



Sexey's School Reopening Risk Assessment

Risk Assessment Completed by	HC	
Date Initial RA Completed	10 th August 2020	
Date updated version reviewed by Chair and Vice Chair	3 rd September 2021	
Dates further reviewed and amendments made	<ol style="list-style-type: none"> 1. 27th August 2020 2. 3rd September 2020 3. 18th September 2020 4. 27th September 2020 5. 2nd January 2021 6. 1st September 	<ol style="list-style-type: none"> 1. Amendment made to wearing of masks to invite/recommend masks are worn. 2. Amber RAG's changed to Green to due being in place 3. Change from using wipes to Anti Viral Barrier spray 4. Additional of temperature check in Reception for visitors and KDR team and lunch arrangements 5. Amended to reflect phased reopening and addition of mass testing and close contact testing, change GF to NB, staggered lesson release added and reduced lesson length to 55 mins to allow greater social distancing at lesson change over. 6. Amended to reflect new Government guidance, lateral flow testing and mask wearing

Context of Risk Assessment

On the 8th September school will fully reopen with Boarders returning from 7th September. The opening will be a phased one to allow for lateral flow testing round 1 before students restart school. All students will be in school by Friday 10th September

RAG rating used:-

Red: this measure cannot be put in place in our school

Amber: this measure isn't in place yet, but can be in place for the autumn term start on 8th September

Green: this measure is already in place

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES	RAG
Contact with someone suffering from coronavirus	<ul style="list-style-type: none"> • Staff • Pupils • Contractors • Visitors 	Prevention Everyone will be asked not to come into school if they need to self-isolate under current guidance . Regular reminders will be given about this.	HC	6 th September	Letter to be sent to Parents and staff before the start of term	Green
		NHS Test and Trace Everyone self-isolating with symptoms will be encouraged to access testing and engage with the NHS Test and Trace process.	All staff	6 th September	To be included in letter issued before 6 th September	Green
		Symptomatic person onsite If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be picked up. The Health Centre will have 2 dedicated isolation rooms for students awaiting	Health Centre Team	4 th September	Policy written to ensure all staff and students are aware of what to do. Staff briefing on INSET Days and	Green

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		<p>collection. 999 will be called if they are seriously ill or injured or their life is at risk.</p> <p>Supervising pupils in isolation</p> <p>In the case of a symptomatic pupil who needs to be supervised before being picked up if a distance of 2m can't be maintained, supervising staff will wear a fluid-resistant surgical mask</p> <p>If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron. If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection</p> <p>Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up.</p> <p>Home testing kits</p> <p>If there are home testing kits available in school, these will be given to parents/carers collecting symptomatic children, and to staff who've developed symptoms at school, if providing one will increase the likelihood of them getting tested.</p> <p>Only in exceptional circumstances will staff take symptomatic children home themselves, and in this case one of the following steps will be taken:</p>	<p>Health Centre Team</p> <p>Health Centre Team</p> <p>Health Centre Team</p> <p>NB</p>	<p>4th September</p> <p>4th September</p> <p>4th September</p> <p>4th September</p>	<p>Student briefing on first day back. Parents will be aware of the measure in place through a letter.</p> <p>Allocate within Cliff</p> <p>All available</p> <p>Full PPE available</p>	<p>Green</p> <p>Green</p> <p>Green</p> <p>Green</p>

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		<ul style="list-style-type: none"> • Use of a vehicle with a bulkhead (i.e. the driver is in a separate compartment to any passengers); or • The driver and passenger will maintain a distance of 2m from each other; or • The driver will use PPE (the same PPE as when supervising a symptomatic pupil, as explained above) and the passenger will wear a face mask if they are old enough and able to do so 		4 th September	Minibus and school car will be fitted with Perspex screen	Green
		<p>Deep Clean</p> <p>A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following decontamination guidance.</p>	HK/NB Health Centre Team / Site Cleaning Team	4 th September	Deep clean including fogging will take place	Green
		<p>Positive Case</p> <p>If the school becomes aware that a pupil or a staff member has tested positive for coronavirus, the school will contact the local health protection team. The team will carry out a rapid risk assessment to confirm who's been in close contact with the person, and these people will be asked to self-isolate.</p> <p>To help with this, records will be kept of:</p> <ul style="list-style-type: none"> • The pupils and staff in each group 	HC	4 th September	Information from SIMS and use of curriculum model for groupings	Green
			RD	4 th September		Green

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		<ul style="list-style-type: none"> Any close contact that takes place between children and staff in different groups <p>Close contact means:</p> <ul style="list-style-type: none"> Direct close contact – face-to-face contact with an infected person for any length of time, within 1 metre, including: <ul style="list-style-type: none"> Being coughed on, A face-to-face conversation, or Unprotected physical contact (skin-to-skin) Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person Travelling in a small car with an infected person <p>If there are 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school will work with the local health protection team to decide if additional action is needed. Any advice given by the team will be followed</p>	RD	4 th September		Green
			All teaching staff	4 th September		Green
			RD/HC			
Testing students		<p>Testing</p> <p>Mass testing will be run on the school, site from 7th September</p>	ET/MS	4 th September		Green

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<ul style="list-style-type: none"> Close contact testing 		<p>This will be staffed by medical trained professionals and volunteers who will have undertaken appropriate training and had their competency assessed by an appropriately experienced person.</p> <p>Mass testing</p> <p>Students will be able to attend site for mass testing test 1 at agreed times and mass testing 2 will take place in week 2 of term in class groups.</p> <p>Students will enter the site for test 1 and leave immediately afterwards, during this time they will be welcome to wear a mask and encouraged to socially distance.</p> <p>Mass testing will take place in Main Hall</p> <p>There will be 4 bays and a team of 8-10 staff</p> <p>Results are usually available within 15 minutes if using new tests or 30 mins with original test minutes.</p> <p>Students and Parents will be notified of the results via the NHS app and were positive this will be followed up by the Health Centre staff.</p> <p>If the result is positive the student and family will be directed to self-isolate and the student obtain an NHS drive through test PCR test in line with latest Government policy.</p> <p>All students and staff will be invited to have 2 tested, at least 3 days apart.</p>	ET/MS/RD	4 th September		Green
			ET/MS/ST	4 th September		Green
			ET/MS	7 th September		Green
			NB/ET	7 th September		Green Green
			ET	7 th September		Green
			MS/ET	7 th September		Green
			ET/MS	7 th September		Green
						Green

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		<p>Students will be tested before coming onto site for lessons</p> <p>Staff will be asked to test pre INSET days and again 3 days later.</p>	ET/MS	7 th September		Green
			MS	7 th September		Green
		<p>Weekly testing for staff</p> <p>Staff will be asked to lateral flow test twice a week. If the result is positive the staff member and family will isolate in line with Government policy.</p>	MS			Green
			MS/AC			Green
Contact with coronavirus when getting to and from school		<p>Transport</p> <p>Everyone will be encouraged to walk or cycle into school, and asked to avoid taking public transport during peak times if possible.</p> <p>Anyone who needs to take public transport will be referred to government guidance.</p> <p>For dedicated school transport (i.e. buses, minivans), discussions will be held with the providers to make sure their staff:</p> <ul style="list-style-type: none"> • Follow hygiene rules • Try to keep their distance from passengers where possible 	HC	4 th September	Letter to go to Parents plus each week a reminder in the end of week bulletin	Green
			PC	4 th September	Letter to go to Parents plus each week a reminder in the end of week bulletin	Green
			PC	4 th September	Minibus users to wear masks. Screen fitted to isolate driver	Green

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		<ul style="list-style-type: none"> Do not work if they or a member of their household are displaying coronavirus symptoms <p>In addition, the school will work with providers, pupils and parents/carers as appropriate to ensure that, wherever possible:</p> <ul style="list-style-type: none"> Pupils are grouped together on transport to reflect the groups that are adopted within school Hand sanitiser is available upon boarding and/or disembarking There is additional cleaning of vehicles Queuing and boarding is well organised Pupils practise distancing within vehicles Children over the age of 11 use face coverings where appropriate, such as if they're likely to come into very close contact with people outside of their group or who they don't normally meet 	PC	4 th September	6 th Form Transport Vehicles will be cleaned via fogging on a weekly basis in addition to wiping down of hard surfaces each day	Green
		<p>Drop off and Pick up</p> <p>Parents/carers who need to drop off and pick up pupils will be told through messages and signage. We will use allocated drop off and collection times, with different groups</p>	NB	End of August	Included in parental information	Green
		<p>The protocols for minimising adult to adult contact include :-</p>	NB	End of August	Letter to go at end of the holidays	Green

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		<ul style="list-style-type: none"> using different entrances and exits and/or marking out spots to queue parents/carers will be asked not to gather at entrance gates or doors, or enter the site unless they have a pre-arranged appointment <p>Face Coverings</p> <p>Students will be allowed to wear face coverings whilst travelling to and from school and on the school site should they wish to. These are however no long compulsory.</p> <p>If students are using disposable face coverings, these will be put in a covered bin when being disposed of.</p> <p>Pupils will be made aware that they must not touch the front of the covering during use or removal.</p>	HC	6 th September	Included in staff / student briefing	Green
			All staff	6 th September		Green
			All staff	6 th September		Green
Spreading infection due to touch, sneezes and coughs		<p>Handwashing</p> <p>Handwashing facilities will be provided in the toilets as well as Hand sanitiser being available at key points around the site on walls in corridors and in each classroom.</p> <p>Handwashing –everyone in school will:</p>	NB	6 th September	Currently available toilets and sanitiser availability will be checked as part of cleaning routine	Green

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		<ul style="list-style-type: none"> Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using NHS guidelines, or use alcohol-based hand sanitiser to cover all parts of their hands Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing Be encouraged not to touch their mouth, eyes and nose 	All staff and students	6 th September	Included in staff / student briefing	Green
			All staff and students	6 th September		Green
		<p>Coughs and sneezes.</p> <p>Everyone will be encouraged to use a tissue or elbow to cough or sneeze, and use bins for tissue waste</p>	All staff and students	6 th September	Included in staff / student briefing	Green
		<p>Education</p> <p>Pupils will be encouraged to learn and practise good hygiene habits in lessons and by posters put up across the school.</p>	Posters – NB	6 th September		Green
		<p>Supplies of soap</p> <p>Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they're not close to running out.</p>	Education – All staff		Included in staff / student briefing	Green
			NB	6 th September		As part of cleaning schedule

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		<p>Bins</p> <p>Lidded bins for tissues, preferably operated by a foot pedal, will be emptied throughout the day.</p>	NB		Bins purchased, emptied as part of cleaning schedule	
Spreading infection through contact with coronavirus on surfaces		<p>Cleaning</p> <p>Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including:</p> <ul style="list-style-type: none"> • Banisters • Classroom desks and tables • Bathroom facilities (including taps and flush buttons) • Door and window handles • Furniture • Light switches • Reception desks • Teaching and learning aids • Books and games and other classroom-based resources • Computer equipment (including keyboards and mouse) • Sports equipment • Hard toys • Telephones • Fingerprint scanners 	NB	6 th September	Will extend and continue routines introduced in the summer term. Checklist will be in place	Green

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		<ul style="list-style-type: none"> Outdoor play equipment <p>Items that need laundering (e.g. towels, flannels, bedding) will be washed regularly in accordance with the manufacturer's instructions, on the warmest water setting. These items will not be shared between children between washes.</p> <p>Equipment Pupils and parents/carers will be asked to limit the amount of equipment they bring into school each day to essentials like bags, lunch boxes, hats, coats, books, stationery and mobile phones.</p> <p>Site cleaning Areas of the school that are used by pupils will be cleaned thoroughly at the end of the day.</p> <p>Toilets will be cleaned regularly throughout the day</p> <p>Classrooms will be cleaned at the end of each day</p> <p>KDR will be cleaned between sittings</p> <p>Sports hall/ main hall will all be cleaned at the end of each day</p>	LH	1 st September	Letter went out in July, second letter at end of the summer	Green
			HC	1 st September		Green
			NB	6 th September		Green
			NB	6 th September		Green
			NB	6 th September		Green
			NB	6 th September		Green

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		Fogging will be used on a cyclic basis across all areas at least fortnightly.	NB	6 th September		
		Areas of the school not in use will be shut off to make cleaning more manageable.	NB	6 th September		Green
		Resources Any resources shared between groups, such as sports, art and science equipment, will be either:	RD	6 th September	Included in staff / student briefing	Green
		<ul style="list-style-type: none"> Cleaned frequently and meticulously, and always between groups using them; or Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups 	KJ/ERJ/SR/NMc	6 th September		Green
			RD/KJ/ERJ/SR/NMc	6 th September		Green
		Books and other shared resources that pupils or staff take home. Where possible sharing of such resources will be avoided and where it can't be it will be either;	All staff	6 th September	Included in staff / student briefing	Green
		<ul style="list-style-type: none"> Cleaned frequently and meticulously, and always between groups using them; or Rotated so they can be unused and out of reach for 48 hours (72 hours for 	All staff			Green
						Green

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		<p>plastics) between use by different groups</p> <p>Sharing Unnecessary sharing will be avoided, especially where it doesn't contribute to pupil education and development.</p> <p>Library The Library will follow the latest Government advice about reopening and use of books.</p> <p>Individual and very frequently used equipment, like pens and pencils, will not be shared.</p> <p>Shared large rooms, such as halls and dining areas, will be cleaned daily and fogged weekly</p> <p>Classroom hygiene All students desks and chairs will be sprayed with an Anti-Viral Barrier product that lasts for 72 hours. Desks and chairs will be sprayed at least 2 times a day:</p> <p>- Pre school or end of day</p>	<p>All staff</p> <p>GB</p> <p>All staff and students</p> <p>NB</p> <p>NB/ All staff / All students</p> <p>NB</p>	<p>6th September</p> <p>6th September</p> <p>6th September</p> <p>6th September</p> <p>4th September</p> <p>4th September</p>	<p>Included in staff / student briefing</p> <p>Included in staff / student briefing</p> <p>Included in staff / student briefing</p>	<p>Green</p> <p>Green</p> <p>Green</p> <p>Green</p> <p>Green</p>

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		<p align="center">- At the end of Period 3</p> <p>Deep Clean If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following decontamination guidance.</p> <p>Cleaning supplies These will be topped up regularly and monitored to make sure they're not close to running out. Including Anti Viral Spray</p> <p>Teachers hand hygiene Teachers will wash their hands and surfaces before and after handling pupils' books. They will use hand gel at the start and end of each lesson and after touching an item.</p>	<p>NB</p> <p>All staff</p>		<p>Included in staff briefing</p>	<p>Green</p> <p>Green</p>

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Spreading infection due to excessive contact and mixing between pupils and staff in lessons		<p>Students are no longer required to be in bubbles but we will continue to reinforce:</p> <ul style="list-style-type: none"> The importance of the need to social distance 	RD	4 th September	Information from curriculum model Lists from SIMS	Green
		<p>Educating students about keeping safe</p> <p>Where pupils are old enough and capable enough, they will be taught and reminded to maintain their distance and not touch staff or peers.</p>	HOY	7 th September		Green
		<p>Seating plans</p> <p>Pupils will be seated side-by-side and facing forwards, and unnecessary furniture will be moved out of classrooms to allow for this.</p> <p>All staff will use ClassCharts and have a set seating plan.</p>	RD / AT	7 th September	Include in staff briefing	Green
		<p>Music</p> <p>The latest Government Policy will be followed and this may include lessons that involve singing, chanting, shouting or playing instruments (particularly wind or brass instruments) being limited to no more than 15 pupils, and will take place outside wherever possible (if taking place inside, the space will be well ventilated).</p>	RD/NMC/KJ	6 th September		Green
		<p>Pupils will be positioned either back-to-back or side-to-side at an appropriate distance.</p>	NMC / KJ NMC/KJ	6 th September		Green Green

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		Instruments won't be shared. Singing or instrument playing won't take place in any larger groups such as choirs or assemblies.		6 th September		
		For physical activity Outdoor sports will be prioritised where possible, or large indoor spaces used where it is not. Distance between pupils will be maximised as much as possible.	All staff	6 th September		Green
		Staffing Staff can work across different groups in order to deliver the school timetable Staff will keep their distance from pupils and other staff as much as they can (ideally 2 metres apart). This won't always be possible, particularly when working with younger children. Close face-to-face contact will be avoided, and time spent within 1 metre will be minimised.	All staff	6 th September	Full, broad and balanced curriculum being taught	Green
			All staff	6 th September	Include in staff / student briefing	Green
			RT	6 th September	Include in staff / student briefing	Green
		Supporting students with SEND	RT	6 th September		Green

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		<p>Any pupils with complex needs or who need close contact care will have the same support as normal as distancing isn't possible here.</p> <p>Staff will be rigorous about hand washing and respiratory hygiene.</p> <p>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual.</p> <p>(10d) These visiting staff will be advised to be rigorous about hand washing and respiratory hygiene.</p> <p>Supply teachers, peripatetic teachers and other temporary staff</p> <p>Where possible the school will use internal Cover Supervisors and our own oncall Cover Supervisors over Agency Staff.</p> <p>These staff will be told to minimise contact and maintain as much distance as possible from other staff.</p> <p>The number of temporary staff entering the school premises will be kept to a minimum.</p>	<p>RT</p> <p>RT</p> <p>RD</p> <p>RD</p> <p>RD</p> <p>RD</p>	<p>6th September</p> <p>6th September</p> <p>6th September</p> <p>6th September</p> <p>6th September</p> <p>6th September</p>		<p>Green</p> <p>Green</p> <p>Green</p> <p>Green</p> <p>Green</p> <p>Green</p>
Spreading infection due to excessive contact and mixing between		<p>Groupings</p> <p>For pupils who routinely attend other settings on a part-time basis, such as an alternative provision setting, the school will work with</p>	CW	6 th September		Green

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pupils and staff around and outside of the school		these other settings to work out a system to keep these pupils safe.				
		Movement around the school site				
		Students will be dismissed from class in a staggered way controlled by staff to ensure that there are not busy corridors at lesson change over.	RD	6 th September	RD to provide clear guidance to staff on how to do this.	Green
		A one way system will operate around the inside and outside of the school site that will be clearly signposted to avoid groups mixing.	NB	6 th September	All students and staff to be briefed at start of term	Green
		Where possible rooms will be accessed directly from outside, and any corridors will have one-way circulation or a divider down the middle to keep groups apart.	NB	6 th September	If no one way system can be achieved students will wait outside and be collected by member of staff	Green
		All shared rooms, such as sport halls and dining areas will be fog cleaned fortnightly and cleaned daily.	NB	6 th September		Green
		Lunch				
Students will use hand gel on the way into and out of the KDR.	All	6 th September		Green		
Toilets						
Toilet use will be managed to avoid crowding. By clearly sign posting the number of students able to use the toilets with queue markers in place outside the toilets.	NB	6 th September	HOY to ensure students are briefed appropriately	Green		
Dry weather social space arrangements						
				6 th September	Green	

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		<p>Visits will happen outside of school hours wherever possible.</p> <p>A record will be kept of all visitors.</p> <p>Visitors will be asked key questions based on COVID upon arrival at school and will be invited to have their temperature taken.</p> <p>Where possible visitors will lateral flow test and show their result before visiting the site.</p> <p>Extra curricular Clubs Will run with staff following Sport Governing Body Guidance and being mindful of social distancing and sharing equipment</p>	<p>SB</p> <p>SB</p> <p>SB</p> <p>SB</p> <p>All staff</p>	<p>6th September</p> <p>6th September</p> <p>4th September</p>	<p>Visitors Policy to be in place including COVID Guidance (AC) and by appointment only</p>	<p>Green</p> <p>Green</p> <p>Green</p> <p>Green</p>
Spreading infection due to the school environment		<p>Premises Checks</p> <p>Checks to the premises will be done to make sure the school is up to health and safety standards before opening in September.</p> <p>Procedures</p> <p>Fire, first aid and emergency procedures will be reviewed to make sure they can still be</p>	<p>NB</p> <p>NB</p>	<p>By 1st September</p> <p>By 1st September</p>	<p>DfE Guidance on line to be used plus HSE advice</p> <p>Staff to be briefed on changes on INSET day and students within first</p>	<p>Green</p> <p>Green</p>

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		<p>followed with limited staff and changes to how the school space is being used.</p> <p>Ventilation</p> <p>Areas in use will be well ventilated by opening windows or using ventilation units.</p> <p>Doors will be propped open, where fire safety and safeguarding wouldn't be compromised.</p> <p>Where the weather is too cold for windows and doors to both be open, doors should remain open and windows opened at the end of each lesson to refresh the air in the room. If classrooms become cold students may wear coats at the discretion of the teacher.</p> <p>Lifts</p> <p>The use of lifts will be avoided unless essential</p> <p>Bins</p> <p>Lidded bins will be provided in classrooms and other key locations to dispose of tissues and any other waste.</p> <p>Outside Space</p> <p>Outdoor space will be used for exercise and breaks, and for education where possible.</p>	<p>NB</p> <p>NB</p> <p>All staff</p> <p>All staff and students</p> <p>NB</p> <p>All</p>	<p>4th September</p> <p>4th September</p> <p>6th September</p> <p>6th September</p> <p>6th September</p>	<p>2 days onsite and practice fire drill.</p> <p>Staff to be briefed on this on INSET day</p> <p>Staff to be briefed on this on INSET day</p>	<p>Green</p> <p>Green</p> <p>Green</p> <p>Green</p> <p>Green</p> <p>Green</p>

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Spreading infection due to excessive contact and mixing in meetings		Meetings Where possible, all meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents/carers, visitors and governors. Where this isn't possible, essential meetings will be conducted outside, or in a room large enough to allow for social distancing.	AC and All staff	6th September	Visitors Policy (AC) and set out in guidance to staff and parents at start of term	Green
			AC and All staff	6 th September	Visitors Policy (AC) and set out in guidance to staff and parents at start of term	Green
Individuals vulnerable to serious infection coming into school		Shielding The school will continue to follow any shielding guidance in place to decide who should come into school.	AC / PC	6th September		Green
		Staff who are clinically vulnerable or clinically extremely vulnerable and coming into school will be placed in the safest possible on-site roles where it's possible to maintain social distancing.	AC / PC	By 1st September		Green
		Where appropriate for clinically vulnerable or clinically extremely vulnerable individual risk assessments will be undertaken.	AC / PC	By 8th September		Green