



Richard Hale School – Covid 19 Risk Assessment Updated January 2021

The Risk Assessment is based on the government guidance last updated on the 9th December 2021 (but includes the additional measures emailed by the DFE on the 2nd January concerning face coverings and isolation):

- > [Actions for education settings to prepare for wider opening](#)
- > [Implementing preventative measures in education settings](#)
- > [Guidance for secondary school provision](#)
- > [Safe working in education settings](#)

This risk assessment will be reviewed each week in line with updated advice and guidance and approved by the Governing body. It was reviewed in an HSE inspection in November 2020 and by the District Nurse from the Hertfordshire COVID response team in June 2021.

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
Contact with someone suffering from coronavirus	<ul style="list-style-type: none"> • Staff • Students • Contractors • Visitors 	<p>Everyone will be asked not to come into school if they have symptoms, and instead follow official self-isolation guidance. Regular reminders will be given about this.</p> <p>Anyone self-isolating with symptoms will be encouraged to access testing, and the school will help them do this.</p> <p>If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be picked up.</p>	I Hawkins M Botheras	1 st September 2021	

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		<p>Posters up around school to raise awareness of this. Relayed to parents via the weekly newsletter.</p> <p>Students will wait outside if they have symptoms for COVID.</p> <p>This also allows the medical room to be used for first aid.</p> <p>999 will be called if they are seriously ill or injured or their life is at risk.</p> <p>In the case of a symptomatic Student who needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> • Where possible the first aider will maintain 2 metre social distance and have any direct contact with the Student. First Aiders will wear a surgical mask, visor and gloves for any suspected case, even if they are maintaining social distance. • If a distance of 2m can't be maintained, supervising staff will wear a fluid-resistant surgical mask, apron, gloves and visor. This is available in reception. • If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron. • If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection. Goggles and a visor will be provided. • Any member of staff who is a first aider but also clinically vulnerable will not supervise students needing PPE. <p>Supervising staff will wash their hands thoroughly for 20 seconds after the Student has been picked up.</p> <p>Only in exceptional circumstances will staff take</p>			

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		<p>symptomatic children home themselves, and in this case one of the following steps will be taken:</p> <ul style="list-style-type: none"> • Use of a vehicle with a bulkhead (i.e. the driver is in a separate compartment to any passengers); or • The driver and passenger will maintain a distance of 2m from each other; this will be in the minibus which allows greater distance than 2 metres. • The driver will use PPE (the same PPE as when supervising a symptomatic Student, as explained above) and the passenger will wear a face mask if they are old enough and able to do so. <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.</p> <p>If a Student or a staff member working with students tests positive for coronavirus, Close contacts will be identified by NHS Test and Trace. Students and staff will not have to isolate if:</p> <ul style="list-style-type: none"> • they are fully vaccinated • they are below the age of 18 years and 6 months • they have taken part in or are currently part of an approved COVID-19 vaccine trial • they are not able to get vaccinated for medical reasons <p>Where staff or students are identified as close contacts they will be advised by Test and Trace to have a PCR test, they will not have to isolate while they await the results of the test.</p> <p>We will work with NHS Test and Trace to support contact</p>			

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		<p>Anyone wearing non-disposable face coverings when arriving to school will be expected to dispose of these appropriately.</p>			
<p>Spreading infection due to touch, sneezes and coughs</p>		<p>Handwashing facilities are available in the toilets in school.</p> <p>Hand sanitiser will be available in the main reception, foyer and each classroom. Teachers will be provided with sanitiser (as part of their Covid-19 kit) and students are expected to bring hand sanitiser to school.</p> <p>Everyone in school will:</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 • Use hand sanitiser at the start and end of each lesson. • Clean 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. • Students to put all waste in a plastic bag and remove from school site at the end of each day. These can be placed in bins but will need to be sealed. <p>Students will be encouraged to learn and practise these habits in lessons. Posters have been put up across the school in corridors and every classroom to raise awareness.</p> <p>Supplies for soap, hand sanitiser and disposable paper</p>	<p>I Hawkins M Botheras</p>	<p>September 2021</p>	<p>Purchasing levels of sanitiser and soap will need to be increased when more students are on site.</p>

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		towels and tissues will be purchased regularly, to ensure supplies remain high, this will be monitored each week and addressed through finance.			
Spreading infection through contact with coronavirus on surfaces		<p>Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including:</p> <ul style="list-style-type: none"> • Banisters • Classroom desks and tables that have been used • Bathroom facilities (including taps and flush buttons) • Door and window handles • Furniture • Light switches • Reception desks • Teaching and learning aids • Computer equipment (including keyboards and mouse) • Sports equipment • Telephones • Fingerprint scanners (Wiped after each use). <p>Where rooms are not being used the desks will be cleaned. Departments with technicians need to utilise these to ensure that desks are cleaned frequently. Others are on a rota with Evergreen to be cleaned throughout the day.</p> <p>Items that need laundering (e.g. towels, flannels, bedding) will be washed regularly in accordance with the manufacturer's instructions, on the warmest water setting. These items will not be shared between children between</p>	I Hawkins M Botheras in liaison with Evergreen.	September 2021	Increased levels as school re-opens.

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		<p>washes.</p> <p>Areas of the school that are used by students will be cleaned thoroughly at the end of the day.</p> <ul style="list-style-type: none"> • Classrooms and used spaces at the end of each day. • Designated rooms. <p>Provision in place through Evergreen, (cleaning contractors) liaison with M Botheras.</p> <p>During school holidays, areas of the school not in use will be shut off to make cleaning more manageable.</p> <p>Any equipment that is shared will be cleaned between groups of children and multiple groups will not use it simultaneously.</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 will be monitored closely to ensure that a high standard of cleanliness has been achieved.</p> <p>Cleaning supplies will be monitored and supplies purchased to ensure stock levels remain high.</p> <p>Teachers will wash their hands or use hand sanitiser before and after handling students' books or equipment in lessons.</p>			
Spreading infection due to excessive contact and		Each room has been risk assessed and furniture has been arranged accordingly to create a teacher zone at the front of each classroom. This will give a minimum of a 2 metre space between the teacher sitting at the desk and	I Hawkins Jane Beacom Matthew Greenwood	September 2021	

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<p>mixing between students and staff in classrooms</p>		<p>the closest student. These zones will remain in place so Teachers can use these.</p> <p>Teachers can remain in their zone at all times and may need to move to another area of the classroom on entry into the room if they wish to minimise contact.</p> <p>Students will sit facing the front of the class and in rows. Teachers may wish to have lessons where face to face conversations take place between students, they can facilitate this but should also consider any health implications for this.</p> <p>No stationery is to be shared. Students will supply their own stationery. Where specialist equipment is required this will be cleaned between groups. Each subject area will have its own risk assessment where this is necessary. If equipment is not cleaned it will need to be unused for 72 hours before being used by another group.</p> <p>Practical lessons will take part following their own subject risk assessments. Where students have to face each other screens will remain. This is the case in computing, D&T, Food Technology and the 6th form study computer area.</p> <p>Staff will be provided with their own sanitiser and other essentials in order to ensure workspaces are clean and they maintain good hand hygiene as part of a Covid kit.</p> <p>Staff can wear PPE if they wish. Although the Government guidance says this is not required, the school will support each teachers own view on PPE and will supply items if required following discussion with staff (for example visors and face coverings).</p>	<p>M Botheras</p>		

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<p>Spreading infection due to excessive contact and mixing between students and staff around the school</p>		<p>Students will continue to be organized into Year groups and kept apart where this is practicable. They will be in designated areas of the school for break and lunch time to support the safety of students.</p> <p>Students will follow a normal timetable which will involve movement around school as students need specialist equipment and facilities in lessons.</p> <p>As students move around site they should be outside wherever possible. They should only enter the building when they have a lesson in that building.</p> <p>In line with the advice provided by the DFE, students are now wearing face coverings in the buildings and in lessons. Parents should request this via email and a list of students who do not wish to wear them, this is created and sent to staff regularly. Students do not have to wear them for music</p> <p>If a student is not wearing a face covering and we are not aware of the reasons for this, a member of SLT will discuss their health needs with them.</p> <p>Each block will have a one-way system or process in place for entry and exit of it. These will be explained to the students so they understand the system and the need for it. There will be signs clearly designate the direction to be taken and reminders from form tutors.</p> <p>In the science block students will line up in the area outside the Science Block and will be brought to the classroom by the member of staff. The block will need to be exited first and then students brought in.</p> <p>They should enter rooms from outside in D&T and Drama.</p> <p>Students will be given assigned places to meet on entry</p>	<p>I Hawkins J Beacom M Greenwood</p>	<p>January 2021</p>	

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		<p>to the school, they will go directly to form rooms from 8.45 am.</p> <p>6th form students will be allowed to go directly to their form rooms on arrival at school. They will be discouraged from using the study areas before school as a meeting place.</p> <p>SLT will help supervise students at the start and end of the day to help disperse students.</p> <p>Students will clean their hands at the start of each lesson and at the end of it, along with anytime they touch their faces or sneeze or cough.</p> <p>Students will be reminded at the start of each lesson to clean their hands and remind them of the cleanliness rules.</p> <p>Students will enter, sit in the designated place and get the appropriate equipment out for the lesson. They should avoid touching other surfaces and lean on their own books on each desk.</p> <p>The shared areas such as dining areas/sports hall/main hall are cleaned each day and rooms throughout the day when these are available.</p> <p>There will be no food facility at break each day. Students will need to provide their own snack.</p> <p>The lunch facility will be available each day. This will be staggered over two hours P4 and lunch. Students will line up outside at the designated time and then brought through to the dining room, a small group at a time. These will be cleaned between each groups use of them.</p> <p>Staff will be able to use the dining room to get food and will be able to eat in the dining room if they wish. Staff can choose to eat their lunch elsewhere if they wish to keep</p>			

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		<p>further distance. The staffroom and offices will be available for staff to eat in, social distancing is no longer required but any member of staff who wishes to retain this will be supported.</p> <p>Toilets will be monitored and checked throughout the day.</p> <p>Each set of toilets has been allocated to a year group. The split lunch time will reduce numbers using the facility at any one time. They will be cleaned after break and end of each lunch time.</p> <p>Staff will no longer need to maintain social distance at all times of 2 metres. Teachers have been advised that they could wear a face covering if they are moving around their classroom. This will include all work spaces including offices. If a member of staff has concerns over this, they should raise it with their line manager so that their specific concerns can be discussed.</p>			
Testing		<p>In line with Government guidance we will test all students before they return to school.</p> <p>Any students testing positive will be sent home and advised to get a PCR test.</p>	M Greenwood I Hawkins	January 2022	
Spreading infection due to the school environment		<p>Checks to the premises will be done to make sure the school is up to health and safety standards before reopening.</p> <p>Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with limited staff and changes to how the school space is being used. These will be conveyed to the students as normal. A fire drill will be conducted in September.</p>	I Hawkins M Botheras	September 2021	

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		<p>Areas in use will be well ventilated by opening windows or using ventilation units. Doors will be propped open, where fire safety and safeguarding wouldn't be compromised. Rooms where ventilation has/is a concern will be addressed or rooms will be reallocated if a member of staff feels the ventilation is not suitable.</p> <p>When we receive CO2 monitors these will be employed across the school to monitor the ventilation and we will act accordingly to keep spaces effectively ventilated.</p> <p>Outdoor space will be used for exercise and breaks, and for education where possible.</p>			
Spreading infection due to excessive contact and mixing in meetings		<p>Meetings will continue to be conducted by telephone or using video conferencing. If parents are coming into school, please ensure these take place in well ventilated rooms and staff should continue to maintain social distancing for their own safety.</p> <p>Open Evening arrangements will be reviewed and implemented in line with current situation in school as required.</p> <p>Events in school will be considered taking into consideration venue, numbers to attend etc. in order to minimise risk. Each event will be reviewed in line with current situation and need for the event.</p> <p>Parents evenings will continue to be conducted on-line.</p> <p>Inset groups and briefing will be held in large venues across the school so that ventilation can be maintained and staff can choose to socially distance if they wish.</p> <p>Staff briefings will be held by email or in the main hall.</p> <p>Department meetings can be held in classrooms where</p>	I Hawkins	September 2021	

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		<p>social distancing can be achieved if staff wish to, or via video conferencing.</p> <p>Teachers can work at home if they are not teaching and not required in school for cover. Other staff can work remotely at times, although this needs to be agreed with their line manager as there is no guidance which says staff can work remotely any more.</p>			
Individuals vulnerable to serious infection coming into school		<p>For everyone who could come into school:</p> <p>Clinically extremely vulnerable:</p> <ul style="list-style-type: none"> • Any member of staff who is extremely clinically vulnerable will have the opportunity to discuss options of how they can be supported with returning to work. • They will have an individual risk assessment to assess their needs. • We will consider remote working for members of staff if this is requested, however this may not always be possible due to the nature of the role that they have. This will be done with consultation with HR. • They will need to follow any further medical advice they receive and we will continue to work with Government advice and guidance and implement this in line with recommendations. <p>Students who are clinically extremely vulnerable</p> <ul style="list-style-type: none"> • Should follow medical advice and liaise with school as to any measures needed to manage them attending safely. • Draw up risk assessments for these students with parents taking into account the needs of each student. 	I Hawkins	September 2021	

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		<p>All staff (including clinically vulnerable staff)</p> <ul style="list-style-type: none"> • Contact with HR to ensure all actions taken to support staff have been considered. • Staff will be allowed to wear PPE if they wish to. • All staff have the option to maintain social distance from each other at all times. If this requirement is needed staff should liaise with their line manager. • Staff must not attend work if they have any symptoms and need to have a Covid-19 test immediately, informing the school of the outcome. • If they live with someone who is clinically extremely vulnerable, staff would be advised to maintain social distancing. • Staff whose characteristics may also make them vulnerable, i.e. age/ethnic background are encouraged to maintain social distancing to maintain their safety. • All staff who have concerns need to discuss these with their line manager and Headteacher so that issues can be addressed or if any adjustments are needed for any member of staff. • Staff will be able to work from home if they are not teaching or it is agreed with their line manager. • Meetings in school will be reduced as much as possible, meetings can be socially distanced and can be held remotely. • Review processes and staff wellbeing and working conditions regularly to ensure that actions being taken are appropriate. • We will continue to follow Government advice and 			

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		<p>guidance and adjust practices in line with this.</p> <p>Students who are clinically vulnerable</p> <p>Parents should follow medical advice if their child is in this category.</p> <ul style="list-style-type: none"> • If specific adjustments are required these will be discussed and individual needs added to student profiles. 			
Mental Health and anxiety	Staff and students	<p>Monitor students when in school</p> <p>Welfare checks on staff and students have taken place</p> <p>Parent response email to support parents and students at home</p> <p>Intervention is personal depending upon situation</p> <p>Referral to health services if required</p>	M Greenwood	September 2021	
Behaviour of students	Staff and students	<p>The behaviour system adopted last year will remain to support students learning.</p> <p>Students to be given one warning and then removed from classrooms for poor behaviour.</p> <p>If Isolation is not available in the isolation room, the main hall will therefore be used as the facility for monitoring students who have been removed from lessons.</p> <p>Any inappropriate behaviour will be dealt with through removal. Teachers judgement to be used on this and addressed with the student in the removal process by SLT.</p> <p>Removal to work as currently in place, the behaviour policy has been updated accordingly.</p> <p>Detentions can take place with different year groups in one room, where possible keep these apart in the rooms.</p>	M Greenwood	September 2021	

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TA Support	Staff and Students	<p>TA support to be identified.</p> <p>TAs can continue to work socially distanced 1 to 1 with students if they feel this is appropriate.</p> <p>SEND students allocated a place at front of the class to the side which enables a TA to remain socially distanced most of the time.</p>	M Greenwood and C Hocking	September 2021	
Parental access to school	Staff, students and Parents	<p>Parents should not come on site unless they have an appointment</p> <p>Parents can drop off students at school but will be advised to remain in their vehicles.</p> <p>Parents should use email as the main form of communication</p> <p>Parents should not bring equipment into school for students as they will not be allowed to drop this in reception</p> <p>When on site parents should remain socially distances from all staff and students</p> <p>The waiting area is set up in the main foyer to enable more ventilation and reception is open but will remain socially distanced from students and parents.</p> <p>Parents and visitors will be collected from the main foyer.</p>	M Botheras	September 2021	
In the case of a reported incident of Covid-19	Staff, students and parents	<p>Confirmed case of Covid-19.</p> <p>The parents will be contacted by test and trace.</p> <p>We will continue to keep track of students seating through the use of class charts.</p> <p>The use of the Coronavirus email address will be continued to track any cases in school in case we need to establish a response through the contingency plan.</p> <p>Contact parents where advice requires this and follow</p>	Ian Hawkins	September 2021	

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		<p>appropriate guidance.</p> <p>Contact the LHPT if required or concerns are raised in managing an outbreak at school.</p> <p>Continue to monitor the advice and guidance from the Government.</p>			
Staff absence Requires school closure	Staff, students.	<p>Staff absence could lead to some lessons being unable to operate. This will depend upon staff who are absent and possible cover that is available.</p> <p>In this scenario Year groups will be sent home first to enable other year groups to be protected. Exam groups will be protected.</p> <p>A rota system would be implemented to reduce time out of school as much as possible.</p> <p>When staff return and students could be catered for this would be rectified with immediate effect.</p> <p>On-line learning will be provided where possible in staff absence. If lessons unable to set each day, then project based assignments will be used and use of Oak Academy and other on-line resources utilised.</p>	<p>Ian Hawkins Jane Beacom Matthew Greenwood Louise Morris</p>	September 2021	

COVID-19 Outbreak Management Plan

In line with Government advice and guidance the following plan will be brought into operation alongside the other measures above, if a number of cases occur in the school. We will liaise with the Local Health Protection Team and implement the plan under their advice and guidance. The contingency plan is written using the Government guidance.

For most education and childcare settings, the thresholds for moving to further measures are below (whichever is reached first):

- 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period;
- 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period

Concern Measures to take	Who measure will affect	Actions to take	Person responsible	Communication	
Number of cases rising in school	Staff and students	Contact LHPT to discuss situation. Follow the advice and guidance offered to ensure we are reducing possible spread of infection in school.	I Hawkins	Communicate with staff and parents we have contacted LHPT and acted in line with advice and guidance.	
All other measures remain in place	Staff and students	Measures such as hygiene etc to be maintained.	I Hawkins	Communicate to staff, students and parents.	
Increased testing	Staff and students	Utilise Asymptomatic testing. Promote the use of LFD Tests at home. Parents report the testing through the NHS app to continue to monitor cases in the area. Where students are unable to test at home they will be offered the opportunity at school.			
Create bubbles to reduce	Students	Students to be restricted to enable them to remain in bubbles for each year group. Designated areas enforced at break and lunch, start and	I Hawkins M Greenwood	I Hawkins communicate with staff and parents	

contacts		end to each day. In communal areas, strictly enforce the groupings or enable students to be socially distanced.	AHT HoY	Students informed through HoY	
Social Distancing	Staff	Staff to remain in their teacher zones. This is to be enforced. Students to not enter within 2 metres of staff in classrooms. Offices returned to social distancing, where staff cannot be socially distanced, working arrangements will be discussed.	I Hawkins M Botheras	I Hawkins communicate with staff M Botheras arrange working spaces as required.	
Face coverings	Students and staff	Students wear face coverings at all times in lessons and in communal areas. Students exempt will be allowed to not wear face covering through parents informing school. Staff to wear face coverings in communal areas, they do not have to if in teacher zone as would be socially distanced.	I Hawkins M Greenwood AHT HoY	I Hawkins communicate with staff and parents Students informed through HoY	
PPE	Staff and students	If staff wish to wear any further PPE this will be supported in school. Staff should discuss their requirements with their line manager/SLT link or the Headteacher.	I Hawkins SLT HoDs HoYs	I Hawkins communication with staff	
Reduce number of extra-curricular activities to reduce contact further	Students	Cancel or postpone extra-curricular activities where this would increase additional contact points. School visits would be cancelled or postponed. Transition activities/Open Evenings/Parents evenings would be cancelled to reduce contact	I Hawkins	I Hawkins communicate to relevant people	
Remote Learning	Students and staff	Where the advice was to shut the bubble, remote education would be employed to continue learning. This would be taken as a last resort.	I Hawkins	I Hawkins to communicate to relevant parties	

		Could involve one bubble shutting or several depending upon the nature of the outbreak			
Reduce numbers of people on site	Parents	Parents informed they should only come on site in an emergency. Parents not allowed to leave cars when on site	I Hawkins	I Hawkins communication with parents.	
Student attendance	Students	Safeguarding processes to be put in place where students refuse to attend school as a result of outbreak Provide support for parents and students to manage their return to school during increased measures that have been introduced.	I Hawkins M Greenwood	I Hawkins/M Greenwood to liaise with relevant parties	
Monitor and Review	Staff and students	Continue to work with LHPT to monitor the impact of the contingency plan and adapt as required.	I Hawkins	I Hawkins liaison with LHPT.	