

**Waverley Studio College Risk Assessment
Wider Re-opening of School – June 2021**

Green highlighting denotes changes from the previous risk assessment (March 2021)					
	Hazard/Potential Risk to Minimise	Actions and controls required	Action Owner	Further measures required to control the risk?	Review
Pre-Opening					
1.1 Virus prevention strategy and full opening plans are communicated to all stakeholders before and during full opening with reminders at regular intervals	<p>Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health</p> <p>Risks are not comprehensively assessed in every area of the school in light of COVID-19, leading to breaches of social distancing and hygiene guidance</p> <p>Staff are not trained in new procedures, leading to risks to health</p>	<ul style="list-style-type: none"> • Pre-opening planning is thorough, follows government guidance and is regularly reviewed by the Senior Strategic Team • The site is ready: Site- risks and prevention identified via site walk • Engie to ensure that all health, safety and cleaning protocols are in place. Enhanced cleaning schedule to take place, including cleaning frequently touched surfaces more often, using standard products such as detergents and bleach • Engie to ensure that all health, safety and cleaning protocols are in place. Enhanced cleaning to take place of shared equipment using standard products such as detergents and bleach. Engie to maintain accurate cleaning records which are shared with the school • Engie is aware of the guidance for cleaning of non-healthcare settings COVID-19: cleaning of non-healthcare settings guidance • Engie to ensure that all systems and supplies are ready including gas, heating, water supply, mechanical and electrical systems and catering equipment. Engie to maintain accurate records which are shared with the school 	Trustees, SLT, HR, Staff site is assigned PPE	<p>Regular evaluation of strategy by SLT and adjustments made if required</p> <p>Ensure adequate stock and re-stocking of PPE</p> <p>Engie to carry out all site related health and safety checks, set up cleaning protocols and to ensure that all systems and supplies are functioning. Records to be available to Senior Leaders on request</p> <p>Engie to ensure that there are paper towels and lidded bins available near all sinks including toilet zones</p> <p>Build in time for staff to review processes and procedures and to ask</p>	

**Waverley Studio College Risk Assessment
Wider Re-opening of School – June 2021**

		<ul style="list-style-type: none"> • Engie to ensure that all hand dryers accessible to staff and students are switched off. Handtowels and bins will be provided • Engie to ensure that all water fountains are switched off/sealed off to prevent use. • Engie to ensure that hand sanitiser stations are positioned in key areas guided by the SLT and that they are kept topped up • Risk Assessment written, approved by Trustees and communicated to all relevant stakeholders • Pre-opening communication information and documentation shared with staff: fit/available for work audit, instructions, work patterns/rotas, timetables, risk assessment, good hygiene, wearing of PPE (where applicable) and training schedule • Risk assessments will be completed for all vulnerable shielding and pregnant members of staff prior to them returning • For staff who have been shielding, an OH Covid risk assessment to inform their return to work following PHE and HSE guidance will be completed (guidance is expected to be updated to clarify school contexts) to include: <ul style="list-style-type: none"> a) Any member of staff with a known on-going risk factor b) BAME members of staff over 50 years of age c) any BAME member of staff requesting a risk assessment d) Any member of staff with a high BMI (over 40) • Pre-opening communication information and document shared with parents/carers: information, timetable, class group, good hygiene, key related policies and communicating mandatory attendance 		<p>questions and raise any concerns in advance</p> <p>School uniform and staff work clothes do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal</p>	
--	--	---	--	---	--

**Waverley Studio College Risk Assessment
Wider Re-opening of School – June 2021**

		<ul style="list-style-type: none"> • Age-appropriate pupil information and communication strategy devised to be delivered in lessons • Attendance is mandatory unless pupils fall into the category of approved shielding pupils or self-isolating pupils (covid 19 case) • Plans are in place to meet the learning needs of the children who are approved shielding pupils or self-isolating pupils (covid 19 case) • Efforts continue to improve the attendance of vulnerable pupils and those from disadvantaged backgrounds where best accommodated on site. • Provision for the return of pupils with SEND and those shielding in conjunction with families • Key messages in line with government guidance are regularly reinforced on a weekly basis via appropriate forms of communication including email, text and the school's website and verbally • Staff training meeting on 4th March 2021 will prepare staff for re-opening and the return to pupils on site • The government guidance on Covid 19 test and trace and LFD testing has been explained to staff as part of the INSET and communicated to parents. • Any policy changes are shared with relevant stakeholders, including fire safety and behaviour • Staff receive regular briefings on day-to-day school matters and • Support for mental health and wellbeing is communicated to all staff and there are plans in place to check on staff wellbeing regularly, including senior leaders' health and wellbeing 			
--	--	--	--	--	--

**Waverley Studio College Risk Assessment
Wider Re-opening of School – June 2021**

		<ul style="list-style-type: none"> • Flexible working arrangements needed to support any changes to usual working patterns are agreed • The governing body and school leaders must have regard to staff (including regard to the SLT) work-life balance and wellbeing. • Schedule in place of what staff training is needed to implement any changes that the school plans to make, either delivered remotely or in school • Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing. Staff have been briefed on the use of these rooms. • Return to usual uniform and staff code of dress policies in the autumn term • An equality impact assessment is undertaken for staff and pupils • The majority of pupils and staff will be able to return to school • All members of staff and parents of pupils with underlying health issues, those within vulnerable groups or who have been shielding, or self-isolating have been instructed to make their condition or circumstances known to the school. Records are kept of this and regularly updated. • Members of staff and parents of pupils who have been shielding have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice. • Staff and parents of pupils are clear about the definitions and associated mitigating strategies relation to people 			
--	--	---	--	--	--

Waverley Studio College Risk Assessment Wider Re-opening of School – June 2021

		<p>who are classed as clinically vulnerable and clinically extremely vulnerable.</p> <ul style="list-style-type: none"> • There are sufficient numbers of trained staff available to support pupils and parents with any queries and anxieties. • There is access to designated staff for all pupils and parents who wish to talk to someone about their wellbeing and anxieties about attending school or other matters related to the current pandemic • Resources/websites/signposting are available to support parents, pupils and staff who have issues and queries before, during and after full re-opening • In staff training clear emphasis will be made to staff to ensure that pupils must clean their hands regularly, including when they arrive at school, when they change rooms and before and after eating at lunchtime • In staff training clear emphasis will be made to staff to tell pupils to bring their own drinks and do not share food and drinks with others. All packaging is disposed of in bins with lids • In staff training clear emphasis will be made to staff to tell pupils to not touch staff where possible and to tell pupils not to touch peers wherever possible 			
Day to Day Procedures					
2.1 Arrival to school	Contact with infected individuals The start and end of the school day create risks of	Staff arrival <ul style="list-style-type: none"> • Do not car share • Enter through main front entrance • As much as possible, sign in with 'InVentry app' contactless sign in • Sanitise hands 	SLT, Staff	Pre-opening communication information and documentation shared with staff	

**Waverley Studio College Risk Assessment
Wider Re-opening of School – June 2021**

	<p>breaching social distancing guidelines and fails to limit interaction outside of agreed bubbles</p>	<ul style="list-style-type: none"> • Minimise contact with others and maintain social distancing wherever possible • Receive PPE, if they do not have it already and ensure it is accessible whilst on site • Staff go to work area/classroom to avoid mixing • Do not go beyond barriers denoted as locked down <p>Pupil arrival</p> <ul style="list-style-type: none"> • As per Government guidance and via pre-opening communication: • Parents/carers will be told that if their child needs to be accompanied to the education or childcare setting, only one parent should attend • Parents/carers and young people will be told their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact and which entrance to use • Parents/carers and young people will be told that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely) • Parents/carers are told to wear a mask at the school gates or when on site unless they are exempt • Parents/carers are informed not to car share with anyone outside their immediate household • Pupils arrive at staggered times to minimise contact between year groups • Arrival is supervised by school staff on duty • Parents not allowed into the building unless they have a pre-booked appointment 		<p>Pre-opening communication with parents to flag up symptoms and the reporting of symptomatic family members</p> <p>Pre-opening communication with parents to instruct that one parent only drops off and collects child</p> <p>Pre-opening communication with parents to instruct that there is no congregation at the school gates before and after school-arrival/collection times adhered to: 'drop & go, collect & go'</p> <p>Some pupils with SEND (whether with education, health and care plans or on SEN support) will need specific help and preparation for any changes to routine that this will involve, so teachers and</p>	
--	--	--	--	--	--

**Waverley Studio College Risk Assessment
Wider Re-opening of School – June 2021**

		<ul style="list-style-type: none"> • Every pupil washes/sanitises hands on entry • Staggered arrival times per year group to minimise individual contact • Staff at duty points guide pupils to classrooms • Class or form teacher/teaching assistant meets pupils in the allocated classrooms for the start of the day activities • Despite Government guidelines from 17th May relaxing the wearing of facemasks/coverings in schools, we continue to request the wearing of face masks/coverings for also read section 2.10 • Pupils will be instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom • Adults must not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom <p>Transport (BCC community transport) for SEND/identified pupils:</p>		<p>special educational needs coordinators should plan to meet these needs, for example using social stories</p> <p>Encourage parents, staff and pupils to walk or cycle to school if at all possible</p>	
--	--	---	--	--	--

**Waverley Studio College Risk Assessment
Wider Re-opening of School – June 2021**

		<ul style="list-style-type: none"> • Pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within school • Use of hand sanitiser upon boarding and/or disembarking • Additional cleaning of vehicles. If the vehicle is a school vehicle- inside should be fully cleaned after each use • Organised queuing and boarding where possible • Distancing within vehicles wherever possible • The use of face coverings for adults and children over the age of 11 is mandatory when using transport should share their protocols with all stakeholders affected <p>Pupils/staff travelling by public transport</p> <ul style="list-style-type: none"> • Promote the use of sustainable travel and transport (i.e. modes that improve physical wellbeing for users and/or environmental quality) for journeys to and from school • School requests that pupils/ parents/carers/staff check website or live bus app for revised timetables before travel; try to keep 2 metres away from people not in their household while waiting in the queue; carry and use hand sanitiser; wear a face covering if above 11 years old; sit in the window seat, leaving the seats in front and behind empty. [Add that staff using the school transport] For further information and guidance visit: https://nxbus.co.uk/west-midlands/news/stay-safe-when-travelling-with-us 			
--	--	---	--	--	--

Waverley Studio College Risk Assessment
Wider Re-opening of School – June 2021

<p>2.2 End of the school day</p>	<p>Contact with infected individuals</p> <p>The start and end of the school day create risks of breaching social distancing guidelines</p>	<p>Staff departure</p> <ul style="list-style-type: none"> • All sign out with 'InVentry app' contactless sign out • Leave through main front entrance • Minimise contact with others and maintain social distancing wherever possible • Do not car share <p>Pupil dismissal</p> <ul style="list-style-type: none"> • Departure is supervised by school staff wearing PPE if desired • Parents not allowed into the building • Staggered dismissal times per year group to minimise contact with others • Staff on duty points to support dismissal • Staff escort reception children from outdoor exits in classrooms to exit. • Staff guide year 1 to Year 6 pupils from classrooms to collection point • Parents are informed not to car share with anyone outside their immediate household <p>Transport (BCC community transport) for SEND/identified pupils and use of the school mini buses/cars- same criteria as 2.1</p> <p>Use of public transport- same criteria as 2.1</p>	<p>SLT, Staff</p>	<p>Pre- full opening communication information and documentation shared with staff</p> <p>Pre-full opening communication with parents to instruct that one parent only drops off and collects child</p> <p>Pre-opening communication with parents to instruct that there is no congregation at the school gates before and after school- arrival/collection times adhered to: 'drop & go, collect & go'</p>	
<p>2.3. Staffing, staff deployment,</p>	<p>Failure to minimise contact</p>	<ul style="list-style-type: none"> • Staff will need to be available to work in school from 8th March 2021 	<p>SLT, Staff, DOLs, HOFs</p>	<p>Staff on duty in year group clusters to support</p>	

**Waverley Studio College Risk Assessment
Wider Re-opening of School – June 2021**

<p>pupil groupings, classroom and furniture arrangements</p>	<p>with others and to mitigate against mixing of year groups</p> <p>Classroom arrangements will not allow adequate social distancing</p>	<ul style="list-style-type: none"> • Key principles of timetable arrangements: In primary phase classes stay together with their teacher and do not mix with other pupils. In the secondary and 6th form phases year groups stay together and do not mix with other pupils. • Classroom size and numbers are at normal levels • Timetables/staffing amended allowing for reduced movement and interaction of year groups by grouping children together by year group bubbles to minimise contact between year groups -in line with government guidance • Agreed new timetables: Wherever possible, classes stay in rooms within year group bubbles and do not mix with other pupils/other classes in other year groups • Allocated room to class/group- clearly marked on student and staff timetable • Classroom set up: arrangement of classrooms to have forward facing desks. Same seating plan for consecutive days, which are in rows side by side. No grouping of desks. No face to face seating/standing arrangements. Where possible, adults should maintain 2 metre distance from each other, and from children • Coats placed on back of allocated chair, bags under allocated desk • Equipment and stationery: regular cleaning of equipment, and pupils can bring into school the essentials only such as lunch boxes, drink bottles, hats, coats, books, stationery. Bags are allowed • No sharing or passing of equipment child to child in class time 		<p>Keep staffing arrangements as consistent as possible</p> <p>Cleaning staff to carry out cleaning checks and duties</p> <p>Agreed new timetable and arrangements confirmed for each year group.</p> <p>Arrangements in place to support pupils when not at school with remote learning at home.</p> <p>Book/folder marking- staff are advised to mark work in school so items remain on site</p> <p>Governing boards and school leaders should have regard to staff (including the headteacher) work-life balance and wellbeing</p> <p>Managers should discuss and agree any changes to staff roles with individuals</p>	
--	--	---	--	--	--

**Waverley Studio College Risk Assessment
Wider Re-opening of School – June 2021**

		<ul style="list-style-type: none"> • Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. Phase leaders /HOFs and DOLs are in charge of the rotation and monitoring • Each child stays at his/her desk where possible to reduce physical contact with other pupils and the teacher/adult in the room. Movement within the classroom is under staff instruction. Teachers/staff move to classes • Pupils raises their hands to ask questions/ for attention • Pupils must clean their hands regularly, including when they arrive at school, when they change rooms and before and after eating at lunchtime • Pupils to bring their own drinks and do not share food and drinks with others. All packaging is disposed of in bins with lids • Staff bring in their own food from home and only use the canteen for the purchase of cold food as a last resort • Pupils to not touch staff where possible • Pupils are encouraged not to touch peers • Staff are also encourage not to touch peers/student unless necessary (provide medical assistance or care) • Receptionist is sat behind protective screen at the main reception desk. No other staff are to be behind reception unless 2m social distancing is adhered to and face coverings must be worn. 		<p>It is important that planning builds in the need to avoid increases in unnecessary and unmanageable workload burdens.</p> <p>Staff deployment: ensure that safe ratios are met, and/or specific training undertaken, for any interventions or care for pupils with complex needs where specific training or specific ratios are required</p>	
--	--	---	--	---	--

**Waverley Studio College Risk Assessment
Wider Re-opening of School – June 2021**

		<ul style="list-style-type: none"> • Ventilation of rooms and limiting the use of door handles: doors and windows opened (where safe to do so) • Large gatherings are prohibited, e.g. such as assemblies or collective worship with more than one group. Instead, these will be conducted remotely through MS Teams • Limits are set for large spaces (e.g. hall, sports hall, dining hall). These are limited to use of one year group at a time, with the Sports Hall being limited to 90. • Design layout and arrangements in place to minimise contact with others and maintain social distancing wherever possible • Classroom environment to be reorganised to support social distancing as much as possible given the physical constraints of the room • Any toys or resources that are shared can be easily cleaned between different groups' use and continue to provide learning in all years • Supply teachers, peripatetic teachers and/or other temporary staff should ensure they minimise contact and maintain as much distance as possible from other staff, teach in designated areas and follow all instructions and guidance set in the 'supply teacher and other agency briefing document' • Supply teachers, peripatetic teachers and/or other temporary staff must follow the instructions and guidance set out in the 'Waverley School Information for Visitors on site' • Dining hall: tables are arranged to be at side by side to avoid face to face dining 			
--	--	---	--	--	--

**Waverley Studio College Risk Assessment
Wider Re-opening of School – June 2021**

		<ul style="list-style-type: none"> • Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing • Staff have been briefed on the use of these rooms • Teaching assistants may also be deployed to lead groups or cover lessons, under the direction and supervision of a qualified, or nominated teacher • Singing, chanting, playing wind or brass instruments or shouting are not allowed to reduce risk of infection • Avoid sharing of musical instruments • Sports and games where physical contact and touching are unavoidable will not take place skills based activities and other PE activities will take place that reduce physical contact as much as possible • The school will only work with external coaches, clubs and organisations for curricular and extra-curricular activities where it is satisfied that this is safe to do so • No team sports or sporting fixtures to take place and government guideline updates on unlocking will support the review 			
2.4 Promoting good hygiene	Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health	<ul style="list-style-type: none"> • All pupils, staff and visitors must wash/sanitise hands on entry before commencing any in-school activities • Frequent washing of hands with warm water and soap following 20 second procedure • Frequent use of alcohol hand sanitiser –all parts of the hand are covered • Non-essential personal equipment is prohibited • Primary students should not bring personal toys 	SLT, DOLs, Staff, site team	Age appropriate pupil information and communication strategy to be delivered in lessons with frequent reminders Posters and signage Toilets duty protocols	

**Waverley Studio College Risk Assessment
Wider Re-opening of School – June 2021**

	<p>Poor or lack of good (personal) hygiene practices</p>	<ul style="list-style-type: none"> • Tissues made available in classrooms • Cleaning spray/cloths and/or wipes made available in classrooms • Cleaning products are kept out of live sight of pupils, stored securely and are only used by adults • PPE available to staff for replenishment and staff are aware of the location of the emergency pack • ‘Catch it, bin it, kill it’ taught to pupils with frequent reminders • Bins are emptied regularly throughout the day in accordance to Engie schedule • Teaching pupils daily about: not touching their faces (eyes, nose and mouth), use of tissues/arm to shield against a cough/sneeze, social distancing, personal space, washing and sanitising hands and following teacher instructions • During the day cleaning: work surfaces, door handles, handrails, walls of touchable height etc • Pupils’ and staff toilets and sinks are cleaned every hour • Staff dispose of gloves (if worn) after each learning session/if they move to another classroom/ if they move to work with another group of pupils other than his/her designated group/class or if deemed necessary to maintain good hygiene • There should be no physical contact between pupils, peers, staff and colleagues as much as possible • Receptionist is sat behind protective screen. No other staff should be behind reception unless social distancing of 2m is adhered to and face coverings worn 		<p>Cleaning staff to carry out cleaning checks and duties</p> <p>Keep windows open as far as possible to ensure ventilation, avoid the use of lifts unless essential and use outdoor areas as much as possible</p> <p>PPE stock cupboard allocated</p>	
--	--	---	--	--	--

Waverley Studio College Risk Assessment
Wider Re-opening of School – June 2021

		<ul style="list-style-type: none"> • Process is in place for removing and disposing/storing of face coverings when pupils and staff who use them arrive at school • Staff, pupils and parents have received clear communications informing them of current government guidance on good hygiene protocols and the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school. The guidance has been explained to staff and pupils as part of the induction process. Use the flowchart from Public Health Birmingham about how to deal with a suspected case within the pupil or staffing cohort 			
2.5 Spillages/ fluids (bodily and blood) /soiling	Harmful to health, risk of falling	<ul style="list-style-type: none"> • Class teacher/supervisor to report immediately to the site team- the cluster duty staff to support • Affected area is sealed off until made safe • All spillages/liquids to be cleaned by the site cleaners following their health and safety protocols • Mops should never be used for blood and bodily fluid spillages, use disposable paper towels. Body fluid spillage kits and/or compounds should also be available. • Soiled (blood / bodily fluids) laundry should be washed separately in a washing machine using the pre-wash cycle on the hottest wash the fabric will tolerate. Protective gloves /clothing should be worn when handling soiled laundry. Soiled children's clothing should be bagged to go home, never rinsed by hand 	Staff, site team	Staff on duty in year group clusters to support Cleaning staff to carry out cleaning checks and duties following protocols	



**Waverley Studio College Risk Assessment
Wider Re-opening of School – June 2021**

		<ul style="list-style-type: none"> • Protective gloves, and where appropriate protective clothing, should be worn when disposing of contaminated waste • If direct contact with another person's blood or other body fluids occurs the area should be washed as soon as possible with soap and water • If direct contact with another person's blood or other body fluids occurs on the lips, mouth, tongue, eyes or on broken skin, these should be washed out thoroughly with clean cold tap water. Where running water is unavailable saline should be provided to wash out the eyes. 			
2.6 Break-time and lunchtime	<p>Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health</p> <p>Contact with individuals and mixing risks</p>	<ul style="list-style-type: none"> • Staggered lunchtimes in year groups • All pupils wash/sanitise hands at the beginning and end of lunchtime • Year groups should be kept apart where possible, and any corridor movement should be brief and transitory <p>Break-time</p> <ul style="list-style-type: none"> • Staggered breaktime to ensure students remain in bubbles <p>Lunchtime</p> <ul style="list-style-type: none"> • One-way system in the dining area maintaining social distancing • Table and seating arrangements follow the social distancing advice • Pupils stay at-tables and seats- no movement in the dining room 	SLT, lunchtime supervisors, staff	Regular evaluation of strategy by SLT and adjustments made if required	

**Waverley Studio College Risk Assessment
Wider Re-opening of School – June 2021**

		<ul style="list-style-type: none"> • Duty staff to ensure that protocols are followed by pupils and staff • Food is served at the main service area • Any queuing maintains social distancing • Dining area is cleaned during and after every sitting <p>Outside recreational time</p> <ul style="list-style-type: none"> • Pupils remain in Year group bubbles for outside recreation/lunch • Same space allocated to a class each day • Clear signage to divide outdoor space in zones • Supervised by staff at all times to promote social distancing between staff and pupils • Pupils sanitise/wash hands before re-entering their classroom • Sanitise hands when going to the toilet <p>Staff lunchtime arrangements</p> <ul style="list-style-type: none"> • Staff are to minimise contact with others and maintain social distancing wherever possible • Staff are to use designated spaces for breaks and lunchtime and non-teaching periods • Regular washing and sanitising of hands to take place, especially if any member of staff goes off site and returns during the day • Staff to ensure all utensils are washed and put away after use in staff work areas/kitchen areas 			
2.7. Pupils using toilets	Key stakeholders are not fully informed about changes to	<ul style="list-style-type: none"> • Staff remind pupils about washing hands following the 20 second rule • Staff assisting the specific toileting needs of individual pupils who require support and/or the changing of 	Staff	Daily evaluation of strategy by SLT and adjustments made if required	

**Waverley Studio College Risk Assessment
Wider Re-opening of School – June 2021**

	<p>policies and procedures due to COVID-19, resulting in risks to health</p> <p>Contact with individuals and mixing risks breaching social distancing guidelines</p>	<p>nappies: dispose of PPE after use (disposable gloves/aprons) and replenish. Follow the specific school risk assessment documentation and pupil care plans that are already in place for individual pupils</p> <ul style="list-style-type: none"> • Dispose of sanitary waste in the correct bins • Staff are to wash hands after toileting support and/or duty following the 20 second rule 			
2.8 Corridor movement and transition	Contact with individuals and mixing risks	<ul style="list-style-type: none"> • Movement of pupils around school is minimised as much as possible, with pupils staying in classrooms and year group bubbles and staff moving round • Barriers/tape denote locked down areas- staff and pupils are informed • Signage in the building to remind about social distancing where appropriate • Route markers where applicable • Frequent and child friendly communication to pupils about rules regarding minimising contact with others • Year groups/classes should be kept apart, where possible and any corridor movement should be brief and transitory 	SLT, site team, staff	Daily evaluation of strategy by SLT and adjustments made if required	
2.9 Behaviour (see the amendments to the behaviour policy)	Breaches in the behaviour policy lead to breaking the social distancing rules and safeguarding/	<ul style="list-style-type: none"> • The school's behaviour policy has been revised to include compliance with minimising contact with others and social distancing and this has been communicated to staff, pupils and parents • Reintegration and re-engagement support for pupils to comply with the behaviour policy: Clear messaging to pupils on the importance and reasons 	SLT, Pastoral team, staff	Evaluation of strategy if any serious incident occurs or as needed by SLT and adjustments made if required	

**Waverley Studio College Risk Assessment
Wider Re-opening of School – June 2021**

	and or health and safety issues	<p>for desired behaviours including minimising contact with others and social distancing is reinforced throughout the school day by staff and through signage and electronic boards. For young children and or SEND children this is done through age-appropriate methods such as stories, visuals and games</p> <ul style="list-style-type: none"> • Staff model social distancing consistently • The movement of pupils around the school is minimised • Large gatherings are avoided • Lunch times are structured to support minimising contact with others and social distancing and are closely supervised • Senior leaders investigate any behaviour policy breaches including social distancing measures and arrangements are reviewed • Arrangements for minimising contact with others and social distancing of younger primary school children have been communicated and staff are clear on expectations • Any pupil who commits serious or persistent breach of the new COVID-19 protection guidance and rules, or behaves in a way that could compromise good hygiene and or/good health and safety practice -SLT on duty to be contacted immediately 			
2.10	Face coverings/masks	<ul style="list-style-type: none"> • From 17 May, in line with Step 3 of the roadmap, face coverings will no longer be recommended for pupils in classrooms or communal areas in all schools. Face coverings will also no longer be recommended for staff in classrooms. The current situation at Waverley School from 24th 			

**Waverley Studio College Risk Assessment
Wider Re-opening of School – June 2021**

		<p>May, means that the school will continue to request and recommend the wearing of face masks/coverings on the school site for all adults and secondary and sixth form age pupils</p> <ul style="list-style-type: none"> • Waverley Studio College Protocols on Face Masks: Due to localised increases in the Delta variant and an outbreak of the aforementioned variant during the week of 24th May, which led to the closure of the school on 27th and 28th May, the school requests that all adults and secondary and sixth form age pupils wear masks/coverings in all communal spaces. Staff on outside duties follow the same request and the school highly recommends the wearing of masks/coverings in classrooms • The reintroduction of face coverings for pupils, students or staff has been advised by BCC for a temporary period in response to localised outbreaks, including variants of concern. In all cases, any educational drawbacks should be balanced with the benefits of managing transmission. • Pupils will be encouraged on the main gate to wear face coverings during morning arrival. Coverings will also be issued to students that don't have their own. <p>Exemptions</p> <ul style="list-style-type: none"> • 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 or mental illness or impairment or disability 			
--	--	---	--	--	--

**Waverley Studio College Risk Assessment
Wider Re-opening of School – June 2021**

		<ul style="list-style-type: none"> • speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate • Staff to be sensitive to those needs. • The school will ask parents/carers to inform the SLT if a child is exempt • Parents/carers will be asked by the school to provide their child with an appropriate face covering/mask • A small contingency supply will be available as emergency stock • The school will maintain a small contingency supply available for people who: <ol style="list-style-type: none"> 1) are struggling to access a face covering 2) are unable to use their face covering as it has become damp, soiled or unsafe 3) have forgotten their face covering <ul style="list-style-type: none"> • No pupil will be denied education on the grounds that they are not wearing a face covering <p>Hygienic wearing of face coverings:</p> <ul style="list-style-type: none"> • The process of being hygienic in wearing face coverings/masks will be explained to staff, parents and children • Safe wearing of face coverings/masks requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully • Pupils will be instructed by staff not to touch the front of their face covering during use or when removing it 			
--	--	---	--	--	--

Waverley Studio College Risk Assessment
Wider Re-opening of School – June 2021

		<p>and they must dispose of temporary face coverings in a waste bin (not recycling bin) or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom. Pupils will be frequently reminded of the hygiene protocols</p> <ul style="list-style-type: none"> All visitors on site will be required to wear a face covering/mask for the duration of their visit unless they are exempt 			
Managing Symptoms and Testing					
3.1 Medical Rooms in School	Medical rooms are not adequately equipped or configured to maintain infection control	<ul style="list-style-type: none"> Social distancing provisions are in place for all medical rooms where appropriate. The main medical room in inclusion will be used for day to day medical and must not be used for coronavirus related support* *An Additional temporary room and toilet are designated only for pupils and staff with suspected COVID-19 whilst child collection is arranged (side room and toilet in main reception). In an emergency, the conference room and the side interview room are also designated to become temporary medical support rooms for children or staff who display corona virus symptoms Procedures are in place for medical rooms to be regularly cleaned and after suspected COVID-19 cases, along with other affected areas, including toilets 	SLT, school nurse team, main reception staff	Regular evaluation of strategy by SLT and adjustments made if required	
3.2 In school-Child is unwell with a new high temperature and	Key stakeholders are not fully informed about changes to	Staff, pupils and parents have received clear communications informing them of current government guidance on good hygiene protocols and the actions to take should anyone display symptoms of COVID-19 and how this will be	Staff, SLT, medical team	Where the child or staff member tests positive, they must self-isolate for 10	

**Waverley Studio College Risk Assessment
Wider Re-opening of School – June 2021**

<p>or cough, loss of taste and smell</p>	<p>policies and procedures due to COVID-19, resulting in risks to health</p>	<p>implemented in the school. The guidance has been explained to staff and pupils as part of the induction process. Use the flowchart from Public Health Birmingham about how to deal with a suspected case within the pupil or staffing cohort</p> <ul style="list-style-type: none"> • Report cases of to the Health Protection Team in Public Health (PH)England using the online reporting system available here: https://surveys.phe.org.uk/TakeSurvey.aspx?SurveyID=n4KL97m2l or by telephone to 0344 225 3560 (opt 0 opt 2). Keep up to date with PH updates on responding to cases in schools during the contact tracing phase of the response. • Understanding of latest HSE RIDDOR REPORTING guidance for Covid-19 on when and how to report exposure to coronavirus or a diagnosis of COVID 19, in the workplace under RIDDOR <p>If you there are concerns that a child may have coronavirus:</p> <ul style="list-style-type: none"> • Immediately isolate the child outside of the classroom/ at least 2 metres away from others • Put on your mask • Call the on call duty member of staff. Staff and pupils are to avoid coming within 2m of the suspected child • The on call duty member of staff prioritises the call and puts on a mask to attend • The on call duty member of staff now takes charge of the child • Class teacher/staff member returns to their class 		<p>days. The isolation period includes the day the symptoms started and the next 10 full days</p> <p>The 10-day self- isolation rule will be applicable to the child's household family including other siblings in the household who may also attend school and be on site. Their isolation period includes the day symptoms started for the first person in their household, or the day their test was taken if they did not have symptoms, (whether this was a LFD test or PCR test), and the next 10 full days.</p> <p>If a member of staff has helped the class teacher by taking over the lead of the group, e.g. the SLT member on corridor duty, he/she does not need to go home unless he/she develops symptoms of corona virus</p> <p>Keep up to date on government guidance on</p>	
--	--	--	--	---	--

**Waverley Studio College Risk Assessment
Wider Re-opening of School – June 2021**

		<ul style="list-style-type: none"> • At this point on call member of staff should put on an apron and visor (available from all cluster area kitchen spaces) • If appropriate ask the child to put on a mask – remember a child may be struggling to breath! • The on call duty member of staff contacts/radios the school nurse or lead first aider to inform that a child is being referred- a covid 19 call. • On call duty member of staff calls SLT to inform of incident • The child is escorted to the emergency medical room in main reception via the shortest route • Note the route taken as Engie will have to be informed to clean all areas en-route • Once the child has entered the emergency medical room, the reporting adult will leave the medical room, use hand sanitiser, dispose of their used PPE in a sealed bag, re-sanitise hands and wait outside the room. • The door to the emergency medical room is closed (where possible depending on the age and needs of the child). • School nurse, wearing apron and visor in addition to gloves and mask will deal with the child. A medical kit will be available. Depending on the age of the child, supervision will be by the adult on medical duty wearing PPE, who will maintain a 2-metre distance unless the child requires attention • SLT/on call member of staff will direct the next steps. This will include asking main reception staff to phone the child's family for pick up to go home 		<p>test and trace and change the risk assessment accordingly</p> <p>More information on PPE use can be found in the safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance.</p>	
--	--	--	--	--	--

**Waverley Studio College Risk Assessment
Wider Re-opening of School – June 2021**

		<ul style="list-style-type: none"> • The child and any siblings will be sent home • Main reception staff: follow the checklist (includes what to say to the family and other necessary steps) • If the child requires the toilet at any point- the reception toilets will be used as emergency toilets • The child must be sent home: <p>Main reception follow the following checklist</p> <ol style="list-style-type: none"> i) Call home. Request that one member of the family collects the child. On the phone and also again when family member arrives in school: Advise the family to follow the government's guide https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term ii) On the phone and also again when family member arrives in school: Encourage getting a COVID 19 test for the child by going online: https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/ or contacting NHS 119 via the phone iii) Ask the family if they will agree to informing the school of any test result iv) Inform the family that the child must not return to school until a test result is known and only then once the test result has been shared with 			
--	--	---	--	--	--

**Waverley Studio College Risk Assessment
Wider Re-opening of School – June 2021**

		<p>the school and permission to return has been granted</p> <p>v) Provide a copy of the BCC flowchart which the school is adhering to the family to inform and guide</p> <ul style="list-style-type: none"> • If the child requires the toilet while waiting to be collected, he/she should use the main reception toilet only. Main reception staff are to inform Engie immediately so that affected areas are quarantined and are to be cleaned. The toilet should be cleaned and disinfected using standard cleaning products before being used by anyone else. • In an emergency, call 999 if the child is seriously ill or injured or their life is at risk. • Adults/children should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. • All areas where the child has been in contact with are cleaned by the site team • When a child, young person or staff member develops symptoms compatible with coronavirus, they must immediately cease to attend and not attend for at least 10 days from the day after: <ol style="list-style-type: none"> 1) the start of their symptoms 2) the test date if they did not have any symptoms but have had a positive test (whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test) • If anyone in school develops a new and continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must 			
--	--	--	--	--	--

**Waverley Studio College Risk Assessment
Wider Re-opening of School – June 2021**

		<ol style="list-style-type: none"> 1) Be sent home to begin isolation - the isolation period includes the day the symptoms started and the next 10 full days 2) advise them to follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection 3) advise them to arrange to have a test as soon as possible to see if they have coronavirus (COVID-19) <ul style="list-style-type: none"> • Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic • Where the child or staff member tests positive, they must self-isolate for 10 days. The isolation period includes the day the symptoms started and the next 10 full days • The 10-day self- isolation rule will be applicable to the child’s household family including other siblings in the household who may also attend school and be on site. Their isolation period includes the day symptoms started for the first person in their household, or the day their test was taken if they did not have symptoms, (whether this was a LFD test or PCR test), and the next 10 full days. • If a member of the household starts to display symptoms while self- isolating, they will need to restart the 10 day isolation period and book a test. • If anyone tests positive whilst not experiencing symptoms but develop symptoms during the isolation period, they must restart the 10-day 			
--	--	--	--	--	--

**Waverley Studio College Risk Assessment
Wider Re-opening of School – June 2021**

		<p>isolation period from the day they developed symptoms</p> <ul style="list-style-type: none"> • A COVID 19 test is requested by the child's family, the school is notified of the results by parents/carers-message emphasised via communication with families • No member of staff should knowingly place themselves with 2m of a person suspected of having COVID 19 unless this is necessary to administer any form of first aid. Unless to do so would put a child or adult at risk of harm, staff must put on PPE as soon as possible when within 2 metres of a person who is suspected of having corona virus • If a member or staff is contacted by NHS Test and Trace or the local health protection team and told to self-isolate because they have been a close contact of a positive case, you have a legal obligation to do so • In the case of a positive LFD test, we will make localised judgements about self-isolation and the closing of bubble before a PCR test is either requested or results communicated to school. PHE acquiesced on Friday 11th June in a meeting with Waverley School (part of Waverley Education Foundation) with Trust leaders that this is viewed as good safeguarding practice according to the localised circumstances. 			
3.3 In school-adult is unwell with a new temperature and	Key stakeholders are not fully informed about changes to policies and	Staff, pupils and parents have received clear communications informing them of current government guidance on good hygiene protocols and the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school. The guidance has been explained	SLT, HR, Staff	Where staff member tests negative, he/she can return to school and the fellow household members can end their self-isolation	

**Waverley Studio College Risk Assessment
Wider Re-opening of School – June 2021**

<p>or cough, loss of taste and smell</p>	<p>procedures due to COVID-19, resulting in risks to health</p>	<p>to staff and pupils as part of the induction process. Use the flowchart from Public Health Birmingham about how to deal with a suspected case within the pupil or staffing cohort</p> <ul style="list-style-type: none"> • Report cases of to the Health Protection Team in Public Health (PH)England using the online reporting system available here: https://surveys.phe.org.uk/TakeSurvey.aspx?SurveyID=n4.KL97m2I or by telephone to 0344 225 3560 (opt 0 opt 2). Keep up to date with PH updates on responding to cases in schools during the contact tracing phase of the response. • Any teaching and support staff who develop symptoms of COVID-19 are eligible for testing via the essential worker scheme, which can be a home test kit or drive-through test appointment. https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested • Understanding of latest HSE RIDDOR REPORTING guidance for Covid-19 on when and how to report exposure to coronavirus or a diagnosis of COVID 19, in the workplace under RIDDOR <p>If you have a concern that a member of staff may have coronavirus or you have symptoms yourself:</p> <ul style="list-style-type: none"> • Raise your concern with the staff member directly whilst maintaining social distance and wearing a mask, the member of staff must then put on their face mask • If you are teaching and develop suspected symptoms immediately put on your face mask. Call on call/ SLT. You need say the phrase ‘you need to take care of my class’ to ensure that you class is covered 		<p>Where the staff member tests positive, they must self-isolate for 10 days, counting day 1 when symptoms first arose</p> <p>Follow track and trace guidance</p>	
--	---	--	--	---	--



**Waverley Studio College Risk Assessment
Wider Re-opening of School – June 2021**

		<ul style="list-style-type: none"> • If you are a non-teaching or non-TA member of staff, put on your face mask • Immediately make your way to the emergency medical room using the shortest route (make a note of the route taken as SLT will need to be informed) • Reception will call a member of SLT and the first aid team • The member of SLT and the School nurse will coordinate the next steps based upon an assessment of the situation <p>Under no circumstance should anyone:</p> <ul style="list-style-type: none"> • Enter any other area of the school unless directed to do so. • Approach any other person to a distance of less than 2m <p>In the event of an emergency evacuation any member of staff who has symptoms of Coronavirus must evacuate to the muster point at the front gates of the school. They must wear a face mask and ensure social distancing is maintained.</p> <ul style="list-style-type: none"> • Any member of staff dealing with anyone suspected of having COVID 19 must immediately put on gloves, and a face mask. They must additionally add a disposable apron if they are to come within 2m of the person. Unless to do so would put an adult at risk of harm, staff must put on PPE as soon as possible when within 2 metres of a person who is suspected of having corona virus • No member of staff should knowingly place themselves with 2m of a person suspected of having 			
--	--	--	--	--	--

**Waverley Studio College Risk Assessment
Wider Re-opening of School – June 2021**

		<p>COVID 19 unless this is necessary to administer any form of first aid</p> <ul style="list-style-type: none"> • If a member of staff is sent home with symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 10 days counting day 1 when symptoms first arose until they receive the result of the COVID 19 test. If a COVID 19 test result is negative then the member of staff can end the 10 day self-isolation and return to school. If the COVID 19 test result is positive, the member of staff continues to self-isolate for the duration of 10 days counting day 1 day 1 when symptoms first arose; once the 10 days have expired the member of staff may return to work if they feel well enough to do so • A COVID 19 test must be requested by the member of staff. The school should be notified of the results • SLT is informed and the staffing plan supports the ratios of staff to pupils to maintain social distancing • The staff member must update the school about test results via the COVID email • HR are to keep a staff absence tracker including monitoring self-isolation dates • Any member of staff who takes a coronavirus test for any other reason must advise their manager and stay away from work. • Any member of staff who has committed to routine testing as part of national research and statistic programmes must inform the Principal and HR. Agreement will be made as to whether isolation is required between testing and results being issued on a case-by-case basis. 			
--	--	---	--	--	--

**Waverley Studio College Risk Assessment
Wider Re-opening of School – June 2021**

		<ul style="list-style-type: none"> Guidance has been explained to staff and pupils as part of the induction process. 			
3.4 Communication about policy with all stakeholders including LFD testing	Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health	<p>Engage all stakeholders with the NHS Test and Trace process: Use the flowchart from Public Health Birmingham about how to deal with a suspected case within the pupil or staffing cohort</p> <ul style="list-style-type: none"> Advice and information are made available to parents/carers on arrangements testing for LFD testing in school for secondary and 6th form age pupils from 8th-19th March as well as information about the switch to pupils self-testing at home from 20th March in line with the latest government guidance. A scaled down LFD testing facility will remain on site from 19th March to test staff and pupils who are unable to test at home, e.g. SEND pupils LFD testing risk assessment is available in a separate annexe called: Annexe to COVID-19 risk Assessment: School Bases Asymptomatic Testing Waverley School Both pupils and staff in secondary schools will be supplied with LFD test kits to self-swab and test themselves twice a week at home. Staff and pupils must report their result to NHS Test and Trace as soon as the test is completed either online or by telephone as per the instructions in the home test kit Staff and pupils should also share their result, whether void, positive or negative, with their school to help with contact tracing Further information on Government's vaccination plan can be found here: https://www.nhs.uk/conditions/coronavirus-covid-19/coronavirus-vaccination/coronavirus-vaccine/ 	SLT, Staff, pupils, parents, carers	<p>A small number of home testing kits that they can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school</p> <p>The health protection team will provide definitive advice on who must be sent home</p> <p>Two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, could be classed as an outbreak- WEFT must continue to work with their local health protection team who will be able to advise if additional action is required</p>	

**Waverley Studio College Risk Assessment
Wider Re-opening of School – June 2021**

		<ul style="list-style-type: none"> • Report cases of to the Health Protection Team in Public Health (PH)England using the online reporting system available here: https://surveys.phe.org.uk/TakeSurvey.aspx?SurveyID=n4KL97m2l or by telephone to 0344 225 3560 (opt 0 opt 2). Keep up to date with PH updates on responding to cases in schools during the contact tracing phase of the response. • Any teaching and support staff who develop symptoms of COVID-19 are eligible for testing via the essential worker scheme, which can be a home test kit or drive-through test appointment. https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested • Staff members and parents/carers understand that they will need to be ready and willing to book a test if they are displaying symptoms • Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate for 10 days if they develop them in school • All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit • Provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace • Self-isolate for 10 days if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) • Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus 			
--	--	--	--	--	--

**Waverley Studio College Risk Assessment
Wider Re-opening of School – June 2021**

		<p>website or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.</p> <ul style="list-style-type: none"> • SLT/School nurse should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace. • Records kept of pupils and staff in each group, and any close contact that takes places between children and staff in different groups • Use government template letter to pass on the advice of the health protection team and send to parents and staff if needed. Do not share the names or details of people with coronavirus (COVID-19) unless essential to protect others • EVERY will be used as the platform to release policy/risk assessment updates to staff. Email and meetings via MS Teams will also be used for updates <p>Communication with parents/carers:</p> <ul style="list-style-type: none"> • Parents/carers are regularly kept up to date with information, guidance and the school’s expectations and procedures using a range of communication tools including the school website • Key messages in line with government guidance are reinforced via email, the school’s website and verbally. Community languages are considered • Clear procedures in place where a child falls ill whilst at school • Contact details of families are up to date 			
--	--	---	--	--	--

**Waverley Studio College Risk Assessment
Wider Re-opening of School – June 2021**

		<ul style="list-style-type: none"> • DfE/External agency covid 19 related advice and guidance will be communicated to stakeholders via policy updates, risk assessment updates. The school website, email system will be used as the main forum to push out messages and updates 			
3.5 Tracking attendance	Poor tracking of attendance leads to risks to health and failure to attend school	<ul style="list-style-type: none"> • School attendance for pupils is mandatory again from 8th March with government permission for a staggered start from 8th-12th March to accommodate the LFD testing of secondary and 6th form pupils on site. • Robust collection and monitoring of absence, including, recording codes, is in place • Procedures are in place to deal with any pupil or staff displaying symptoms at school. This includes the use of test and trace for both staff and pupils and appropriate action, in line with government guidance, should the tests prove positive or negative • Pupils, parents and staff are aware of what steps to take if they, or any member of their household, displays symptoms. This includes an understanding of the definitions and mitigating actions to take in relation to the terms clinically vulnerable and clinically extremely vulnerable should these apply • Issue sanctions to parents for failing to comply with attendance policy, including fixed penalty notices in line with local authorities' codes of conduct • Complete the DFE attendance return as required • Good record keeping for attendance. Collaboration between schools where a child routinely attends more than one site or setting (such as those pupils on Managed Moves). 	SLT, Director of Safeguarding, attendance team		

**Waverley Studio College Risk Assessment
Wider Re-opening of School – June 2021**

		<ul style="list-style-type: none"> • Continue to engage with families and the LA to accurately report situations where pupils is recorded as abroad and plan for their return (including any quarantine restrictions) • Remote education will be provided for those students that are currently abroad and unable to return to the UK 			
3.6 Visitors in school	<p>Contact with infected individuals</p> <p>Risks of breaching social distancing guidelines</p>	<ul style="list-style-type: none"> • Strict control of visitors – all meetings are pre-booked and only take place if other forms of communication have been ruled out- phone, email, online remote meeting platform • Strict control of visitors entering the site to maintain social distance and to ensure that those who have coronavirus symptoms, or who have someone in their household who does, do not enter the school site • Communication with parents, families and external agencies- best endeavour to use other methods of communication. • Exceptional circumstances for appointments and if the matter is a safeguarding concern such as a TAC meeting • All visitors must wear face mask at all times • All visitors must sign in • Parents/carers should use the direct emails to communicate with achievement coordinators if required • Main reception to use the intercom system to check who is requesting to enter the site at the main gates- only visitors who have a pre-booked appointment can enter 	All staff		

Waverley Studio College Risk Assessment
Wider Re-opening of School – June 2021

		<ul style="list-style-type: none"> • Staff re-entering the site must wash and sanitise hands 			
Medical Conditions and Health Information					
4.1 Pupil medical conditions	Pupils with underlying health issues or those who are shielding/self-isolating are not identified and measures have not been put in place to protect them	<ul style="list-style-type: none"> • Parents have been provided with clear government guidance on shielding. • Parents have been asked to make the school aware of pupils' underlying health conditions and the school has sought to ensure that the appropriate guidance has been acted upon. • The school, and parents are clear about the definitions and associated mitigating strategies in relation to people who are classed as clinically vulnerable and clinically extremely vulnerable. • Schools have a regularly updated medical register of pupils with underlying health conditions • Regular welfare checks are being made to every child and his/her family who are unable to return to school in September 2020- tracked and monitored • The Student Portal is supplemented with work to ensure that learning can take place at home following the normal curriculum 	SLT, parents		
4.2 Staff medical conditions	Staff with underlying health issues or those who are shielding/self-isolating are not identified and measures have not been put in place to protect them	<ul style="list-style-type: none"> • All members of staff with underlying health issues, those within vulnerable groups or who have been shielding have been instructed to make their condition or circumstances known to the school and government guidance will apply. Records are kept of this and are regularly updated. • Members of staff with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice. 	SLT, HR, staff	People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace	

**Waverley Studio College Risk Assessment
Wider Re-opening of School – June 2021**

		<ul style="list-style-type: none"> • Staff are clear about the definitions and associated mitigating strategies relation to people who are classed as clinically vulnerable and clinically extremely vulnerable. • All staff with underlying health conditions that are identified as extremely high risk through occupational health covid risk assessment work from home • Staff with high risk, appropriate adjustment be put in place • Current government guidance is being applied- Advice for those who are pregnant women in their last semester and individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work from 1 August as long as they maintain social distancing. • People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace 			
Maintaining Provision					
5.1 Sufficient staff numbers	<p>The number of staff who are available is lower than that required to teach classes in school</p> <p>R increases is high in a virus resurge</p>	<ul style="list-style-type: none"> • The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned and any individual who is displaying corona virus symptoms is sent home and remains off site until test results are known • Full use is made of those staff who are self-isolating or shielding but are high risk according to OH and who are well enough to plan online learning and carry out other teacher duties 	SLT, HR, school nurse team	Daily review of staffing numbers -SLT to ensure that the school can remain open as much is feasible with staffing ratios and numbers	

**Waverley Studio College Risk Assessment
Wider Re-opening of School – June 2021**

	<p>BAME community are at greater risk of catching corona virus until a vaccine is found</p> <p>Measures not put in place for staff with underlying health issues</p>	<ul style="list-style-type: none"> • Flexible and responsive use of teaching assistants and cover supervisor staff to supervise classes and to perform duties in school is in place • Full use is made of test and trace to inform staff deployment • All members of staff and parents of pupils with underlying health issues, those within vulnerable groups or who have been shielding have been instructed to make their condition or circumstances known to the school, and members of staff with children who cannot attend school are supported • Records are kept and regularly updated e.g. check children and staff who have identified as having asthma have up to date care plans. • Members of staff and parents of pupils with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice. • Staff and parents of pupils are clear about the definitions and associated mitigating strategies relation to people who are classed as clinically vulnerable and clinically extremely vulnerable. • All staff who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work as long as they maintain social distancing. Advice for those who are extremely clinically vulnerable can be found in the guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 • HR seek advice from Occupational Health Service on shielding staff 			
--	--	---	--	--	--

**Waverley Studio College Risk Assessment
Wider Re-opening of School – June 2021**

		<ul style="list-style-type: none"> If staffing effects the opening of the school a blended model will be implemented 			
5.2 Stakeholders who are BAME are informed and are protected by hygiene and social distancing protocols	Staff and parents of pupils of BAME heritage are concerned about COVID 19 due to the media coverage on deaths related to coronavirus.	<p>Staff:</p> <ul style="list-style-type: none"> Stakeholders who are BAME, BMI over 40 and/or age over 50 BAME staff OH Covid risk assessed if meeting the government shielding criteria Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload Staff briefings and training have included content on wellbeing Staff briefings/training on wellbeing are provided. Staff have been signposted to useful websites and resources Any individual can request a covid risk assessment <p>Pupils:</p> <ul style="list-style-type: none"> BAME pupils risk assessed if meeting the government shielding criteria There are sufficient numbers of trained staff available to support pupils and parents with any queries and concerns There is access to designated staff for all pupils and parents who wish to talk to someone about their wellbeing and anxieties about attending school School arrangements demonstrating social distancing measures are shared with parents and pupils Resources/websites to support parent and pupil anxiety are provided 	Staff, School team	HR,SLT, nurse	

**Waverley Studio College Risk Assessment
Wider Re-opening of School – June 2021**

<p>5.3 Educational provision must still be maintained for pupils unable to attend school because they are complying with clinical and/or public health advice</p>	<p>Educational provision is not for pupils unable to attend school because they are complying with clinical and/or public health advice</p>	<ul style="list-style-type: none"> • Current government guidance is being followed • Liaison is continuing with parents who have children who are pupils unable to attend school because they are complying with clinical and/or public health advice • Remote education, where needed, is high quality and aligns as closely as possible with in-school provision • Arrangements are in place to ensure that pupils working remotely are tracked and supported effectively • Monitor engagement with remote learning • All available devices have been loaned to support online learning • identify pupils who are reluctant or anxious about returning or who are at risk of disengagement and develop plans for re-engaging them • Work closely with other professionals as appropriate to support the return to school of any child who fails to attend, including continuing to notify the child's social worker, if they have one, of non-attendance • Access to FTB resources to support mental health and wellbeing, including anxiety of returning to school for pupils and parents: https://www.forwardthinkingbirmingham.org.uk 	<p>SLT, DSLs, pastoral team, teachers</p>	<p>Daily review of staffing levels to maintain social distancing and to follow government guidelines</p> <p>Be clear with parents that pupils of compulsory school age must be in school unless a statutory reason applies (for example, the pupil has been granted a leave of absence, is unable to attend because of sickness, is absent for a necessary religious observance etc)</p> <p>Waverley School continues to build their capability to educate pupils remotely, where this is needed</p> <p>A strong contingency plan in place for remote education provision by the end of September. This programme will be of equivalent length to the core teaching pupils would receive in school, ideally including daily contact with teachers</p>	
---	---	--	---	---	--

Waverley Studio College Risk Assessment
Wider Re-opening of School – June 2021

<p>5.4 Curriculum priorities: required adjustments and catch up approaches</p>	<p>Pupils may have fallen behind in their learning during school closures and achievement gaps will have widened</p>	<ul style="list-style-type: none"> • Gaps in learning and starting points are addressed in teachers' planning • Focus language, reading and mathematics for primary pupils • Focus language, reading and mathematics, sciences, languages, humanities, the arts, physical education/sport, religious education and relationships, sex and health education for secondary aged • For pupils in year 7, it may be necessary to address gaps in English and maths from the key stage 2 curriculum. • Home (and remote learning) continues where applicable and is calibrated to complement in-school learning and day to day delivery • Up to and including key stage 3: prioritisation within subjects of the most important components • In exceptional circumstances suspension of some subjects for some pupils through discussion with parents • Focus on returning to normal curriculum by summer term 2021, • SATs, GCSE and A level exams will not take place but will be teacher assessed and grades submitted by June 2021. • Relationships and health education (RHE) for primary aged pupils and relationships, sex and health education (RSHE) for secondary aged pupils becomes compulsory from September 2020, with teaching expected to start by the start of the summer term 2021 • Additional financial support to address gaps in learning is deployed where it is required to support the school's intervention/catch up strategy • Exam syllabi are covered and revised where appropriate 	<p>SLT, HOFs, subject leaders teaching and TA staff</p>		
--	--	---	---	--	--

Waverley Studio College Risk Assessment
Wider Re-opening of School – June 2021

	<ul style="list-style-type: none">• Plans for intervention/catch up are in place for those pupils who have fallen behind in their learning and are supported through homework/learning• Children identified who have fallen behind in their self-care skills with support plans developed• School is aware of pupils who are young carers and have targeted support for online learning where they are unable to return to school• The school provides pastoral support for pupils' individual issues, drawing on external support where necessary and possible. The DfE's 'every interaction matters' webinar can help with offering pastoral support for wellbeing.• Work with school nurses, where they are in place, to ensure delivery of the healthy child programme (which includes immunisation), identify health and wellbeing needs, provide support for resilience, mental health and wellbeing including anxiety, bereavement and sleep issues and support pupils with additional and complex health needs. <p>Documents that are followed:</p> <p>https://www.gov.uk/guidance/remote-education-practice-for-schools-during-coronavirus-covid-19</p> <ul style="list-style-type: none">• Resources have been prepared that take account of online education resources for home learning { https://www.gov.uk/guidance/remote-education-during-coronavirus-covid-19• Information and guidance have been shared to support parents and carers of children who are learning at home			
--	--	--	--	--

**Waverley Studio College Risk Assessment
Wider Re-opening of School – June 2021**

<p>5.5 Pupils moving on to the next phase in their education</p>	<p>Pupils moving on to the next phase in their education are ill-prepared for transition</p>	<ul style="list-style-type: none"> • A plan is in place for staff to communicate with pupils and their parents about the next stage in their education and resolve any issues • There is liaison with the destination institutions to assist with pupils' transition • Regular communications with the parents of incoming pupils are in place • Virtual information about the school is available for parents and pupils • Online induction days for pupils and parents are planned for new Year 10 and Year 12 students . • An online transition booklet or pack that covers key information for students will be made available in June 2021 • Set up a new starters email address so prospective parents can ask specific questions • Include a Frequently Asked Questions section on the school website. • Personal video profiles of staff so parents/pupils can 'meet them' virtually • Regular communications with the parents of incoming pupils are in place, including letters, newsletters and online broadcasts. • A plan is in place for pastoral staff to speak with pupils and their parents about the next stage in their education and resolve any issues 	<p>SD, HM, SLT, Admissions team</p>		
--	--	--	-------------------------------------	--	--

**Waverley Studio College Risk Assessment
Wider Re-opening of School – June 2021**

		<ul style="list-style-type: none"> • Work has been completed with current Year 11 and Year 13 pupils in relation to next destinations. Communication will continue throughout the summer and into the new academic year to ensure students are supported with their next steps/integration into their new institution 			
5.6	Building works	<p>There is no agreed approach to any scheduled or ongoing building works therefore contractors on-site whilst school is in operation may pose a risk to social distancing and infection control</p>	<ul style="list-style-type: none"> • Ongoing works and scheduled inspections for schools (e.g. estates related) have been designated as essential work by the government and so are set to continue • An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe. • Current external building contractors have a COVID 19 risk assessment plan in place as part of their RA and HSE requirements and this is assured by BCC. Track and trace is in place and site work leads will ensure that temperatures are taken each day • 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 in place to ensure effective social distancing is always maintained • Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart 	Engie, KH, RS	

**Waverley Studio College Risk Assessment
Wider Re-opening of School – June 2021**

		<ul style="list-style-type: none"> • Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed • 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) • Should the contractors have a positive covid case they will inform the school and vice-versa • Premises governing board committee is aware of planned works and associated risk assessments 			
5.7 In-year admissions	Schools lose focus on continuing to apply in-year admissions process including admitting 'new' pupils	<ul style="list-style-type: none"> • Review in-year school admissions expectation with key admission staff. • Ensure key school contact and related resources in place. • Ensure timely returns of individual pupil (applications and outcomes through a Pupil Movement Form) and wider cohort data returns. • Ensure speedy admission of children in the relevant year groups. 	Admissions team		
5.8 FSM and meals for pupils in school	<p>Pupils eligible for free school meals do not continue to receive their entitlement</p> <p>Meals are not available for all children in school</p>	<ul style="list-style-type: none"> • Pupils entitled to FSM receive entitlement in school • Issues with food poverty to be addressed through application to Early Help Hubs • FSM vouchers are given to eligible families who are not in attendance due to isolating as tested positively for covid-19 and are therefore isolating. 	SLT, Food contactors and staff		

**Waverley Studio College Risk Assessment
Wider Re-opening of School – June 2021**

		<ul style="list-style-type: none"> • Procurement plan in place which confirms that suppliers are following social distancing and hygiene measures. • Should any future lock down be enforced FSM vouchers may be issued in accordance with any government guidelines • Safe food preparation space, taking account of social distancing • Usual considerations in place for dietary requirements 			
5.9 Breakfast Club		<ul style="list-style-type: none"> • Breakfast club will re-launch in September 2021 			
5.10 Pupils with EHCPs	School unable to meet full provision required in line with EHCP	<ul style="list-style-type: none"> • Where EHCPs have been adapted to make allowances for the restrictions of COVID-19, these plans are reviewed to include the interim arrangements under the recovery plan and school will work with parents/carers • Access support through health and social care offer • Support offered through LA SEND Panel/ Early Years Inclusion Support Service and other services • Some pupils with SEND will need specific help and preparation for the changes to routine that this will involve, so teachers and special educational needs coordinators have plans to meet these needs including use of social stories 	Inclusion Team Leaders, SENCO and staff, SLT		
5.11 Immunisation Programmes	Immunisation programmes do not take place	<ul style="list-style-type: none"> • Local immunisation providers are to provide the usual immunisation programmes on site, ensuring these will be delivered in keeping with the school's control and hygiene measures 	SLT, school nurse team		

**Waverley Studio College Risk Assessment
Wider Re-opening of School – June 2021**

		<ul style="list-style-type: none"> • Staff and pupils will be allowed to attend medical appointments for the COVID-19 vaccination, if they occur during school opening hours • Further information on Government’s vaccination plan can be found here: https://www.nhs.uk/conditions/coronavirus-covid-19/coronavirus-vaccination/coronavirus-vaccine/ 			
5.12 Educational Visits		<p>1) School will only include trips and educational visits which make use of local outdoor space and/or are local in small groups maintaining social distance and hygiene rules</p> <p>In the event of any visit:</p> <ol style="list-style-type: none"> i) Familiarity visits will be carried out ii) Protective measures will be in place, such as keeping children within their bubble, and the COVID-secure measures at the destination. iii) Use of outdoor spaces in the local area to support delivery of the curriculum will be planned iv) Usual full and thorough risk assessments in relation to all educational visits v) The school will consult with the health and safety guidance on educational visits when considering visits and seek relevant parental consents <ul style="list-style-type: none"> • Any educational day visits must be conducted in line with relevant COVID-secure guidelines and regulations in place at that time. This includes system of controls, such as keeping children within their consistent groups and the COVID-secure measures in place at the destination. 	SLT, School Visits lead		

**Waverley Studio College Risk Assessment
Wider Re-opening of School – June 2021**

		<ul style="list-style-type: none"> • A full and thorough risk assessments in relation to all educational visits will be taken to ensure they can be undertaken safely • See further guidance if planning for domestic residential educational visits (in accordance with roadmap: annex C – further guidance on domestic residential educational visits) 			
5.13 Use of school owned vehicles- mini-buses and cars		<ul style="list-style-type: none"> • Follow school policy and procedure on use, sign in and out and include recording of all names • If pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within school • Use of hand sanitiser upon boarding and/or disembarking • Cleaning of vehicle interior and door handles after each use • Organised queuing and boarding where possible to follow social distancing • Distancing within vehicles wherever possible • The use of face coverings for adults and children over the age of 11 is mandatory • School cars are not be used to transport pupils • School cars will only be used by staff members, only two members of staff should be in the car at one time. Passenger should be seated at the back of the car by the windows. 	SLT, Trust Business Manager, Staff		
5.14 Music Teaching		<ul style="list-style-type: none"> • Singing and the playing of wind and brass instruments will not take place during the autumn and term and 			

**Waverley Studio College Risk Assessment
Wider Re-opening of School – June 2021**

		<p>will be reviewed to follow the up-to-date government guidelines</p> <p>Handling equipment and instruments</p> <ul style="list-style-type: none"> • Wherever possible equipment will not be shared. If equipment has to be shared it will be disinfected regularly (including any packing cases, handles, props, chairs, microphones and music stands) and always between users • Equipment and instruments will be stored in a clean location if you take delivery of them before they are needed, and they should be cleaned before first use and before returning the instrument • Individual music lessons: There will be social distancing between pupil and teacher of 2 metres. Pupil and teacher will be positioned side by side if possible 			
5.15 Impact of any new variants of the virus on the day to day running of the school	New variants of the virus lead to outbreaks in school or the local community-affecting the R number	<ul style="list-style-type: none"> • The new variants of the virus do not require any additional control measure and the current guidance remains unchanged. • If BCC and/or PHE recommend actions relating to local variants, we will comply and seek further support if needed • Any local outbreaks of any new variant(s) will be managed by Public Health in partnership with schools, staff and families impacted. • BCC's Local Outbreak plan can be found here: https://www.birmingham.gov.uk/info/50231/coronavirus-covid-19/2204/local-outbreak-plan-covid-19 			
Policy review					
6.1 Policies and support on	Existing policies and support on	<ul style="list-style-type: none"> • Safeguarding remains the highest priority and policy is updated to reflect any changes 	SLT, Director	ACOs, of	Amendments to policies are regularly reviewed to be fit

**Waverley Studio College Risk Assessment
Wider Re-opening of School – June 2021**

<p>safeguarding, health and safety, fire evacuation, medical, behaviour, attendance, mental health and wellbeing and other policies are fit for purpose in the current circumstances</p>	<p>safeguarding, health and safety, fire evacuation, medical, behaviour, attendance, mental health and wellbeing and other policies are no longer fit for purpose in the current circumstances</p> <p>High risk of increased disclosures from returning pupils</p>	<ul style="list-style-type: none"> • All relevant policies have been revised to take account of government guidance on COVID-19, infection mitigation and its implications for the school • Staff, pupils, parents, governors and trustees have been briefed accordingly • the attendance team complete daily attendance registers • Safeguarding remains highest priority and policy is updated to reflect changes • All staff are briefed on updated safeguarding arrangements, including those contacting families of pupils that are not attending school • All DSLs have swift access to advice from LA, school / health visitors, social workers and police • School has made changes to day to day health and safety policies including changes to evacuation arrangements depending on the use of classrooms, entry and exit points and Critical Incident and Lockdown procedures, factoring in government guidance • DSL capacity is factored into staffing arrangements to ensure enough staff are available to deal with the potential increase in disclosures from pupils • Contact is maintained with families where there are vulnerable pupils that are not attending school due to parent/carer decision • Multi-agency arrangements in place to support early help • Staff have access to a range of support services and are prepared to support pupils with issues that are 	<p>Safeguarding, DSLs, staff</p>	<p>for purpose under the current circumstances</p>	
--	--	---	----------------------------------	--	--

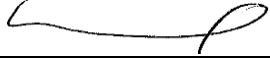
**Waverley Studio College Risk Assessment
Wider Re-opening of School – June 2021**

		<p>impacting on their health and wellbeing. This is differentiated for pupils attending school and those still at home</p> <ul style="list-style-type: none"> • Staff are aware of how to access support for issues such as anxiety, mental health, behaviour, young carers, behaviour in addition to safeguarding in general 			
6.2 Fire procedures are fit for purpose in the current circumstances (see the amended policy for full details)	<p>Fire procedures are not appropriate to cover new arrangements</p> <p>Fire procedures are not appropriate to cover new arrangements</p> <p>Fire marshals absent due to self-isolation</p>	<ul style="list-style-type: none"> • Fire procedures have been reviewed and revised where required (see policy), due to: <ol style="list-style-type: none"> 1) Reduced numbers of pupils/staff 2) Possible absence of fire marshals 3) Social distancing rules during evacuation and at assembly points 4) Possible need for different assembly point(s) to enable social distancing where possible • Staff and pupils have been briefed on any new evacuation procedures. • Incident controllers and fire marshals have been trained and briefed appropriately. • Plans for fire evacuation drills during the first days of full opening for pupils are in planned to practice social distancing measures • An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly 	SLT, staff	Daily review of staffing levels to ensure that there are sufficient fire marshals trained	

**Waverley Studio College Risk Assessment
Wider Re-opening of School – June 2021**

Assessment Completed By	Position/Role	Date	Review Date
Mathew Morton-Hire	Principal	14/6/2021	

Ratified by the Board of Waverley Education Foundation: 15/6/2021

Signed:  Kamal Hanif OBE Chief Executive Officer

