

FULL SCHOOL OPERATIONS DURING CORONAVIRUS - RISK ASSESSMENT

BEDFORD MODERN SCHOOL

VERSION – v1.8_23-04-21



<p>Risk Assessment:</p> <p>Operating BMS during coronavirus pandemic.</p> <p>Who Might be Affected? Staff, students and visitors.</p>	<p>Date of Assessment 23 April 2021</p> <p>Document Owner Richard Pooley – Director of Operations, Bedford Modern School</p> <p>This risk assessment (RA) has been based upon the Government’s requirement to allow a full return of both students and staff to all schools from the start of September 2020. It takes account of the revised government guidelines published since the start of September.</p> <p>This RA has been created with an integrated approach to Health & Safety and Safeguarding and should be read in conjunction with the relevant Safeguarding, Child Protection and Health & Safety policies which can be found at https://www.bedmod.co.uk/about-us/school-policy-documents/</p> <p>The RA has been developed following Government guidance as a minimum. It will be reviewed and revised regularly based on both ongoing operational experience and emerging Government advice. The RA will continue to be published on the Bedford Modern School website for the foreseeable future.</p> <p>Protection of public health is our main priority. Do not leave your home if Government advice means you should stay at home because you, or someone you live with, has or has had symptoms of Coronavirus (Covid-19), or if you are in one or more of the vulnerable categories and have been advised to shield. See nhs.uk/coronavirus for more details.</p> <p>SHOULD THE READER REQUIRE CLARITY REGARDING ANY POINT IN THIS DOCUMENT PLEASE CONTACT directorofoperations@bedmod.co.uk</p> <p>NB: The control measures mentioned in this document are in addition to the School and Harpur Trust normal site wide and departmental risk assessments and Policies.</p>
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This is a live document and will remain under continuous review. Version control will be used.

Any changes will be made within the document and recorded in the table on the next page of the document.

Amendments and Version Control (Top levels changes are included. Minor updates/improvements to grammar, punctuation and layout are not identified separately).

<u>New Version</u>	<u>Old Version</u>	<u>Changes</u>	<u>Changed by</u>	<u>Date of change</u>
v1.1_01-09-20	v1.0_01-09-20	<ul style="list-style-type: none"> Amends to Section 8 - PPE to reflect the changes to Government guidance regarding the use of face coverings 	R Pooley	26-08-20
v1.2_14-09-20	v1.1_01-09-20	<ul style="list-style-type: none"> Amendment to Section 6 - Personal Hygiene to cover the re-filling of water bottles around School Amendment to Section 8 - PPE covering the expectation that all students and staff will be expected to wear face coverings in corridors, Common Rooms and in the lunch queue - unless there is a valid reason why this is not possible 	R Pooley	14-09-20
v1.3_14-10-20	v1.2_14-09-20	<ul style="list-style-type: none"> Document amended to ensure it reflects that the School has been operational for 6 weeks and minor amendments to operational procedures have been made. Should the reader require a version of the document highlighting the changes from the previous version can be provided by contacting directorofoperations@bedmod.co.uk 	R Pooley	14-10-20
V1.4_05-11-20	v1.3_14-10-20	<ul style="list-style-type: none"> Revision of document to take account of guidance issued by the Government on 4 November - https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020. Removal of pages 3 & 4 - UK GOVERNMENT DEFINED CONTEXT TO ASSESSING AND RESPONDING TO DANGER LEVELS FROM THE CORONAVIRUS (COVID-19) PANDEMIC – some information now superseded and the remaining was already embodied in the rest of the Risk Assessment. Inclusion of a section on page 5 covering the requirements relating to extremely vulnerable staff and students. Section 1 – Government Advice – removal of text relating to level 4 and level 5 covid alerts and replacement with confirmation that the School will continue to implement and follow national and local guidance. Section 5 – Travel to/from School – addition of words requiring users from Y7 and above to wear a face covering whilst using transport. Section 20 – Sporting Activity – removal of specific wording on individual sports. This is because individual governing bodies regularly change their requirements and the Risk Assessment states that sports must be managed according to the with relevant government guidelines and those of the relevant governing body. 	R Pooley	05-11-20
V1.5_01-12-20	V1.4_05-11-20	<ul style="list-style-type: none"> Revision of document to take account of guidance issued by the Government on 26 November - https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak 	R Pooley	01-12-20

		<ul style="list-style-type: none"> • Removal of references to national lockdown period 5 November 2020 to 1 December 2020 inclusive 		
V1.6_11-01-21	V1.5_01-12-20	<p>The following additions have been highlighted in red</p> <ul style="list-style-type: none"> • Updated words re Shielding on P4 • Some additional words re face covering in Section 12 • New section 36 – Lateral Flow Testing 	R Pooley	11-01-21
V1.7_01-04-21	V1.6_11-01-21	<p>The following amendments have been made to the document</p> <ul style="list-style-type: none"> • Removal of references to January 2021 lockdown in the Introduction • Pages 5 & 6 – completely re-written to reflect changed guidance regarding Shielding • Page 6 – additional section relating to pregnancy • Section 8 – update to reflect changes to PPE requirements – particularly face coverings • Section 10 – update to reflect position to end April 2021 regarding trips and that all Governor meetings will be online until end of Academic Year 2020/21 • Section 12 – removal of outdated information regarding Bedford specific Covid-19 restrictions • Section 13 – update to reflect the need to take NHS/PHE guidance before deciding on periods of isolation in the event of staff/students being in contact with a positive Covid-19 case • Section 13 – removal of paragraph relating to Shielding – see above • Section 18 – removal of reference to operating 2 shifts in the kitchen • Section 19 – update to reflect the allowing of limited visitors on site • Section 31 – removal of reference to Open Day • Section 36 – updated to reflect the position regarding Lateral Flow Testing at home for Staff and Students • Changes to font size along with a general refresh throughout the document • Change of document names from BMS Whole School reopening September to BMS Covid Risk Assessment 	R Pooley	01-04-21
V1.8_19-04-21	V1.7_01-04-21	<ul style="list-style-type: none"> • Minor amends to grammar and spelling throughout • Section 10 – amended wording to allow day trips • Section 23 - amended words re introduction of mixed year group bubbles for some co-curricular activities • Section 26 – amended group size from 15 to 30 	R Pooley	23-04-21

Introduction to this Risk Assessment

When the Government made the decision to ask schools to open only to a small number of children during summer term 2020, this was done with the aim of reducing transmission of coronavirus (COVID-19), to protect the NHS and save lives. As the situation improved more students returned to School, some for full days, others for part days. Since these advances the circumstances have again changed. The prevalence of coronavirus (COVID-19) decreased, the NHS Test and Trace system was up and running, and it became clear what measures need to be in place to create safer environments within School.

Returning to school is vital for children's education and for their wellbeing. Time out of school is detrimental for children's cognitive and academic development. This impact can affect both current levels of learning and children's future ability to learn, and therefore we support the Government's intent for all students to school at the start of September.

The risk to children themselves of becoming severely ill from coronavirus (COVID-19) is very low and there are negative health impacts of being out of school. We know that school is a vital point of contact for public health and safeguarding services that are critical to the wellbeing of children and families.

In relation to working in schools, whilst it is not possible to ensure a totally risk-free environment, the Office of National Statistics' analysis on coronavirus (COVID-19) related deaths linked to occupations suggests that staff in educational settings tend not to be at any greater risk from the disease than many other occupations. There is no evidence that children transmit the disease any more than adults.

Given the improved position, the balance of risk was overwhelmingly in favour of all children returning to school. For the vast majority of children, the benefits of being back in school far outweigh the very low risk from coronavirus (COVID-19) and as a result, we planned for all students to return from the start of Autumn Term 2020. The measures outlined in this document are still reflective of the situation at the start of Summer Term 2021.

Coronavirus (COVID-19) remains in the community, this means making daily judgments at a school level about how to balance minimising any risks from coronavirus (COVID-19) by maximising control measures with providing a full educational experience for students.

The measures set out in this Risk Assessment provide proportionate protective measures for students and staff, which also ensure that all students receive a high-quality education that enables them to thrive and progress. In welcoming all students back this autumn, it is expected that we will minimise the number of contacts that a student has during the school day and this is at the heart of our planning.

While from the start of the Autumn Term 2020 we had all students back at school, we continue to plan for the possibility of a local lockdown and how we will ensure continuity of education. This risk assessment takes account of the amendments made to government guidance.

Staff, Students and families who are anxious about being in school

It is expected that all students and staff will attend School. We do however recognise that some individuals may be reluctant or anxious about being in school and this anxiety may heighten if and when we see cases of Covid-19 appear within School community. We continue to encourage people to discuss their concerns to enable the School to provide reassurance of the measures we have and continue to put in place to reduce the risk. It has however been made clear by the Government that students of compulsory school age must be in school unless a statutory reason applies (for example, the student has been granted a leave of absence, is unable to attend because of sickness, is absent for a necessary religious observance etc.).

This Risk Assessment sets out the BMS response to the actions that schools are expected to take to minimise Covid-19 risks. These actions are either preventative or are a response to any infection:

Prevention:

1. minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
2. clean hands thoroughly more often than usual
3. ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
4. introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
5. minimise contact between individuals and maintain social distancing wherever possible
6. where necessary, wear appropriate personal protective equipment (PPE)
 - *Numbers 1 to 4 must be in place in all schools, at all times.*
 - *Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.*
 - *Number 6 applies in specific circumstances.*

Response to any infection:

7. engage with the NHS Test and Trace process, Department for Education and Public Health England
8. manage confirmed cases of coronavirus (COVID-19) amongst the school community
9. contain any outbreak by following local health protection team advice
 - *Numbers 7 to 9 must be followed in every case where they are relevant.*

Clinically extremely vulnerable students and staff

Students

The Government are now clear from growing evidence that many children identified at the start of the pandemic as clinically extremely vulnerable (CEV) are not at increased risk of serious outcomes from coronavirus (COVID-19) and children are gradually being removed from the shielding patient list (SPL) as appropriate, following review with a clinician.

From 1 April, all CEV pupils should attend their school unless they are one of the very small number of students under paediatric or other specialist care and have been advised by their GP or clinician not to attend. Students who live with someone who is CEV should continue to attend school as normal.

As normal, we do not encourage parents to request unnecessary medical evidence such as doctors' notes from their GP when their child is absent from school due to illness. This is especially important in the context of the pandemic and the coronavirus (COVID-19) vaccination programme. If evidence is required, it can take the form of prescriptions, appointment cards, text or email confirmation of appointments, rather than a doctors' note. As usual, input from GPs should only be sought where there are complex health needs or persistent absence issues.

The School is required to provide remote education to students who are unable to attend school because they are complying with government guidance or legislation around COVID-19. The School will keep a record of this activity but are not required to record it in the attendance register.

Where students are not able to attend school, as they are following clinical or public health advice related to coronavirus (COVID-19), the absence will not be penalised.

Staff

CEV staff are currently advised not to attend the workplace. Staff who are CEV will previously have received a letter from the NHS or their GP telling them this (no new letter is required), and there is guidance for everyone in this group. It provides advice on what additional measures individuals in this group can take. Staff should share the contents of this letter with the School to allow for conversations regarding how the member of staff will be supported, including working from home.

Those living with someone who is CEV can still attend work where home-working is not possible and should ensure they maintain good prevention practice in the workplace and home settings.

From 1 April, CEV individuals are no longer advised to shield regardless of whether they have been vaccinated or not but must continue to follow the rules in place for everyone under the current national restrictions. Staff in schools who are CEV will be advised to continue to work from home where possible, but if they cannot work from home should attend their workplace.

Pregnancy

The School will follow the specific guidance for pregnant employees because pregnant women are considered CV. In some cases, pregnant women may also have other health conditions that mean they are considered CEV, where the advice for clinically extremely vulnerable staff will apply.

Our workplace risk assessment already considers any risks to female employees of childbearing age and, in particular, risks to new and expectant mothers. As a matter of course we will continue to check the workplace risk assessment to see if any new risks have arisen. An assessment may help identify any additional action that needs to be taken to mitigate risks.

Who might be harmed and how?

- Most people are at risk from infection (staff, children, visitors, etc.). The risk of COVID-19 infection is, as we know, higher for vulnerable persons.
- The list of who is currently vulnerable includes but is not limited to: the elderly; those with chronic underlying health conditions; pregnant women. Government advice also suggests that there are particular demographic groups more at risk from COVID-19, including people in Black, Asian and Minority Ethnic (BAME) communities.
- The majority of cases lead to mild symptoms (including but not limited to persistent coughing and a temperature greater than 37.8C and anosmia (loss of taste/smell).
- The disease however can be fatal. Transmission is via person to person spread as airborne droplets and also via surfaces contaminated with virus.

Control Measures currently in place	Additional Control Measures that have been undertaken or are planned (if necessary).
<p><u>1 - Government Advice</u></p> <ul style="list-style-type: none"> • Government guidance is being reviewed at least on a weekly basis to ensure the latest available information is put into practice. • Documents used (which can be found online) include: <ul style="list-style-type: none"> ○ https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools ○ https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings ○ https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe ○ https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers ○ https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers ○ https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak ○ https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection ○ 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 ○ https://www.gov.uk/government/publications/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak/guidance-for-parents-and-carers-of-children- 	<ul style="list-style-type: none"> • All members of the school community will be regularly reminded to follow government guidelines and not to attend School if they are displaying symptoms of Covid-19. • All staff and students will continue to be issued with appropriate guidance on social distancing. • All staff and students will continue to be briefed on how to reduce the risk of transmission of coronavirus. • All training that requires congregations and group exercises have been suspended within School and adapted to avoid social contact where possible. This will include morning briefings, INSET, whole staff meetings etc. These meetings will be conducted online wherever possible. • Poster material related to social distancing has been applied throughout the school and staff and students are reminded regularly of the importance of social distancing. • Staff are encouraged not to arrive or finish work at the same time to prevent congregations and avoid public transport on route to work where possible. • Staff and students to be regularly reminded that clothes should be washed regularly. Normal uniform and dress codes apply. • School organisation and routines have been adjusted to accommodate guidance and any further health & safety requirements deemed necessary. • Evening events have been cancelled and will be re-arranged online where appropriate. • If Bedford is placed into a local lockdown we will, as far as practicable whilst keeping all children in school if we are to remain open, follow as much of the 2019/2020 Summer Term risk assessment and procedures as possible. • In the event that parents or staff require guidance on whether they should attend School they should contact the Bedford Modern School Nursing team, Director of Operations or Senior Deputy Head.

<p>attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak</p> <ul style="list-style-type: none"> ○ https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/guidance-for-the-public-on-the-phased-return-of-outdoor-sport-and-recreation ○ https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/return-to-recreational-team-sport-framework ○ https://www.nhs.uk/conditions/coronavirus-covid-19/ ○ https://gov.uk/government/publications/face-coverings-in-education ○ https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak ○ https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts ○ https://www.gov.uk/coronavirus/education-and-childcare#schools <ul style="list-style-type: none"> • All unnecessary travel will be avoided. We anticipate an increase in the use of telephone calls, web conferencing, etc. • All meetings on site will be observing social distancing rules in line with Government guidance where possible or conducted utilising technology. • All non-essential appointments on site have been postponed. If an appointment is unavoidable it must be evaluated taking into account current guidance. 	<ul style="list-style-type: none"> • If required, individual Risk Assessments will be undertaken for High Risk staff to identify any additional safeguards and controls that can be put in place to protect them– e.g. additional social distancing measures or PPE or if necessary, supported to work from home. • In addition, other factors including age and sex, where people live, deprivation, ethnicity, people’s occupation and residence may affect comparative risk. If any employee not in the High Risk or Medium Category feels they wish to have an individual Risk Assessment, they may elect to have one and be supported accordingly. • The School will undertake relevant Covid compliant cleaning in the event of any staff member, student or visitor being confirmed as having coronavirus. • If any employee is in a vulnerable group, or is concerned about returning to the workplace for any reason, they will be encouraged to speak with their line manager and the HR department so that appropriate support can be provided and any required actions agreed • The School will continue to implement and follow national and local guidance.
<p><u>2 - Staffing Levels</u></p>	<ul style="list-style-type: none"> • Keep staffing levels across all departments under constant review to ensure site can function operationally and safely, adhering to the required ratios. • Individual staff will be monitored by line managers to ensure their own health, safety and welfare is maintained (both physical, mental and emotional) • The school can continue to engage supply teachers and other temporary or peripatetic teachers or other temporary staff. These staff can operate in more than one school (for example

PAA staff may work in multiple Harpur Trust sites). These staff must adhere strictly to the school's social distancing and hygiene rules.

3 - Self-Isolation

- It is the responsibility of Parents to assess whether their child is well enough to come to school – this should include a check for any symptoms – if there is any doubt the student should **not** come to school. Absence should be reported in the usual manner.
- It is the responsibility of Staff members to assess whether they are fit enough to be in school. Absence should be reported in the usual manner.
- The school is following government guidance on self-isolation. In the event of any staff member exhibiting symptoms they must self-isolate. Guidance on time scales changes. The latest advice can be found here:
<https://www.nhs.uk/conditions/coronavirus-covid-19/>
- Staffing levels will be assessed to operate the school with a reduced capacity if required to accommodate essential tasks only.
- The school will undertake suitable additional cleaning in the event of any staff member being confirmed as having coronavirus.
- Students or staff who begin to display symptoms of the virus (continuous cough or fever) whilst at school will be moved to the Nurses Department and isolated until they can be collected. Supervising staff are to follow social distancing rules in line with Government guidance and where this is not possible, should wear apron, gloves and a fluid resistant surgical mask.
- The school will ensure self-isolating staff are made aware of the importance of social distancing in line with current government guidelines.

<p><u>4 - Temperature Checking</u></p>	<ul style="list-style-type: none"> • As there is no requirement to do so, the School will not be undertaking routine temperature checking. We would expect both staff and parents to assess whether they or their children are well enough to attend School - see section 3 above.
<p><u>5 - Travel to/from School</u></p>	<ul style="list-style-type: none"> • Timings of the school day will be as in normal non-Covid times. As a result, all drop off / pick up arrangements will remain unchanged. • Staff and students should be encouraged wherever possible to travel to school by foot or bicycle or alone/isolating family groups using their own transport. Where this is not possible and public transport is used, government and social distance guidelines should be followed. • Parents and students should familiarise themselves with the timings associated with school buses or public transport. • Journeys to/from School run and managed by external providers will be reviewed and separately risk assessed by the providers of said services. Those companies providing school bus travel will have communicated directly with parents regarding their plans. As such, travel by this means will be entirely at the risk of parents/students. The School has no control over these services as they are provided by the companies themselves or set up by parent bodies. • School Bus Providers have been sent the guidance and asked to provide details of their arrangements for their service. • Bus provider routes will be treated as "private transport bubbles" for Test and Trace purposes as the passengers should be broadly constant (despite servicing multiple schools). It should be noted that bus arrangements are at parents' risk. • Parents should ensure that they are comfortable with the service being offered by any provider prior to use. • Parent drop off and pick up protocols have been reviewed and guidance provided to parents. • Parents are discouraged from leaving their cars when dropping off / picking up their children.

	<ul style="list-style-type: none"> • Users of transport services, whether School buses or public transport, should, if from year 7 and above, wear face coverings whilst on the transport.
<p><u>6 - Personal Hygiene</u></p> <ul style="list-style-type: none"> • Government guidance requires everyone at school to clean their hands more often than usual. Cleaning hands can be achieved either with soap and running water or with hand sanitiser. • All staff School organisation and routines adjusted to accommodate guidance and any further H&S requirement deemed necessary • If Bedford is placed into a local lockdown we will, as far as practicable whilst keeping all children in school if we are to remain open, follow as much of the 2019/2020 Summer Term risk assessment and procedures as possible. • All members of staff have been informed to follow the Government's guidance on handwashing and ensure hands are washed on a regular basis. • Staff and students to be reminded on a regular basis to wash their hands for 20 seconds with warm water and soap and the importance of proper drying. Also reminded to catch coughs and sneezes in tissues – Follow "Catch it, Bin it, Kill it" and to avoid touching face, eyes, nose or mouth with unclean hands. • All students and staff should wash their hands-on arrival at the school, after break times, after using the toilet and before eating. • Hand washing facilities with soap/hot water available across School. • Gel sanitisers available in any area where washing facilities not readily available, on all main entrance points, Reception and the Refectory. • Gel sanitisers available at communal IT reprographics equipment. • Tissues/paper towels will be made available throughout the workplace. 	<ul style="list-style-type: none"> • Good hand-washing practices will be encouraged on arrival, prior to, after and during lessons and before lunch if necessary. Refer to https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings • Drinks fountains have been isolated and should remain unused. • Parents should be encouraged to provide their students with their own personal water bottles which they will be able to fill at various locations. • External play equipment is fenced off and will not be used until further notice. • Where sensible and outside temperatures allow doors and windows will be opened to maximise ventilation except for fire doors. • All external doors can be propped open providing adequate site wide security measures are implemented. • Sanitiser gel will be located at all main reception entrances to the school and in all classrooms. • Students and staff will be encouraged to bring their own sanitiser gel to school with them. Where this is not possible, or they do not have their gel with them, they will be required to use the gel provided. • All visitors will be required to clean their hands when they arrive on site by using the sanitiser gel available at the reception desk. They will be encouraged to wash their hands within 5 minutes of arrival using the Visitor toilets that will be cleaned regularly.

<ul style="list-style-type: none"> • Appropriate signage is positioned around school to inform staff and students. • Disposable gloves will be available throughout the school. 	
<p><u>7 - Social Distancing when working within the School</u></p> <ul style="list-style-type: none"> • In line with Government guidance all year groups will operate as bubbles and will occupy specific areas of the school (zones). • In the event that spaces are shared (some lessons, sport, The Refectory) the space will be cleaned between sessions. • Registration: School Office will provide updates on numbers of students in school per day. • Non-essential physical work that requires close contact between members of staff will not be carried out unless absolutely necessary e.g. manual handling of large objects. • Work will be planned to minimise contact between staff members. • Staff should follow social distancing rules in line with Government guidance in all staff welfare areas (Refectory dealt with separately). Limit the amount of staff allowed into these areas. • Avoid physically greeting others for example by shaking hands and nudging elbows. A simple 'good morning' or 'good afternoon' will suffice and will also adhere to the government guidance around social distancing. • It has been acknowledged by the government that social distancing will be difficult amongst younger students so we will be creating "bubble/class/year groups" of staff and students who will stay together and will socially distance between each bubble/class/year group. • These bubble/class/year groups will have their own dedicated space to use. • Government advice can be obtained here: https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and- 	<ul style="list-style-type: none"> • All staff on site have been informed of the areas where teaching will be taking place. • Zones have been identified on a map to be shared with students and staff. • Consider outdoor teaching where practical. • Where possible classroom and other teaching areas have been re organised to ensure that desks are facing in one direction. • Staff work areas have been re organised to promote social distancing. • Rooms where air is recirculated will be avoided or re-circulation switched off (Christopher Fry Hall). • Students will be monitored during break times and whilst moving about the site to promote social distancing. Each "bubble/class/year group" will play in their designated area and must remain separated from all other "bubble/class/year groups". • Separation within corridors, other circulations area and welfare facilities will be promoted, where possible, by the use of signage; this will be further achieved by staggering of break times where necessary. • Staff members to continue to be informed to clean and disinfect their equipment at the beginning and end of each day. • Year group assemblies will be held but whole school assemblies (where necessary) will be electronically streamed to classrooms. • Break and lunch time provision continues to be reviewed to ensure that all students and staff can remain within their "bubble/class/year group" to eat, and that each "bubble/class/year group" remains socially distanced from every other "bubble/class/year group". Dinners to be plated up by the

childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings

- Identify the most appropriate buildings and rooms to occupy in terms of social distancing and on-site movement. For example: Accessible directly from outside.
- Identify the most appropriate welfare facilities for both staff and student use and assess to ensure social distancing can be practiced.
- Remove unnecessary items within teaching spaces if storage is available elsewhere.
- Remove soft furnishings and toys from all areas in use.
- Re-evaluate school timetables to assist social distancing.
- Classrooms to be assessed to ensure they are naturally well ventilated. Staff will be encouraged to leave windows open where comfort levels can be maintained.
- Routes will be identified through the school to minimise contact between students from separate "bubble/class/year groups", making as much use of external routes as possible.
- Corridors will be marked with arrows to ensure students walk on the correct side of the corridor and the distance between the arrows will assist with social distancing.
- Where staff use shared computers in staff workrooms, cleaning materials will be made available and staff must clean their station before and after use.
- Covid-19 Risk assessment of sporting activities has been undertaken separately.

catering team and positioned on the student's tray in The Refectory.

- Break and lunch times will be staggered if needed to reduce numbers moving within buildings or within halls and dining areas.
- Ensure that students are always in the same small groups each day, and different groups are not mixed during the day, or on subsequent days.
- Ensure that students use the same classroom or area throughout the day, with a thorough cleaning of the rooms at the end of the day, including tables, chairs, cupboards, door handles / push plates, work surfaces. Students should use the same desk each day if they attend on consecutive days.
- Discourage staff from using other workers' phones, work tools and equipment, cups and drinking/eating vessels when possible. If necessary, clean and disinfect them before and after use.
- Staff meetings to take place by Microsoft Teams or other phone / video conferencing method or in a venue where social distancing can take place.
- Where face to face meetings must take place, social distancing rules in line with Government guidance must be followed at all times.
- School events may take place within "bubble/class/year groups" and can be filmed for parents (see further information in safeguarding policy regarding this).
- Where events cannot take place within "bubble/class/year groups" they must not go ahead.
- Marking of student work will, wherever possible, be done electronically. If a teacher has to physically mark student's work they will be encouraged to wear gloves and maintain a good hand washing regime.
- Parental consultations to take place on-line where possible but if deemed necessary will be in designated spaces large enough to socially distance.
- Where close work is required either inside or outside of the School buildings face covering and suitable PPE should be worn at all times.

8 - PPE

- The government is recommending that face coverings are worn within in education settings for Year 7 students and above. At Bedford Modern School we expect all staff, students and visitors to wear face coverings in all communal areas, corridors etc and staff/students will be challenged if they are not complying with this expectation. It is also the expectation that where possible face coverings are worn by all staff and students in Year 7 and above in classroom situations
- The latest Government Guidance can be found at <https://gov.uk/government/publications/face-coverings-in-education>
- The health and safety at work act 1974 requires employers to do all that is reasonably practicable to provide a safe working environment for their staff and this includes the use of PPE. Bedford Modern Staff have provided masks and visors for all staff. Provision for students is the responsibility of the parents.
- Adequate additional PPE has been identified and provided for core groups including:
 - Medical Staff
 - Cleaning Staff
- Continue to monitor Government advice regarding the use of face coverings and adjust School response accordingly.
- The majority of staff in education settings will not require PPE within the classroom beyond what they would normally need for their work, even if they are not always able to maintain social distancing in line with Government guidance.
- From January 2021 it is expected that face coverings will be worn by all Senior School students and all staff in corridors, classrooms, Common Rooms and lunch queues.
- A guide has been issued on how to ensure the face coverings are fitted correctly along with some information on the safe disposal of face coverings or the washing of re-useable face coverings. This guidance will be repeated at regular intervals.
- The School will not provide face coverings for students – these should be provided by parents. A small supply will be held for those students that mislay or forget their face coverings.
- We would suggest that face coverings should we worn by pupils as a matter of course if using either school buses or public transport on their journey to School.
- Staff are encouraged, but not required, to wear face coverings within the classroom. Students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way a student 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 a social distancing in line with Government guidance cannot be followed. If contact with the student 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.

<p><u>9 - Cleaning and Disinfection:</u></p>	<ul style="list-style-type: none"> • Equipment should be cleaned and disinfected daily. • The sharing of teaching equipment such as pens and pencils should be discouraged wherever possible. • Increased cleaning and disinfection of frequently handled or touched surfaces within classrooms, teaching areas, common rooms, entrances, and dining halls. • Where there is the requirement to share equipment, e.g. ICT or Music equipment, this will be cleaned and disinfected following use or alternative teaching practices followed. • follow the COVID-19: cleaning of non-healthcare settings guidance https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings • Bins, with bin bags that can be tied off at the top, will be provided in every teaching area to allow immediate disposal of tissues, and these will be collected at least daily for disposal. • Cleaning team management will carry out regular checks on cleaning practices. • Additional cleaning will be undertaken in high use areas such as classrooms, toilets, rest areas etc. • Hand sanitising facilities are available in all classrooms. • All internal doors will remain open during the day and windows opened where appropriate. • Where appropriate external doors will remain closed to maintain security/safeguarding. • Door handles and touch points will be cleaned on a daily basis as per government guidance.
<p><u>10 - Off School Meetings and Travel</u></p> <ul style="list-style-type: none"> • School trips, visits and off site sports activities have been cancelled until the end of April 2021. • All face to face governor meetings until the end of the Academic Year 2020/21 have been replaced by online meetings. 	<ul style="list-style-type: none"> • Whilst the Department for Education is currently advising against domestic trips (residential and non-residential) for children under 18 organised by educational settings, from the start of Autumn Term 2020, schools were able to resume non-overnight domestic educational visits. However, the EVC, Senior Deputy Head and Director of Operations would need to sign off

	<p>on any trip and the Trip Leader would need to be able demonstrate full Covid-19 Security of the trip at an early stage.</p> <ul style="list-style-type: none"> • Unnecessary travel to other schools will be avoided and where possible meetings will be held via telephone calls/web conferences. • Meeting participants should attend in person only if absolutely necessary. • Meeting attendees should follow Government social distancing guidelines wherever possible. • Rooms should be well ventilated/windows opened to allow fresh air circulation.
<p><u>11 - First Aid</u></p> <ul style="list-style-type: none"> • All medical waste disposed of safely in medical waste bin. • School nurse advising on protocols alongside government guidelines. • On site nursing and/or first aid provision has been available on site from 1 June 2020 and will continue to be during normal term time. 	<ul style="list-style-type: none"> • Wherever possible when giving first aid, social distancing rules in line with Government guidance will be followed. • A continual review of first aid procedures in light of changing social distancing requirements will be undertaken. • Continued review of suitability and quantities of PPE for first aiders to utilise including gloves and disposable aprons, masks as required. • When dealing with first aid incidents, all first aiders have been reminded to always be aware of the risks to themselves and others. • Where social distancing is not possible first aiders should utilise gloves, disposable aprons, and masks as required. • In most situations it would be expected that a staff member from within the bubble/class/year/activity group attends to the first aid needs of the student. Where this is not possible, the attending nurse/first aider/ambulance paramedic should use PPE – disposable apron, gloves & face covering.
<p><u>12 – COVID-19 Related Medical Treatment</u></p> <ul style="list-style-type: none"> • The Government have confirmed that the wearing of a face covering or face mask in schools or other education settings is not compulsory. However, at Bedford Modern School we are 	<ul style="list-style-type: none"> • Adequate PPE to be reviewed and provided for core groups including: <ul style="list-style-type: none"> ○ Medical Staff

<p>expecting all staff, students and visitors to wear face coverings in all communal areas, corridors etc and staff/students will be challenged if they are not complying with this expectation.</p> <ul style="list-style-type: none"> • https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings • The Health and Safety at Work Act 1974 requires employers to do all that is reasonably practicable to provide a safe working environment for their staff and this could include the use of PPE. 	<ul style="list-style-type: none"> ○ Cleaning Staff ○ Staff who are required to carry out intimate care • The majority of teaching staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain 2 metres from others. • Children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way. • 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 a distance of 2 metres cannot be maintained. 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. • Current government guidance states that face coverings should be worn in corridors and common areas. • Students will have to provide their own face coverings. For fitting please ensure that it covers both the nose and mouth. • If staff and students do not have face coverings in School, then disposable face masks can be obtained from the School Office – but these should only in an emergency situation. For fitting please ensure that it covers both the nose and mouth. • Only pupils and staff with a medical exemption – i.e. a disability or health condition that means that they cannot wear a mask are exempt or for individuals where wearing a covering will cause them severe distress or anxiety.
<p><u>13 - Confirmed case of coronavirus in a student or staff member who has displayed symptoms either inside or outside School</u></p> <ul style="list-style-type: none"> • Follow government guidelines - https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings 	<ul style="list-style-type: none"> • Clear communication sent to parents to explain that they are expected to be able to arrange for their child to be collected

covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings

- School nurse to continue to advise on protocols alongside government guidelines.
- Students or staff who begin to display symptoms of the virus outside School are asked to inform School immediately to ensure that the School can start a dialogue with Department for Education and Public Health England on the required next steps.
- Students or staff who begin to display symptoms of the virus (continuous cough or fever or loss/change of sense of smell or taste) whilst at school will be sent to the Nurses Room and isolated until they can be collected. Supervising staff are to maintain a 2m distance and where this is not possible, should wear apron, gloves and a fluid resistant surgical mask.
- Other children or staff within the bubble do not need to isolate at this point but their parents will be written to, confirming there is a suspected case within the bubble and advising of any actions that need to be taken.
- If a positive test result is received then guidance will be sought from the NHS/PHE on next steps.

Engagement with Local Health Protection team / NHS Test & Trace / Department for Education

- Bedford Modern School falls under the East of England Health Protection team

PHE East of England HPT

Public Health England

Second Floor

Goodman House

Station Approach

Harlow, Essex

CM20 2ET

Email EastofEnglandHPT@phe.gov.uk ; phe.EoEHPT@nhs.net

Telephone 0300 303 8537

Isolation

- The school is following government guidance on self-isolation. In the event of any child or staff member exhibiting symptoms,

within a reasonable timeframe should their child begin to display symptoms of Covid-19.

- Clear communication of expectations around isolation if that is required.

- The school will actively engage with the Health Protection Team should we have any confirmed cases of the coronavirus and follow their guidance.
- Any member of the school community who is displaying symptoms will be asked to book a test.
- Records will be kept of tests that have been undertaken by staff and students.
- All members of the school community will be expected to engage with NHS Test & Trace should they test positive for coronavirus.

<p>they must self-isolate. Guidance on time scales changes. The latest advice is here: https://www.nhs.uk/conditions/coronavirus-covid-19/</p> <ul style="list-style-type: none"> • Staffing levels will be assessed to operate the school with a reduced capacity to accommodate essential tasks only 	<ul style="list-style-type: none"> • The school will ensure staff self-isolating are made aware of the importance of social distancing in line with current government guidelines. • Appropriate arrangements will be made with individual families where they highlight that they have a child or family member who is High Risk/Medium Risk • Nursing team and Senior Leadership Team will manage liaison with Department for Education and the local PHE health protection team. It is likely that appropriate class/ year group bubbles and other bubbles e.g. Bus Bubble will need to self-isolate if results are positive
<p><u>14 - Fire Safety</u></p> <ul style="list-style-type: none"> • Interim measures addressing fire safety management will be of a temporary nature in response to the current Covid-19 situation. Once school returns as usual the fire safety measures should again be reviewed and normal procedures will apply. • Alarm/emergency lighting will continue. • Fire doors will not be propped open, even as a measure to minimise surface contact unless they auto close when the fire alarm is activated. 	<ul style="list-style-type: none"> • Planned six monthly fire drills will be re-engineered for September 2020 onwards such that Fire Muster plans will take account of social distancing requirements and will be distributed to Staff. • All staff will be advised on any changes to fire evacuation procedures taking in to account social distancing requirements. • Teachers to remind students of nearest and secondary fire exits on a regular basis particularly if students are taught in unfamiliar rooms. • Building Fire Risk Assessments will be reviewed. Specific attention to increase quantity of alcohol-based sanitiser to be considered. • Fire Marshall Provision will continue to be reviewed. If additional Fire Marshals are required, newly appointed Fire Marshals will be suitable trained.
<p><u>15 - Homeworking</u></p> <ul style="list-style-type: none"> • It may be a requirement that a small number of staff are expected to work from home. • Harpur Trust guidelines issued to all staff working from home. 	<ul style="list-style-type: none"> • Staff who are regular PC users must complete a Display Screen Equipment Assessment whilst at their temporary workstation outlining the principles of good workstation set-up.

16 – Mental Health

Staff:

- Communications to staff to ensure they feel supported through the changes that are being made.
- Reorganisation of work areas to better facilitate social distancing to ease anxieties.
- Counselling available through Westfield for staff.
- All staff have access to support through the Employee Assistance Programme.
- Regular contact with staff working from home and those who are furloughed.
- Mental health first aider available on site.

Students:

- The School continues to promote mental health and wellbeing awareness to students during the Coronavirus outbreak and will offer whatever support we can to help.
- Records of concerns raised by parents/staff being logged and 1:1 time with students and parents taking place where required.
- Recording and sharing of appropriate pastoral support materials for students.

- Continued review and update of current advice to staff, the support available and how to obtain it.
- Inductions carried out for staff returning to work.
- Reduction to normal curriculum monitoring and evaluation to allow staff to prioritise our new routines to ensure everyone feels safe and settled.
- Staff will be encouraged to work outdoors if possible.
- Guidance and resources available for staff to enable them to support children through bereavement.
- Continue to look at ways to reduce normal workload to allow time to adjust to new ways of working e.g. what necessary communications need to go out in terms of end of years reports, online parent’s evenings etc.
- A supervision rota will be put in place to ensure adequate breaks for staff.

- Review current resources and support available for students and parents.
- Use of outdoor spaces for teaching where appropriate to aid wellbeing.
- The personal and social development of students will be a priority on return.
- Support available for students in terms of bereavement.

17 – Safeguarding

- Established safeguarding culture that applies to every area of the organisation.
- A DSL is always available on site or by phone.
- All staff aware of their responsibilities through the Staff Code of Conduct.

- Safeguarding updates to be shared with all staff in line with changes to any Government updates including updated advice on the likely increase in domestic violence and mental health conditions.

<ul style="list-style-type: none"> • Up to date Safeguarding and Child Protection Policy that includes an addendum for safeguarding during Covid-19. • All staff received additional safeguarding training_including signs to look out for whilst students are remote learning. • Vulnerable students and those with SEND including EHCP assigned a key worker who contacts student/parents regularly to review. • Targeted 1:1 support for individuals where necessary including school counselling and pastoral check-ins. • Pastoral staff keeping CPD up to date which relates specifically to Mental Health Conditions and how to support both individuals and larger groups. • Increased online safety sessions for students as part of PSHE. 	<ul style="list-style-type: none"> • Safeguarding information on individual students to be shared as necessary with teachers who are working with a particular bubble/class/year group. • DSL to ensure any staff returning from absence receive updated training on Safeguarding. • Continued review of building entrances and exits, visitors and access to site for safeguarding purposes and additional measure put in place as necessary to ensure.
<p><u>18 - Catering arrangements</u></p> <ul style="list-style-type: none"> • The BMS kitchen has been fully open from the start of the Autumn Term 2020 and normal legal and operational requirements will apply about provision of food to all students and staff who want it. • The BMS kitchen will comply with the guidance for food businesses on Covid-19 which can be found here: https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19 	<ul style="list-style-type: none"> • Although it is very unlikely that COVID-19 is transmitted through food or food packaging, as a matter of good hygiene practice your staff should wash their hands frequently with soap and water for at least 20 seconds. • All students and staff must wash their hands before eating using the additional hand wash facilities outside The Refectory • All students will eat in the Refectory or in the marquees in the Refectory lawn. They will sit in their bubbles/class/year groups. • Bubbles/class/year groups will remain socially distanced from each other. • Lunches will be pre-plated by the catering team and made ready for students to collect from the servery area of the Refectory. Staff must pay particular attention to dietary requirements. • Serving utensils will only be used by the catering team - as a result the "serve yourself salad bar", dessert counter and water jugs usually in use have been withdrawn. • Tables/benches/chairs will be thoroughly cleaned between each sitting. • The catering team will always be wearing gloves. • Parents will be expected to sanitise packed lunch boxes on a daily basis. • Appropriate cleaning products will be available to deal with any spillages and to wipe down tables after eating.

	<ul style="list-style-type: none"> • Students who bring packed lunch to school will continue to eat their packed lunches in the Refectory at the same time the rest of their bubble take their hot meal. • All users of the Refectory will be encouraged to move through the facility as quickly as possible to ensure all users can be served and can eat within the 2-hour lunch window. • The Refectory will be supervised by kitchen staff as well as members of the teaching staff to ensure that appropriate rules are followed. • Menus to be adapted to reduce the amount of staff contact with each other. • Menus to be adapted to reduce need for complex service (portioned out where possible with self-service) - PPE (visors/masks/gloves to be provided for service) • Kitchen area will be clearly demarcated with visual signage and appropriate social distancing measures in place. • A one-way system will be adhered to where possible. • Kitchen staff where possible to be in the designated area within the kitchen to work in. Where this is not possible, the kitchen team will work alongside each other and not opposite. • A team member will act as 'runner' to get ingredients, equipment etc. to avoid staff leaving their designated area. • Daily documented team huddles at beginning of each shift to communicate and re-enforce social distancing guidelines and the 'new normal' ways of working.
<p><u>19 - General site safety</u></p> <ul style="list-style-type: none"> • Visitors (Deliveries, H&S, Maintenance, Prospective parents etc.) will be discouraged from visiting site unless to carry out maintenance for Health and Safety purposes. • Reviewed statutory and general servicing and testing records and regimes to ensure compliance. 	<ul style="list-style-type: none"> • All Visitors/contractors who attend site and enter the School buildings will need to provide personal details to allow the School to provide details for the NHS Track and Trace system in the event of a Covid-19 case within school. • Continued review of site wide risk assessment. • Turn off all air conditioning units in populated rooms where they use recirculated air.

	<ul style="list-style-type: none"> Where air conditioning units must be left on - in server rooms for example - clear signage to be displayed on the entrance to the room that recirculated air is in use and that the air conditioning should be switched off temporarily to allow for occupation. 												
<p><u>20 - Sporting Activity</u></p> <ul style="list-style-type: none"> Schools have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls. Students should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided. Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between students and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise. <p>https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/guidance-for-the-public-on-the-phased-return-of-outdoor-sport-and-recreation</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/return-to-recreational-team-sport-framework</p> <ul style="list-style-type: none"> The Senior Deputy Head and Director of Operations must agree that the plans to run a club are consistent with relevant government guidelines and that a risk assessment is completed for the individual activity prior to commencement. <p>Sports planned for Summer Term</p> <table border="0"> <tr> <td>Athletics</td> <td>Badminton</td> <td>Fitness</td> </tr> <tr> <td>Hockey</td> <td>Netball</td> <td>Rowing</td> </tr> <tr> <td>Swimming</td> <td>Tennis</td> <td>Cricket</td> </tr> <tr> <td>Rugby</td> <td>Table Tennis</td> <td></td> </tr> </table>	Athletics	Badminton	Fitness	Hockey	Netball	Rowing	Swimming	Tennis	Cricket	Rugby	Table Tennis		<ul style="list-style-type: none"> All sporting activity will be consistent with Government guidance regarding health, social distancing and hygiene. All sporting activity will be run in line with the most recent guidelines set out by the National Governing Body for each sport undertaken. Students will use their own equipment if possible. Students will wash hands before and after each part of the session. Sharing of equipment will be limited and only where absolutely necessary. If sharing equipment, including balls, students will wash hands thoroughly before and after use. Extra care must be taken to ensure the coach and players do not touch their faces during play, and they should all clean hands before the session and immediately after finishing (using alcohol gel if required). Each of the listed Sports has been reviewed against their governing body Covid Guidance. These guidelines will be regularly updated and our response adjusted appropriately. <p>BEFORE A SESSION</p> <ul style="list-style-type: none"> All staff will make themselves aware of and abide by, all guidelines set out by the Government, the school and National Governing Body. Staff to ensure they have access to hand sanitiser/alcohol wipes/washing up liquid. Staff to ensure all surfaces are clean and equipment is washed with soapy water and dried completely prior to use. Staff to explain the safety guidelines of what is expected pre, during and post session including what the student is expected
Athletics	Badminton	Fitness											
Hockey	Netball	Rowing											
Swimming	Tennis	Cricket											
Rugby	Table Tennis												

	<p>to do to maintain compliance with social distancing guidelines and all other health and safety guidelines.</p> <ul style="list-style-type: none"> • Staff and students will wash their hands before the session (use alcohol gel if required). <p>DURING THE SESSION</p> <ul style="list-style-type: none"> • Ensure all health and safety and emergency first aid guidelines are followed. • Students must provide their own equipment if possible, and this must be kept in a zipped bag when not in use. • Staff are responsible for collecting all of their own equipment/kit – do not share equipment unless absolutely necessary. • Students are responsible for collecting all their own equipment/kit. • Students to use their own balls or balls which have been washed/dried prior to the session. • Once the session has finished, students will be escorted back to the main School site for collection by their parents and will be reminded throughout to ensure appropriate social distancing is maintained. • All students and staff will clean their hands immediately after finishing (use alcohol gel if required).
<p><u>21 – Pre-School Club</u></p>	<ul style="list-style-type: none"> • The School has provided a supervised Pre School Club from the start of the Autumn Term 2020 including the provision of food from November 2020. • Students will be kept within their year group bubbles whilst in Pre-School Club.
<p><u>22 – After School Care</u></p>	<ul style="list-style-type: none"> • The School will provide supervised After School Care from the start of the Autumn Term. • No food will be available. Any snacks will have to be provided by parents. • Students will be kept within their year group bubbles whilst in After School Care.

<p><u>23 – Co Curricular Activities</u></p> <ul style="list-style-type: none"> • The Senior Deputy Head and Director of Operations must agree that the plans to run a club is consistent with government guidelines and that a risk assessment is completed for the individual activity before they will be allowed to take place. 	<ul style="list-style-type: none"> • Individual Risk Assessments to be completed for these activities based on the principles of: <ul style="list-style-type: none"> ○ Only year group bubbles may do activities together – this will affect plays, concerts etc. Mixed year group bubbles may be allowed for specific activities such as rowing, cricket or drama but these must be approved by the Senior Deputy Head and Director of Operations prior to commencement ○ Students to be optimally socially distanced. ○ Teachers and Students to effect full hygienic wipe down clean of all touched surfaces at the end of each session (similar to classrooms). ○ Teachers to remain at least 2m away from student at all times.
<p><u>24 – External Hirers</u></p> <ul style="list-style-type: none"> • With effect from 28 March 2021 the only external hirers that have access to our facilities are those that use the external facilities. This will continue to change as Covid-19 restrictions relax further. • Any move to allow external hirers to re-start using school buildings will be preceded by a risk assessment being completed and shared by the hirer. 	<ul style="list-style-type: none"> • The school has relationships with a number of organisations who hire our facilities. • Prior to allowing an external hire any organisation wishing to take use our facilities will have to provide their own risk assessment and operational plans for the activities to be undertaken. • These risk assessments will need to be cognisant of the guidelines set by any relevant sporting or organisational body. • The provided risk assessment will be reviewed along with any additional cleaning routines that may be required. • Should it be deemed that the activity generates too much risk the School may well deny access to our facilities. • As part of the agreement to hire out our facilities, the School to seek recovery of any additional operational costs incurred as a result of Covid-19 (cleaning, maintenance, security etc.). • The School reserves the right to carry out audits of the activities being run by external hirers to ensure the routines identified in their operational plans are being followed. Failure to follow

	plans may lead to a cessation of the external hire until the safe routines can be guaranteed.
<u>25 – Swimming Pool / Fitness Gym</u>	<ul style="list-style-type: none"> • A full risk assessment and operational plan was prepared prior to the re-opening of the swimming pool and fitness gym. • The risk assessment and operational plan took both governing body and Government guidelines in to account. • Any sessions held in these environments will be managed in year group bubbles.
<u>26 – Music / Speech and Drama</u> <ul style="list-style-type: none"> • There may be an additional risk of infection in environments where students or staff others are singing, chanting, playing wind or brass instruments or shouting. This applies even if individuals are at a distance. 	<ul style="list-style-type: none"> • We are reducing the risk, particularly when students are playing instruments or singing in small groups such as in music lessons by, for example, physical distancing and playing outside wherever possible, limiting group sizes to no more than 30, positioning students back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. Drama, singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies.
<u>27 - ADIT</u>	<ul style="list-style-type: none"> • Storage of Work Years 7 - 9 <ul style="list-style-type: none"> ○ Years 7-9 - Students work to be collected in at the end of each lesson and placed in a labelled tray. Trays to be kept in the allocated classroom and NOT brought back to departments. ○ Years 10 - 13 Students have own folders and shared drawers. Drawers to be re-allocated to cover the correct rooms / year groups. • 'Material boxes' for each year group will be provided to avoid cross contamination. • Equipment used should be wiped down by the student prior to it being put away then wiped again when the next student starts using it.

	<ul style="list-style-type: none"> DT Workshop will be divided into two spaces for Year 12 and 13 only. If a student needs to use a piece of machinery not in their allocated year area then a teacher will undertake the task on their behalf.
<p><u>28 - Music Lessons with Visiting Music Teachers (VMT's)</u></p> <ul style="list-style-type: none"> VMTs will be able to deliver individual music lessons from September 2020. VMTs will work in rooms that can be well ventilated by opening doors or windows or using mechanical ventilation if it is available. 	<ul style="list-style-type: none"> The BMS Music Department keep a register of all students taught for track and trace purposes. VMTs must inform the school immediately if they suspect they have any of the Covid-19 symptoms, and if so they must also book a test and update the school immediately of the test results in line with all other school staff. VMTs will maintain appropriate social distancing where possible from the students. Clear screens will be used to provide a barrier between student and VMTs where they are required. Where required the school will rearrange furniture to enable the VMTs to have the most appropriate set up of the room as possible. VMTs should not touch any musical instruments that are being used by the student, where they need to demonstrate they should use their own instrument. If there is a problem with the student's instrument that needs to be fixed or a violin needs to be tuned for example, the VMT should sanitise their hands before and after carrying out any adjustments or should use disposable gloves. VMTs may wear PPE if they choose to in line with other staff members. VMTs should wash or sanitise their hands-on arrival, before and after each lesson. Students should use their own instrument wherever this is possible. Where an instrument is used by more than one student, e.g. a piano, this must be cleaned by the VMT between lessons using the cleaning products provided. VMTs will follow specific guidance as outlined by the school.

	<ul style="list-style-type: none"> • VMTs must attend a staff induction session before they return to work. • VMTs must follow all procedures in line with all other members of staff.
<p><u>29 – Recruitment</u></p> <ul style="list-style-type: none"> • Recruitment where required will continue as usual with all the necessary safe recruitment protocols being followed as a minimum. 	<ul style="list-style-type: none"> • Recruitment process will be separately risk-assessed before any additional recruitment takes place to ensure the safety and wellbeing of all parties.
<p><u>30 - Contingency plans for outbreaks</u></p>	<ul style="list-style-type: none"> • In the event of a local outbreak, the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission. Our contingency plan for this event will be to revert to the plan followed for the first half of summer term where we remained open only for vulnerable students and the children of critical workers and provided remote education for all other students. • In the event of partial closure, we are able to offer a mix of both online and face to face teaching.
<p><u>31 - Recruitment of New Students</u></p> <ul style="list-style-type: none"> • Interim measures need to be put in place to ensure that we can still arrange visits and meeting for prospective families in order to reach our recruitment targets and for prospective students and their parents to visit site. • Late assessments will continue to be managed remotely. 	<ul style="list-style-type: none"> • Unless there is a local or national lockdown it is possible for the School to arrange one-to-one meetings and tours. • All visitors must follow the Visitor Protocol which will be provided prior to, or on, arrival. • All tours to be pre-arranged and all external visitors to follow COVID safe precautions, with appropriate face coverings to be worn at all times. • Meetings with prospective parents will only be held with Headmaster, Director of External Relations, Head of Junior School, Head of Sixth Form, Senior Deputy Head. • Tours of school should only be led by members of the Admissions team. There will be NO student tour guides. All

	<p>tours will follow social distancing guidance and no classrooms should be accessed.</p> <ul style="list-style-type: none"> • Full records of the tour and meetings will be kept in the event we need to track and trace attendees. • All tours take will place in lesson time or at the end of the school day to ensure no crossing with large groups of students in corridors.
<p><u>32 - Other Visitors</u></p>	<ul style="list-style-type: none"> • It is preferable that visitors are kept away from School. However, not all visits are avoidable as they are required to ensure the School continues to operate. • Any visits must be pre-arranged, approved by SLT, and all visitors to follow COVID safe precautions, with appropriate face coverings to be worn at all times. • All visitors to be provided with a "Visitor Protocol" prior to or on arrival at School. If the visitor is not prepared to agree to the protocol, they will not be granted access. • Full records of the tour and meetings kept in event we need to track and trace attendees. • All visits take place in lesson time or after the school day to ensure no crossing with large groups of students in corridors.
<p><u>33 - Use of School Vehicles</u></p> <ul style="list-style-type: none"> • Government guidance may be obtained at: https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/vehicles/vehicles 	<ul style="list-style-type: none"> • If any school vehicle is used, all internal and external surfaces and other objects within the vehicle should be cleaned frequently and certainly once the user has finished or at the end of the day whichever is the shortest. Alternatively, the vehicle should remain unused for 72 hours. • Keys for school vehicles are to be collected from, and returned to, the Estates Office to ensure compliance with social distancing and COVID-19 hygiene requirements. • Staff using a school vehicle will be responsible for standard pre-drive checks. • Staff are required to clean hands before using the vehicle. Hand sanitiser will be provided in each vehicle. • All materials, belongings and waste to be removed by vehicle users once finished.

	<ul style="list-style-type: none"> • Bags with draw strings to be provided in vehicles for rubbish. If used, these bags are to be removed by user and placed in the skips in the top car park. • If a vehicle needs cleaning after use by a suspected COVID-19 individual, it will be thoroughly cleaned prior to re-use.
<p><u>34 - Staff Briefings / Staff Common Spaces</u></p>	<ul style="list-style-type: none"> • It is the intent that staff briefings will be managed online for the foreseeable future. • Should face to face briefings be necessary these will be managed taking into account appropriate social distancing. • Whilst Common Room spaces will be available for use, staff should ensure that they practice social distancing at all times and should they touch soft furnishings they should wash observing personal hygiene guidelines as appropriate. • Staff Common Room Social Activities could continue to take place but any proposed event should be discussed with Director of Operations and Senior Deputy Head to ensure suitable risk management is put in place.
<p><u>35 - Communicating plans</u></p>	<ul style="list-style-type: none"> • Tell students, parents, carers or any visitors, such as suppliers, not to enter the school if they are displaying any symptoms of coronavirus (following the COVID-19 guidance for households with possible coronavirus infection). • All students have been briefed on the expectations regarding hygiene and social distancing prior to engaging in lessons and will continue to be briefed regularly • Communications will be sent to parents and carers to let them know of the control measures that are in place and any changes that will be required from time to time; continuing advice will be given on temporary collection and drop off procedures at the school; gatherings of parents and carers at the school gates will be discouraged. • It is the intent that no parents should enter the school - parents should be told that if their student needs to be accompanied to school this should be pre- communicated to the school and only one parent should attend.

	<ul style="list-style-type: none"> • Continue to communicate with parents and students drop off and collection procedures including protocols for minimising adult to adult contact. • Make clear to parents 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). • Ensure parents and young people are aware of recommendations on transport to and from school. Refer to government guidance on safe travel: https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers
<p><u>36 – Lateral Flow Testing</u></p> <p>As of 7 January 2021, at the request of the Government, the School implemented Lateral Flow Testing. This has been done in an attempt to identify and then isolate asymptomatic carriers of the virus in students and staff population.</p> <p>Whilst voluntary testing was initially carried out in School this has now moved to home testing with the School expected to distribute test kits to all staff and Senior School students.</p> <p>Should testing be required in School it will take place in specified areas depending on volume of tests necessary. The test environment will be managed by the School’s Director of Operations and/or Senior Nurse.</p> <p>Contact between subjects increasing the risk of transmission of COVID19</p> <ul style="list-style-type: none"> • Asymptomatic: All subjects are to be advised in advance not to attend if they have any symptoms of COVID 19, or live with someone who is showing symptoms of COVID 19 (including a fever and/or new persistent cough) or if they have returned within 14 days from a part of the world affected by the virus or have been in close contact with someone who is displaying symptoms. 	<ul style="list-style-type: none"> • School will provide home test kits to all staff and students from Year 7 and above assuming that kits are made available from the Government. • Tests should be completed at least twice per week at an interval of 3 or 4 days between tests. • Should a home test yield a positive result the person that has tested positive should follow the advice given immediately following the reporting of the test result. This will include immediate isolation and the need to take a confirmatory PCR test to confirm the result • A positive test result should be reported to the School to allow for the necessary Track and Trace activities to be undertaken which will allow identification of others who may be affected.

- Face masks: Prominent signage reminding attending subjects of the above to be displayed at the entrance to the Testing Area.
- Face coverings/masks to be worn by subjects at all times whilst in the Testing Area except for brief lowering at time of swabbing.
- Requirement to wear face covering/mask to be reminded to all subjects in advance at time of test booking.
- Compliance with wearing of face covering/mask of all subjects to be visually checked on arrival by LRC reception.
- Hand hygiene: All subjects to use hand sanitiser provided on arrival & adherence to this enforced by reception staff.
- Social distancing: Two metre social distancing to be maintained between subjects with measured floor markings in place to ensure compliance in addition to verbal reminders if necessary from reception staff.
- A one-way flow of subjects through the Testing Area is to be initiated and maintained at all times. Compliance with this is to be ensured by staff.
- Cleaning: Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance

Contact between subjects and staff increasing the risk of transmission of COVID19: Welcome & registration, Sample Taking, Sample Transport, Sample processing & analysis and Sample disposal

- All staff involved in LF testing – trained via the NHS training website and pass the test for competence
- Full PPE to be worn by Swabbing Team, Processing Team and Data Input staff – to include surgical mask, face visor, nitrile gloves and disposable apron
- PPE to be replaced frequently as appropriate
- Deep clean of testing area to take place every evening.
- Bowls available in case of vomiting via gag reflex. Cleaning team to disinfect immediately should this occur
- Waste material to be disposed of daily and correctly as Health Waste and managed by licenced contractor

COSHH

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| <ul style="list-style-type: none">• Extraction solution which comes with the lab test kit contains the following components: Na_2HPO_4 (disodium hydrogen phosphate), NaH_2PO_4 (sodium phosphate monobasic), NaCl (Sodium Chloride). These components do not have any hazard labels associated with them, and the manufacturer states that there are no hazards anticipated under conditions of use as described in other product literature. This is the case for exposure to: eye, skin, inhalation, ingestion, chronic toxicity, reproductive and developmental toxicity, carcinogenicity, and medical conditions aggravated by exposure.• Environmental: do not let product enter drains• Spillages: wipe surfaces which the solution has been spilt on and dispose of cleaning material in line with waste disposal procedures• Do not use if the solution has expired• Training to be provided in handling potentially biohazardous samples, chemicals and good lab practice.• Adhere to guidelines in these training procedures to prevent improper handling.• Follow procedures on the MSDS form provided by Innova to mitigate against inhalation, skin contact or ingestion of these chemicals | |
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Appendix A: Approach to room allocations by year groups - subject to change depending on operational experience

Years 3 - 6	<ul style="list-style-type: none"> • Students will be taught in their classrooms (except Drama and PE etc.) • Teachers will move around to the classes they are teaching and remain as socially distanced as they can • Y3 and Y4 will have a set of google Chromebooks at their sole disposal, based in the Y3 area and the Y4 block • Y5 will have use of the ICT room • Y6 will have use of a set of Chromebooks based in the main building • Drama and music will be taught in the Christopher Fry Hall where possible • Each year group will be allocated a playground space for all their breaks
Year 7	<ul style="list-style-type: none"> • Use existing Common Room and outside spaces for social spaces • Use Modern Foreign Languages/Classics as their base • 6 classes/forms in LC2,4,9,10,11,13 • Design & Technology not taught in 3 groups for 2 classes in short term, taught by form • LC1 used for Y7ICT and for any other IT use by Y7 classes (bookable) • Howard Hall available for Drama lessons (12 lessons per cycle). Tuesday Wk1, Friday Wk1, Thursday Wk2. Days with no lessons • M16 for Music lessons (only 18 lessons per cycle) or common room if 2 lessons on at same time • All other lessons taught in form rooms. Art and Design and Technology in classrooms
Year 8	<ul style="list-style-type: none"> • Use existing Common Room and outside spaces for social spaces • Use Humanities as their base • 7 classes/forms in H1,2,3,8,9,10,12. Art and DT taught by forms in the short term • CS1 used for Y8ICT and Maths and for any other IT use by Y8 classes (bookable) • Common Room 4 (Y8CR) for Drama lessons • M1 for Music lessons • All other lessons taught in Humanities rooms. Art and Design & Technology in classrooms
Year 9	<ul style="list-style-type: none"> • Use existing Common Room and MQ3 for social spaces • Use English as their base • 7 classes in E1,2,3,6,7,8,9 • Need 8 form rooms so 7 above plus CS2 • S25 as overflow for Maths/option blocks • E4 as overflow when EN Support (small group) in option block • CS2 used for Y9ICT and for any other IT use by Y9 classes (bookable) • Common Room 1 (their CR) for Drama lessons • Music M3 • A7 for Art • Drama Y9 CR • All other lessons taught in English rooms. Art and Design & Technology in classrooms
Year 10	<ul style="list-style-type: none"> • Use existing Common Room plus MQ4 as social spaces • NB Y10/11 share DC1 TEC2 (plastics room)

	<ul style="list-style-type: none"> • Use Mathematics as their base • 7 classes in Ma1,2,3,4,6,7 and 9 • Need 8 form rooms so use DR3 plus 7 above • DR3/DR4 (ok) as overflow rooms for Maths/option blocks including Music/Drama. Also use S24 if available • A6 for Art • M2 for Music • DR3 for Drama • Use DT (Kennington Suite) for GCSE CS, GCSE DTP and DTE priority. Possibly providing chromebooks here to supplement. All other Y10 ICT needs are then bookable after these subjects
Year 11	<ul style="list-style-type: none"> • Use existing Common Room plus science atrium and MQ2 as social spaces • NB Y10/11 share DC1 TEC2 (plastics room) • Use middle Science block level as their base • 7 classes in S11,12,13,14,15,16,17 • Need 8 tutor rooms - use 7 above plus SO1 • Overflow to lower level S01 for Maths/options • Use CS3 for GCSE CS, GCSE DTP and DTE priority. Possibly providing chromebooks here to supplement. All other Y11 ICT needs are then bookable after these subjects • DT Plastics Room and Electronics Room for Y11 DT • A1 for Art • Music in JS Music Room • Drama in DR2
Year 12 & 13	<ul style="list-style-type: none"> • Y12 use 6ST and JSMU and Junior School Science plus the Library plus MQ5 a social spaces. Computers coming out of CS2 to be put into 6ST rooms • Y12 can also use any Y12 classrooms which are free for private study • Y13 will use Oakley and Wilden Room for social and workspace plus any Y13 rooms which are free • Y12 rooms are in LC7, LC8, LC14 ,H14, H15, E4, 6ST (remove) ACPE1/2, PPE6/7, CR3 (remove) A4 • Y13 rooms are in H0, H4, H6, H11, PPE1/2/3/4, S02/03/04, A5 • NB Y12/13 share CS4, DC2, E5, M2 ST (drama studio), TEC (electronic room) - these may change with potential of using Wilden Room for Y13CS, Y12 Drama perhaps in JSMU, Y12 MU in JSMU • Tutor rooms for Y12/13 not re-allocated at present into separate zones.

Protocols for Nurses department from Autumn Term 2020

Guidelines for the care of students who are unwell following the reopening of Bedford Modern School in response to the Coronavirus (COVID-19)

These guidelines are to support staff at Bedford Modern School to assist in keeping the school population as safe as possible and to help limit the risk of COVID-19 spreading within the school environment.

COVID-19 is a new infectious disease that can affect the lungs and airways which is caused by a virus called Coronavirus. The most common signs of the infection are:

1. High temperature - This means you feel hot to the touch on your chest or back (the temperature does not have to be measured). However, if you do have access to a thermometer, a high temperature is classed as a reading of 38.7C or above)
2. New, continuous cough - This means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough it may be worse than usual).
3. Loss or change to your sense of smell or taste - this means you have noticed that you cannot smell or taste anything, or things smell or taste different to normal.

There are important actions that can be taken within school to help prevent the spread of the virus and these have been carefully considered (as part of the BMS risk assessment). However, if a pupil does become unwell whilst at school the following guidelines should be followed:

Procedure for Students/Staff Member who complain of Common Coronavirus Symptoms in School

1. Student/staff member displays common symptoms of Covid-19 (i.e. high temperature, continuous cough, complains of lack of sensation of taste / smell).
2. Member of staff to telephone the nurses team (ext. 505, mobile 07788 970153). If a telephone is not available, then the member of staff should email reception (reception@bedmod.co.uk) asking them to ring the nurses and cc the email to the nurses@bedmod.co.uk. The unwell student should remain where he/she is, and the nurses will collect him/her wearing appropriate PPE. The student will be taken to the nurses' department to be assessed (to include a temperature check), and parents telephoned and asked to collect the student. They will be advised to follow the COVID-19 guidance for households with possible coronavirus infection: (<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>) and/or ring the coronavirus service help line number 111.
3. Whilst the student/staff member is awaiting collection, he/she should be moved to a room (within the nurses' department) where he/she can be isolated behind a closed door, with appropriate adult supervision if required. A window should be opened for ventilation. If, for

any reason, it is not possible to isolate him/her, he/she should be moved to an area where he/she can be at least 2 metres away from other people.

4. If the student/staff member needs to go to the bathroom while waiting to be collected he/she should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. The bathroom in the nurses' rest room can be used here as it will minimise potential cross contamination. Isolation spaces can be utilised as follows: The main rest room will be the first room used to isolate a student whilst awaiting collection. If a second student presents with symptoms, the waiting room can be used as a second isolation room. The senior nurse's office can be used as a third isolation room and if further space needed, the main clinic room can be used. This would mean that students presenting with non-coronavirus related issues, will need to be triaged in the nurse's office. All areas will require a deep clean after a suspected Covid related case.
5. PPE should be worn by staff caring for the student/staff member while they await collection. PPE in the nurse's department includes gloves, aprons, face masks, goggles and face shields.
6. If a member of staff has helped someone who was unwell with the common symptoms of COVID-19 they do not need to go home unless they develop symptoms themselves, or the student subsequently tests positive. Hands should be washed thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people (Estates Department will help with this).
7. If sent home, the student/staff member will be advised to self-isolate for 10 days. Their household members should self-isolate for 14 days. If staff display coronavirus symptoms, testing is advised. Where the student, or staff member tests negative they can return to school and the household can end their self-isolation. Where the child or staff member tests positive the rest of their bubble should be sent home and advised to self-isolate for 14 days. The other household members of the class do not need to self-isolate unless the student or staff member subsequently develop symptoms.
8. Records on iSAMS will be maintained and SLT informed as appropriate.

Procedure for Students/Staff Member who Complain of Feeling Unwell /Have an Accident in School

1. Student/staff member complains to the member of staff they feel unwell, or they have had an accident.
2. Member of staff to telephone the nurses team (ext. 505, mobile 07788 970153). If a telephone is not available then the member of staff should email reception (reception@bedmod.co.uk) asking them to ring the nurses and cc the email to the nurses@bedmod.co.uk. The unwell student should remain where he/she is and the nurses will collect him/her wearing appropriate PPE.

3. If possible, the student/staff member will be taken to the Health Centre where he/she will be assessed and either:
 - Return to lessons
 - Be advised to rest and monitored in the nurses department
 - Parents informed and arrangements made for collection. The receptionist and the teacher will be informed if the student has been sent home.
4. If it is not possible to move the student/staff member, other members of his/her class should be moved to another area if possible. The student will be assessed, appropriate action taken and medical attention sought if required. Medical attention will involve either a 999 call for paramedic support, calling 111 or contacting parents to arrange GP assessment.
5. Records on ISAMS will be maintained and SLT informed as appropriate.

Nursing department

- The nurses will be available between 8.00am and 5.30pm Monday to Friday, outside of these times identified trained first aiders will need to administer first aid in the first instance to any student who injures themselves during the course of the school day.
- There will be no nursing cover provided on Saturdays until at least the end of Summer 2021 half term holiday.
- Only one person at any time will be allowed in the 'waiting area'. The area will be wiped down after each person leaves.
- Students who are unwell should call the Health Centre in the first instance. Advice will be given over the phone regarding what should happen next.