secondary science and DT also consider CLEAPPS advice (GL343 & GL 344) for suggested considerations in undertaking practical work.</p>	<p>BHR/MAM</p> <p>MAM</p> <p>BPE</p> <p>JLE/CMN and faculty</p>
<p>Canteen use / lunchtimes</p>	<p>Staff, Students / wider contacts</p> <p>Spread of COVID 19</p>	<p>The school runs with a staggered lunch and 3 food serving areas. This ensures all students in year groups can be kept separate during their lunch and break time and can be served hot food. There is a limited menu available whilst these restrictions are in place.</p> <p>Staff support the calm and orderly progress of lunch and breaktime. Students remain in their year groups and supported to make sure there is no mixing between year groups. Duty rotas for staff ensure there is sufficient staff to ensure compliance with expectations. Each year group have a designated eating area and an outdoor space. Those students</p>	<p>MAM</p> <p>MBS/BHR EHS</p>

		<p>who are not eating will be expected to go outside in their designated area to reduce risk. When the weather is poor there will be a wet break protocol which will be shared with students and staff.</p> <p>Normal legal requirements will apply about provision of food to all pupils who want it, including for those eligible for benefits-related free school meals. Our school kitchens will continue to operate, and will comply with the guidance for food businesses on coronavirus (COVID-19).</p> <p>There is Hand sanitiser available at the entrance to every canteen servery area and students will be reminded to wash hands before and after eating.</p> <p>Students and staff encouraged to bring water bottle to school. Water fountains will be adjusted to enable refilling of water bottles only.</p> <p>All areas used for eating must be thoroughly cleaned at the end of each break and lunch in preparation for the next staggered lunch or break. Cleaning in-line with cleaning teams RA.</p> <p>Canteen use, in consultation with catering staff: Food operators continue to follow Food Standard Agency's (FSA) guidance on good hygiene practices in food preparation and their Hazard Analysis and Critical Control Point (HACCP) processes. See Cucina RA.</p>	<p>EHS</p> <p>MAM</p> <p>MAM</p> <p>MAM</p>
Travel off site, educational visits	<p>Staff, Students / wider contacts</p> <p>Spread of COVID 19</p>	<p>Key control method 6</p> <p>There is continued guidance against domestic (UK) overnight and overseas educational visits at this stage see coronavirus: travel guidance for educational settings.</p> <p>In the autumn term, the school is able to resume consideration and planning for non-overnight domestic educational visits. These trips should have clear educational benefit and be part of the planned curriculum. These trips will be undertaken in line with protective measures, such as keeping children within their consistent group, and the COVID-secure measures in place at the destination.</p> <p>The School will also seek to make use of outdoor spaces in the local area to support delivery of the curriculum. As normal, the school will undertake full and thorough risk assessments in relation to all educational visits to ensure they can be done safely. As part of this risk assessment, the school will consider what control measures need to be used and ensure they are aware of wider advice on visiting indoor and outdoor venues. The School and those planning visits will consult the health and safety guidance on educational visits when considering visits.</p>	MAM/LTR
Contractors	<p>Contractors, Staff, Students / wider contacts,</p>	<p>Only contractors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site and will read and comply with signs in reception regarding good hygiene.</p> <p>To be booked after 15:00 where possible. Staff and contractors are to maintain a safe distance between themselves and others (2 metres).</p>	MAM

	Spread of COVID 19	<p>All contractors are to wash their hands or use alcohol-based hand sanitiser upon entering the site. Agreed and risk assessed approach to scheduled / ongoing building works. School to seek confirmation of the contractors method statement / risk assessment.</p> <p>Site inductions are to be carried out following social distancing principles (2m separation). Site safety inspections and maintenance will not be compromised by social distancing rules. Any service failure in this regard to be immediately reported to the School Business Manager or Director of Resources.</p>	
Awareness of PHE / school controls	<p>Staff, students / wider contacts</p> <p>Spread of COVID 19</p>	<p>Prior to re-opening all staff and parents were made aware of new systems, risk assessments and protocols. All measures were communicated to staff during inset and students during induction sessions, support will be given to ensure all students understand these expectations. This positive re-enforcement of expectations will be a continual undertaking.</p> <p>Posters are displayed in the reception, welfare areas and in suitable places around site.</p> <p>Clear briefing for all personnel on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance.</p>	<p>BHR/EHS</p> <p>MAM</p>
Provision of first aid	<p>Staff, Students / wider contacts</p> <p>Spread of COVID 19</p>	<p>It is accepted that 2m social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum e.g. students apply cold pack, wipe, plaster where able to do so.</p> <p>First aiders should wear PPE appropriate to the circumstances, training will be provided. Wash hands and ensure the affected area is cleaned upon completion.</p> <p>See also 'provision of personal care' and 'Suspected case whilst working on site'.</p> <p>The medical room will be used for non-covid related medical care. Other offices will be used for anyone displaying covid-19 symptoms to isolate prior to collection and dismissal from school.</p> <p>Review and monitor students requiring medical support in school to ensure medication is in date, available and staff with adequate training to administer are available.</p> <p>There is a contingency plan in place to manage any outbreaks including communication to parents and staff</p>	AEV/MAM
Deliveries & Waste collection.	Staff, Students / wider contacts	<p>Staff advised not to approach delivery staff, allow packages to be left in a safe place.</p> <p>Hands are to be thoroughly washed after handling all deliveries or waste materials.</p>	AEV/MAM
Staffing levels	Staff, Students Wider safeguarding / safety risks	Local decisions on partial closure / closure to be made in event of insufficient classrooms or space or if there are insufficient available teachers or staff to supervise the groups. The process for short notice closure will be communicated clearly for staff/students and parents.	AEV/BHR

Guidance from HSE

<https://www.hse.gov.uk/coronavirus/working-safely/index.htm>

ASCL guidance

<https://www.ascl.org.uk/ASCL/media/ASCL/Help%20and%20advice/Leadership%20and%20governance/Analysis-of-full-opening-plans-July-20.pdf>

<https://www.ascl.org.uk/ASCL/media/ASCL/Help%20and%20advice/Leadership%20and%20governance/ASCL-Autumn-term-planning-checklist-for-schools.pdf>

BAME guidance and support

<https://www.bameednetwork.com/wp-content/uploads/2020/05/BAMEed-Network- Schools-and-Covid-19 -guidance-for-BAME-staff-and-their-employers-2.pdf>

https://www.rcpsych.ac.uk/docs/default-source/about-us/covid-19/impact-of-covid19-on-bame-staff-in-mental-healthcare-settings-report-2020.pdf?sfvrsn=22a9083a_2

Protective measures

[Implementing protective measures in education](#)

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care>

<https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education>

Cleaning of non-healthcare settings <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

COVID-19 poster https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/876220/COVID19_Guidance_Education.pdf

Managing premises <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak#other-points-to-consider> (applicable to May 31st)

Guidance on infection prevention and control for COVID-19 <https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>

First aid guidance <https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov>

Guidance for visitors to Marriotts School during the Covid-19 Pandemic

Wherever possible, meetings with external partners and stakeholders, including parents and Governors, will be conducted remotely by telephone or using Microsoft Teams.

All queries and requests for information/information sharing should be via email or telephone wherever possible.

If a meeting on the school site is required, wherever possible this will take place after the end of the school day.

All meetings must be booked in advance.

If a parent meeting is required, where possible only one parent should attend.

External visits from support workers, e.g. Connexions must be pre-arranged and planned with the Deputy Headteachers and Headteacher.

Visitors Protocol:

- On arrival to the School site, visitors should use the front entrance (Brittain Way).
- Visitors should enter through the double doors and go to reception.
- A face covering should be worn (unless exempt).
- Signage has been placed in reception regarding good hygiene and social distancing expectations and there is a visual queue aid in school reception.
- Visitors must follow social distancing from other adults and students.
- Visitors must wash or sanitise their hands on arrival and departure. Hand sanitisers are available at all entrances to the school building.
- Visitors will be given a copy of the Coronavirus safety measures: a “Guide to visitors at Marriotts School” on arrival and will be signed in.
- Visitors must follow ‘hands, face, space’; hand wash or sanitise on arrival, wear face coverings if not exempt, ensure social distancing of 2M+.
- Visitors should adhere to any restrictions on accessing parts of the building, stipulated by the school.
- Meetings will be held in well-ventilated spaces with adequate social distancing in place.
- Seating in meetings will not be face to face and where possible meetings will be kept to less than 15 minutes.
- If an essential visitor requires close contact with a student, PPE should be worn as appropriate and training provided if necessary.