

COVID-19: Checklist & model risk assessment for the safe operation of schools during pandemic.  
**Schools Safety Guide (SSG)**

#### Document information

Document title	COVID-19: Checklist & model risk assessment for the operation of schools during pandemic or under lockdown measures		
Owner	SMBC - Corporate Health & Safety Unit. Updated to the individual school – Holly Lodge High School College of Science		
Status	Live	Version	12
Effective from	September 2021	Approved on	
Last updated	<ul style="list-style-type: none"> <li>• 4<sup>th</sup> January 2021</li> <li>• March 2021</li> <li>• May 2021</li> <li>• September 2021</li> </ul> <a href="#">Guidance for schools</a>	Last updated by	HSU/TH/Holly Lodge High School College of Science SBM DMA
Review date	Ongoing		
Purpose	To give schools SLT direction, guidance and advise on how to ensure schools are safely re-opened following the COVID-19 lockdown period. Re-opening September 2021 Return to work September 2021		

#### Introduction

Schools reopened to certain year groups on June 1<sup>st</sup>, as part of a staggered return to full occupancy and now will be fully open with some restrictions lowered under the new stage of the government's roadmap September 2021.

Government have now advised that the prevalence of Coronavirus has decreased, the NHS Test and Trace system is up and running and that they are clear about the measures needed to be in place to create safer environments in schools and therefore schools should plan to fully reopen at the start of the next academic year, September 2021.

This school safety guide (SSG) should be read in conjunction with the latest Government guidelines for schools. In particular (guidance listed with the latest last) under the new national lockdown measures September 2021

- [Face Coverings in Schools](#) **No longer needed only under certain circumstances**
- [Transport to School and other places of education](#)
- [Guidance for Full Opening of Special Schools and other Specialist Settings](#)
- [Guidance for full opening schools](#)
- [Further Education Provision - What providers need to do from the start of the 2020 autumn Term](#)
- [Actions for early years settings during Covid19](#)
- [Guidance for managing playgrounds and outdoor gyms](#)
- [Planning guide for early years and childcare settings](#)
- [Guidance for further education and skills providers](#)

- [Hands, Face, Space](#)
- [School Mass Testing Site COVID-19](#)
- [Vaccination Scheme for staff providing direct care for children with complex needs \(clinically vulnerable to Covid – 19](#)
- [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/963639/DfE Evidence summary COVID-19 – children young people and education settings.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963639/DfE_Evidence_summary_COVID-19_-_children_young_people_and_education_settings.pdf)

It is anticipated that the Government will continue to update these guides and producing additional guidance over the coming days and weeks. Therefore, **it is important that school leadership make regular visits** to the [Government website](#) that is aimed specifically at schools and other educational settings.

#### Checklist & Risk Assessment

This SSG comes in two distinct parts;

#### Checklist

[Part 1](#) is a “checklist” prompt form to assist schools in ensuring all health & safety issues have been considered prior to any full reopening of the premises. This should be completed prior to the risk assessment.

Further guidance on the statutory testing of plant & equipment can be found in the [school premise logbook](#).

#### Template model risk assessment

[Part 2](#) is a template/model risk assessment that schools can adapt and adopt. As with all our model risk assessments

Schools that have remained open to some pupils since March 2020/June 2020/September/2020 & September 2021, should have already assessed the risks and implemented proportionate control measures to limit the transmission of coronavirus (COVID-19) for a limited number of pupils.

When schools fully opened in Autumn 2020, they had a current risk assessment in place to address the COVID-19 risks identified, using the controls set out in the latest guidance, which includes:

- Pupils and staff that have coronavirus (COVID-19) symptoms stay at home
- Robust hand and respiratory hygiene is in place
- Enhanced cleaning arrangements
- Active engagement with the NHS Test and Trace
- Formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable
- New National Lockdown arrangements with effect from Monday 4<sup>th</sup> January 2021 which legally came into force the 6<sup>th</sup> January 2021)
- Coronavirus (COVID-19) testing
- Active engagement with the NHS Track and Trace Program
- Free School Meal Provision
- Remote Education
- Hands, Face, Space
- Protecting people more at risk from Coronavirus
- Track and Test Program

Further guidance on the risk assessment process can be found in the [Risk Assessment SMP](#).

#### Further information

If you require any further information, please contact the health & safety unit via our shared email address: [health\\_safety@sandwell.gov.uk](mailto:health_safety@sandwell.gov.uk).

**Part 1: H&S Checklist**

Conducted by: **SBM**

Date: **September 2021**

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
<b>Health &amp; safety/statutory issues</b>						
Have all health & safety compliance checks of plant & equipment been completed prior to opening?  (This can be done through referencing of the <a href="#">School Premise Logbook</a> or equivalent)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F Block and CAP buildings – school has a competent, approved contractors who we engage to carry out statutory testing/inspections of all plant and equipment.  Pre use visual checks are carried out by the user on all equipment  All health and safety compliance checks of plant and equipment have been completed. This is ongoing and updated daily and weekly. Updated school premise logbook.  Evidence of main school checks will be provided by Interserve upon request  PPM Register and Premises Log Book	Regular monitoring  School holds a central register of all statutory testing with logs of all PPM works. This is kept up to date at all times.  Main School – Interserve can provide upon request records of compliance for all statutory testing PPM's have been completed and this is included as an update within monthly FM Reports provided to ourselves and the BSF.  All guidance is being followed regarding ventilation and plant to minimise the potential air transfer of COVID-19. Additionally all windows are to be kept open particularly with the new strain to minimise the risk of transmission.  SBM and Site Staff monitor weekly/monthly. Shared with Governors/stakeholders and HT  Presented to governors on an annual basis for approval	SBM and Site Staff  Reviewed August ongoing monitoring
Are there sufficient numbers of staff available in safety critical roles?  (e.g. fire marshals, first aid personnel etc)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Checked daily and discussed daily by SLT	HT/DHT NWi

<p>Will a test of emergency procedures (e.g. fire drill) be carried out in the first week of school reopening?</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>They are all fully aware of fire evacuation procedures as is the staff allocated to these pupils.</p> <p>Fire procedures will be practiced and gone through with students to ensure school can be evacuated safely under new measures. Note: if Outbreak Management Plan is put in place procedures will revert back to the same as previous used last term.</p> <p>Procedure outlining clear instructions for staff and pupils are available on the school's intranet and website. Date/times of fire drills are scheduled and supported by the DHT NWi and Interserve's site team.</p> <p>Any further information is disseminated to all concerned (staff and pupils) during form times.</p> <p>The Fire Safety Advisor meets with the H &amp; S Committee/HT/DHT and SBM he recommends best practice in light of COVID-19 audits of the school's existing protocols/procedures. Any recommendations are taken into consideration and procedures altered accordingly.</p> <p>Pupils and staff have a good understanding on adhering to social distancing etc. during evacuation and still keeping to control measures once they are at their designated fire evac spot outside of school.</p> <p>Refer to Fire Evacuation Procedures for Bubbles during COVID-19. This is currently being reviewed and will be published September 2021.</p>	<p>HT/SBM/DHT and Interserve review regularly</p>	<p>HT/DHT NWi</p>
--	-------------------------------------	--------------------------	--------------------------	---	---	-------------------

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
<b>Social distancing issues</b>						
<p>Have 'bubbles' been established in line with government guidance for school type.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Please see - <a href="#">Guidance for full opening schools</a> for guidance on 'bubbles'</p>	<p><b>No longer needed as per government guidelines</b></p> <p><b>School has in place a COVID-19 Outbreak Management Plan and upon Public Health instruction will revert back to all protocols on last RA:</b></p> <p>Bubbles will be reinstated etc. Rota's are in place and strict teaching and learning timetables too.</p> <p>Vulnerable and Key Worker children will be in school and are to adhere to the bubble control measures. Teacher is two metres away from pupil. Social distancing measures adhered to.</p> <p>The teacher's area is clearly marked at the front of the classroom and the desks are all forward facing.</p> <p>If the Outbreak Management Plan is enforced school will use the established ways of working and control measures for working/studying within 'bubbles' will be reinstated. Reviewed regularly.</p>	<p>Governors/HT/SLT</p> <p>Ongoing</p>

<p>Have classrooms and other learning environments been organised to allow for social distancing?</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <p>In line with government guidance/procedures and recommended protocols.</p> <p>No longer a need for social distancing for majority of staff and pupils. This control measure will still be expected to be adhered to if following RA's staff or pupils require additional control measures in order to mitigate and manage risk to themselves.</p> <p>Letters have been compiled to parents on a regular basis clearly outlining any new measures and regimes school has put in place</p> <p>Student protocols are regularly reviewed and updated and can be found on the school's intranet and website. Shared with staff and pupils. They have taken in account the new national measures August 2021. Particularly, aimed at minimising the risk of transmission of the new strain of coronavirus.</p> <p>Staff protocol are regularly reviewed and updated and can be found on the school's intranet and website. Shared with staff and pupils. They have taken in account the new August 2021 Particularly, aimed at minimising the risk of transmission of the new strain of coronavirus.</p> <p>School website updated daily to enable governors/stakeholders/parents/staff and pupils to be well informed</p> <p>Text to parents to remind re attendance and inform of any issues sent daily.</p> <p>The Outbreak Management Plan incudes as before the Code of Conduct for pupils being taught at home and clearly sets out the best</p>	<p>Review periodically</p> <p>Review and alter following any government led guidance changes</p> <p>Once further information is provided by government with regards to prevention of risk of transmission of the new strain of coronavirus update conduct a further review of existing R.A.</p>	<p>HT/SLT/Governors</p>
---	-------------------------------------	--------------------------	--	---	-------------------------

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
				practice to keep the child safe and family (refer to school website).		
Has consideration been given to arranging which lessons or classroom activities could take place outdoors?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NA	NA	

<p>Has movement around the school been reduced?</p> <p>(e.g. use of timetable, selection of classroom etc)</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>No longer in place in line with new guidance. Although school has a contingency Outbreak Management Plan and if advised so will put this into action and all protocols as per last term will be reinstated temporarily until cases are reduced. In the event of an outbreak protocols are listed below:</p> <p>Through year group bubbles and re-timetabling of the whole school curriculum to allow full curriculum. Access in daily bubble rotation</p> <p>Signage will be in place from main gates, down pathways to bubbled areas.</p> <p>Separate entrance and exit routes are in place. Usual main entrance plus Forster Street. Where pupils will be supervised by staff to direct them into their bubbles, pathways will be signposted. Barriers will be provided if needed. Years 7, 8 and 9 will use the main school entrance upon entry and exit. Years 10, 11, 12 and 13 will use the Forster Street entrance. Purpose to minimise spread of infection prior to entry to building. School will give clear messages and instruction to pupils about minimising the use of public transport and how to reduce the risks of transmission within and outside of school</p> <p>School has considered the potential of broader social mixing outside school prior to deciding their approach and will communicate regularly with pupils about not socialising with each other in groups outside school. Reinforcing the importance of Hands, Face Space and all other recommended control measures</p>	<p>Regularly review</p> <p>Follow Sandwell LA's guidance on travel</p> <p>Letters for parents, reviewed and updated on a regular basis and made available via the school's website.</p> <p>Student Protocol has been reviewed and updated (please refer to school's website for the latest version including code of conduct)</p> <p>Staff Protocol has been reviewed and updated (please refer to school's website for the latest version including code of conduct)</p>	<p>Governors/SLT/HT</p>
--	-------------------------------------	--------------------------	--------------------------	---	---	-------------------------



Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
				<p>Guidance:-</p> <p>Hands, Face, Space.</p> <p>When you can leave home</p> <p>Exercising and meeting other people</p> <p>Support and childcare bubbles</p> <p>Where and when you can meet in larger groups</p> <p>If you break the rules</p> <p>Protecting People more at risk from coronavirus</p> <p>Travel (further information for stakeholders, parents and pupils are available via the school's website if you follow the link – latest government guidance.</p> <p>Under the Outbreak Management Plan Bubbles/Zones will be reinstated and in place all pupils and staff understand working protocols/procedures implemented earlier in the year including last term. Start and finish times of the school day and lesson times</p>		

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Are there adequate signs/floor markings (e.g. one way, foot marks, hazard tape etc) in key areas to clearly identify the social distancing rules?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>No longer in place as per government guidance but all protocols below will be reinstated if needed and are included in the Outbreak Management Plan:</p> <p>The main pathway will be clearly marked with tape/spray paint down the main pathway to encourage social distancing rules.</p> <p>Separate entrance and exit routes are in place. Usual main entrance plus Forster Street. Where they will be supervised by staff to direct them into their bubbles, pathways will be signposted. There are barriers needed. Year 7,8 and 9 will use main school entrance year 10,11,12 and 13 will use Forster Street.</p> <p>Signage/posters/markings are all around school to reinforce social distancing rules.</p> <p>Again this will be reinforced daily via staff, policy and procedures.</p> <p>HANDS, FACE, SPACE, signage has been produced and will be displayed around school. Staff can use E-Bug resources at beginning of school day to educate pupils on best practice/s.</p>	SBM to review regularly and update governors/SLT accordingly if any changes need to be implemented for school.	HT/Governors/SLT Regularly monitored
Have assembly groups been staggered?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Assemblies will be taking place. .	Review regularly	HT/SLT

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
<p>Have break times (including lunch) been staggered / areas/venues for lunch to be eaten?</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Restrictions have lifted and tiers lowered therefore school will resume back to the original procedures in place to prevent the spread of the new strain. These measures are stringent and must be adhered to at all times.</p> <p>Good ventilation</p> <p>Good hygiene practices</p>	<p>Review regularly</p>	

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Have drop off and collection times been staggered?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Upon return to lower restriction levels school will revert to the existing practice with no change.</p> <p>school opted to go for the use of two main entrance gates to spread the flow of students. There is no staggered drop off or pick up time as with a full school running a full curriculum this is impossible to achieve. A staggered start would not allow for the smooth operation and timing for the day operate the bubbles. It also does not alleviate transport issues a later time in the morning pushes pupils into risk at the end of the day. School encourages as advised in the guidance students/staff to where possible avoid using public transport. This is under constant review at national, local and school level – i.e. additional bus routes for students only to minimise risk of mixing with the public. Staggered start would push students into peak time after school whilst at the same time making it impossible to run a full curriculum offer.</p>	N/A	

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Have parents drop off and pick up protocols been revised to minimise adult to adult contact?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Parents and AOTs will not be allowed into the building or on the school site unless a prior appointment has been arranged. There are fully informed of protocols on letters to parents and other documents available on the school's website.</p> <p>Students are dropped of at the main gates which are the usual entrances and Forster Street. Where they are met by a group of staff who supervising and directs them into their correct bubbles. Pathways are signposted. Barriers provided if needed.</p> <p>Students will be encouraged to walk/cycle if they cannot be dropped off by parents.</p> <p>Any of the above recommendations to go into letter to parents and on the school website</p> <p>Guidance in the form of student protocol issued to all students and parents highlights the need not to socially gather on the way in or out of school</p>		
Have all unnecessary items been removed from classrooms and stored elsewhere?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>This was addressed in May 2020 and has been constantly under review all items were removed from classrooms.</p> <p>Teachers are to keep their own desks clear. Sanitise upon entry with wipes and on exit in preparation for next teacher.</p>	<b>Review regularly</b>	
<b>Infection control issues</b>						

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Have alternative arrangements been made for those adults/children who fall into the extremely vulnerable or vulnerable categories?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	School has conducted all necessary risk assessments (individual and other) and made amendments to control measures on an individual basis informed from R.A.'s and medical correspondence. All decisions have been made in line with legislation and reviewed daily.	SBM to review on a daily basis  DSL and Safeguarding team to review daily on regular basis	HT/SLT  SBM and Safeguarding Team
Have arrangements been made to deal with if a child becomes unwell or symptomatic with Covid19?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>If a child is awaiting collection, they are moved into an isolation area where they can be isolated behind a closed door, with appropriate adult supervision. Windows are to be opened for ventilation Medical Room for treatment, D25a for additional isolation pending pick up from school</i>	Follow guidance below:  <a href="#">DofE - What to do if a pupil is displaying COVID19 symptoms</a>	
Have all soft furnishing/toys etc that are hard to clean been removed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

<p>Has a “deep clean” been conducted of any areas of the schools that have been out of action/mothballed since the lockdown?</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p style="text-align: center;"><input type="checkbox"/></p> <p>Yes. Cleaning will be completed as scheduled at the end of every school day or at the beginning of the school day in line with current working hours. Sanitising fluids will be used in all areas on touch points throughout the school day to minimise risk of transfer. Including full sanitisation following each lunch sitting (20mins intervals) Where suspected COVID-19 contamination is identified areas will be treated with a fogging machine and viricidal cleaning solutions.</p> <p>There will be visual cleaning rota’s (sign off sheets) displayed in all classrooms and in all toilet areas in use. Cleaners will log time and area which has been cleaned and sanitised. This has been agreed between school and the IFM provider.</p> <p>School has purchased CPR Face Shields and all other recommended PPE for use if needed.</p> <p>All visitors, contractors, staff and pupils are provided with sanitiser in main reception. School has purchased auto sanitiser dispensers at main reception and all bubbled zones and dining facilities.</p> <p>New protocols for staff/pupils/Contractors and Visitors. Including Risk Assessment are in place and being adhered too. IFM will also need to complete their own and share protocols for this with school. IFM to ensure that their contact details are displayed at the front of the Reception so they can manage their own visitors. Currently deals with all. In order to minimise further risk to school staff IFM need to collect and manage all visitors to school site. These arrangements need to be made for IFM deliveries round the school</p>		
--	-------------------------------------	--------------------------	--	--	--

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
				to IFM office rather than the main school reception. Again to minimise risk of transmission to our school staff and students.		
Is there an enhanced cleaning regime of common contact points in place (e.g. door handles, push bars, desks, whiteboards, etc)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Note: Please see latest <a href="#">Government guidance for cleaning in a non-health care setting</a></p> <p>FM will clean touch points in circulation and toilet areas throughout the day with sanitising fluids – including taps, handles, switches etc. are sanitised daily.</p> <p>School will be responsible for cleaning equipment used by staff and pupils, including laptops, key boards.</p> <p>All areas including all classrooms have sanitiser available, wipes and tissues available. All staff and pupils are clear on all necessary control measures. Best practice is reinforced by signage/posters and the use of e – bug resources.</p> <p>Clear protocols and measures have been shared with staff/pupils and the wider community and are available via the school's website.</p> <p>There are robust reporting systems in place which work very efficiently.</p> <p>Full sanitisation in between lunch sittings (20 mins).</p>		



Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Are additional cleaning materials (e.g. wipes) available for use of shared equipment (e.g. kettle, microwave, printers, computer keyboards, pens/pencils, paint brushes, etc)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Where suspected COVID-19 contamination is identified areas treated with fogging machine and viricidal cleaning solutions.</p> <p>Toilets for students manned to clean between use around whole school. IFM's responsibility</p> <p>Staff will be using their own equipment</p> <p>There will be visual cleaning rota's (sign off sheets) displayed in all classrooms and in all toilet areas in use. Cleaners will log time and area which has been cleaned and sanitised. This has been agreed between school and the IFM provider. Site Team Cleaners Daily</p> <p>Further control measures as above.</p>		

<p>Is there a good supply of liquid soap and alcohol-based hand rub (ABHR) available for pupils and adults?</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>All toilet areas will have consumables replenished regularly by IFM staff. There is sufficient stock levels of consumables at present.</p>	<ul style="list-style-type: none"> <li>• All staff and pupils made aware of the “catch it, bin it, kill it” protocol via signage posters around the school.</li> <li>• All toilets and handwashing facilities and have liquid soap available.</li> <li>• Additional hand hygiene stations with alcohol-based hand rub (ABHR) available at all entry points and other key areas around the school.</li> <li>• Use of e-bug learning resources to promote and teach pupils the importance of good hygiene practices.</li> <li>• Reception desk/area has Perspex screen/barrier. We are consider applying Perspex barriers to divide large desks.</li> <li>• Enhanced/regular cleaning schedule in place that concentrates on common touch areas (e.g. door handles, bannisters, etc)</li> <li>• Supply of detergent and/or antibacterial wipes available for adults and pupils to clean any areas/equipment they occupy/use before and after each use.</li> <li>• Provide wipes for cleaning shared equipment after each use (printers, staff room equipment - kettles, toasters etc)</li> </ul> <p>Any contaminated waste (used tissues etc) is disposed of appropriately (double bagged and held for 72 hours</p>	
---	-------------------------------------	--------------------------	--------------------------	---	---	--

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
					prior to putting in the bin) and regularly taken away.	
Is there a ready supply of tissues for pupils and adults?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		As above	
Is contaminated waste disposed of regularly and appropriately (e.g. using foot operated pedal bins)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>As per guidance, covid19 contaminated waste will be held for 72 hours in an external designated area prior to being disposed of within the general waste removal service.</p> <p>All areas, classrooms including PE etc have been provided with additional bins to enforce the Kill It, Bin It control measures. Again reinforced by signage and posters.</p>		
Is an isolation room available should an adult or pupil become symptomatic whilst at school?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Medical Room for treatment</p> <p>D25a for additional isolation pending pick up from school</p>	<p>School rolls out the lateral testing programme w/c 6<sup>th</sup> September 2021. There will be another isolation area. Tests will be conducted in the Old F Block sports hall. If anyone tests positive, They will go through the exit to an outside area and follow the designated route. The routes will be regularly cleaned and sanitised. All testing stations will be set up as per government guidance and all control measures adhered to.</p>	
Have staff & pupils been informed to avoid public transport & sharing of vehicles wherever possible?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Note: Please see latest <a href="#">Government guidelines for safer travel guidance for passengers</a></p>	<p>Schools no longer have to request for pupils to wear a face covering when travelling on dedicated transport and avoid public transport if possible. If they do use public transport avoid peak times and wear their face mask.</p>	

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Has the school got a procedure in place to manage any confirmed cases of coronavirus amongst the school community	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Refer to Sandwell MBC Policy and procedures	Engage with the NHS Test and Trace process and contain any outbreak by following local Public Health advice – See <a href="#">DofE - What to do if a pupil is displaying COVID19 symptoms</a>	
<b>Communication of Plans</b>						
Are parents and staff clear that if they (or anyone in their household) displaying coronavirus (COVID-19) symptoms stay at home?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Refer to Schools protocols, policies and procedures		
Have parents been informed of the drop-off and pick up protocols?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Are parents and young people aware of recommendations on transport to and from education or childcare setting (including avoiding peak times)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Updates on school website.		
Are parents clear 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)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes, as outlined above.		
Are parents clear that if their child needs to be accompanied to the education or childcare setting, only one parent should attend?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes, as outlined in school protocol/s available on the school's website and parent letters sent from the HT  Staff are stationed at all gates upon entry and exit which prevents parents from entering into the school's premises unnecessarily.		

<p>Have staff been briefed about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful?</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Copies of timetable changes and all other relevant information to enable school to function safely and further minimise risk are provided to all staff regularly by the DHT NWi. Similarly, student protocols are regularly reviewed and updated and can be found on the school's intranet and website. Shared with staff and pupils. They have taken in account the new measures August 2021</p> <p>Staff protocol are regularly reviewed and updated and can be found on the school's intranet and website. Shared with staff and pupils. They have taken in account the new national lockdown measures August 2021</p> <p>School website updated daily to enable governors/stakeholders/parents/staff and pupils to be well informed</p> <p>Text to parents to remind re attendance and inform of any issues sent daily</p> <p>Training is made available to all staff based on need/s.</p>	<p>Review regularly</p> <p>Monitor and review regularly</p>	<p>HT and SLT/Unions</p>
<p>Science/Art/PE/DT</p>				<p>Under new measures PE will be made available. Once school resumes to lower restriction tier departments will work with the SBM on reviewing the existing COVID-19 individual departmental risk assessments. All new control measures of best safe practice will be included.</p> <p>PE will when possible use outside areas all of which will be marked up athletics to allow distanced PE Activities t take place. All football taken down. Separate comprehensive risk assessments are in place including the new measures for certain departments to enable us to protect and</p>	<p>Review regularly</p> <p>Monitor and review regularly</p> <p>Consult with unions prior to signing off.</p>	<p>HT/SBM/Unions</p>

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
				minimise risk of transmission by our safe practice/s. These include PE/Art/Library/CCF/RCN/Science/DT/Food Technology. These are located in the school and can be made available upon request.		

**Part 2: Risk Assessment**

Risk Assessment for: **Re-opening of Premise Autumn Term 2021**

School: Holly Lodge High School

Assessment Date:

**September 2021**

Name of Assessor(s):

**Dawn Broadbent**

Assessment Ref No: **12**

**Risk Matrix scoring guide:**

Likelihood	
1	Very unlikely
2	Unlikely
3	Likely
4	Very likely
5	Certain

Severity:	
1	No Lost time
2	Under 7-day injury or illness
3	Over 7-day injury or illness (RIDDOR)
4	Specified injury or illness (RIDDOR)
5	Fatality, disabling injury or illness

<b>High (15-25)</b>	These risks are unacceptable; significant improvements in risk control are required. <b>The activity should be halted with immediate effect</b> until risk controls are identified/implemented that reduce the risk to an acceptable level
<b>Medium (5-12)</b>	Additional control measures should be identified and implemented to reduce the risks associated with the activity or workplace so far as reasonably practicable
<b>Low (1-4)</b>	Minimal control measures are required to be implemented to satisfy the level of risk. Maintain current arrangements for risk control

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
Utilities, plant & equipment has not been inspected / serviced within	Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors	<ul style="list-style-type: none"> <li>School has a scheme of works whereby competent contractors are engaged to carry out statutory testing/inspection of all plant and equipment.</li> </ul>	<ul style="list-style-type: none"> <li>Where extensions/exemptions have been granted by the HSE, a specific risk assessment for continued use of the plant/equipment has been completed.</li> </ul>		2	4	8	

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
the recommended timescales	Legionella, electrocution, CO <sup>2</sup> exposure, burns, cuts, bruises, broken bones etc	<ul style="list-style-type: none"> <li>Pre-use visual checks are carried out by the user on all equipment.</li> <li>All little used outlets of water have been regularly/will be flushed prior to school reopening.</li> <li>Any plant/equipment that has been "mothballed" will be/has been inspected/checked by a competent person before coming back into use, and before reopening the school.</li> </ul>	<ul style="list-style-type: none"> <li>Any defects or faults are reported, and equipment taken out of use.</li> <li>Refer to <u>Premise Management SSG</u> and <u>School Premise Logbook</u> for further guidance.</li> </ul>					
Lack of persons in safety critical roles (e.g. first aiders, fire marshals, etc) due to self-isolation and/or shielding.	Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors  Illness, infection, fatality	<ul style="list-style-type: none"> <li>Fire risk assessment kept under constant review.</li> <li>First aid needs assessment regularly reviewed.</li> <li>Number of pupils and adults on site will not exceed the number of persons required to carry out safety critical roles as per the relevant assessments.</li> </ul>	<ul style="list-style-type: none"> <li>Fire drill practiced first week back to ensure school can be evacuated safely (fire assembly point) with new working arrangements.</li> <li>If numbers of those in safety critical roles falls below that required by the assessments, then overall school numbers will be decreased for the time they are off/until substitutes can be trained.</li> <li>Refer to <u>Fire Safety SSG</u> &amp; <u>First Aid SSG</u> for further guidance</li> </ul>	HT – 1 <sup>st</sup> week of Autumn Term  SLT – as and when need arises	1	5	5	
Symptomatic staff or pupils attending school	Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors  Illness – flu like symptoms through to fatality.	<ul style="list-style-type: none"> <li>Pupils, staff and other adults told not come into the school if they have <a href="#">coronavirus (COVID-19) symptoms</a>, or have tested positive in the last 7 days.</li> </ul>	<ul style="list-style-type: none"> <li>Pupils and staff advised to follow '<u>stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</u>', which also sets out the isolation periods.</li> </ul>	Senior Leadership Team – as and when arises	2	5	10	



Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
		<ul style="list-style-type: none"> <li>Anyone developing COVID-19 symptoms during the school day will be sent home.</li> <li>Pupils awaiting collection will be isolated with appropriate supervision</li> </ul>						
Unable to meet social distancing rules and the virus is transmitted from person to person	<p>Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors</p> <p>Illness – flu like symptoms through to fatality.</p>	<p><b>No longer in place as per guidance. But if advised school will instate their Outbreak Management Plan and follow previous protocols as per below:</b></p> <ul style="list-style-type: none"> <li>Reducing the number of contacts between children and staff by keeping groups separate (in 'bubbles')</li> <li>school staff should maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible.</li> <li>All desks are forward facing</li> <li>Room is well ventilated</li> <li>Wipes and sanitiser is available in every classroom</li> <li>Additional bins available Kill it, Bin It Protocol is enforced and displayed on posters</li> <li>Fire evacuation routes are in every classroom</li> </ul>	<ul style="list-style-type: none"> <li>No lessons will be conducted outside of the classroom.</li> <li>Message sent to parents prior to school re-opening in September 2021 that outlines the new regime</li> <li>All staff and pupils can if they would prefer to wear face masks in all communal areas of school</li> <li><a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963639/DfE_Evidence_summary_COVID-19_-_children_young_people_and_education_settings.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963639/DfE_Evidence_summary_COVID-19 – children young people and education settings.pdf</a></li> <li>“children aged 12 and over should wear a face covering” “face coverings should be worn by staff, pupils and students when moving around premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. This does not apply in situations where wearing a a face covering would impact on the ability to take part in exercise or strenuous activity, for example PE lessons</li> <li>Some individuals will be exempt from wearing a face covering who: cannot put on a face covering because of a physical</li> </ul>	<p>Teaching staff – daily</p> <p>HT – prior to full reopening in Autumn 2021 Term</p> <p>HT of relevant schools – September 2021.</p> <p>September 2021</p>	3	4	12	

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
		<ul style="list-style-type: none"> <li>Staff should avoid close face to face contact and minimise time spent within 1 meter of anyone</li> <li>If staff are in the same area for longer than 5 minutes adhere to social distancing rules/wear a mask/wash hands and sanitise</li> <li>Drop-off/collection zones have been clearly marked with tape/paint to encourage social distancing.</li> <li>Separate entrance and exit routes are in place.</li> <li>Smaller class sizes where possible, re-arranged furniture and clear markings/signage to allow for "social distancing" space between pupils and adults during lessons wherever possible.</li> <li>No Assemblies to minimise risk of transmission</li> <li>Break and lunch times are staggered and supervised to minimise numbers and allow for social distancing.</li> <li>One-way system in place around the school to minimise close contact between adults and pupils.</li> <li>Floor marks and/or tape has been used in key areas of the school (e.g.</li> </ul>	<p>impairment or disability, illness or mental health difficulties</p> <ul style="list-style-type: none"> <li>Staff must follow staff protocols and this overall RA. Staff MUST maintain social distancing within school and within the classroom MUST keep their 2 meter distance from students.</li> </ul>					

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
		<p>dining hall) to show "social distancing" lengths and no access areas.</p> <ul style="list-style-type: none"> <li>Playground has been marked to encourage social distancing.</li> <li>Parents/carers can only visit the school by appointment.</li> <li>Regulate access to areas where it is difficult to maintain social distancing (Toilets, stairwells, storage rooms etc) limit to 1-person access at a time for example</li> <li>Communicated new ways of working to all staff &amp; pupils, through posters, briefings, school website etc.</li> </ul>						
Lack of hand and respiratory hygiene practices and/or facilities	As above	<ul style="list-style-type: none"> <li>All staff and pupils made aware of the "catch it, bin it, kill it" protocol via signage posters around the school.</li> <li>All toilets and handwashing stations have liquid soap available.</li> <li>Additional hand hygiene stations with alcohol-based hand rub (ABHR) available at all entry points and other key areas around the school.</li> <li><b>Staff informed/responsible for opening and closing of windows. Because doors wedged open this aids the flow of air and improves ventilation to minimise risk of transmission as per guidance.</b></li> </ul>	<ul style="list-style-type: none"> <li>Daily briefings during lessons to remind pupils of the importance of good hygiene practices.</li> <li>HT emails government updates to all staff daily</li> <li>Limit the amount of equipment pupils bring into school each day</li> <li>Regular checks made to ensure there is sufficient stock of soap.</li> <li>Regular checks made to ensure there is sufficient ABHR each day.</li> <li>Windows to be opened each morning in classrooms and all top windows in corridors to allow for a free flow of fresh air.</li> </ul>	HT – Daily  Caretaker / Premise Manager	2	4	8	

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
		<ul style="list-style-type: none"> <li>Use of <u>e-bug</u> learning resources to promote and teach pupils the importance of good hygiene practices.</li> <li>Reception desk/area has Perspex screen/barrier.</li> <li>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.</li> <li>Enhanced/regular cleaning schedule in place that concentrates on common touch areas (e.g. door handles, bannisters, play equipment etc)</li> <li>Signing off sheets on all doors around school</li> <li>Signing off sheets for all enhanced cleaning areas i.e. toilets</li> <li>Enhanced cleaning of outdoor playground equipment.</li> <li>Supply of detergent and/or antibacterial wipes available for adults and pupils to clean any</li> </ul>	<ul style="list-style-type: none"> <li>In cooler weather windows should be opened just enough to provide constant background ventilation in the day and opened more fully during breaks to purge the air space.</li> <li>Refer to Government guidance on <u>Health protection in schools and other childcare facilities</u> for further information.</li> </ul>					

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
		<p>areas/equipment they occupy/use before and after each use.</p> <ul style="list-style-type: none"> <li>Wipes are provided for cleaning shared equipment after each use (printers, staff room equipment - kettles, toasters etc)</li> <li>Any contaminated waste (used tissues etc) is disposed of appropriately (double bagged and held for 72 hours prior to putting in the bin) and regularly taken away.</li> </ul>						
New way of working (including any working from home) leading to feeling a lack of supervision, interaction, support and social isolation.	Teaching, non-teaching staff, pupils.  Anxiety, depression, stress, poor mental health & wellbeing	<ul style="list-style-type: none"> <li>Keep in touch (KIT) meetings regularly organised to ensure staff are supported.</li> <li>Managers to ensure employees are aware of the following advice:</li> <li>Ensure that all adults have regular breaks and are encouraged to pay regard to their work/life balance.</li> <li>Changes in new school protocols are explained to employees and individual support made available when/if needed.</li> <li>Arrangements in place for employees to access a confidential counselling service.</li> <li>Schools stress risk assessment has been reviewed regularly throughout the pandemic.</li> </ul>	<ul style="list-style-type: none"> <li>Refer to <u>Stress SSG</u> for more information.</li> <li>The Keep in Touch (KIT) meetings are regularly conducted via HOY and other SLT</li> <li>HT contacts all teachers longer term absences</li> <li>Staffing &amp; Curriculum Manager contact all support staff, longer term absences</li> <li>School has an excellent well being programme in place for all staff and pupils led by the SEN team</li> <li>In house and external counselling service is available to all staff</li> <li>Dr Roome counselling service is available at all times</li> </ul>		3	4	12	

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
		<ul style="list-style-type: none"> <li>Dse information workstations made available to staff to ensure their working environment is safe whether at work or at home</li> </ul>	<ul style="list-style-type: none"> <li>Stress Risk Assessments are conducted</li> <li>SBM to email staff</li> </ul>					
Inability to maintain social distancing when dealing with accidents	<p>Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors</p> <p>Illness – flu like symptoms through to fatality.</p>	<ul style="list-style-type: none"> <li><b>No longer in place: but if needed will protocols below will be reinstated in line with the school's Outbreak Management Plan:</b></li> <li>Follow schools policy and procedures</li> <li>Safety of the injured/affected to be prioritised during incidents</li> <li>2m social distancing is not required when attending to emergency situations</li> <li>People aiding others during an emergency should pay particular attention to sanitation immediately after the situation (washing hands).</li> </ul>	<ul style="list-style-type: none"> <li>PPE will be provided in these situations</li> <li>School has implemented further control measures when dealing with accidents/incidents these are in the new medical protocols in school. These have been shared with all trained First Aiders etc. by the SBM and Health and Wellbeing Co-ordinator.</li> </ul>		3	4	12	
Child, young person or other learner becomes unwell with symptoms of coronavirus and requires personal care.	<p>Teaching, non-teaching staff, first aider, etc</p> <p>Illness – flu like symptoms through to fatality.</p>	<ul style="list-style-type: none"> <li>PPE is only needed in a very small number of cases including:</li> <li>if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if 2 meters cannot be maintained.</li> </ul>	<ul style="list-style-type: none"> <li>See latest <a href="#">Government guidance for Test &amp; Trace and national lockdown restrictions</a></li> <li>Schools ensures any PPE ordered meets required <a href="#">specifications</a></li> <li>Stocks are maintained</li> <li>Ongoing review and staff informed</li> <li>Service Delivery – individual RA's will have been completed and signed off by SBM prior to anyone</li> </ul>		2	5	10	

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
		<ul style="list-style-type: none"> <li>If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult.</li> <li>If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn and PHE guidance followed</li> </ul>	<p>visiting school for any reason, even if delivering a service to pupils. Under the current lockdown restrictions this has been put on hold and there will be no visitors to site until restrictions are lifted and the current tier is lowered. Once this happens school will resume back to the existing practice and will include any new control measures if needed. To be reviewed prior to reopening to all.</p>					
COVID-19 Virus transmitted to those who are vulnerable	Employees and pupils who fall into the clinically extremely vulnerable or clinically vulnerable groups.	<ul style="list-style-type: none"> <li>All employees who fall into the clinically extremely vulnerable category must follow <u>latest Government guidance</u> regarding shielding and are advised to work from home. Individuals in this group will have been identified through a letter from the NHS or from their GP.</li> <li>Employees who are classed as clinically vulnerable including pregnant employees under the new guidance will be treated the same as other staff/pupils. Following individual RA's alternative arrangements may be made.</li> <li>Some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss</li> </ul>	<p>Staff to arrange a vaccination via the national booking scheme <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/coronavirus-vaccination/book-coronavirus-vaccination">https://www.nhs.uk/conditions/coronavirus-covid-19/coronavirus-vaccination/book-coronavirus-vaccination</a></p> <p>Staff to obtain medical note/shielding letter from GP</p>		2	5	10	

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
		<p>their care with their health professional before returning to school</p> <ul style="list-style-type: none"> <li></li> </ul>						
Other school specific	All staff and pupils	<ul style="list-style-type: none"> <li>Following the new government guidance whereby school has to engage with the Track and Trace program. School has engaged a company to deliver/conduct a large scale staff and pupil initial testing programme.</li> <li>Testing will take place during w/c 6<sup>th</sup> September 2021 in the F Block</li> <li>School will be delivering the lateral flow testing to all staff and pupils</li> <li>Interserve to provide school with their own testing regime for all their staff, visitors and contractors.</li> </ul>	<ul style="list-style-type: none"> <li>New protocols to be shared with staff on procedures following a positive test result</li> <li>School has produced an Outbreak Management Plan and a Home Testing LFT Risk Assessment.</li> <li>Key reminders to be shared with staff: Ventilation – all classrooms should have windows open and doors into corridors the maintain the best possible ventilation Where possible staff should assist in ensuring students move in an orderly fashion around the school in corridors and entering and exiting classrooms Staff to raise any concerns or issues with HT, Union Reps or member of SLT</li> </ul>		2	5	10	
Visitors to Site	All staff and pupils	<ul style="list-style-type: none"> <li>visitors or external providers will be allowed on site during the new restrictions imposed under the new measures.</li> </ul>			2	5	10	



Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
Introduction of Rapid Asymptomatic Testing for School	All staff and pupils	<ul style="list-style-type: none"> <li>Follow all NHS COVID-19 Testing Programme for Schools and Colleges dated August 2021</li> </ul>	<ul style="list-style-type: none"> <li>School has an action plan which includes control measures listed below: Deliveries have been checked. Layout is currently being risk assessed. Staff are being assigned roles. Staff will then be trained. There training will include all stipulated modules as per the handbook. School has registered with DFE. Consent has been produced. Privacy Notices recommended leaflets/instructions have been produced. Mass Testing Register produced. Incident reporting (yellow card) in line with DFE and HSE. <a href="https://coronavirusyellowcard.MHRA.gov.uk">https://coronavirusyellowcard.MHRA.gov.uk</a> External Company working with HT SBM on Best Practice to ensure all are kept safe. Signage and posters will be in all areas displayed sourced from the NHS recommended site. Digital Services will be used (DFE) to train staff alongside a 3<sup>rd</sup> Party.</li> </ul>	SBM and HT	2	5	10	September 2021

Assessment reviewed [Date]:	Reviewed by [Name]:	Comments:
15 June 2020	Sandwell HSU	Updated to incorporate clinically extremely vulnerable & vulnerable groups and latest Test & Trace programme.
7 July 2020	Sandwell HSU	Updated to incorporate links to cleaning in non-healthcare settings and the guidance for full openings of school.
21 July 2020	Sandwell HSU	Updated to include guidance for schools to fully reopen in the Autumn term. Risk assessment controls updated to reflect latest guidance including bubbles, symptomatic staff or pupils attending school and dealing with an outbreak.
1 September 2020	Sandwell HSU	Added link to latest guidance re face coverings for year 7 and above and guidance for school transport.
9 September 2020	Sandwell HSU	Added link to updated guidance on full opening of special schools and other specialist settings
26 October 2020	Sandwell HSU	Added link to DofE guidance document to be followed if pupil is displaying COVID19 symptoms and updated recommended controls in line with changes made to Government guidance dated 22 <sup>nd</sup> October 2020.
9 <sup>th</sup> November 2020	Sandwell HSU	Following new national restrictions on 5 <sup>th</sup> November, updated information for those who are in the clinically extremely vulnerable (CEV) group, to state they are advised to work or study from home and not to go into school.
16 <sup>th</sup> December 2020	Sandwell HSU	Title updated to reflect not just for re-opening after lockdown, and self-isolation time deleted and link only to Government guidance.
4th January 2021	Holly Lodge High School SBM DMA	Following new national restrictions on 4 <sup>th</sup> January 2021, national lockdown which came into force legally on 6 <sup>th</sup> January 2021, updated information for those who are in the clinically extremely vulnerable (CEV) group, to state they are advised to work or study from home and not to go into school. All pupils with the exception of the vulnerable and key workers to be taught remotely at home. Staff to follow rota if needed in school and all other staff to work from home and follow instructions as provided daily by the DHT Nwi. All pupils to follow the pupil guidance, protocols and code of conduct as per instructed on the school website. Exams and Mock Exams are under review at present. School is set up ready to conduct mass testing upon return to work and home kits will be available for further testing in line with government guidance. Also, school to provide, if consent given home test kits to staff and pupils. New protocols have been sent to all staff by HT Vaccination program information for 56-60 year olds and vulnerable will be made available to staff Staff to raise any concerns or anxieties with HT or member of SLT
March 2021		
September 2021		School is set up ready to conduct mass testing upon return to school and home kits will be available for further testing in line with government guidance. Also, school to provide if consent given home test kits to staff and pupils.

---

Assessment reviewed [Date]:	Reviewed by [Name]:	Comments:
		New protocols have been sent to all staff by HT Vaccination program information will be made available to staff Staff to raise any concerns or anxieties with HT or member of SLT