

COVID-19: Generic Health and safety risk assessment

Please note: this risk assessment should be undertaken in conjunction with the guidance on school reopening issued by the Department for Education as follows:

[Actions for educational and childcare settings to prepare for wider opening from 1 June 2020](#)

[Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)

School name:	The John Warner School	Assessment conducted by – name:	Jeremy Scott		
Covered by this assessment:	Staff, pupils, contractors, visitors, volunteers, vulnerable people	Assessment conducted by – job title:	Headteacher		
Assessment date:	07/05/2021	Review interval:	Quarterly	Date of next review:	TBA

Note: Risks assessments must be reviewed quarterly, whenever there is a significant change in the activity and following any incident. Risk assessments must be retained for a period of 6 years.

Related documents	
Trust/Local Authority documents: Plans for March return	Government guidance: School Coronavirus operational guidance Safe working in education, childcare and children's social care Coronavirus (COVID-19) Collection: guidance for schools and other educational settings Actions for schools during the coronavirus outbreak COVID-19: cleaning in non-healthcare settings

Risk matrix

Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major: Causes major physical injury, harm or ill-health.	H	H	H
	Severe: Causes physical injury or illness requiring first aid.	H	M	L
	Minor: Causes physical or emotional discomfort.	M	L	L

Area for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further measures required/ comments (including by whom and by when)	In place? (Yes/No)	Residual risk rating (H/M/L)
Infection control						
Spread of COVID-19 due to poor hygiene control	H	<ul style="list-style-type: none"> Current government guidance is being applied. Schedule for handwashing for pupils is agreed, taking into account the need to maintain social distancing. (As a minimum, this includes handwashing on arrival at school, before and after eating lunch, each time after using the toilet and on departure from school. Pupils should also wash their hands immediately after coughing or sneezing) Expectations of handwashing are established for all adults on site. Handwashing techniques are taught to all pupils. Signage is installed to promote handwashing. Regular checking of soap dispensers and hand towels within classrooms/toilets is scheduled to ensure supply is maintained throughout the day. Stocks of soap and hand towels are monitored on a daily basis and timely 	Y	<p>General reminders about hygiene</p> <ul style="list-style-type: none"> Hygiene posters around the site encouraging regular washing of hands/use of sanitiser, 'catch it, bin it, kill it' Hand sanitiser stations at entrance and exit of all buildings in use Hand sanitiser in all classrooms in use Pupils encouraged to use hand sanitiser when they enter and leave each classroom/building Staff to give frequent reminders to pupils about hygiene measures Hygiene reminders as part of the instructions used to re-connect pupils with the school Site staff to ensure all stocks of hand sanitiser, soap, tissues etc are appropriately replenished Frequent letters from HT to parents/carers, staff and governors <p>School Uniform</p> <ul style="list-style-type: none"> The guidance from the DfE makes no reference to students not wearing a uniform and focuses more on the hygiene of keeping hands clean etc. There is no clear evidence that the Coronavirus can be transmitted from fabrics (although it seems logical to think that it probably does). The main advice is that clothing should be cleaned if you come into contact with someone displaying the symptoms of Covid-19 - hence why NHS and social care staff are strongly advised to use disposable PPE and wash all clothing when they return from work. School is not considered a high-risk environment and therefore the need to wash clothing more frequently is not something that features in any of the official guidance. The other consequences of making changes to the school uniform policy need to be considered, including the impact this could have on lower income families who may feel obliged to purchase new clothing and the attitude that students have when they return to the school environment. <p>Use of paper resources</p> <ul style="list-style-type: none"> Students will be instructed to bring own resources in (including exercise books) and to not share these with others. Staff will have spare pens and pencils to distribute to students if necessary (these will not be returned) Students have been reminded about basic and additional equipment that they should bring into school to avoid the need for sharing resources (see below) <p>Personal items</p>	Y	L

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		<p>orders placed for replenishment.</p> <ul style="list-style-type: none"> • Hand sanitiser dispensers are provided around school in key areas (e.g. reception, dining hall, entrances/exits, classrooms). Hand sanitiser is to be used in addition to hand washing procedures. • Disinfectant wipes are readily available in key areas • Workbooks and stationery items are distributed to named pupils. They are labelled and stored separately. • Where possible, soft/fabric resources are removed. • Equipment/resources should not be shared by pupils. Where this is not possible, the resources are cleaned and disinfected with products that are safe to use in a school setting (e.g. with soap and water/ disinfectant) before being allocated to different pupils. This process must be repeated on every occasion before resources are re-allocated. 		<ul style="list-style-type: none"> • Hand sanitiser – while we have hand sanitiser points around the school, including in classrooms, we would recommend pupils also carry their own • Tissues and anti-bacterial wipes • Face covering <p>Face coverings (March 2021) In response to the government guidance published in February 2021, the school has amended expectations regarding the wearing of face coverings. To summarise:</p> <ul style="list-style-type: none"> •Face coverings must be worn in all indoor areas where social distancing is not easily maintained including corridors, communal areas and (temporarily) in classrooms. •Face coverings do not need to be worn in outside spaces or where social distancing (1m +) can be easily maintained. •Some people are exempt from wearing face coverings – the school will issue cards so that this can be easily communicated within the school environment. •Transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn. <p>Detailed explanations</p> <p>1.“Where pupils in year 7 (which would be children who were aged 11 on 31 August 2020) and above are educated, we recommend that face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. Face coverings do not need to be worn by pupils when outdoors on the premises.”</p> <p>2.“In addition, we now also recommend in those schools, that face coverings should be worn in classrooms or during activities unless social distancing can be maintained. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons. In primary schools, we recommend that face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas). Children in primary school do not need to wear a face covering.”</p> <p>3.“We are taking this additional precautionary measure for a limited time during this period of high coronavirus (COVID-19) prevalence in the community. These measures will be in place until Easter. As with all measures, we will keep it under review and update guidance at that point.”</p>		

The John Warner School Health and Safety Risk Assessment

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		<ul style="list-style-type: none"> • A return to work cleaning plan has been agreed with staff and any third-party cleaning contractors. • Regular cleaning is scheduled throughout the day paying particular attention to frequently touched areas and surfaces, such as toilets, grab-rails in corridors and stairwells, door handles, chairs, desks, shared keyboards, mice and telephones, shared learning resources and toys. • Additional cleaning in communal areas takes place between each group occupancy (chairs and tables wiped) and in any location immediately after lunch has been consumed. • Sufficient bins are located throughout the school and are emptied regularly during the day. • Any areas that have been visited by someone with a suspected or confirmed case of COVID-19 are thoroughly disinfected as soon as that person has departed. The need for deep cleaning to take 		<p>4. "Some individuals are exempt from wearing face coverings. This applies to those who: • cannot put on, wear or remove a face covering because of a physical impairment or disability, illness or mental health difficulties • speak to or provide help to someone who relies on lip reading, clear sound or facial expression to communicate. The same exemptions will apply in education and childcare settings and you should be sensitive to those needs, noting that some people are less able to wear face coverings and that the reasons for this may not be visible to others."</p> <p>5. Facemasks have become a familiar part of our lives in response to the Covid-19 pandemic. They are mandatory (with some exemptions) in many indoor locations such as shops, banks, hair salons, places of worship and on public transport and recommended in other indoor locations where social distancing may be difficult and where you might have contact with people you wouldn't normally meet. The World Health Organisation recommend that children over the age of 12 should wear a mask under the same conditions as adults, "in particular when they cannot guarantee at least a 1-metre distance from others and there is widespread transmission in the area."</p> <p>6. School corridors can become busy, especially during lesson changeovers and evacuation procedures. While we will encourage pupils to enter classrooms as quickly as possible, there will be more congestion, albeit within year group bubbles, at this time and maintaining a social distance of 1+ metre will not always be possible. For this reason, we recommend face coverings to be worn by staff and pupils when they are in transit. This is less important in outside spaces.</p> <p>7. All staff and pupils should follow the following advice relating to facemasks (more detail here):</p> <p>a. Appropriate design - a facemask is something which safely covers the nose and mouth. You can buy reusable or single-use facemasks. You may also use a scarf, bandana, religious garment or hand-made cloth covering but these must securely fit round the side of the face.</p> <p>b. How to wear a facemask:</p> <p>i. A face covering should:</p> <ol style="list-style-type: none"> 1. cover your nose and mouth while allowing you to breathe comfortably 2. fit comfortably but securely against the side of the face 3. be secured to the head with ties or ear loops 4. be made of a material that you find to be comfortable and breathable, such as cotton 5. ideally include at least two layers of fabric (the World Health Organisation recommends three depending on the fabric used) 		

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		<p>place should be assessed.</p> <ul style="list-style-type: none"> All staff, pupils and parents have been thoroughly briefed on hygiene procedures. 		<p>6. unless disposable, it should be able to be washed with other items of laundry according to fabric washing instructions and dried without causing the face covering to be damaged</p> <p>ii. When wearing a face covering you should:</p> <ol style="list-style-type: none"> wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on avoid wearing on your neck or forehead avoid touching the part of the face covering in contact with your mouth and nose, as it could be contaminated with the virus change the face covering if it becomes damp or if you've touched it avoid taking it off and putting it back on a lot in quick succession <p>iii. When removing a face covering:</p> <ol style="list-style-type: none"> wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removing only handle the straps, ties or clips do not give it to someone else to use if single-use, dispose of it carefully in a residual waste bin and do not recycle if reusable, wash it in line with manufacturer's instructions at the highest temperature appropriate for the fabric wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser once removed <p>c. Maintaining and disposing facemasks - Do not touch the front of the face covering, or the part of the face covering that has been in contact with your mouth and nose. Once removed, store reusable face coverings in a plastic bag until you have an opportunity to wash them. If the face covering is single use, dispose of it in a residual waste bin. Do not put them in a recycling bin. Make sure you clean any surfaces the face covering has touched using normal household cleaning products. Wash your face covering regularly and follow the washing instructions for the fabric. You can use your normal detergent. You can wash and dry it with other laundry. You must throw away your face covering if it is damaged.</p> <p>Basic equipment</p> <ul style="list-style-type: none"> a waterproof bag to carry books and equipment clear pencil case a selection of pens in blue, black, and green as well as highlighters 15cm/30cm ruler 		

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				<ul style="list-style-type: none"> • pencil • pencil sharpener • eraser • colour pencils • glue • scissors • Oxford Mini Dictionary and Thesaurus <p>Mathematics equipment</p> <ul style="list-style-type: none"> • metal compass • protractor • scientific calculator (e.g. Casio FX -85GTPLUS) <p>Art equipment</p> <ul style="list-style-type: none"> • A3 project bag • A4 display book • sketch book • water colours • sketching pencil • paint brushes <p>Ventilation DfE preventative measures include the need to 'keep occupied spaces well ventilated.' (see here) A German engineering study has simulated the spread of particles in ventilated and non-ventilated classrooms (https://www.youtube.com/watch?v=Ma7TXSHSxa8). To improve the ventilation of classrooms and other indoor spaces:</p> <ul style="list-style-type: none"> • Windows and doors should be open where possible • Opening higher (ceiling) windows as a priority • Heads of Faculty and Senior Leaders should check that doors and windows are open as a matter of course <p>Teaching staff are also encouraged to explore opportunities to conduct learning in outside spaces where this is appropriate and available.</p>		
Maintaining effective social	H	<ul style="list-style-type: none"> • Current government guidance is being applied. 	Y	<p>Social Distancing</p> <ul style="list-style-type: none"> • The government guidance acknowledges that maintaining social distancing of 1m+ will not always be possible in schools. 	Y	L

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distancing to prevent spread of COVID-19		<ul style="list-style-type: none"> • Expectations of social distancing are established and communicated to all staff and relevant pupils before school reopens. • Staff and pupils are regularly reminded about social distancing. • Clear social distancing signage is in place throughout the school. • Arrangements have been made for pupils only to mix in their consistent year group 'bubble'. • Timetabling and designation of spaces has been undertaken carefully to ensure that bubbles do not overlap. • Supervision and staggering of break times prevents pupils from different bubbles from mixing in toilets. • Arrangements for the provision of PPA do not undermine the integrity of any bubble. • Classrooms have been remodelled so that furniture arrangements support social distancing. Spare chairs and desks have been removed / moved to the side. • Classrooms are well-ventilated. 		<ul style="list-style-type: none"> • We ask that all pupils: • Keep a 1m+ social distance where you can, for example when you are outside • Do not share equipment • Do not touch (e.g. do not hug or bring your face close to other people) • Keep a 1m+ social distance with people not in your year group. • The DfE have advised schools that the risk of serious illness by Covid-19 to young people is very low. <p>Attendance</p> <ul style="list-style-type: none"> • All pupils are expected to attend full-time unless they are unwell or their household is isolating in accordance with government guidance. Parents/carers should keep children at home if they or a member of their household has flu-like symptoms – pupils should not return until they have been tested and self-isolated as directed by NHS 111 or GP practice. <p>Teaching groups</p> <ul style="list-style-type: none"> • Secondary education is reliant on specialist facilities and resources – science practical lessons cannot happen in an English classroom, design and technology requires access to machinery that cannot be transported across the site. It was becoming increasingly apparent that restricting the access to one block of classrooms would, in the longer term, reduce the opportunities we are keen to ensure our students are able to access. • It is also preferable for teachers to have ownership of classrooms to manage the learning environment (including safety and hygiene considerations) – we found in the autumn term that the state of the rooms was adversely affected by teachers having to move across the school every lesson. Teaching staff need to be positioned in classrooms so that they are ready to receive their next group, provide necessary structure and routine to the start of lessons and access the subject-specific resources that may be needed in any given lesson. • In response to this concern, we had already started to safely open specialist areas, such as science labs and computer rooms. This most recent lockdown has given us the opportunity to reappraise how we use the whole school site and we have decided that from 8th March 2021 pupils will be able to access all areas of the school to give them a richer educational experience. • We have also had to consider the fact that with face coverings becoming mandatory in lessons (at least until Easter), it is even more important that pupils have regular opportunities to get some fresh air between lessons. This would not have been so frequent had the pupils continue to remain in the same classrooms or teaching blocks all day. • These advantages are obviously off-set by the increased risk of mixing pupils between lessons. The main thing we need to avoid is pupils having close contact – that is spending 1 minute + within 1 metre or 15 minutes + within 2 metres of someone else. This is unlikely to happen as pupils move around the site between lessons. Break and lunch zones will still be 		

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		<ul style="list-style-type: none"> • Outdoor learning is incorporated into the curriculum where possible, although outdoor play equipment must not be used without thorough cleaning between usage of pupils from different 'bubbles'. • Floor markings clearly demarcate social distancing measures in areas where queues may form (e.g. corridors, reception). • On-site staff meetings, congregational assemblies and other large gatherings are restricted. • Restrictions are placed on the number of staff using staff rooms and communal working spaces at any one time. • Arrangements are put in place in kitchens to remind staff of the need to work separately from each other. • Access to toilets is planned and managed to avoid large groups/queues from forming. • Activities that involve shared resources/equipment are avoided. 		<p>assigned to year groups as will form/registration bases, so we are minimising the opportunities for mixing. The main point of potential close contact in school remains in the classroom or mixing with friends at break/lunch – this will only be within year group bubbles.</p> <ul style="list-style-type: none"> • One-way and loading systems will operate in various places around the site to reduce the risk of crowding and mixing. We will also be encouraging a general rule of 'keep left' in corridors and on stairs to help with the flow. • Classrooms will have cleaning materials replenished and the greater consistency of teacher presence in rooms (described above) will result in more control over the use of these between classes. Classrooms will also continue to be set up with desks facing the front. Pupils will be expected to stay in their seats and more practical activities will only take place following strict health and safety measures. • 2m distance signs have been placed on the floors of all buildings in use • 2m direction chevrons have been painted on outside floor surface in main area in use – to encourage social distancing and use of new one-way system • In-line with the government guidance, all classrooms will be set up with tables facing the front. Pupils will be able to sit two to a table to ensure we can accommodate full classes. Staff will be restricted to teaching from the front of the class in most situations to ensure social distancing guidance is followed. • Form time will run between 08:40 and 09:00 every morning where important messages will be shared alongside activities that form part of our lifelong learning provision. • Assemblies and large gatherings of pupils will not take place until DfE guidance changes. Assembly-style messages will be delivered by video through form time activities. <p>Catering The guidance surrounding maintaining social distancing in schools very much discourages the use of shared areas for pupils in different year groups, such as the school canteen. Unfortunately, this means that our normal catering service has had to be significantly reduced. This is being frequently reviewed.</p> <p>The canteen will offer a variety of popular food and drink items each day that the pupils can select from. Food and drink bought from the canteen will need to be consumed there.</p> <p>Year group canteen break and lunch service</p>		

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		<ul style="list-style-type: none"> • Where possible, one-way systems are implemented for circulation. Routes are clearly marked with appropriate signage. • Appropriate signage and floor markings are in place to protect reception staff so that they can remain at a distance of 2m from any visitors. Where possible, they are further protected by screens. • Dining area layouts are configured to ensure separation of diners. Tables/chairs are cordoned off where distancing is not possible. • Breaks are staggered (where necessary) and designated areas are used by particular groups of pupils during social times (both inside and outside the building). • Pupil behaviour policy has been reviewed and updated in light of social distancing with clear sanctions in place for anyone ignoring or deliberately flouting the rules, including exclusion where required. • Senior management closely monitor 		<p>Each year group has access to the canteen between 11:00 and 11:20 on one day of the week (see below). This will ensure that we can maintain distance between our year group bubbles. Pupils accessing the canteen at this time will need to wear a mask. The allocation of days is as follows:</p> <table border="0" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: left;">Day</th> <th style="text-align: left;">Year group</th> </tr> </thead> <tbody> <tr> <td>Monday</td> <td>Year 7</td> </tr> <tr> <td>Tuesday</td> <td>Year 8</td> </tr> <tr> <td>Wednesday</td> <td>Year 9</td> </tr> <tr> <td>Thursday</td> <td>Year 10</td> </tr> <tr> <td>Friday</td> <td>Year 11</td> </tr> </tbody> </table> <p>All year groups have access to the canteen between 13:20 and 14:00 for the lunch service. Year groups are allocated a specific time as follows:</p> <p>Year 7 13:20 Year 8 13:30 Year 9 13:35 Year 10 13:40 Year 11 13:45</p> <p>Food available is primarily 'grab and go' to encourage pupils to take the food to outside locations. A new queuing system has been introduced with pupils queuing in year group zones (painted on the floor outside of the canteen). Year group zones have been created in the dining hall for seating during lunch.</p> <p>Payment Pupils can select the food and then pay at the tills using thumb-print recognition (the scanners will be wiped down after every usage). Parents/carers will need to use the WisePay 'Pay for School Meals' system to ensure that children have sufficient funds.</p> <p>Free School Meals Pupils who are entitled to Free School Meals will be able to collect their lunch between 13:20 and 13:30 every day. They will no longer need to pre-book their food and will be able to choose from the daily selection that will be available. They will use their thumbprints to check through the tills.</p>	Day	Year group	Monday	Year 7	Tuesday	Year 8	Wednesday	Year 9	Thursday	Year 10	Friday	Year 11		
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		compliance with social distancing and adjust procedures where necessary.		<p>Please be aware that on days not allocated to their year group, pupils will not be able to access the canteen unless they are entitled to a free school meal. This means that pupils will need to continue to bring in packed lunches.</p> <p>Sixth Form Café Because the Year 12 and Year 13 students constitute one 'bubble' they are able to share the Sixth Form Café facility which will be open both at break and lunch. Sixth Form students will be able to book the same hot and cold options through WisePay 'Book and Pay' (see above) and will also have a selection of drinks and snacks that can be purchased from the café.</p> <p>Water We encourage all pupils to bring a (re-usable) bottle of water with them every day to school. Water fountains will be out of action, so there will not be the opportunity to refill during the day. Water is available from Heads of Year and from the canteen.</p> <p>Packed lunch Many parents/carers may well think that the easiest option is for children to bring a packed lunch with them into school. Pupils with packed lunches (of cold lunches from school) will be able to eat them either in their year group's Break Zone or Form Zone (depending on the weather). We would encourage all parents/carers and pupils to consider the opportunity to bring healthy lunches into school. There are some excellent websites that promote healthy lunch boxes such as https://www.nhs.uk/change4life/recipes/healthier-lunchboxes or https://www.bbcgoodfood.com/recipes/collection/school-lunch-recipes</p> <p>Free School Meals Healthy meals during the school day are important for everybody and some families may need assistance with the financial burden that this can create. The Free School Meals (FSM) scheme provides a healthy meal for all disadvantaged (based on certain criteria) pupils between the ages of 5 and 16. We will work closely with our FSM families and pupils to ensure they are accessing the hot or cold choices we are able to provide in the school.</p>		

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				<p>You can check whether you might be entitled to Free Schools Meals by clicking this link to the Herts County Council website and completed a quick survey (5 minutes). You will need your National Insurance number.</p> <p>Summary We hope that these measures are temporary and that we will be able to extend our food service as soon as it is safe and practical to do so. We would encourage all pupils to:</p> <ul style="list-style-type: none"> • Bring snacks, and water with them every day; • Either: <ul style="list-style-type: none"> ○ book a prepaid hot or cold meal from the school using WisePay or; <p>bring in a packed lunch.</p> <p>Break zones</p> <ul style="list-style-type: none"> • At break time and lunch time each year group will be designated an outdoor space ('Break Zone') where they can relax, eat and socialise within their own year group 'bubble'. • In the event of a wet break or lunch, pupils will be advised to return to their Form Zones. • The field has been separated into year group zones to encourage the pupils to spread out across the site during lunch break (see below). 		



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				<p>Behaviour</p> <ul style="list-style-type: none"> • We have high expectations of pupils at The John Warner School and we expect them to Be Ready, Be Kind and Be Safe (Code of Conduct). These expectations have not changed since lockdown but the environment of the school has, so pupils will be expected to adjust their behaviour accordingly. Some may find re- acclimatising to school life challenging and unusual to begin with but we will support pupils with this. There will, of course, be zero tolerance of anyone who breaches our Code of Conduct in any way that we consider to be dangerous. • Staff may want to consider the following: • Follow new Behaviour for Learning Policy • Zero tolerance for any behaviour that could be considered as 'dangerous' as opposed to 'difficult' • Remind pupils of the Code of Conduct – Be Ready, Be Kind, Be Safe • Use the values to praise (Aspiration, Creativity, Participation, Endeavour, Respect) • Be clear on location of relevant form zones, break zones • Impact on pastoral offices (Solution Rooms), SEND provision, counselling and alternative provision (Hub) • Detentions will need to follow social distancing guidelines • Parent meetings by appointment only <p>Code of Conduct</p> <p>The following points should be considered as additional to the current Code of Conduct and Behaviour for Learning policy.</p> <p>Be Ready</p> <ul style="list-style-type: none"> • Bring in your own equipment that will be required for lessons (pens, pencils, rulers, calculators etc) • Bring in your own snacks and drinks for refreshments at break (the canteen will not be open for you to purchase anything and water fountains will be turned off) • Wear normal school uniform • Hand sanitiser and washing facilities will be available but please bring your own sanitiser in if you wish <p>Be Kind</p>		

Area for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further measures required/ comments (including by whom and by when)	In place? (Yes/No)	Residual risk rating (H/M/L)
				<ul style="list-style-type: none"> • Let us know if you are feeling anxious or low • Be respectful of the feelings of others around you <p>Be Safe</p> <ul style="list-style-type: none"> • Follow the rules on social distancing and hygiene at all times • Maintain a 2 metre distance from other people • Frequently wash hands or use hand sanitiser • Avoid touching your face • Follow the new one-way systems in school at all times <p>Deliberate misbehaviour and/or malicious acts of transmission (e.g. spitting or coughing) will not be tolerated and will be treated with the greatest seriousness (including the risk of exclusion)</p> <p>Staff Working Areas</p> <p>In order to maintain effective social distancing, restrictions are placed on the number of staff using staff rooms and communal working spaces at any one time.</p> <p>The following spaces are available for staff:</p> <ul style="list-style-type: none"> • Staff room • Staff work room (214) • Faculty and pastoral offices <p>All spaces have a sign on the door which indicates the maximum number of staff that should use the facility at any one time based on safe working practices. If this number is exceeded, then staff should wear masks and limit the time spent in close contact to less than 15 minutes.</p> <p>School minibuses (May 2021)</p> <p>With outdoor sports fixtures starting to be held, the protocol for using the school minibuses will be as follows and will be in addition to the usual pre-use vehicle checking procedure:</p> <ul style="list-style-type: none"> • Responsibility of driver to ensure that all passengers are handed an anti-bacterial wipe as they enter the minibus to clean down any touch points • Driver to sanitise the steering wheel and any touch points from driver position • All buses to have anti-bacterial wipes, spray, cloths and hand sanitiser • Face coverings must be worn by passengers and driver • Windows should be open to allow ventilation 		

<p>Exposure from others due to: (a) Staff/pupils or their family members with symptoms (b) Member of staff or pupil with suspected COVID-19 symptoms in school (c) Staff/pupils or their family members testing positive for COVID-19</p>	<p>H</p>	<ul style="list-style-type: none"> • Current government guidance is being applied. • Staff, pupils and parents have been briefed regarding the need to self-isolate with symptoms or if anyone in household has symptoms. • Procedures are in place to ensure that staff, pupils or visitors do not enter the school if: they have COVID-19 symptoms/ live with someone who has COVID-19 symptoms / have been told to self-isolate by a healthcare professional or alerted the government's contact tracing app (if and when implemented). • Any staff/pupils who become unwell at school must be isolated immediately and sent home as soon as possible. • A room and separate toilet have been designated to accommodate any suspected case whilst they are waiting to be collected. Additional spaces have been identified in the event of multiple simultaneous cases arising. • Arrangements are in place for staff supervision of any pupil displaying COVID-19 symptoms. (2m distancing should be observed and where this is not possible, they should wear suitable PPE) • Staff and pupil absence related to COVID-19 is monitored and carefully tracked so that no pupils or staff are accepted back into school before the incubation timeline has elapsed. • Arrangements are in place to notify the Trust/Local Authority of any pupils or staff who test positive for COVID-19. • Pupils suspected of having COVID-19 will be sent home until confirmation of a test result is received or completion of isolation period. • All staff and pupils in a 'bubble' (e.g. their small class/working group) will be sent home in the event of a confirmed case to self-isolate for 14 days (families of staff/pupils without symptoms don't need to 	<p>Y</p>	<p>Illness</p> <ul style="list-style-type: none"> • Pupils must not come into school if they or a member of their household is displaying any of the main symptoms (a high temperature, a new, continuous cough or a loss or change to sense of smell or taste). Pupils with symptoms are encouraged to get tested in a designated test centre and must not return to school until the test result is known (https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/#symptoms). Pupils may need to self-isolate. • Please inform the school using the email absence@johnwarner.herts.sch.uk or by telephone 01992 462889 (Option 1) so we can ensure the best support including remote learning is in place. • If a person displays symptoms of coronavirus: high temperature (37.8 or more), a new continuous cough, a loss of smell or taste they should: - Ensure SLT /Head/HR are notified. Go home immediately (if awaiting collection by their parent, isolate child in Room 207 behind a closed door, or an area at least 2m away from others, open a window for ventilation) and self-isolate. See https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#additional-questions • Room 207 is to be used as a holding area for students who show symptoms of COVID-19 (new continuous cough, high temperature or loss of taste or smell). Staff accessing 207 must adhere to social distancing and wear appropriate PPE (face mask, gloves and where possible maintain social distancing). • The toilets opposite 201 are to be used exclusively by students whilst in the holding and are to be cleaned after use, along with any contact points to and from the toilet. • Student will be taken to the carpark gates near Engineering and taken round to the front of school. • If anyone becomes unwell with a new, continuous cough or a high temperature in an education or childcare setting, they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection. • Self-isolate for 7 days. • Fellow household members should self-isolate for 14 days. • All staff and students who are attending an education or childcare setting will have access to a test if they display 	<p>Y</p>	<p>M</p>
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		<p>self-isolate unless the staff member/pupil develops symptoms).</p>		<p>symptoms of coronavirus, and are encouraged to get tested in this scenario.</p> <ul style="list-style-type: none"> • In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital. <p>If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive (see 'What happens if there is a confirmed case of coronavirus in a setting?' below). They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance. If a staff member believes they have been exposed to coronavirus without adequate PPE and at a distance closer than 2m, they should inform SLT.</p> <p>Any medication given to ease the unwell individual's symptoms, e.g. Paracetamol, is administered in accordance with the Administering Medications Policy.</p> <p>Any members of staff who display signs of infection are sent home immediately and are advised</p> <p>Confirmed Cases Follow Public Health England guidance:</p> <ul style="list-style-type: none"> • If test results are positive for a teacher/TA/child, they are to self-isolate for 7 days. School to inform parents of affected class group(s), send pupils home and advise to isolate for 10 days in accordance with government guidance. • All pupils / staff sent home to isolate must seek a test to confirm whether they themselves have contracted Coronavirus. Results must be reported to school. • If negative, they can return to school dependent on capacity. • Class area affected, to be treated to a thorough 'deep clean' before use again. • Where a child tests positive with siblings/children they live with in other classes/bubbles, parents will be contacted to be more vigilant for symptoms, but 		
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				<p>the wider class/bubbles do not need to self-isolate unless the sibling/child lived with subsequently develops symptoms.</p> <ul style="list-style-type: none"> As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases, a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary. 		
Provision of First Aid	M	<ul style="list-style-type: none"> It is accepted that 1m+ social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum e.g. students / staff to apply cold pack, wipe, plaster themselves where able to do so. Those administering first aid should wear PPE appropriate to the circumstances. Wash hands and ensure the affected area is cleaned upon completion. See also 'Exposure to others'. Only one person being treated in the first aid room at a time Room 207 is to be used as a holding area for students who show symptoms of COVID-19 (new continuous cough, high temperature or loss of taste or smell). Staff accessing 207 must adhere to social distancing and wear appropriate PPE (face mask, gloves and where possible maintain social distancing) The toilets opposite 202/201 are to be used exclusively by students whilst in the holding and are to be cleaned after use, along with any contact points to and from the toilet. If daily medication is administered from first aid rooms then consider a schedule for 		<ul style="list-style-type: none"> Normal first-aid provision will occur in Student Services If a pupil is experiencing any of the main symptoms (a high temperature, a new, continuous cough or a loss or change to sense of smell or taste) we would ask them to inform a teacher immediately. We will ask them to go with a trained first aider to room 207 which will be used to quarantine anyone with Covid-like symptoms. We will phone parents/carers and 111 if required to assess what should happen next. It is worth remembering that the risk of serious illness to children from Covid-19 is low so other children should not be alarmed. The areas where the pupil has been will be sectioned off and sterilized. Pupils with symptoms are encouraged to get tested in a designated test centre and must not return to school until the test result is known (https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/#symptoms). Pupils may need to self-isolate. Decisions on partial closure / closure to be made in event of insufficient first aid provision due to lack of PPE, equipment, supplies or staff Student will be taken to the carpark gates near Engineering and taken round to the front of school. If a person displays symptoms of coronavirus: high temperature (37.8 or more), a new continuous cough, a loss of smell or taste they should: - Ensure SLT /Head/HR are notified. Go home immediately (if awaiting collection by their parent, isolate child in Room 207 behind a closed door, or an area at least 2m away from others, open a window for 	Y	L

		when students should attend or if this needs relocating to reduce demand on space.		ventilation) and self-isolate. See https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#additional-questions																
Access to /egress from site	M	<ul style="list-style-type: none"> Parents have been told to avoid getting out of cars where possible and to avoid congregating at the school entrance. Staff, pupils and parents have been briefed regarding new arrangements, including staggered start/finish times. Supervision supports the observation of social distancing rules when pupils get in and out of vehicles near the school entrance. The number of entrances and exits to be used has been maximised. Separate managed entrances/exits are used for different groups. No non-essential visitors are admitted to school. Procedure is in place for receptionist to check that no one enters the school who has COVID-19 symptoms or lives with someone who has COVID-19 symptoms. Staff, use their ID badge to sign in If the signing in screen is used, the member of staff is directed to use hand sanitiser before and after using the touch screen. The signing in touch screen is cleaned frequently with disinfectant wipes. Dedicated meeting room for visitors (South Block Meeting Room). One visitor to use the waiting area at a time Protocols are agreed with transport provider(s) to reflect social distancing so that pupils do not sit next to each other on buses /in contracted taxis. 		<p>Student arrival</p> <ul style="list-style-type: none"> Students given allocated time slots to arrive and depart the school site Staff on duty at the front of school during arrival and departure All gates to be used at the front of school <table border="1"> <thead> <tr> <th>Year group</th> <th>Entrance/Exit</th> </tr> </thead> <tbody> <tr> <td>7</td> <td>Sports Centre Car Park</td> </tr> <tr> <td>8</td> <td>Sports Centre Car Park</td> </tr> <tr> <td>9</td> <td>Front side gate</td> </tr> <tr> <td>10</td> <td>Front side gate</td> </tr> <tr> <td>11</td> <td>Front main gate</td> </tr> <tr> <td>12/13</td> <td>Front main gate</td> </tr> </tbody> </table> <p>Other visitors</p> <ul style="list-style-type: none"> Receptionist to enquire regarding symptoms of visitor or someone they live with - high temperature (37.8 or more), a new continuous cough, a loss of smell or taste Visitors by appointment only and given with specific times to attend site 	Year group	Entrance/Exit	7	Sports Centre Car Park	8	Sports Centre Car Park	9	Front side gate	10	Front side gate	11	Front main gate	12/13	Front main gate	Y	L
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		<ul style="list-style-type: none"> • Recommendation is made to parents/pupils to avoid using public transport where possible. • Designated person(s) are assigned to receive deliveries. • Deliveries are managed effectively in a timely manner, with recipients adhering to social distancing. 		<ul style="list-style-type: none"> • Site Operatives and Receptionists to receive deliveries 		
Lack of / incorrect use of PPE or inappropriate disposal leading to increased risk of infection	H	<ul style="list-style-type: none"> • Guidance has been issued to staff around need for and how to put on and take off PPE correctly. • The need for PPE in some circumstances, such as providing intimate care, will be subject to a thorough individual risk assessment. • Adequate supplies of PPE are secured for staff where risk assessment identifies wearing of PPE is required. • Spill kits are available to be used when cleaning visible bodily fluids produced by a person with coronavirus (COVID-19) to reduce the risk of contamination. • Guidance has been issued regarding the correct disposal of PPE. • Staff will be provided with face masks if required. Gloves and aprons will also be available if required. 		<ul style="list-style-type: none"> • Decisions on partial closure / closure to be made in event of insufficient first aid provision due to lack of PPE, equipment, supplies or staff • PPE to be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished. 	Y	L
Staff and pupils (or close family members), which current evidence suggests, have increased vulnerability to infection or poorer outcomes from COVID-19	H	<ul style="list-style-type: none"> • An audit has been undertaken to assess the vulnerability of staff (and close family members), including those who are extremely clinically vulnerable and clinically vulnerable. • An audit has been undertaken to assess the vulnerability of pupils (and close family members). • Staff and pupils who are extremely clinically vulnerable do not attend school. • Where at all possible, staff and pupils who are clinically vulnerable do not attend school. • Separate risk assessments have been undertaken for staff and pupils who are 		<ul style="list-style-type: none"> • Survey of parents/carers prior to provision has identified those who are unable to attend due to illness, evidence of symptoms, illness in the household (shielding) or other reasons given • HR Administrator to keep vulnerable list updated • Pastoral staff to keep vulnerable students list updated • Matrix of staff to call on has been developed to ensure cover is available in the event of staff member being unable to attend • Staff identified as Clinically Extremely Vulnerable (CEV) must work from home during periods of national/local lockdown 	Y	M

		<p>clinically vulnerable, or who have family members who are extremely clinically vulnerable and clinically vulnerable.</p> <ul style="list-style-type: none"> • Appropriate steps have been put in place to support staff who are clinically vulnerable, including working from home where necessary. • Appropriate steps have been put in place to support pupils who are clinically vulnerable (respecting the medical advice sought by their parents). • Where stringent social distancing cannot be applied, any member of staff or pupil who lives with someone who is clinically extremely vulnerable does not attend school. Staff members in this category should work from home and pupils should continue distance learning. • Provision of support and individual risk assessments are put in place as necessary for individuals and groups in the school that are at increased risk from COVID-19 because of contextual factors (e.g. staff and pupils who are BAME, staff who are aged 55 or over). 				
Mental health concerns for staff and pupils due to COVID-19	M	<ul style="list-style-type: none"> • Wellbeing/mental health issues are discussed with pupils during PSHE/virtual assemblies and at other appropriate opportunities. • Age-appropriate websites/resources are provided for pupils. Staff direct pupils to these resources and are open to discussing them. • Staff are directed to useful websites and resources that they might find helpful themselves. • Line managers stay in touch regularly with staff and check that they are well. • Staff briefings and training focus on wellbeing, recognising the importance of their own wellbeing and that of their pupils. • Appropriate work plans are agreed with staff and support is provided where necessary. 		<ul style="list-style-type: none"> • For many children, returning to school, seeing their friends and getting their lives back on track will be seen as a positive step forward. For some children who have or live with someone who has a higher vulnerability to Covid-19 or those who feel anxious about returning to school, we are here to offer support. The safety, wellbeing and welfare of our pupils is our highest priority and we have staff in place to assist as required. We would recommend that pupils talk to their form tutor or head of year in the first instance who will be able to identify the most appropriate level of support. • School using the approach encouraged by Anna Freud National Centre for Children and Families with regards to supporting mental health during the crisis: • Positive behaviour modelling – communications from the school have been purposefully positive. We have used our social media platforms, headteacher letters and personal communications to focus on positive aspects of the crisis while not ignoring some of the challenges. Evidence would suggest that this can provide reassurance to those struggling to cope. 	Y	L

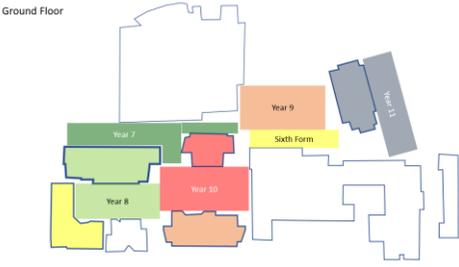
		<ul style="list-style-type: none"> • Staff working from home help to provide remote learning for any pupils who are not at school. • Staff are considered as individuals and managed accordingly. • Wellbeing and work-life balance are promoted with all staff. • The school has access to trained staff who can deliver any bereavement counselling and support. 		<ul style="list-style-type: none"> • Communicate clearly and consistently – (see above). The office staff have been taking daily phone calls to reassure parents/carers about work. We have dealt with numerous IT issues to ensure that remote learning is accessible. Regular phone calls from pastoral and safeguarding staff to vulnerable pupils have been well-received and have resulted in some vulnerable pupils accessing the on-site provision. • Offer a range of support – we have needed to be flexible in terms of the support we can offer. Where necessary we have liaised with police or HABS with more serious concerns that we are unable to effect from distance. While some pupils have been happy to come in to access on-site provision, others have been reluctant and we have had to make alternative suggestions in these cases. Pastoral, safeguarding and SEN staff have all been heavily involved in keeping in touch as have form tutors and teachers through Go4Schools/Google classrooms. • Encourage self-care – we have sought out opportunities to share advice and techniques that young people can use to help themselves cope. Communications have acknowledged that we are all going through a difficult time and that we react in different ways. We have encouraged exercise, creativity, mindfulness, healthy eating and sleep. • Support the wider community – we are also very aware of the mental health needs of our staff and parents. There have been excellent examples of staff supporting colleagues who are struggling with their enforced circumstances. We have offered extensive support to vulnerable families including regular food packages, on-site support, phone calls. We have projected a positive message from the school into the community with regular celebrations of pupil work, helping the emergency services, engaging in community events etc. • Recovery Meetings have been used to establish the well-being of all students as they return to school 		
<p>Operational issues</p>						

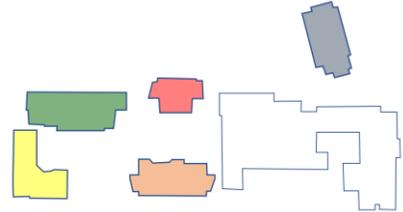
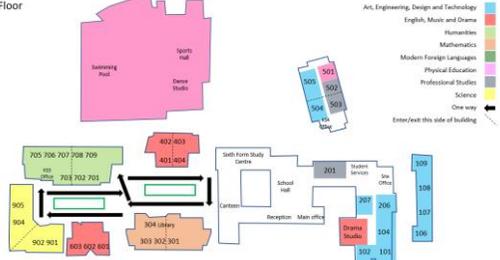
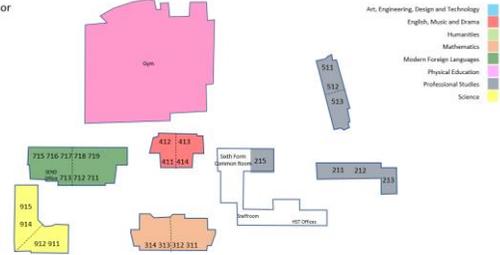
<p>Existing site maintenance regimes are not up to date and/or all systems are not operational</p>	<p>M</p>	<ul style="list-style-type: none"> • Current government guidance is being applied. • All utilities and systems (including gas, heating, water supply, mechanical and electrical systems and catering equipment) have been re-commissioned before reopening as would have been the case after a long holiday period. • Where water systems have not been maintained in line with required schedules, they have been chlorinated, flushed and certified by a specialist contractor prior to reopening. • Pest control is being utilised where necessary. • A health and safety site inspection will take place prior to reopening. 	<ul style="list-style-type: none"> • Ensure all 'normal' tasks / compliance checks are being carried out/planned such as fire alarm testing, legionella controls, servicing of equipment, PAT testing, Fixed Wire Testing, Emergency Lighting etc. • Ensure all key services are operational Flush all water outlets thorough in areas of the school which have been closed for period of time. • Ensure key fire doors are not being compromised / wedged open (those protected stairwells, cross corridor, on single directional routes etc.) • Ensure site security is maintained, windows and internal/external doors closed / locked at the end of each day. • Areas of the school which are closed or used infrequently added to the infrequently used outlets flush schedule in accordance with The control of legionella bacteria in water systems • Where testing cannot take place due to regular staff falling ill consideration should be given to redeploying site staff from other sites within the Trust or departments where staff have sufficient knowledge / competence in this area decisions on partial closure / closure to be made in event of insufficient staffing to carryout compliance checks 	<p>Y</p>	<p>L</p>
<p>Current policies and procedures have not been adapted/updated to take account of COVID-19 impact</p>	<p>M</p>	<ul style="list-style-type: none"> • Existing policies and procedures have been updated/adapted to take account of COVID-19 impact. • Fire procedures have been reviewed and revised where required, e.g. due to: <ul style="list-style-type: none"> • possible absence of Fire Marshalls • social distancing rules during evacuation and at muster points • Staff and pupils have been briefed on any new evacuation procedures. • Incident controller and Fire Marshalls have been trained/ briefed appropriately. • A staff rota for additional Fire Marshalls has been drawn up to cover any absences. Any additional staff temporarily taking on the role have been briefed accordingly. 	<p>Fire/Evacuation Procedures</p> <ul style="list-style-type: none"> • If the alarm bell is ringing continuously, we will have to evacuate the school onto the large AstroTurf area. Pupils will be escorted by their teachers and will stand in alphabetical, form group lines 1m+ from other pupils. We will take a whole school register. Once the risk has been assessed, and the school safe to return to, pupils will be escorted back to their classroom in a sensible and orderly manner. 	<p>Y</p>	<p>L</p>
<p>Third party contractors on-site whilst school is in operation may pose a risk to social</p>	<p>M</p>	<ul style="list-style-type: none"> • Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom free) and that contractors have procedures 	<ul style="list-style-type: none"> • high temperature (37.8 or more), a new continuous cough, a loss of smell or taste • Receptionist to enquire regarding symptoms of visitor or someone they live with - high temperature (37.8 or more), a new continuous cough, a loss of smell or taste 	<p>Y</p>	<p>L</p>

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<p>distancing and infection control</p>		<p>in place to ensure effective social distancing is maintained at all times.</p> <ul style="list-style-type: none"> In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction) and these have been reviewed. 		<ul style="list-style-type: none"> Visitors by appointment only and given with specific times to attend site Site Operatives and Receptionists to receive deliveries 		
<p>Staff shortages due to absence may compromise operational safety</p>	<p>M</p>	<ul style="list-style-type: none"> The health status and availability of every member of staff is regularly updated so that deployment can be planned. All SLT/senior staff members are briefed on each other's roles in order to avoid any single point of failure. Sufficient cover/supply staff are available. Roles have been reallocated to cover any critical functions where appropriate. Staff have appropriate competences and training to fulfil their roles. Staff have been trained /briefed across disciplines to avoid any single points of failure. There are sufficient qualified first aiders to cover the numbers of staff and pupils on site. 		<ul style="list-style-type: none"> Final audit of staff availability to take place shortly before commencement of term Regular contact with staff to check on health status Staff unable to attend on-site provision but still in good health will assume a greater burden of remote learning to support colleagues required in school Current rotas for on-site provision are being consistently and fairly applied 	<p>Y</p>	<p>L</p>

Additional site-specific issues

<p>Maintaining effective social distancing to prevent spread of COVID-19</p>		<ul style="list-style-type: none"> • 				
		<ul style="list-style-type: none"> • 		<ul style="list-style-type: none"> • External chevrons to indicate direction of travel through outside one-way system as well as 2m separation 		

		<p style="text-align: center;">•</p>		<p>First Floor</p>  <p>Form time and break zones</p> <p>Ground Floor</p>  <p>One way and loading systems</p> <p>First Floor</p>  <p>One way and loading systems</p>		

		<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Staff working areas 		
		<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Classroom – teaching zone 		

<p>Establishing remote learning for pupils who are not on-site</p>	<p>L</p>	<ul style="list-style-type: none"> • Response to DfE guidance following announcement of new national lockdown (Jan 2021) 		<p>Remote Learning expectations (January 2021)</p> <ul style="list-style-type: none"> • All students will follow their published timetable (except core PE) • Each day will start with a form period (08:40-09:00) on Google Meet • All lessons for all year groups will follow the same structure (except for core PE) • All lessons will start with a Google Meet led by the teacher lasting between 5 and 30 minutes • The remainder of the lesson will consist of student work on Google Classroom with the teacher available for questions/review etc • Resources for the lesson will be on Google Classroom • Google Classroom codes will be published on Go4Schools 		
<p>Arrangements for Support School (key worker children and vulnerable pupils)</p>	<p>M</p>	<ul style="list-style-type: none"> • Response to DfE guidance following announcement of new national lockdown (Jan 2021) 		<p>Support School (January 2021)</p> <ul style="list-style-type: none"> • Microsoft Form created to establish those pupils eligible for Support Staff provision following DfE guidance • Support School coordinated by THA (AHT) • Staffing for Support School arranged by OJP (cover supervisors, TAs, PE staff) • Support School locations divided between Media Suite/104 for Key Stage 3 and Sixth Form Study Centre for Key Stages 4 and 5 • Suitable resources provided for Support School for pupils to access remote learning (Chromebooks, web cams etc) • Catering provided for Support School pupils and staff 		
<p>Establishing lateral flow testing on-site for staff and students</p>	<p>M</p>	<ul style="list-style-type: none"> • Response to DfE guidance following announcement of new national lockdown (Jan 2021) 		<p>Testing (March 2021)</p> <ul style="list-style-type: none"> • The guidance for returning to school in March 2021 states that: • All secondary school students will take Covid-19 tests as they return the classroom <i>from</i> the 8th March. Secondary schools and colleges will have discretion on how to stagger the return of their students over that week to allow them to be tested on return. After an initial programme of three tests in school, students will be provided with two rapid tests to use each week at home; • Secondary school staff will also be provided with two tests to use each week at home; • Testing is voluntary but strongly encouraged. The evidence shows that as many as one in three people who contract the virus show no symptoms, so could be spreading the disease unknowingly. Asymptomatic testing is designed to help to 		

			<p>identify positive cases more quickly and break the chains of transmission.</p> <ul style="list-style-type: none"> • We will not administer lateral flow tests without consent (11-15 year olds require parental consent, 16 year olds and above must give their own consent). • <i>Where will the tests be carried out?</i> The testing centre we established in January is based in the school canteen (we will also use the school hall to accommodate larger numbers). • <i>Do students administer the test themselves?</i> The test is self-administered (i.e. they do it themselves) but they are always helped and supervised by an adult. The idea of the three tests at school is to give the pupils the confidence to carry out the test at home moving forward. • <i>What will the testing at home involve?</i> Testing at home (for those aged 12-17) will need to be supervised by an adult. The school will supply all pupils with two testing kits per week as well as further guidance about how to take the test. • <i>What happens after the test is done?</i> The test is processed in the testing centre (or at home for home test kits). Results are usually known within 30 minutes. • <i>Is the testing done every week?</i> The three initial tests will be done with a gap of 3 to 5 days and the home tests will be twice weekly (with a similar gap between each test). • <i>Is the test compulsory?</i> No, the test is voluntary and requires consent. Testing is strongly recommended to help identify asymptomatic cases. • <i>What happens to pupils who are not getting tested?</i> Pupils will return to full school lessons as per the schedule that we will shortly publish whether they are getting tested or not • <i>Who will be performing these tests and will they have any contact at all with the children?</i> The tests are self-administered. Adult volunteers and members of our support staff will be on hand (in full PPE) to offer advice and guidance about taking the test. At no point is close contact made between the testing team and the pupils getting tested. • <i>Who will be overseeing anyone involved with the tests?</i> The test team has a Team Leader whose sole responsibility is to oversee the testing process. • <i>Where will the tests be carried out and how will the children be kept distanced during it?</i> The tests are carried out in the school canteen and school hall. We have staff whose responsibility will be to ensure pupils maintain social distance while they wait for tests. Pupils will have an allotted 		
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				<p>time for their tests which will spread the numbers across each testing session.</p> <ul style="list-style-type: none"> • <i>How much of the school day will be impacted with testing and what lessons will be affected?</i> We have been asked to offer three on-site tests. The tests should only take a matter of minutes, although this will vary depending on how easy pupils find it. The first test is taking place before lessons begin and the second two will take place between 3 to 5 days of each other – they will therefore affect two different lessons on different days. Disruption to lessons will be kept to a minimum. 		
Response to cancellation of examinations		<ul style="list-style-type: none"> • Response to DfE guidance following announcement of new national lockdown (Jan 2021) 		<ul style="list-style-type: none"> • The Department for Education have issued a statement (https://www.gov.uk/government/publications/awarding-qualifications-in-summer-2021/awarding-qualifications-in-summer-2021) which outlines how grades will be awarded this summer for students taking GCSE, A Level and vocational qualifications. • More detail will be coming through from Ofqual (the exams regulator) and the exam boards over the coming days which will give more guidance on how teachers will be asked to calculate appropriate grades. • The following would appear to be the main headlines: Confirmed: <ul style="list-style-type: none"> • Grades will be determined by Teacher Assessment • Assessment will be based only on what students have been taught • Teachers will be able to draw on a range of evidence • Exam boards will produce materials (questions) but these will be optional • No algorithm will be used • Appeals process in place ahead of university offers • Checking of 'consistency of judgements' at school and exam board level • New information (dates): <ul style="list-style-type: none"> • Grades will be submitted to exam boards by 18th June 2021 • Results days in the week commencing 9th August 2021 • Exam board 'guidance' by Easter • Yet to be confirmed: <ul style="list-style-type: none"> • Detailed guidance by exam boards (including at subject level) about appropriate breadth and range • Details about the 'optional tests' • Detailed guidance on grade 'descriptors' to support assessment 		

				<ul style="list-style-type: none"> • Details of the exact requirements regarding submission of grades • Detailed information on the nature and type of the 'checking procedures' (including at exam board level) • Details of the appeals process • The clear implication at this stage for students taking qualifications is to continue working hard with teachers so that the 'range of evidence' from which decisions will be made is as robust and complete as possible. • Once we have more detail, we will communicate the approaches that the school will adopt to help staff and students navigate their way through these final weeks and months. • The approach we are adopting with regards to this crucial issue is as follows: <ul style="list-style-type: none"> • Reassure and manage expectations – counter some of inaccurate and unhelpful media coverage • Focus on teaching the curriculum – return to normality of school and being taught subjects we love • Diagnostic assessment and responsive teaching – formative (supportive) assessment – revise, refine, review • Work from the curriculum – check diagnostic work based on current areas of curriculum • Professional development – support for staff carrying out assessments • Plan and communicate timings and process carefully – after Easter and publication of further guidance, clearly establish plans • Be aware of construct underrepresentation – does the assessment represent the full subject (the construct) • Consider reliability – how we are reducing variables and inconsistencies and structuring internal quality assurance • Subject difference – generic approaches will not work • Be cautious with grades – consider how grades for assessments are shared with students 		
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Procedures in place (What are you already doing? Tick the supporting processes/guidance in place from Reopening Schools Toolkit)			
Operational risk assessment for school reopening	Y	School reopening plan	Y
Estates and facilities remobilisation checklist (Guidance on Estates and Facilities Management)	Y	Safeguarding risk assessments (vulnerable pupils and staff)	Y

The John Warner School Health and Safety Risk Assessment

Cleaning schedule (Guidance on Estates and Facilities Management)	Y	Guidance on supporting children with SEND	Y
Remobilisation checklists for catering staff (Guidance on Catering Services)	Y	Guidance on supporting children in EYFS	NA
Reopening HSE checklist (Guidance on Catering Services)	Y	Equality impact assessment	Y
Guidance for the use of personal protective equipment	Y	Health risk assessment (pupils and staff)	Y

